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Global Payroll for Switzerland
PeopleBooks

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About This PeopleBook

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

This preface discusses:

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

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

PeopleSoft Application Prerequisites

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

See *Using PeopleSoft Applications*.

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

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

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

PeopleSoft Application Fundamentals

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

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

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

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

See Also

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

Ordering Printed Documentation

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

- Web
- Telephone
- Email

Web

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

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

PeopleSoft Application Fundamentals for HRMS PeopleBook consists of important topics that apply to many or all PeopleSoft applications across the PeopleSoft HRMS product line. No matter which PeopleSoft HRMS products you are implementing, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook

PeopleBook Structure

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

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

Chapters	Description
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. Note. There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.
Appendixes	(optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Reports Appendix	(optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

CHAPTER 1

Getting Started with PeopleSoft Global Payroll for Switzerland

This chapter provides an overview of PeopleSoft Global Payroll for Switzerland business processes and discusses:

- PeopleSoft Global Payroll for Switzerland business processes.
- PeopleSoft Global Payroll for Switzerland implementation tasks.

PeopleSoft Global Payroll for Switzerland Business Processes

The following graphic lists the PeopleSoft Global Payroll for Switzerland business processes:

- Social insurance
- Source tax
- Tax statement (Lohnausweis)
- Garnishments
- Family allowance
- Tariffs
- Maternity
- Absence self-service
- Overtime self-service
- Banking
- EO payments
- Pensionskasse

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

Implementing PeopleSoft Global Payroll for Switzerland

The PeopleSoft Global Payroll for Switzerland 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 Switzerland 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 Switzerland may vary; each individual application isn't necessarily set up in sequence. For example, you may set up Human Resources tables, then tables for the 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 Switzerland 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 Switzerland setup.

Step	Reference
1. Set up PeopleSoft HRMS fundamental tables.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i>

Setting Up PeopleSoft Human Resources Tables

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

Step	Reference
1. Set up data for employee dependents required for use with child allowances.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i> , "Entering Additional Data in Human Resources Records," Tracking Dependent and Beneficiary Data
2. Create employee checklists required for use with child allowances.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i> , "Overview of the Hiring Process," Creating Employee Checklists

Setting Up PeopleSoft Global Payroll Core Application Tables

PeopleSoft Global Payroll for Switzerland 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 Switzerland Tables

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

Step	Reference
1. Define reporting options including assigning print classes and defining install options.	Chapter 3, “Defining Country Data for Switzerland,” Assigning and Viewing Print Classes, page 16
2. Define insurance providers, company social insurance contributions, and additional insurance providers.	Chapter 13, “Managing Social Insurance for Switzerland,” page 73
3. Review the family allowance data delivered by PeopleSoft and modify if necessary.	Chapter 4, “Setting Up Family Allowances,” page 19
4. Define FAK rates.	Chapter 5, “Setting Up FAKs,” page 27
5. View and modify source tax data if required.	Chapter 14, “Managing Source Tax,” Viewing and Maintaining Source Tax Data, page 93
6. Review the absence entitlement plans delivered by PeopleSoft and modify if necessary.	Chapter 6, “Setting Up Swiss Absence Rules,” Setting Up Absence Entitlement Plans, page 31
7. Review the scale codes delivered by PeopleSoft and modify if necessary.	Chapter 6, “Setting Up Swiss Absence Rules,” Setting Up Scale Codes, page 33
8. (optional) Set up garnishment processing.	Chapter 8, “Setting Up Garnishments,” page 37
9. (optional) Set up maternity leaves.	Chapter 9, “Setting Up Maternity Leave,” page 41
10. Define payslips.	Chapter 10, “Setting Up Payslips,” page 45
11. (optional) Define absence request processing.	Chapter 11, “Setting Up Absence Requests,” Setting Up Absence Requests, page 49
12. (optional) Define overtime request processing.	Chapter 12, “Managing Overtime Requests,” page 53

CHAPTER 2

Understanding PeopleSoft Global Payroll for Switzerland

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

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

PeopleSoft Global Payroll for Switzerland

PeopleSoft Global Payroll for Switzerland 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 Switzerland payroll.

PeopleSoft Global Payroll for Switzerland Business Processes

PeopleSoft Global Payroll for Switzerland supports the following business processes:

- Social Insurance

Contributory membership in national social insurance funds (such as AHV, IV, and EO) is mandatory for employers. You deduct social insurance contributions for those domestic and foreign employees with mandatory insurance coverage and transfer them to compensation funds in accordance with statutory requirements.

- Source Tax

Switzerland is a confederation of 26 cantons with approximately 3,000 municipalities. Accordingly, it has an extremely complex taxation system, with taxes imposed at federal, cantonal, and communal levels. Rates of tax can vary from one canton to another.

- Tax Statements (Lohnauweis)

PeopleSoft Global Payroll for Switzerland provides complete tax statement functionality, including expatriate handling and certificate on demand. You can exclude individuals for periods from tax statements, close tax statements, create tax statement overrides, and view individual tax statements online.

- Garnishments

When a payee owes money to a third party for alimony, child support, tax debts, or other obligations, an employer may be required to deduct part of what is owed before the payee receives payment. The deduction, known as a garnishment, is taken every month, according to national guidelines. You can garnish both regular earnings and special earnings, such as bonuses, within certain restrictions.

- Family Allowance

PeopleSoft Global Payroll for Switzerland enables you to define and manage data for an employee's dependents and family as well as process available family allowances for each payee.

- Tariffs

A tariff is a contract between employees' unions and employers' associations that defines labor agreements on issues such as standard working hours, income, and vacation. PeopleSoft Global Payroll for Switzerland delivers tariffs in the system as Translate Table values.

- Maternity Leave

In PeopleSoft Global Payroll for Switzerland, you enter maternity leave data on a single page. The page generates absence take elements that work with the core application's absence process to correctly process maternity leave during a payroll run.

The system determines the amount of paid maternity leave to which an employee is entitled based on years of service and the canton of residence. After the birth of child, it recalculates entitlement based on the Swiss legal requirement of eight weeks' leave after the child's actual birth. PeopleSoft delivers and maintains this information on the Scale Codes component.

- Absence and Overtime Self-Service

PeopleSoft Global Payroll for Switzerland includes a self-service application for managing employee absence and overtime requests, which enables you to carry out common tasks through a user-friendly browser page. Absence and overtime self-service options differ for employees, managers, and Human Resources administrators.

- Banking

PeopleSoft Global Payroll for Switzerland enables you to set up Swiss banking, set up defaults for source banks, set up banking defaults for payees, and run local country bank processing.

- EO Payments

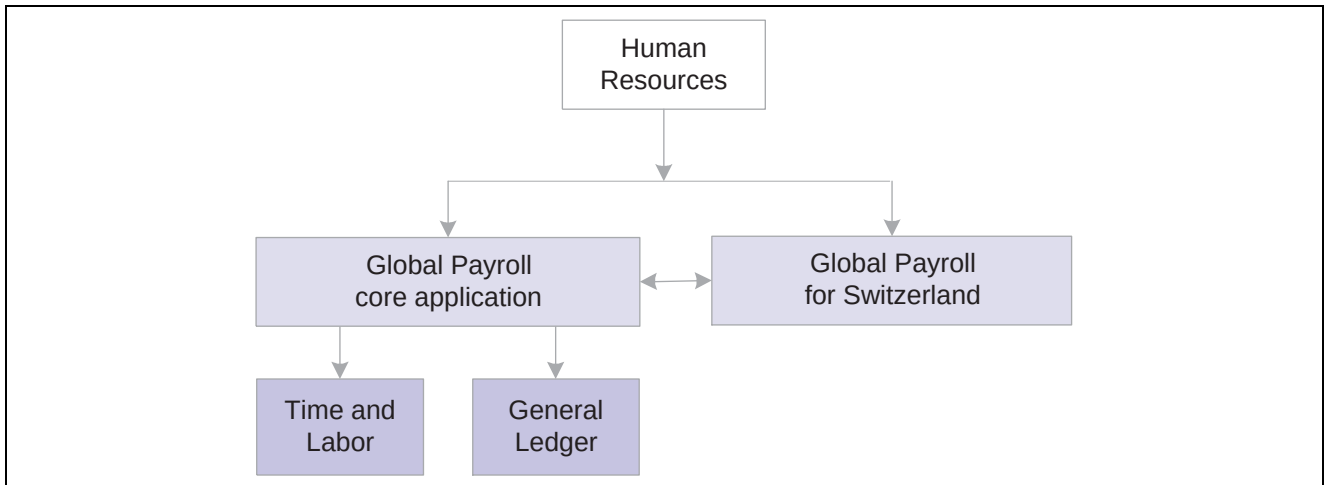
EO payments refer to the payment of salary during military and civilian service. The EO (*Erwerbsersatzordnung für Diestleistende in Armee und Zivilschutz*) is an ordinance on military pay supplements and governs the earnings of military and civil defense personnel. According to the EO's provisions, people on active military duty (including members of the Women's Armed Forces and the Red Cross) or in civilian service are entitled to receive earnings compensation for every paid or accredited day of service.

- Pensionskasse

Pensionskasse is the pension fund for Swiss employees. PeopleSoft Global Payroll for Switzerland handles Pensionskasse with calculation and feedback from the provider.

PeopleSoft Global Payroll for Switzerland Integrations

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



PeopleSoft Global Payroll for Switzerland integration flow with other PeopleSoft applications

We cover integration considerations in this PeopleBook.

Understanding Delivered Elements

PeopleSoft Global Payroll defines each business process for Switzerland 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 to both 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 tools 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 based on 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 or reconfigured, while others can be configured to meet requirements unique to your organization.

Understanding Element Ownership in PeopleSoft Global Payroll

PeopleSoft Global Payroll has the following five categories of element ownership:

PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements delivered by PeopleSoft that the customer must maintain. This category consists primarily of either customary (non-statutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft may occasionally update elements defined as PS Delivered/Not Maintained, you are not required to apply these updates.
Customer Maintained	Elements created and maintained by your organization. PeopleSoft does not deliver rules defined as Customer Maintained.
PS Delivered/Customer Modified	Elements that were originally PS Delivered/Maintained elements over which the customer has decided to take control (this change is irreversible).
PS Delivered/Maintained/Secure	Delivered elements that the customer can never modify or control.

See Also

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

Naming Elements

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.
- Primary elements.
- Component names (suffixes).

This section also discusses how the following are used in the names of Swiss elements:

- Functional area codes for Switzerland.
- Element type codes (PIN_TYPE).
- Abbreviations in element names for Switzerland.
- Suffixes for Switzerland.
- Industry and regions feature.

All Elements

PeopleSoft Global Payroll for Switzerland does not use type codes in primary element names. PeopleSoft Global Payroll for Switzerland uses the naming convention FF NAME for earnings and deductions elements, which are primarily elements.

FF	Functional area code.
NAME	The description of the element.

For example, CH_AH_D10 (AHV Deduction)

Component Names (Suffixes)

When you create an earning or deduction 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. The system also names the components and accumulators by appending a suffix to the element's name.

For example, you define the earnings element named EARN1 with the 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.

In PeopleSoft Global Payroll for Switzerland, all suffixes fall into one of the following types:

- Separator.
- Earnings/deductions component suffixes.
- Earnings/deductions accumulator suffixes.
- Deduction arrears component suffixes.

Functional Area Codes for Switzerland

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

Functional Area Code	Description
00	All over
AB	Absences
AH	AHV
AL	ALV
AS	Asylum
BK	Banking
CA	Child allowance
EO	Civil service (EO)
EP	Error processing
ER	Gross earnings
FK	FAK
GR	Garnishments
MI	Maternity
NE	Net to gross (Aufrechnung)
PK	Pension fund
RP	Reporting
SI	Social insurance
SO	Solidarity Schaffhausen

Functional Area Code	Description
TX	Taxes
UV	Accident insurance

Element Type Codes (PIN_TYPE)

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

Element Type Code	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element Group
EM	Error Message
FC	Fictitious Calculation

Element Type Code	Description
FM	Formula
GC	Generation Control
HC	Historical Rule
PP	Previous Period Rule
PR	Process
PO	Proration Rule
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable

Suffixes for Switzerland

PeopleSoft Global Payroll for Switzerland uses the default core PeopleSoft Global Payroll suffixes.

See Also

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

Industry and Regions Feature

We have not used the industry and regions feature in defining elements for Switzerland.

Viewing Delivered Elements for Switzerland

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

CHAPTER 3

Defining Country Data for Switzerland

This chapter describes how to:

- Define a default retroactive processing method.
- Define triggers.
- Set up pay entities and pay groups.
- Assign and view print classes.
- Define Swiss reporting default options.
- View delivered elements for Switzerland.

Defining a Default Retroactive Processing Method

In the PeopleSoft Global Payroll core application, define the default retroactive processing method as corrective.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Retroactive Processing,” Defining a Retro Method

Defining Triggers

In PeopleSoft Global Payroll, the mechanism used to detect online data changes that should result in a system action is called a trigger. Examples of common data changes that might use triggers are the hiring of a new payee, a change in pay rate, and a change in job location. There are three types of triggers: iterative, retro, and segmentation.

Before you can use a trigger to process a payee, perform segmentation, or perform retroactive processing, you must set up a trigger definition. The definition indicates that when a particular change to the database occurs, the system should generate the desired trigger. You define trigger event IDs on the Trigger Definition page in the PeopleSoft Global Payroll core application.

The following table lists records with triggers for PeopleSoft Global Payroll for Switzerland.

Record	Type	Trigger Event ID	Retro Event Definition ID Segment Event
COMPENSATION	Iterative Retro	COMPENSATI	CHE RETRO
GP_ABS_EVENT	Iterative Retro	GPABSEVENT	CHE RETRO
GP_ABS_OVRD	Iterative Retro	GPABSOVRD	CHE RETRO
GP_PI_MNL_DATA	Iterative Retro	GPPIMNLDAT	CHE RETRO
GP_PI_MNL_SOVR	Iterative Retro	GPPIMNLISOV	CHE RETRO
GP_PYE_OVR_SOVR	Iterative Retro	GPPYEOVRSO	CHE RETRO
GP_PYE_SECT_DTL	Iterative Retro	GPPYESECTD	CHE RETRO
JOB	Iterative Retro Segmentation	JOB JOB COMPRATE	CHE RETRO Period Element*
SCH_ASSIGN	Iterative Retro	SCHASSIGN	CHE RETRO
GPCH_CA_DATA1	Iterative Retro	CH CA DAT1	CHE RETRO
GPCH_CA_DATA2	Iterative Retro	CH CA DAT2	CHE RETRO

Record	Type	Trigger Event ID	Retro Event Definition ID Segment Event
GPCH_SI_DATA	Iterative Retro	CH SI DATA	CHE RETRO
GPCH_TX_DATA	Iterative Retro	CH TX DATA	CHE RETRO
GPCH_AB_MATERN	Iterative Retro	CH AB MATE	CHE RETRO
GPCH_EO_ABR	Iterative Retro	CH EO ABR	CHE RETRO
GPCH_GR_DAT1_VW	Iterative Retro	CH GR DATA	CHE RETRO
GPCH_GR_DAT2_VW	Iterative Retro	CH GR DAT2	CHE RETRO

Note. PeopleSoft Global Payroll for Switzerland is designed to have a retro limit as of January 01 of the current year.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Triggers”

Setting Up Pay Entities and Pay Groups

Before setting up Swiss options, you need to define the pay entity and pay group on the Pay Entities and Pay Groups pages.

Note. PeopleSoft Global Payroll for Switzerland is designed to have Company equal Pay Entity. This is necessary for all legal reporting.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining the Organizational Structure,” Defining Pay Entities

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining the Organizational Structure,” Defining Pay Groups

Assigning and Viewing Print Classes

Each report has its own layout, design, and specification distinguished by a print class. You can select a specific print class on the run control page before running a report.

Pages Used to Assign and View Print Classes

Page Name	Object Name	Navigation	Usage
Print Class	GPCH_BL_PRINT	Set Up HRMS, Product Related, Global Payroll, Reports, Print Classes CHE, Print Class	Assign specifications to a print class and select how an element appears in a printed report. PeopleSoft delivers some print classes, but you can also create your own.
Print Class View	GPCH_BL_PRNT_VW	Set Up HRMS, Product Related, Global Payroll, Reports, Print Classes CHE, Print Class View	View print class details display-only.

Assigning Print Classes

Access the Print Class page.

Print Class
Print Class View

Print Class: GPCHDM12

Customize Find View 100 First 1-10 of 115 Last													
	*Element Type	*Element Name	Status	Override Sign	Print Group	Print Sequence	Print Calc Val	Print Base	Print Rate	Print Units	Print Percent	Print Sum Amount	
1	Earnings	CH_ER_10000	Active	☐	2	10000	☒	☐	☐	☐	☐	☐	+ -
2	Earnings	CH_ER_11000	Active	☐	2	11000	☒	☒	☒	☒	☒	☐	+ -
3	Earnings	CH_ER_01100	Active	☐	2	1100	☒	☒	☒	☒	☒	☐	+ -
4	Earnings	CH_ER_10100	Active	☐	2	10100	☒	☒	☒	☒	☒	☐	+ -
5	Earnings	CH_ER_13600	Active	☐	2	13600	☒	☒	☒	☒	☒	☐	+ -
6	Earnings	CH_ER_01000	Active	☐	2	1000	☒	☒	☒	☒	☒	☐	+ -
7	Deduction	CH_AH_D10	Active	☐	20	510	☒	☒	☐	☐	☒	☐	+ -
8	Deduction	CH_AH_D11	Inactiv	☐	35	920	☐	☒	☐	☐	☐	☐	+ -
9	Deduction	CH_AL_D10	Active	☐	20	520	☒	☒	☐	☐	☒	☐	+ -
10	Deduction	CH_AL_D11	Inactiv	☐	35	930	☐	☒	☐	☐	☐	☐	+ -

Print Class page

Element Type

Displays the element type. Valid values are *Accumulatr*, *Auto Assgn*, *Deduction*, and *Earnings*.

Override Sign

Changes the default sign of each element.

Print Group

Displays the group in which the element is printed on the report.

Print Sequence	Displays the sequence in which the element is printed on the report.
Print Calc Val (calculation value)	Select to print the element as a calculation value.
Print Base	Select to print the element as a base.
Print Rate	Select to print the element as a rate.
Print Units	Select to print the element as a unit.
Print Percent	Select to print the element as a percent.
Print Sum Amount	Select to print the element as a sum amount.

Note. The definition for Payslip allows to select the components on the Parent Element. The definition for PayAccount requires a definition per component.

Defining Swiss Install Options

Before you print reports in PeopleSoft Global Payroll for Switzerland, you need to specify default choices for names, addresses, phone, and email. For example, you might want to print a payee's primary name and home address on a payslip.

Page Used to Define Swiss Install Options

Page Name	Object Name	Navigation	Usage
Swiss Install Opt (options)	GPCH_BL_PRNT_VW	Set Up HRMS, Product Related, Global Payroll, Framework, Processing, Installation Options CHE	Define default name, address, phone, and email types for reporting.

Setting Up Swiss Postal Codes

This section provides an overview of Swiss Postal Code maintenance and tells you how to update the Postal Code table.

Understanding Postal Code Maintenance

PeopleSoft Global Payroll for Switzerland is delivered with Swiss postal codes. The system uses the postal codes to validate and prompt for municipality codes. You can view the contents of the Postal Code table and load updates from the website of the Swiss Post.

Updating the Postal Code Table

To update the Postal Code Table:

1. Download the latest update from the website of the Swiss Post and note the path to the file in which you save it.

2. Use the Load files page to enter the file path and load the updates to the Postal Code table.

When you load updated postal codes to the Postal Code table (GPCH_POSTAL_CD), the system writes to the table only the codes that are different from the existing ones. New records are marked with a timestamp. Using this timestamp, you can identify all records that were written into the system by a specific user action. You can therefore view and, if necessary, delete all records associated with a particular time stamp.

Pages Used to View and Update Postal Codes

Page Name	Object Name	Navigation	Usage
Postal Code	GPCH_POSTAL_CD	Setup HRMS, Product Related, Global Payroll, Framework, Organizational, Postal/Municipality Codes CHE, Postal Code	View the contents of the Swiss Postal Code record.
Load Files	GPCH_POST_CTRL	Setup HRMS, Product Related, Global Payroll, Framework, Organizational, Postal/Municipality Codes CHE, Load Files	Specify the file name for the postal codes file to be loaded from the Swiss Post. Start the loading utility.
Loading Actions	GPCH_POST_LOAD	Setup HRMS, Product Related, Global Payroll, Framework, Organizational, Postal and Municipality Codes CHE, Loading Actions	View the time stamp and file names for each loading action. If necessary, delete all updated data corresponding to a timestamp.
Postal Codes per Load	GPCH_POST_LD_SEC	Click the Display Postal Codes button on the Loading Actions page.	View the postal code records that were loaded by a specific action.

Updating the Postal Code Table

Access the Load files page.

Postal Codes File

Enter the complete path to the file in which you downloaded the postal code updates from the Swiss Post website.

Load Data

Click to load the postal code data into the Postal Code table.

CHAPTER 4

Setting Up Family Allowances

This chapter provides an overview of managing family allowances in PeopleSoft Global Payroll for Switzerland and tells you how to define and enter family allowances.

Understanding Family Allowances

PeopleSoft Global Payroll for Switzerland enables you to define and manage data for an employee's dependents and family as well as process available family allowances for each payee.

Defining and Entering Family Allowances

The family allowance process in PeopleSoft Global Payroll for Switzerland includes these steps:

1. Enter dependent data.
2. Set up family allowance data.
3. Set up child allowance data.
4. View family allowance earnings if necessary.
5. Enter family allowance payment data.

Pages Used to Define and Enter Family Allowances

Page Name	Object Name	Navigation	Usage
Family Allowance Data	GPCH_CA_STAT_SET01	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, Family Allowance Rates CHE, Family Allowance Data	Set up family allowance data. PeopleSoft delivers company CA1 as an example of a government- approved setup.
Child Allowance Data	GPCH_CA_STAT_SET02	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, Family Allowance Rates CHE, Child Allowance Data	Set up child allowance data.
Family Allowance Earnings	GPCH_CA_EARNING	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, Family Allowance Earnings CHE, Family Allowance Earnings	View the elements that correspond to each dependent and beneficiary in the system. PeopleSoft delivers ten earnings. If you have employees with more than ten eligible children, you need to add additional earnings.
Family Allowance	GPCH_CA_DATA	Global Payroll, Payee Data, Define Family Allow Data CHE, Family Allowance	Enter the family allowance payment data for individual employees.

Entering Dependent Data in Human Resources

Enter dependent's name, address, and personal information on the Dependents Data component in PeopleSoft Human Resources.

See Also

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

Setting Up Family Allowance Data

Access the Family Allowance Data page.

Note. The Family Allowance Data and Child Allowance Data pages reflect rules that are designed to protect child and education allowances. These rules vary from canton to canton. Consequently, they aren't irrevocably installed in PeopleSoft Global Payroll and can be defined dynamically.

Family Allowance Data page

Household Amount - Canton Jura Displays the household allowance amount for Jura. The canton of Jura is unique in that a household allowance is payable if there is at least one child eligible.

Full Time, Part-Time, and Single Parent Part-Time Rule

In granting family allowances, the cantons distinguish between full-time employment, part-time employment, and part-time employment for single-parent families. Different sets of rules are applied accordingly. You can view the appropriate rule for the applicable fields *Full Time Rule*, *Part Time Rule*, and *Single Parent Part Time Rule*.

Fields beneath the Part Time Rule apply to employees who are not specified as single parents. Fields beneath the Single Parent Part Time Rule apply to employees who are specified as single parents.

Minimum Hours Limit The lower limit or minimum number of hours allowed to qualify for receiving the family allowance.

Maximum Limit/Factor For information only. The hourly rate or divisor determines the upper limit.

Hourly Rate or Divisor For part-time employees, the allowance is calculated as follows:
 $\text{Allowance} * \text{STD HOURS} * 4.3333 / \text{Divisor}$.

For hourly paid employees, the calculation is: $\text{Allowance} * \text{ACTUAL HOURS} / \text{Divisor}$.

Setting Up Child Allowance Data

Access the Child Allowance Data page.

Family Allowance Data		Child Allowance Data	
Company:	CA1		
Canton:	NE Neuenburg		
Statutory Family Allowance Data Find View All First 1 of 1 Last			
Effective Date:	01/01/2001	Status:	Active
Birth Allowance Amount:	1000.00	Adoption Allowance Amount:	CHF
Birth Allowance % Method:			
CA Age Maximum 1:	16	CA Age Maximum 2:	0
Disabled Age Maximum:	20	Education Age Maximum:	25
Rates Customize Find View All First 1-2 of 4 Last			
SeqNum	Child Allowance 1	Child Allowance 2	Education Allowance
1	160.00		220.00
2	180.00		240.00

Child Allowance Data

Statutory Family Allowance Data

Birth Allowance Amount The amount granted at the birth of a child.

Adoption Allowance Amount The amount granted at the adoption of a child.

Birth Allowance % Method (birth allowance percent method) Select *Full Amount* to grant the full amount at one time.

Note. PeopleSoft Global Payroll for Switzerland doesn't support the *Full or None* or *Limited Amount* methods.

CA Age Maximum 1 (child allowance age maximum 1) Enter the age until which the amount in Child Allowance 1 is paid. For example, in Bern 160 CHF is paid until the age of 12. PeopleSoft maintains this amount.

CA Age Maximum 2 (child allowance age maximum 2) Enter the age until which the amount in Child Allowance 2 is paid. For example, in Bern 190 CHF is paid until the age of 16. PeopleSoft maintains this amount.

Disabled Age Maximum Indicates the maximum age for which allowances are paid for disabled children.

Education Age Maximum Indicates the maximum age for which education allowances are payable.

Rates

SeqNum (sequence number) Shows the sequence of user input of dependent data in the HR pages; for example, spouse = 1, child1 = 2.

Child Allowance 1 The numeric amount to be granted for children with an age <= CA Age Maximum 1

Child Allowance 2	The numeric amount to be granted for children with an age <= CA Age Maximum 2
Education Allowance	The numeric amount to be granted as the education allowance.
Currency	The currency code for the education allowance.

Logical Order

<i>Student</i>		
Education Amount	Yes: CH_EA_xx	
	No: Child2:	Yes: Take Amount 2 CH_CA_xx
		No: Take Amount 1 CH_CA_xx
<i>Disabled</i>		
Amount 2	Yes: Take CA_CA_xx	
	No: Take Amount 1 CH_CA_xx	
<i>Limit 2</i>		
Limit 2	Yes: Amount 2	Yes: Take Amount 2 CH_CA_xx
		No: Take Amount 1 CH_CA_xx

Entering Family Allowance Payment Data

Access the Family Allowance page.

Family Allowance

ID: KDG031 Empl Rcd#: 0

Family Allowance Details

*Effective Date: 10/01/1999   

Canton of Employment: BY ☐ Override ☐ Single Parent

Children Customize | Find |

	Dep/Benef	Name	Disabled	Student	CA granted in foreign country	Currency Code	Birthdate	Legal End Date	Reduced End Date	Non Resident	Birth Allowance Date
1			☐	☐						☐	

Family Allowance (1 of 2)

Find | View All First  1 of 1  Last

View All  First  1 of 1  Last

Birth Allowance Type	Birth Allowance Factor	Eligible	Sex		
	1.0	☒			

Family Allowance (2 of 2)

Family Allowance Details

Canton of Employment Displays the canton for the employee.

Override Select to override the employee's canton. This is necessary if the company is located in a different canton than the canton that pays the allowance.

Single Parent Select to apply canton rules for part-time single parent workers. The system processes the proration rule according to the Canton setup table.

For example, in some cantons part-time workers who are single parents are eligible for a full-time family allowance.

Reduced HH All (reduced household allowance)

This field is visible only if the Canton is Jura. If you select this check box, the employee is paid half of the Household (HH) allowance, regardless of FTE, working hours, or midperiod hire or termination. If you don't select this check box, the system uses the partial month calculation for mid-period hires and terminations in addition to the calculation for part-time or hours worked.

Children

The employee's dependents or beneficiaries who are already registered appear in this group box.

Dep/Benef Name

(dependent/beneficiary name)

The current number (internal) and name of the dependent or beneficiary.

Disabled

Select if the dependent or beneficiary is disabled.

Student

Select if the dependent or beneficiary is a student.

Legal End Date

The date for when benefits are scheduled to end.

Reduced End Date

The date for when benefits are scheduled to end in individual cases.

Non Resident

Select if the child lives outside of Switzerland in a country for which the allowances of the setup table keyed by CA2 apply. If this check box is selected, the system applies the Child Allowance 2 amount specified on the Child Allowance Data page.

Birth Allowance Date

Select the birthdate if birth allowance is available in the canton.

Birth Allowance Type

Select the accurate birth allowance type. Possible types are *Adoption*, *Birth*, and *Voluntary*.

Birth Allowance Factor

The default value is 1. In the case of multiple births (such as twins) enter a factor for each child, according to the rules of the canton.

Eligible

Select if the dependent or beneficiary has a child allowance. Used only for additional children or rows on this page; otherwise leave this field cleared.

CHAPTER 5

Setting Up FAKs

This chapter provides an overview of working with FAKs in PeopleSoft Global Payroll for Switzerland and tells you how to enter FAK data.

Understanding FAKs

An FAK (*Familienausgleichskasse*) is a family allowance agency that pays monthly contributions towards family allowances, such as child allowances and maternity benefits.

Employers must be affiliated with an FAK unless they have special dispensation. The FAK is generally the same agency that is used to deduct AHV/ALV contributions. Employers are entitled to special dispensation from belonging to an FAK provided that they have a recognized contract of employment.

FAK benefits depend on the canton in which an employer is located. If an employer is affiliated with an FAK, they must transfer a certain percentage of an employee's total contribution to AHV to the FAK.

Entering FAK Data

Record FAK and source tax data on the Canton (FAK/Source Tax) page, including source tax and FAK numbers, which are allocated to your company by the cantons.

Page Used to Enter FAK Data

Page Name	Object Name	Navigation	Usage
Canton (FAK/Source Tax)	GPCH_TX_FAK_STAX	Set Up HRMS, Product Related, Global Payroll, Taxes, Canton (FAK/SourceTax) CHE	Enter the company-specific FAK and source tax data that is allocated to your company by the cantons.

Entering Canton FAK and Source Tax Data

Access the Canton (FAK/Source Tax) page.

Canton (FAK/Source Tax)

Company:

KW1 Business Institute Switzerland

Status

Find | View All | First 1 of 1 Last

Effective Date:

11/13/2002

Status:

Active

Source Tax Data

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

	*Canton	Description	Tax #	Use Premium separate	Source Tax Language	FAK Number	Percent	FAK Fee NE/ZG	FAK Language	FAK Month	FAK Quarter	FAK Year	Rate Result Value
1	BE	Bern	555555		1	666666	17		1				

Canton (FAK/Source Tax) page

Source Tax Data

- Tax # (tax number)

Enter the number assigned to your company by your canton’s tax office.
- FAK Number

Enter the number that has been assigned to your company by the FAK.
- Percent

Enter the current contribution rate that employers must make to the FAK for each canton, expressed as a percentage.

Note. If there is no value in this field, the system doesn’t support payments to the FAK in that canton.

- FAK Fee NE/ZG

Enter the FAK fee that is levied by the Neuchâtel or Zug cantons if your company is located in either of these cantons with special laws.

Note. PeopleSoft doesn’t maintain the data on this page, because it contains information about the tax ID and FAK number, which the government assigns to your company.

Running the FAK Contributions Report

Run the FAK Contributions Report monthly to list employee and employer FAK contributions.

Page Used to Run the FAK Contributions Report

Page Name	Object Name	Navigation	Usage
FAK Contributions	GPCH_RC_AL04	Global Payroll, Authority Correspondence, FAK Contributions Report CHE, FAK Contributions	This report is generated using the base elements—housing, maternity, child, and training allowances (for both full-time and part-time employees)—that are predefined in the database.

GPCHAL04 - FAK Contributions

This report is generated using the base elements— housing, maternity, child, and training allowances (for both full-time and part-time employees)— that are predefined in the database.

Canton Select a *Canton* (optional) .

Revision List This version of the list displays all details needed for FAK review.

Delivery List This version of the list eliminates some details that don't need to be reported to the *Ausgleichskasse*, such as employees without children. The AHV-Lohn for employees appears as zero.

CHAPTER 6

Setting Up Swiss Absence Rules

This chapter provides an overview of Swiss absence rules and shows you how to:

- Set up absence entitlement plans.
- Set up scale codes.

Understanding Swiss Absence Rules

In PeopleSoft Global Payroll for Switzerland, an entitlement plan is a record of all absence entitlements that are required, such as the number of days of vacation, the number of paid sick days, and so on.

The number of vacation days to which employees are entitled may be linked to weekly working hours, age, length of service, a specific function, or other factors, such as the canton where employees work.

The entitlement plan that you create here can be assigned directly to an employee. If you do not assign a specific plan, the system uses the default entitlement plan from the Tariff Factors component, since every employee is normally assigned to a tariff, tariff area, and employee category. You can make individual assignments and overrides at employee level with SOVR (Supporting Elements Overrides), by assigning the relevant entitlement plan to element CH_AB_EE_ENTL_PLAN.

See Also

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

Setting Up Absence Entitlement Plans

The absence entitlement plan is automatically set to the Tariff Table.

Individual assignments and overrides at the employee level are possible with supporting elements overrides by assigning the relevant entitlement plan to the element CH_AB_EE_ENTL_PLAN.

Pages Used to Set Up Entitlements

Page Name	Object Name	Navigation	Usage
Entitlement Plan	GPCH_AB_ENTITLEMNT	Set Up HRMS, Product Related, Global Payroll, Elements, Absence Elements, Absence Entitlement Plans CHE	Assign a description to the absence entitlement plan.
Entitlement Details	GPCH_AB_ENTITLEDE	Set Up HRMS, Product Related, Global Payroll, Elements, Absence Elements, Absence Entitlement Plans CHE	Specify the number of vacation days to be awarded to employees based on age, length of service, or other entitlement.

Setting Up Entitlement Details

Access the Entitlement Details page.

Entitlement: CH_PLAN01

Absence Entitlement Plan Status: Find | View All First 1 of 1 Last

Effective Date: 01/01/1998 Status: Active

Element: Find | View All First 1 of 1 Last

*Entitlement: K0AE PTO *Formula: GP JANUARY

Absence Entitlement Plan Details: Customize | Find | View All First 1-3 of 3 Last

	Days/Week	Between Age	and Age	Between Service Years	and Service Years	Job Function Code	Entitlement	Additional Entitlement		
1			20		99		25.000		+	-
2		21	42		99		22.000		+	-
3		43	46		99		22.000		+	-

Entitlement Details page

Element

Entitlement Select the entitlement to assign to your entitlement plan.

Formula Select the formula to assign to your entitlement plan.

Absence Entitlement Plan Details

Days/Week If entitlements in your plan vary according to the number of weekly workdays, enter the number of workdays for which an employee is eligible.

Between Age and and Age If entitlements in your plan vary according to age, enter the range in which an employee is eligible.

Between Service Years and and Service Years	If entitlements in your plan vary according to length of service, enter the minimum and maximum number of years of service required for this entitlement.
Job Function Code	Enter a department code to specify the vacation entitlement for a specific department.
Entitlement	Enter the number of days to which the employee is entitled.
Additional Entitlement	Enter details of any other entitlement for which the employee is eligible.

Setting Up Scale Codes

The Scale Codes component contains the Canton Scale Codes CHE and Salary Continuance pages. The scales for Basle, Bern, and Zurich are defined as tables.

The Canton Scale Codes CHE page lists all the cantons that belong to a selected scale. The Salary Continuance page shows the pay continuance, in weeks, that is assigned to a scale (depending on the employee's length of service).

When it is necessary to calculate a salary continuance due to accident, sickness, military /civilian service, or maternity, consider the following:

- If salary continuance isn't provided for in a general work agreement or cross-company regulation, under certain circumstances the employee may be entitled to salary continuance for at least three weeks, possibly longer, depending on length of service.
- When determining the duration of the salary continuance, individual cantons apply the Basle, the Bern, or the Zurich scale. The scales have been developed on the basis of case histories and legal decisions. Employee and employer are free to agree on the scale to be applied. If no individual agreement is reached, the scales assigned to the respective cantons as reflected in the Canton Scale Code CHE page are applied.

Pages Used to Set Up Scale Codes

Page Name	Object Name	Navigation	Usage
Canton Scale Codes CHE	GPCH_SI_SCALE_CT	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Scale Codes CHE	View the cantons that belong to a selected scale.
Salary Continuance	GPCH_SI_SCL_SICK	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Scale Codes CHE	View the pay continuance in weeks to be assigned to a scale (depending on an employee's length of service).

Setting Up Salary Continuances

Access the Salary Continuance page.

Note. PeopleSoft delivers and maintains the data on the Scale Codes component.

Canton Scale Codes CHE **Salary Continuance**

Scale Code: 2 Skala Bern

Status: Find | View All First 1 of 1 Last

***Effective Date:** 01/01/1998  **Status:** Active  

Salary Continuance Details Customize | Find | View All |  First 1-6 of 19 Last

	Service Years	Salary Continuance in Weeks		
1		3		
2	1	3		
3	2	4		
4	3	9		
5	4	9		
6	5	13		

Salary Continuance page

Service Years

Displays the number of years an employee has been employed with a company.

Salary Continuance in Weeks

Displays the number of weeks during which an employee's salary can be paid if salary continuance isn't provided for in a general work agreement or cross-company regulation.

CHAPTER 7

Setting Up Tariffs

This chapter tells you how to set up tariffs.

Understanding Swiss Tariffs

A tariff is a contract between employees' unions and employers' associations that defines labor agreements on issues such as standard working hours, income, and vacation. PeopleSoft Global Payroll for Switzerland delivers tariffs in the system as Translate Table values.

You can apply additional labor agreement terms, such as salary plans or employee reviews, based on the tariff area, which is usually defined by region or location.

Defining Tariffs

This section describes how to:

- Establish tariff areas.
- Define tariff conditions for your company.
- Define working time details.
- Define overtime pay rates.

Common Elements Used with Tariffs

Employee Category	Select the employee category for which you wish to enter information. Valid values are <i>Apprentice</i> , <i>Award</i> , <i>CompPens</i> , <i>Doctorant</i> , <i>Half Orpha</i> , <i>Hired Help</i> , <i>No Status</i> , <i>Retiree</i> , <i>Retrainee</i> , <i>Salary</i> , <i>Student</i> , <i>Trainee</i> , <i>Wages</i> , and <i>Wid/Orph</i> . You select the employee category only once in the Base Information page. After that, the value that you select automatically appears on the other pages in the Tariff Factors component.
Element Entry Type	Select the element entry type for the thirteenth month income. Valid values are <i>Abs Entitl</i> (absence entitlement), <i>Abs Take</i> (absence take), <i>Accumulatr</i> (accumulator), <i>Array</i> , <i>Auto Assgn</i> (auto assigned), <i>Bracket</i> , <i>Deduction</i> , <i>Earnings</i> , <i>Formula</i> , <i>System Element</i> , and <i>Variable</i> .

Pages Used to Define Tariffs

Page Name	Object Name	Navigation	Usage
Tariff Area	TARIFF_AREA_GER	Set Up HRMS, Product Related, Workforce Administration, Labor Relations, Tariff Area	Enter tariff areas that apply for your company. You can also access the Tariff Area page in PeopleSoft Human Resources.
Base Information	GPCH_ER_TRF_FCTR2	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Tariff Factors CHE	Enter information for capital accumulation benefits (Vermögenswirksame Leistungen), vacation pay percentage, sick pay, and bank fees.
Bonus Payment	GPCH_ER_TRF_FCTR3	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Tariff Factors CHE	Enter data for the thirteenth month income.
Calculation Details	GPCH_ER_TRF_FCTR4	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Tariff Factors CHE	Define the percentages and amounts for certain types of premiums.
Work Time Definition	GPCH_ER_TRF_FCTR1	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Working Time CHE	Define working time details, such as hours per day and hours per week, for a company.
Overtime Rates	GPCH_ER_TUEBANS	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, Overtime CHE	Define overtime pay rates for your company.

CHAPTER 8

Setting Up Garnishments

This chapter provides an overview of garnishments in PeopleSoft Global Payroll for Switzerland and discusses how to set up garnishments.

Understanding Garnishments

When a payee owes money to a third party for alimony, child support, tax debts, or other obligations, an employer may be required to deduct part of what is owed before the payee receives payment. The deduction, known as a garnishment, is taken every month, according to national guidelines. You can garnish both regular earnings and special earnings, such as bonuses, within certain restrictions. For regular earnings, you can garnish:

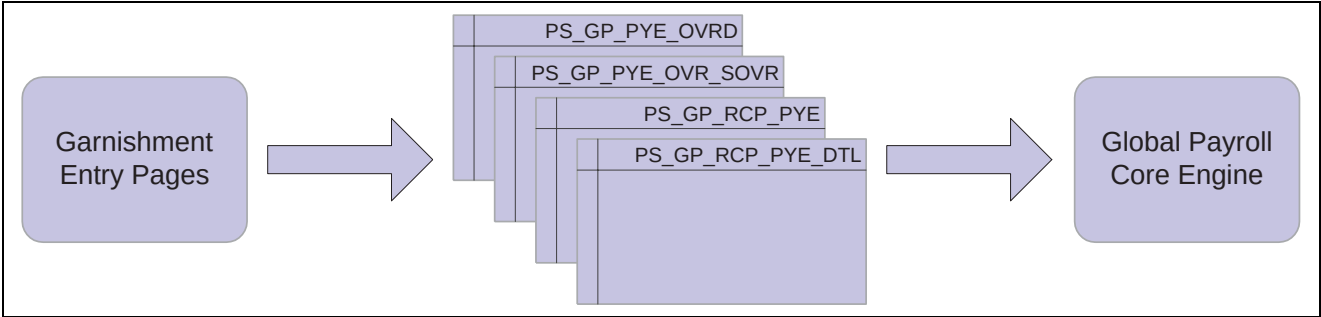
- A flat amount.
- The payee's entire net pay.
- The payee's entire net pay less a minimum payment to the payee.

Once you set up garnishments, the system automatically deducts the correct amount from payees' earnings each month. PeopleSoft Global Payroll for Switzerland processes garnishments in order by garnishment ID, up to a maximum of 10 garnishments per payee.

The Garnishments Process

In PeopleSoft Global Payroll for Switzerland, you enter all garnishment data on one page. The system stores data on tables that the Global Payroll core application uses to process payroll:

- The Deduction Assignments Table (GP_PYE_OVRD) stores employee ID, first name, last name, begin and end date of the garnishment, and regular earnings amount.
- The Supporting Item Overrides Table (GP_PYE_OVR_SOVR) stores the special payments amount, court name, and doc ID.
- The Payee Deduction of Receivers Detail Table (GP_RCP_PYE_DTL) stores payment information.
- The Payee Deduction of Receivers Table (PS_GP_RCP_PYE) stores bank transfer information, such as the bank account of the receiver and the receiver name.



Enter all of your garnishment data on a single page.

To set up garnishments:

- 1. Enter details about the garnishment’s recipient (court, attorney, and so forth) using the Deduction Recipients page in the PeopleSoft Global Payroll core application.
- 2. Enter details about the specific garnishment on the Garnishment Data page in PeopleSoft Global Payroll for Switzerland.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions,” Defining Recipients

Setting Up Garnishments

Enter details about the garnishment on the Garnishment Data page.

Page Used to Set Up Garnishments

Page Name	Object Name	Navigation	Usage
Garnishment Data	GPCH_GR_DATA	Global Payroll, Payee Data, Garnishments/Court Orders, Assign Garnishments CHE	Enter garnishment data for a specific payee.

Setting Up Garnishment Data

Access the Garnishment Data page.

Garnishment Data	
Name:	EmpID: KCI002
Garnishment Find View All First 1 of 1 Last	
Description:	Garnishment 1 ☒ Apply? 41400 + -
*Deduction Begin Date:	11/13/2002 BT End Date: BT
Garnishment ID: 1	*Court Name: *Doc ID:
Regular Earnings *Garnishment Method: Amount USD Q Amount: 	Special Earnings *Garnishment Method: Amount USD Amount:
Payment Information Recipient ID: Q *Payment Method: Transfer *Purpose 1: Purpose 2: 	

Garnishment Data page

Apply

Select to process the current garnishment.

Garnishment ID

Displays the serial number of the current garnishment. The system processes multiple garnishments for the same individual in this order.

Court Name

Enter the name of the court that created the garnishment issue.

Doc ID

Enter the official registration number of the garnishment request.

Regular Earnings/Special Earnings

You can deduct garnishment payments from a payee's regular earnings and from special earnings, such as bonus payments. Depending on your selection of garnishment method, the Amount field functions in different ways.

**Regular Earnings -
Garnishment Method**

Select the method by which to process the garnishment:

- *Amount*: Garnishes the flat amount you specify in the Amount field from the payee's net pay. The payee receives all other pay above this amount. If the flat amount is greater than the net pay, this creates a negative net. If you select *Amount*, you can also garnish special earnings.
- *Min Pay* (minimum payment): Pays the garnishment recipient the entire net amount of the payee's pay, less the minimum payment you specify in the Amount field. The payee receives only the pay you specify in the Amount field; all other pay goes to the garnishment recipient. A net payment of less than the minimum results in a zero garnishment.
- *Net Amount*: Pays the garnishment recipient the entire net amount of the payee's pay. The payee receives nothing until the garnishment ends. In this case, you don't need to enter anything in the Amount field.

Note. Net payment refers to the remaining net after the premium for social insurance is deducted (accumulator CH_00_52). This might be greater than the final cash amount, especially in the case of source tax and individual deductions. The definition of the net can be adjusted according to your definition of the net amount for garnishments (accumulator CH_GR_02).

**Special Earnings -
Garnishment Method**

If you select *Amount* as the method by which to process the garnishment of a regular earning, you can optionally garnish special earnings as well. To do so, select *Amount* as the garnishment method.

Warning! You can garnish special earnings only if you choose *Amount* as your garnishment method and enter a flat amount in the *Amount* field. In this case, you would also specify *Amount* as your garnishment method for special earnings and enter the amount to garnish in the *Amount* field for special earnings. Any other garnishment method choices won't process in your payroll run.

Payment Information

Recipient ID

Enter the ID of the recipient to receive the garnishment payment. You must choose a recipient you entered on the Deduction Recipients page.



Click to open the Recipient Account Details page, which displays related banking information from the Deduction Recipients page.

Payment Method

Displays the payment method specified on the Deduction Recipients page for this recipient.

Purpose 1

Enter the operation number.

Purpose 2

Enter optional comments.

CHAPTER 9

Setting Up Maternity Leave

This chapter provides an overview of Swiss maternity leave and discusses how to set up Swiss maternity leave.

Understanding Maternity Leave

In PeopleSoft Global Payroll for Switzerland, you enter maternity leave data on a single page. The page generates absence take elements that work with the core application's absence process to correctly process maternity leave during a payroll run.

The system determines the amount of paid maternity leave to which an employee is entitled based on years of service and the canton of residence. After the birth of child, it recalculates entitlement based on the Swiss legal requirement of eight weeks' leave after the child's actual birth. PeopleSoft delivers and maintains this information on the Scale Codes component.

Maternity Leave Setup

To set up maternity leave:

1. View or set up absence take elements on the Absence Take page in the PeopleSoft Global Payroll core application.
2. View or set up maternity absence entry elements on the self-service Absence Entry Elements page.
3. (Geneva Canton) Set up maternity insurance percentages on the Maternity Insurance Code page.

Maternity Leave Processing

To process maternity leave:

1. Enter the expected date of birth and last work day on the Maternity Leave page to generate the appropriate absence take elements in the core application.
2. Enter the child's actual date of birth on the Maternity Leave page to generate additional absence take elements if this birth date affects maternity leave entitlement in the core application.

PeopleSoft Global Payroll for Switzerland processes maternity leave during regular payroll runs.

Maternity Insurance (Geneva Canton)

All employees and employers in the canton Geneva must participate in the maternity insurance program and pay contributions.

See Also

Chapter 6, “Setting Up Swiss Absence Rules,” Setting Up Scale Codes, page 33

Chapter 11, “Setting Up Absence Requests,” Setting Up Employee Absence Entry Options, page 51

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences”

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Absence Elements”

Setting Up Maternity Absence Entry Elements

PeopleSoft delivers three absence types that you can view on the self-service Absence Entry Elements page. These are:

- CH_MT_LFZ for paid maternity leave.
- CH_MT_UNB for unpaid maternity leave.
- CH_MT_VERS for maternity insurance.

You can also modify or add other maternity absence types on this page.

Setting Up Maternity Insurance for Geneva Canton

This section tells you how to set up maternity insurance for the canton of Geneva.

Page Used to Set Up Maternity Insurance

Page Name	Object Name	Navigation	Usage
Maternity Insurance Code	GPCH_SI_MI_SCL	Setup HRMS, Product Related, Global Payroll, Social Security/Insurance, Maternity Insurance Code CHE	Define the number of salary continuation weeks and deduction percentages for the canton.

Defining Maternity Insurance

Access the Maternity Insurance Code page.

Maternity Insurance Code

Canton: GE Genf

Insurance Details Find | View All First 1 of 1 Last

*Effective Date: 07/01/2001

Description: Maternity Insurance Geneva

Short Description: MI GE

Salary Continuance Details Customize | Find | View All First 1 of 1 Last

Service Years	Salary Continuance in Weeks	Total Percent	EE Percent
0	16	0.4000	0.2000

Maternity Insurance Code page

Service Years These are the employee's years of service.

Salary Continuance in Weeks For Geneva this value is 16 weeks.

EE Percent (employee percent) This is the employee paid portion of the premium.

CHAPTER 10

Setting Up Payslips

This chapter provides an overview of payslips in PeopleSoft Global Payroll for Switzerland and shows you how to:

- Set up payslips.
- Generate payslips.

Setting Up Payslips

PeopleSoft Global Payroll for Switzerland enables you to generate and adapt payslips to meet your needs. You can also send a message—printed on the payslip—to an individual payee or to payees belonging to designated pay groups, locations, or departments.

Page Used to Set Up Payslips

Page Name	Object Name	Navigation	Usage
Payslip Messages	GPCH_AL_01_MSG	Set Up HRMS, Product Related, Global Payroll, Payslips, Messages CHE, Payslip Messages	Include messages on payslips for payees being paid for a specific pay end date.

Creating a Payslip Message

Access the Payslip Messages page.

Payslip Messages page

You may designate that a message should appear on the payslips for all payees belonging to a pay entity, or for only those payees belonging to the pay entity that are also members of a specific pay group, location, or department. You may also designate that a message appears for only a specific payee.

Note. *Current Pay End Date* and *Description* are required fields. Additionally, you can select one of the following four fields: *Pay Group*, *Location*, *Department*, or *EmplID*.

Current Pay End Date	Select the end date for which you want the message to appear on the payslip.
Pay Entity	Select the pay entity for the organization issuing the payslip.
Pay Group, Location, Department, and EmplID (employee ID)	If you want to include only those payees belonging to a certain pay group, location, department, or employee ID, then enter the ID.
Description	Enter a message appear on the payslip.

Example 1

Suppose that you want to issue the message “Have a nice holiday,” on the payslips of all payees belonging to a particular pay group. First, you select the appropriate current pay end date. Next, you select the pay entity issuing the payslip. Then you enter the ID for the appropriate pay group. Finally, you enter the message in the Description field.

When the payslips are generated, all payslips generated for payees belonging to the designated pay group display “Have a nice holiday.”

Example 2

Suppose that you want to issue the message “We don’t have your current address on file,” on the payslip of a specific payee. First, you select the appropriate current pay end date. Next, you select the pay entity issuing the payslip. Then you enter the employee ID for the payee. Finally, you enter the message in the Description field.

When the payslips are generated, the payslip for the designated payee displays “We don’t have your current address on file.”

CHAPTER 11

Setting Up Absence Requests

This chapter tells you how to set up absence requests for PeopleSoft Global Payroll for Switzerland.

See Also

Chapter 20, “Managing Absence Requests,” page 127

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

Setting Up Absence Requests

Follow the steps below to enable absence request processing:

1. On the Duration page, enter the criteria for displaying absence requests.
2. On the Absence Entries page, identify the types of absences (the absence elements) for which employees can enter absence requests.
3. On the Balance page, select the entitlement balances to display on the self-service pages.

Note. The Global Payroll Self-Service Absence functions will not appear on the home pages if PeopleSoft Global Payroll for Switzerland is installed.

Pages Used to Set Up Absence Requests

Page Name	Object Name	Navigation	Usage
Duration	GPCH_ABS_DUR_SETUP	Set Up HRMS, Product Related, Global Payroll, Elements, Absence Elements, Absence Duration CHE, Duration	Set up display criteria for the list of Latest Absence Requests and the extended list of Absence Requests used throughout the absence self-service application.
Absence Entries	GPCH_ABS_ENTRY_SET	Set Up HRMS, Product Related, Global Payroll, Elements, Absence Elements, Absence Entry Elements CHE, Absence Entries	Specify the types of absences for which employees can enter absence requests and define absence entry options and defaults.
Balances	GPCH_ABS_BAL_SETUP	Set Up HRMS, Product Related, Global Payroll, Elements, Absence Elements, Absence Balances CHE, Balances	Specify which entitlement balances you want to display on the Latest Absence Requests page.

Setting Up Absence Duration Data

Access the Duration page.

Duration

*Maximum entries in lists:

By Number of Rows

First List Entries (Rows):

20

Second List Entries (Rows):

50

Type of Absence by Default:

Duration page

Maximum entries in lists Select *By Days* or *By Number of Rows*.

First List Entries (Rows) Depending on what you entered in the Maximum entries in lists field, enter the number of days or rows to appear in the list on the Latest Absence Requests page.

Second List Entries (Rows) Depending on what you entered in the Maximum entries in lists field, enter the number of days or rows to appear in the extended list of Absence Requests.

Note. If you enter 0, the list of Latest Absence Requests contains all absence requests for the specific job.

Type of Absence by Default Select the type of absence that will be the default when a user requests time off.

Setting Up Employee Absence Entry Options

Access the Absence Entries page.

Absence Entries

Type of Absence: CH_MT_LFZ

Absence Entry Information Find | View All First 1 of 1 Last

Effective Date: 01/01/1998

Status: Active

Description: Maternity Paid

Short Description: Maternity Paid

***Element Name:** CH_AB_U500 Maternity

Input Options:

- ☐ Total Hours for Absence Period
- ☐ Partial Hours
- ☐ Absence Percentage

Absence Entries page

When employees request an absence, they can only select the absence types defined on this page.

Element Name	Select the name of the corresponding absence element.
Total Hours for Absence Period	Select to display the Total Hours for Absence Period field on the Absence Request Details (add) page for this absence type.
Partial Hours	Select to display the Partial Hours group box on the Absence Request Details (add) page for this absence type.
Absence Percentage	Select to display the Absence Percentage field on the Absence Request Details (add) page for this absence type.

Setting Up Absence Balances

Access the Balances page.

Balances

Absence Balances Find | View All First 1-2 of 2 Last

*Element Name: CH_AB_VACA_BAL Vacation + -

Description: Vacation Balance

Days/Hours: Days

*Element Name: CH_AB_VACA_A_BAL Additional Vacation Entitlemen + -

Description: Additional Vacation Balance

Days/Hours: Days

Balances page

Element Name Select the accumulator element for the entitlement balance.

Days/Hours Enter *Days* or *Hours* as the unit for displaying entitlement balances.

The list of absence balances and their values as of the last pay results appear on the Latest Absence Requests page, which displays an employee's latest absence requests and their status. If you don't set up absence balances, then the grid with the absence balances is hidden on the Latest Absence Requests page.

CHAPTER 12

Managing Overtime Requests

This chapter provides an overview of the overtime request process and tells you how to:

- Set up overtime request processing.
- Request overtime (employee).
- View overtime request status (employee).
- Request employee overtime (manager).
- View overtime request status (manager).
- Approve employee overtime (manager and Human Resources administrator).
- Manage employee overtime (Human Resources administrator).
- Generate overtime requests.

Understanding the Overtime Request Process

PeopleSoft Global Payroll for Switzerland includes transactions that to manage overtime requests. Overtime self-service options differ for employees, managers, and Human Resources administrators.

Role	Overtime Self Service Options
Employee	Submit an overtime request. Resubmit an overtime request when the overtime request was sent back with the reason <i>Rework required</i>. Edit an existing overtime request. Cancel a submitted or approved overtime request. View overtime requests and approval status.

Role	Overtime Self Service Options
Manager	Approve or deny overtime requests originated by direct or indirect reports. Send back an overtime request with the reason <i>Rework required</i>. View a list of overtime requests from direct or indirect reports. Edit existing overtime requests for direct or indirect reports. Request overtime for direct or indirect reports. Cancel a submitted or approved overtime request previously submitted for a direct or indirect report.
Human Resources Administrator	Approve or deny overtime requests assigned to the Human Resources administrator. Send back an overtime request with the reason <i>Rework required</i>. View a list of overtime requests for reports. Edit existing overtime requests for reports, including requests that have already been approved. Enter an overtime request for a report. Cancel a previously entered overtime request for a report.

Overtime requests generated by the overtime self-service application are ultimately translated into positive input and inserted into the Global Payroll positive input tables. This happens in a two-step process.

1. The overtime self-service application manages the overtime requests.
2. A batch process (the Generate Overtimes run control page) generates the positive input, which inserts the overtime positive input data into the appropriate tables.

Note. Managers and Human Resources administrators have access only to the overtime request data of their direct and indirect reports. The relationship between a manager or Human Resources administrator and reports can be defined in multiple ways. Access to direct and indirect reports is set up in Set Up HRMS, Common Definitions, Self Service, Direct Reports Setup. Human Resources administrators have access only to overtime requests awaiting their approval.

Common Elements Used in This Section

Request Date

Click a link to transfer to the Overtime Request Details page (view), in display-only mode, where you can view details of the selected overtime request.

Edit

Click to open the Overtime Request Details (add) page, where you can modify and submit the selected overtime request.

For employees, the Edit button is only visible if you are the originator of the overtime request and the status of the request is *Saved* or *Rework required*.

For managers, the Edit button is only visible if you are the originator of the overtime request and the status of the request is *Saved* or *Rework required*.

For HR Administrators, the Edit button is only visible if you are the originator of the overtime request or the status of the request is *Approved*, *Approved with Change*, *Processed*, or *Processed with Change*. This allows you to modify any overtime request that you have created or already approved and any request that has already been processed.

Cancel

Click to cancel an overtime request and transfer to the Cancel Confirmation page.

For employees, the Cancel button is only visible if you are the originator of the request and the status is not *Processed* or *Processed with Change*. Employees can cancel all overtime requests that they created and that are not yet processed. The system removes cancelled overtime requests from the database.

For managers, the Cancel button is only visible if you are the originator of the request and the status is not *Processed* or *Processed with Change*. If you are accessing this page to view overtime requests for an employee, the Return to Select Employee link at the bottom of the page takes you back to the Select Employee page.

Show more overtime requests

Click this link to transfer to the Overtime Requests page, which contains an extended list of overtime results.

Add

Click to open the Overtime Request Details page (add) page, where you can request a new overtime.

HR Administrators use the Add button to add an overtime request without requiring further approval.

Prerequisites

Before you can manage overtime requests using the self-service application, you must set up certain list-display criteria, overtime entry elements, and default information.

To set up for self-service overtime requests:

1. Enter the criteria that define the display of overtime requests on the Overtime Duration page.
2. Enter the overtime element and default information on the Overtime Entry Elements page.

Requesting Overtime (Employee)

This transaction enables you to:

- View your latest overtime requests' approval status.
- Submit an overtime request following your company rules.
- Create an overtime request without submitting it yet.
- Submit an overtime request again, following your company's rules, when this overtime request was sent back with the reason *Rework required*.
- Edit an overtime request that was saved for later.
- Cancel a submitted or approved request.

Employees only have access to their own overtime request data.

To view, add, edit, or cancel an overtime request, employees perform the following steps:

1. Access the Request Overtime page. If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request overtime and the Latest Overtime Requests page appears. If you only have one job, the Latest Overtime Requests page appears.
2. On the Latest Overtime Requests page, you can: view existing requests, add a new overtime request, edit an existing request (if you are the originator of the request and the status is *Saved* or *Rework required*), or cancel a request (if you are the originator of the request and the status is not *Processed* or *Processed with Change*).
3. If you don't see an existing overtime request on the Latest Overtime Requests page, click the "Show more overtime requests" link to display the extended list Overtime Requests page. You can view, add, edit, or cancel a request on the Overtime Requests page just as you would on the Latest Overtime Requests page.
4. To add a new request or edit an existing request, click the Add or Edit button and the Overtime Request Details (add) page appears. Enter the details of your overtime request on this page.
5. If you cancel an overtime request, the Cancel Confirmation page appears.
6. To see the details of an existing overtime request, click the corresponding date link under the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page. The Overtime Request Detail (view) page appears.
7. The Overtime Request Detail (view) page displays the overtime request information and details about the approval status.

See Also

[Chapter 12, "Managing Overtime Requests," Viewing the Latest Overtime Requests, page 63](#)

[Chapter 12, "Managing Overtime Requests," Viewing Additional Overtime Requests, page 64](#)

[Chapter 12, "Managing Overtime Requests," Canceling an Overtime Request, page 66](#)

[Chapter 12, "Managing Overtime Requests," Viewing Overtime Request Details, page 65](#)

Viewing Overtime Request Status (Employee)

This transaction enables employees to view their latest overtime requests and approval status. Employees have access only to their overtime request data.

To view the latest overtime requests, an employee performs the following steps:

1. Access the Overtime Request Status page. If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request overtime and the Latest Overtime Requests page appears. If you only have one job, the Latest Overtime Requests page will be the first page to appear.
2. On the Latest Overtime Requests page view your latest existing requests.
3. If you don't see an existing overtime request on the Latest Overtime Requests page, click the "Show more overtime requests" link to display the extended list Overtime Requests page.
4. To see the details of an existing overtime request, click the corresponding date link under the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page. The Overtime Request Detail page appears.
5. The Overtime Request Detail (view) page displays the overtime request information and details about the approval status in display-only mode.

See Also

[Chapter 12, "Managing Overtime Requests," Viewing the Latest Overtime Requests, page 63](#)

[Chapter 12, "Managing Overtime Requests," Viewing Additional Overtime Requests, page 64](#)

[Chapter 12, "Managing Overtime Requests," Viewing Overtime Request Details, page 65](#)

Requesting Employee Overtime (Manager)

This transaction enables you to:

- View the latest overtime requests of one of your direct or indirect reports, with their approval status.
- Submit an overtime request for one of your direct or indirect reports according to your company's rules.
- Create an overtime request for one of your direct or indirect reports without submitting it yet.
- Submit an overtime request for one of your direct or indirect reports again, according to your company's rules, when the overtime request was created but sent back to you with the reason "Rework required".
- Edit an overtime request of one of your direct or indirect reports that was created by you.
- Cancel a submitted or approved request of one of your direct or indirect reports that was created by you.

To view, add, edit, or cancel an employee's overtime request, managers perform these steps:

1. Access the Request Employee Overtime (Select Employee) page.
2. Select the employee on the Select Employee page. The Latest Overtime Requests page appears for the selected employee.
3. If you don't see an existing overtime request on the Latest Overtime Requests page, click the "Show more overtime requests" link to display the extended list Overtime Requests page for the selected employee. You can view, add, edit, or cancel a request on the Overtime Requests page just as you would on the Latest Overtime Requests page.

4. Click the Add or Edit button to add a new request or edit an existing request. The Overtime Request Details (add) page appears. Enter the details of the employee overtime request on this page.
5. If you cancel an overtime request, the Cancel Confirmation page appears.
6. To see the details of an existing overtime request, click the corresponding date link under the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page. The Overtime Request Detail page appears.
7. The Overtime Request Detail (view) page displays the overtime request information and details about approval status.

See Also

[Chapter 12, “Managing Overtime Requests,” Viewing the Latest Overtime Requests, page 63](#)

[Chapter 12, “Managing Overtime Requests,” Viewing Additional Overtime Requests, page 64](#)

[Chapter 12, “Managing Overtime Requests,” Canceling an Overtime Request, page 66](#)

[Chapter 12, “Managing Overtime Requests,” Viewing Overtime Request Details, page 65](#)

[Chapter 12, “Managing Overtime Requests,” Requesting Overtime \(Employee\), page 55](#)

[Chapter 12, “Managing Overtime Requests,” Adding and Modifying Overtime Requests, page 66](#)

Viewing Overtime Request Status (Manager)

This transaction enables you to view the latest overtime requests of your direct or indirect reports, with their approval status.

This transaction is display only. You cannot add, modify, or cancel any overtime requests of your direct and indirect reports.

To view the status of an employee’s overtime request, managers follow these steps:

1. Access the Overtime Request Status (Select Employee) page.
2. Select the employee on the Select Employee page. The Latest Overtime Requests page appears for the selected employee.
3. If you don’t see an existing overtime request on the Latest Overtime Requests page, click the “Show more overtime requests” link to display the extended list Overtime Requests page for the selected employee.
4. To see the details of an existing overtime request, click the corresponding date link under the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page. The Overtime Request Detail page appears.
5. The Overtime Request Detail (view) page displays the overtime request information and details about approval status in display-only mode.

See Also

[Chapter 12, “Managing Overtime Requests,” Viewing the Latest Overtime Requests, page 63](#)

[Chapter 12, “Managing Overtime Requests,” Viewing Additional Overtime Requests, page 64](#)

[Chapter 12, “Managing Overtime Requests,” Viewing Overtime Request Details, page 65](#)

Approving Employee Overtime (Manager and HR Administrator)

This transaction enables you to:

- Approve or deny an overtime request.
- Send back an overtime request with the reason *Rework required*.

To approve or deny employee overtime, managers and Human Resources administrators follow these steps:

1. Access the Approve Employee Overtime (Select a Transaction) page.
2. Select the overtime request to research for approval; the Overtime Request Details (approve) page appears for that request.

Note. You can also view a history of overtime requests for the employee prior to approving the request.

3. Approve, deny, or send back the overtime request for rework. The Submit Confirmation page appears.

See Also

[Chapter 12, “Managing Overtime Requests,” Viewing Overtime Request Details, page 65](#)

[Chapter 12, “Managing Overtime Requests,” Approving Employee Overtime, page 70](#)

Managing Employee Overtime (HR Administrator)

This transaction enables you to:

- View a list of overtime requests for your reports.
- Enter an overtime request for your reports.
- Cancel an overtime request that you have previously entered for one of your reports.
- Modify overtime requests that are already approved.

To manage employee overtime requests, Human Resources administrators follow these steps:

1. Access the Employee Overtime (Select Employee) page.
2. Select the employee on the Select Employee page; the Latest Overtime Requests page appears for the selected employee.

3. If you don't see an existing overtime request on the Latest Overtime Requests page, click the "Show more overtime requests" link to display the extended list Overtime Requests page for the selected employee. You can view, add, edit, or cancel a request on the Overtime Requests page just as you would on the Latest Overtime Requests page.
4. If you add a new overtime request, the Overtime Request Details (add) page appears.
5. If you edit an existing overtime request, the Overtime Request Details (add) page appears. Select Change Existing Data to make changes.
6. If you cancel an overtime request, the Cancel Confirmation page appears.
7. To see the details of an existing overtime request, click the corresponding date link under the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page. The Overtime Request Detail page appears.
8. The Overtime Request Detail (view) page displays the overtime request information and details about approval status.

See Also

[Chapter 12, "Managing Overtime Requests," Viewing the Latest Overtime Requests, page 63](#)

[Chapter 12, "Managing Overtime Requests," Viewing Additional Overtime Requests, page 64](#)

[Chapter 12, "Managing Overtime Requests," Canceling an Overtime Request, page 66](#)

[Chapter 12, "Managing Overtime Requests," Viewing Overtime Request Details, page 65](#)

Generating Overtime Requests

The overtime self-service application runs separately from the core Global Payroll process. In order to generate the overtime data that will then be used during regular payroll processing, you must run the Generate Overtimes process that creates positive input data in the core Global Payroll tables.

This section describes how to:

- Set up overtime duration data.
- Set up overtime entry elements.
- View the latest overtime requests.
- View additional overtime requests.
- View overtime request details.
- Cancel an overtime request.
- Add and modify overtime requests.
- Request employee overtime.
- Select employee overtime to approve.
- Approve employee overtime.
- Generate overtime requests.

Note. PeopleSoft Global Payroll for Switzerland uses many of the pages required to manage the overtime process multiple times at various stages. In addition, different roles (employee, manager, and Human Resources administrator) access these pages. Each page is documented once and variations of the page are indicated.

See Also

Chapter 12, “Managing Overtime Requests,” Generating Overtime Requests, page 60

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

Pages Used to Generate Overtime Requests

Page Name	Object Name	Navigation	Usage
Overtime Duration	GPCH_DURATIONS	Set Up HRMS, Product Related, ePay, Overtime Duration CHE	Set up display criteria for the list of Latest Overtime Requests and the extended list of Overtime Requests used throughout the overtime self-service application.
Overtime Entry Elements	GPCH_OT_ENTRY	Set Up HRMS, Product Related, ePay, Overtime Elements CHE	Set up employee overtime entry options and defaults.
Overtime Requests	GPCH_OT_EVENTS	- Employee Self Service, Payroll and Compensation, Request Overtime CHE - Employee Self Service, Payroll and Compensation, View Overtime CHE	Enter, modify, cancel, or view overtime requests.
Overtime Request Detail (view)	GPCH_OT_RQST_DTL	Click the Request Date link on Overtime Requests page.	View details of a selected overtime request.
Overtime Request Details (add)	GPCH_OT_RQST	Click the Add or Edit buttons on the Overtime Requests page.	Add or modify an overtime request.
Cancel Confirmation	GPCH_OT_CANCEL	Click the Cancel button on the Latest Overtime Requests page.	Cancel an overtime request.
Confirmation	GPCH_OT_SUB_CONF	Click the Submit button after entering an overtime on the Overtime Request Details (add) page or any button on the Overtime Request Details (approve) page.	View details of a submitted overtime request. Note. Depending on the action that transfers you to this page, its name can be either Save Confirmation or Submit Confirmation.
Overtime Requests	GPCH_OT_EVENTS2	Click the Show More Overtimes link on the Latest Overtime Request page.	View an extended list of overtime requests.
Employee Overtime	TRANS_LAUNCHER	Global Payroll, Absence and Payroll Processing, Prepare Payroll, Enter Overtime CHE	Add, edit, or modify an employee overtime request.

Page Name	Object Name	Navigation	Usage
Approve Overtime Requests	GPCH_OT_MNGR_L	Manager Self Service, Compensation and Stock, Approve Employee Overtime CHE	Select an employee whose overtime you want to approve.
Overtime Request Details (approve)	GPCH_OT_APPR	Click an employee name on the Approve Overtime Request page.	Approve, deny, or return for rework an employee overtime request.
Overtime Request History	GPCH_OT_RQST_SEC	Click the Show History link on the Overtime Request Details (approve) page.	View an extended list of overtime requests.
Overtime Request Status	TRANS_LAUNCHER	Manager Self Service, Compensation and Stock, View Overtime Status CHE	View the status of employee overtime requests.
Generate Overtimes	GPCH_OT_RUNCTL	Global Payroll, Absence and Payroll Processing, Prepare Payroll, Process Overtime CHE	Generate positive input for the overtime requests.

Setting Up Overtime Duration Data

Access the Duration page.

Duration

*Maximum entries in lists:

By Number of Rows

First List Entries (Rows):

20

Second List Entries (Rows):

50

Type of Overtime by Default:

OT0

Overtime

Duration page

- Maximum entries in lists** Select *By Days* or *By Number of Rows*.
- First List Entries (Rows)** Depending on what you entered in the *Maximum entries in lists* field, enter the number of days or rows to appear in the list of Latest Overtime Requests.
- Second List Entries (Rows)** Depending on what you entered in the *Maximum entries in lists* field, enter the number of days or rows to appear in the extended list of Overtime Requests.
-
- Note.** If you enter 0 for either list, the list contains all overtime requests for a specific job.
-
- Type of Overtime by Default** Select the type of overtime that will be the default when a user requests overtime.

Setting Up Overtime Entry Elements

Access the Overtime Entry Elements page.

Overtime Entry Elements

When employees request overtime, they can only select overtime types that are defined on this page.

Type of Overtime Overtime type code.

Element Name Enter the name of the corresponding overtime element.

Hours/Amount Selecting *Hours* allows users to enter hours when requesting an overtime of this type.

Selecting *Amount* allows users to enter an amount and currency when requesting an overtime of this type.

Selecting *Both* allows users to enter both hours and an amount/currency when requesting an overtime of this type.

Overtime Default Hours Enter the default number of hours for users requesting an overtime of this type.

Viewing the Latest Overtime Requests

Access the Latest Overtime Requests page.

Request Overtime

Latest Overtime Requests

Betty Locherty

Director-Finance

Below is a list of the most recent overtime requests.
Click on an event to see the details.

Latest Overtime Requests					
Request Date	Type of Overtime	Begin Date	End Date	Status	
11/14/2002	Overtime	11/06/2002	11/08/2002	Submitted	Cancel

[Show more overtime requests](#)

Latest Overtime Requests page

This page shows a grid with an employee's latest overtime requests for a specific job. The number of overtime requests shown in the grid depends on the setup on the Overtime Duration page.

Note. If you access this page using the Overtime CHE Link, then you can't add, edit, or cancel overtime requests.

Viewing Additional Overtime Requests

Access the Overtime Requests page.

View Overtime Request Status

Overtime Requests

Betty Locherty

Director-Finance

Below is a list of the most recent overtime requests.
Click on an event to see the details.

*View by Status:

Overtime Requests				
Request Date	Type of Overtime	Begin Date	End Date	Status
11/14/2002	Overtime	11/01/2002	11/01/2002	Submitted
11/14/2002	Overtime	11/05/2002	11/05/2002	Submitted
11/14/2002	Overtime	11/06/2002	11/08/2002	Submitted

[Show latest overtime requests](#)

Overtime Requests page

This page shows a grid with an extended list of an employee's overtime requests for a specific job. The number of overtime requests shown in the grid depends on the setup on the Overtime Duration page.

View by Status

Select the status of the overtime requests you want to view.

Select *Approved* to view overtime requests with a status of *Approved* or *Approved with Change*. Select *Processed* to view overtime requests with a status of *Processed* or *Processed with Change*.

Note. If you access this page using the Overtime CHE Link, then you can't add, edit, or cancel overtime requests.

Viewing Overtime Request Details

Access the Overtime Request Detail (view) page.

Request Overtime

Overtime Request Detail

Betty Locherty
Director-Finance

Overtime Information

Type of Overtime:

Overtime

Overtime Begin Date:

11/06/2002

Overtime End Date:

11/08/2002

Number of Overtime Hours:

5.00

Amount:

60000.000 Swiss Franc

Status:

Submitted

Approval Details

Name	Workflow Action	Transaction Date	Comment
Betty Locherty	Submitted	11/14/2002	
Jean Parsons			
Otto Stalder			
Anita Ulmer			
Jean Parsons			
Robert D'Gamma			
Volkmann,Walter			

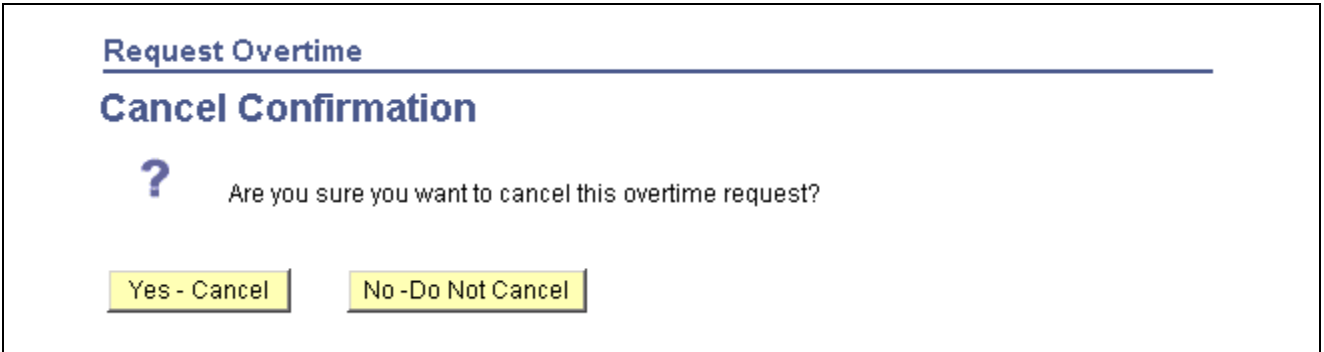
Overtime Request Detail (view) page

This page displays overtime request information and approval details.

Return to list of requests Click to return to the previous page (Latest Overtime Requests or Overtime Requests).

Canceling an Overtime Request

Access the Cancel Confirmation page.



Cancel Confirmation page

Yes – Cancel Click to complete the cancellation of the request, delete it from the database, and transfer to the Latest Overtime Requests page.

No – Do Not Cancel Click to stop the cancellation and transfer to the Latest Overtime Requests page.

Adding and Modifying Overtime Requests

Access the Overtime Request Details (add) page.

Request Overtime

Overtime Request Details

Betty Locherty

Director-Finance

Fill in the following information and click Submit to initiate the overtime request.

Overtime Information

*Type of Overtime:

Overtime

*Overtime Begin Date:

11/20/2002

(example: 12/31/2000)

*Overtime End Date:

11/20/2002

(example: 12/31/2000)

Number of Overtime Hours:

6

Amount:

6000

Swiss Franc

Comment

Name:

Betty Locherty

Comment:

Overtime Request Details (add) page

The system transfers you to this page if:

- You click the Add button on the Latest Overtime Requests page or the Overtime Requests page.
- You click the Edit button for an existing overtime request on the Latest Overtime Requests page or the Overtime Requests page.

Use this page to add, modify, save, and submit an overtime request.

Overtime Information

Type of Overtime Select the type of overtime. The default type is defined on the Overtime Duration page.

Amount Enter an amount and select the currency type.

Note. Whether you can enter hours, an amount, or both on this page depends on the setup definition on the Overtime Entry Elements page.

Comment

Submit	Click to submit the overtime request. When the request is submitted, the system triggers the workflow for approval processing and transfers you to the Submit Confirmation page.
Save for Later	Click to save the overtime request without submitting it and transfer to the Save Confirmation page.
Return to list of requests	Click to cancel the transaction without saving it and return to the previous page.

For Employees

An overtime request by an employee needs approval from both a manager and a Human Resources administrator. A worklist/email is sent to the appropriate people.

For Human Resources Administrators

If you add an overtime request, it is automatically approved.

If you are editing an existing overtime request, you must select Change Existing Data to modify the overtime request; enter a reason in the Comment field.

If you modify an existing overtime request, the status becomes *Approved with Change*.

Requesting Overtime for Direct Reports

Access the Request Employee Overtime page.

Request Employee Overtime

Select Employee

Select an employee to initiate an overtime request by clicking on the employee name, clicking on Search for an employee, or clicking on the chart icon to find an indirect report

Transaction Effective Date

11/19/2002



Go

Direct Reports For Betty Locherty

Find

First



29-38 of 38



Last

Name	EmpID	Job Title	Department	
Mei Lee	KU0076	Fin Anlyst	Finance	
Patrick Seto	KU0011	GenAuditor	Finance	
Robert Benge	XC3033	Fin Anlyst	Finance	
Salish Bir	KU0021	Fin Anlyst	Finance	
Shawn Quilligan	KU0039	Fin Anlyst	Finance	
Stephanie Goodyear	KUD009	Accountant	Finance	
Susan Hoinck	KU0119	Bus Anlyst	Finance	
Tom Green	XC3031	GenAuditor	Finance	
Vicki Zinn	KU0059	Fin Anlyst	Finance	
Wendy Kwan	KU0096	Fin Anlyst	Finance	

Search for an employee

Request Employee Overtime page

Managers or Human Resources administrators can select an employee in three ways:

- Click the employee's name link in the Name column.
- Click the chart icon to find an indirect report.
- Click the Search for an employee in your organization link to search for an employee.

Once an employee is selected, you are transferred to the Latest Overtime Requests page for that employee.

Selecting Employee Overtime to Approve

Access the Approve Employee Overtime (Select a Transaction) page.

Approve Employee Overtime

Select a Transaction

Employee Overtime Requests		
<u>Date Submitted</u>	<u>Begin Date</u>	<u>End Date</u>

There are no active overtime requests requiring your approval.

Approve Employee Overtime page

This page contains a list of overtime requests awaiting a manager's or Human Resources administrator's approval.

A manager or Human Resources administrator can click the employee name to process the approval and transfer to the Overtime Request Details page.

Approving Employee Overtime

Access the Overtime Request Details (approve) page.

Approve Employee Overtime

Overtime Request Details

Julie Dyer

Auditor-General

[Show History](#)

Overtime Information

Type of Overtime: Overtime

Overtime Begin Date: 11/19/2002

Overtime End Date: 11/19/2002

Number of Overtime Hours: 3.00

Status: Submitted

Approval Details

Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	Betty Locherty	Submitted	11/19/2002	
Manager	Otto Stalder			
Manager	Anita Ulmer			
Manager	Jean Parsons			
Manager	Robert D'Gamma			
Manager	Volkmann,Walter			

Comment

Name: Otto Stalder

Comment:

Approve

Rework Required

Deny

[Return to list of requests](#)

Overtime Request Details (approve) page

An overtime request by a manager needs approval only from a Human Resources administrator. A worklist/email is sent to the appropriate Human Resources administrator and the employee is notified by email that an overtime request was submitted.

Approve

Click to approve the overtime request. The system triggers the workflow to notify the next approver, if any. If this is the final approver, then the workflow notifies the HR department to process the overtime request.

Rework Required	Click to send the request back to the originator for rework.
Deny	Click to deny the overtime request. The system triggers the workflow to notify the originator.
Return to list of requests	Click to return to the Approve Employee Overtime (Select a Transaction) page.
Show History	Click to display an extended list of overtime requests on the Overtime Request History page.

When you click Approve, Rework Required, or Deny, the system transfers you to the Submit Confirmation page.

Generating Overtime Requests

Access the Generate Overtimes page.

Use this page to generate positive input for the overtime data. The overtime data, in the form of positive input, can then be taken into consideration when running payroll.

See Also

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

CHAPTER 13

Managing Social Insurance for Switzerland

This chapter provides an overview of social insurance in PeopleSoft Global Payroll for Switzerland and describes how to:

- View social insurance data.
- Define insurance providers.
- Define company social insurance contributions.
- Manage additional insurance.
- Generate social insurance reports.

Understanding Swiss Social Insurance

Before setting up and processing social insurance contributions, you should understand the terms and procedures PeopleSoft Global Payroll for Switzerland uses for social insurance.

Common Social Insurance Terms

Here's a list of common abbreviations used on the social insurance components in PeopleSoft Global Payroll for Switzerland.

Abbreviation	German	English
AHV	Alters-und Hinterlassenenversicherung	Retirement and survivors' pension insurance
ALV	Arbeitslosenversicherung	Unemployment insurance
BU	Berufsunfall-Versicherung	Work-related accident/injury insurance
EE	Arbeitnehmer	Employee
EO	Erwerbsersatzordnung für Dienstleistende in Armee und Zivilschutz	Military and civil service pay supplements

Abbreviation	German	English
ER	Arbeitgeber	Employer
FAK	Familienausgleichskasse	Employer contribution to fund family benefits
IV	Invalidenversicherung	Disability insurance
NBU	Nichtberufsunfall-Versicherung	Non work-related accident/injury insurance
PK	Pensionskasse	Pension fund
SUVA	Schweizerische Unfallversicherungsanstalt	Swiss Accident Insurance Institute (the largest insurance provider in Switzerland)
UV	Unfallversicherung	Accident insurance

Social Insurance Overview

Contributory membership in national social insurance funds (such as AHV, IV, and EO) is mandatory for employers. You deduct social insurance contributions for those domestic and foreign employees with mandatory insurance coverage and transfer them to compensation funds in accordance with statutory requirements.

You specify the applicable prorated percentage rates for both the employer and the employee. When a new employee is hired, record his or her AHV number. At the end of prescribed pay periods, calculate the contribution amount, if the insurance provider hasn't already calculated it. Then transfer the amount to the respective provider.

The same procedure applies to unemployment insurance (ALV). For both types of insurance, deduct the employees' insurance percentage rate from their pay.

At the end of the year, total the paid earnings and then submit a complete list of employees with mandatory insurance coverage to the insurance providers. This list must provide every employee's AHV number, total gross earnings, and the length of employment with the company.

If your company has a statutory requirement to make payments to a family allowance agency (FAK), transfer, depending on the canton, family and household allowances to employees along with their pay. Transfer the agreed percentage of the earnings subject to AHV to the FAK. If your company is exempt from making such payments, transfer the allowances established in the tariff agreement directly to the employees.

Deduct pension contributions in accordance with federal statutes governing pension funds (BVG) and, in some cases, transfer these contributions to a supplementary pension fund.

In accordance with federal statutes governing accident insurance (UVG), you must insure your employees against accidents with the SUVA or another accident insurance provider. Calculate the mandatory insurance contributions and transfer them to the insurance provider. If your company pays all or part of an employee's non-employer liability insurance premiums (NBU premiums), calculate no employee deductions, or only prorated deductions, depending on the program.

When you perform the respective calculations for these procedures, you create the prescribed reports and route them to the employee or to the responsible authorities.

You can enter tax and social insurance data after the following information is set up:

- System tables and social insurance tables.
- FAK data and percentages.
- Source Tax tables and data.
- Child Allowance table.
- Municipality table.
- Insurance providers.
- Scale codes for continued payments.

Default Hierarchy for Social Insurance

This section explains the override options for social insurance. PeopleSoft Global Payroll for Switzerland enables you to view the percentage and/or status of AHV/ALV, UV, PK, and FAK at three levels:

- First level—the social insurance system. PeopleSoft delivers a social insurance setup, which you can't edit because it's statutory.
- Second level—the company. You must set this level when you implement Global Payroll for Switzerland. It's an editable field that you can override.
- Third level—the employee. This is also editable.

You can override some values, such as eligibility status, at company or employee level. The following table displays whether information is available at each level.

Note. An *X* indicates that information is available at a level, and a dash (--) means that information is not available.

Level	AHV / ALV Status	Percentage of AHV / ALV	Status / Percentage of UV	Limits	PK	FAK
SI Setup	X	X	--	X	--	--
Company	X	--	X through provider	--	X	X

Level	AHV / ALV Status	Percentage of AHV / ALV	Status / Percentage of UV	Limits	PK	FAK
EE - Add Employment	--	--	--	--	X	--
EE - SI	X	--	Status, no percentage	--	--	--

Common Elements Used with Social Insurance

ALV Status

Select or view who pays the ALV contributions:

- *ER/EE* (default): Employer and employee each pay 50% of the contributions.
- *NONE*: No contributions are paid.
- *EMPLOYER*: Employer pays all contributions.

AHV Status

Select or view who pays the AHV contributions:

- *ER/EE* (default): Employer and employee each pay 50% of the contributions.
- *NONE*: No contributions are paid.
- *EMPLOYER*: Employer pays all contributions.

Risk Group

Select the classification for your company. Insurance providers and employers decide which employees belong to which group. Possible entries are *A*, *B*, and *Z*.

UV Status (accident insurance status)

Select who pays accident insurance contributions. Valid values are *0 None*, *1 NBU/EE*, *2 NBU/EMPLOYER*, *3 BU only*, and *4 ER/EE*.

EE Contr AHV (employee contribution AHV)

Displays the employee AHV contribution expressed as a percentage.

Total Contribution AHV

Displays the AHV contribution rate as a percentage for the employee and the employer together. Shows the (fixed) total contribution percentages for employer and employees.

Employee Contribution ALV1

Displays the employee contribution to the ALV 1 percentage.

Total Contribution ALV1

Displays the total contribution to ALV 1 percentage paid by the employee and the employer together.

Employee Contribution ALV2

Displays the employee contribution to the ALV 2 percentage.

Total Contribution ALV2 Displays the total contribution to ALV 2 percentage paid by the employee and employer.

Viewing Social Insurance Data

This section describes how to:

- View social insurance system data.
- View social insurance details.

Pages Used to View Social Insurance Data

Page Name	Object Name	Navigation	Usage
Social Insurance System	GPCH_SI_SYSTEM1	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Social Insurance CHE	View contribution limit data for Swiss social insurance. This page displays the standard values that apply throughout Switzerland, although there are extra fields for the canton of Schaffhausen.
Social Insurance Details	GPCH_SI_SYSTEM2	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Social Insurance CHE	View contribution limits for ALV and accident insurance.

Viewing Social Insurance System Data

Access the Social Insurance System page.

Note. PeopleSoft delivers and maintains the data on the display-only Social Insurance component.

Social Insurance System		Social Insurance Details	
Social Insurance Data			
		Find View All First 1 of 2 Last	
Effective Date:	01/01/2005	Status:	Active
Country:	CHE		
Retirement Age Female:	64	Retirement Age Male:	65
Enrollment Age:	18		
Total Contribution AHV:	10.1000 %	EE Contr AHV:	5.0500 %
AHV Status:	1 ER/EE	Exemption Amount:	1400.00 CHF
EE Soli SH:	0.0500 %	Total Contrib Soli Ct SH:	0.1500 %

Social Insurance System page

Retirement Age Female Displays the age at which women may retire and therefore draw a pension.

Note. Global Payroll for Switzerland takes into account the planned future increase of the retirement age for women from 62 to 64.

Retirement Age Male Displays the age at which men may retire and therefore draw a pension.

Enrollment Age Displays the age from which retirement and survivors' pension insurance (AHV) contributions are paid.

Exemption Amount Displays the amount below which no AHV contributions are required for pensioners.

EE Soli SH (employee solidarity, canton Schaffhausen) Displays the employee contribution as a percentage for solidarity tax, which is deducted only in the canton of Schaffhausen.

Total Contrib Soli Ct SH (total contributions solidarity, canton Schaffhausen) Displays the combined employee and employer contributions as a percentage for solidarity tax, which is deducted only in the canton of Schaffhausen.

Viewing Social Insurance Details

Access the Social Insurance Details page.

Social Insurance System		Social Insurance Details	
Social Insurance Data			
Effective Date:		01/01/2005	Status: Active
Country:		CHE	
Statutory Limit ALV1:	8900.0000	CHF	Statutory Limit ALV2: 22250.0000 CHF
Total Contribution ALV1:	3.0000	%	Total Contribution ALV2: 2.0000 %
Employee Contribution ALV1:	1.5000	%	Employee Contribution ALV2: 1.0000 %
ALV Status:	1 ER/EE		
Asylum Contribution:	10.0000	%	
Minimum Work Hours per Week:		8	
Statutory Limit UV:		8900.0000 CHF	

Social Insurance Details page

Statutory Limit ALV1	Displays the statutory limit of insurance for ALV 1.
Statutory Limit ALV2	Displays the statutory limit of insurance for ALV 2.
ALV Status	To set the default value for a company here, you should override it at the company level.
Asylum Contribution	Displays the deduction for the asylum fund. Asylum contributions are basically source tax for asylum seekers, expressed as a percentage of gross earnings. This deduction must be made every month and deposited in an account as ordered by the Federal Ministry for Refugees.
Minimum Work Hours per Week	Displays the lowest number of working hours per week for liability insurance.
Statutory Limit UV	Displays the maximum daily accident benefits, that is, the maximum monthly gross salary that can be insured.

Defining Insurance Providers

Define the names of insurance providers and their associated provider codes on the Insurance Providers component, which consists of two pages: Insurance Providers and Contributions Rates. You enter all values yourself on both pages, except for the insurance provider code. This section describes how to:

- Set up insurance providers.
- Set up contribution rates.

Pages Used to Define Insurance Providers

Page Name	Object Name	Navigation	Usage
Insurance Providers	GPCH_SI_PROVDR	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Insurance Providers CHE	Enter names and codes of insurance providers.
Contribution Rates	GPCH_SI_UV_PCT	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Insurance Providers CHE, Contribution Rates	Enter accident insurance data.

Setting Up Insurance Providers

Access the Insurance Providers page.

The screenshot displays the 'Insurance Providers' page. At the top, there are tabs for 'Insurance Providers' and 'Contribution Rates'. Below the tabs, the 'Provider Code' is 0002. The main section is titled 'Insurance Provider Details' and includes a search bar with 'Find | View All' and navigation controls 'First', '1 of 1', and 'Last'. The details are organized into two columns:

- Left Column:**
 - *Effective Date: 01/01/1900
 - *Status: Active
 - *Provider Name: Basler Versicherung
 - *Description: Basler Versicherung
 - Country: CHE Switzerland
 - Address: [Empty text area]
- Right Column:**
 - Provider ID: 55555
 - *Type: UV
 - Contact Name: jjkhjhkkjklj

Below the details is a section for 'Phone Information' with a table to add phone numbers. The table has columns for 'Phone Type', 'Telephone', and 'Country Code'. There is one row with a dropdown for 'Phone Type' and an empty 'Telephone' field. Navigation controls 'First', '1 of 1', and 'Last' are also present.

Insurance Providers page

- Provider ID** Enter a provider ID for this insurance provider.
- Type** Select the type of coverage. Possible values are *FZ_UVG*, *KTGV*, *KV* and *UV*.
- Contact Name** Enter the name of your contact at the insurance provider.

Setting Up Contribution Rates

Access the Contribution Rate page.

Insurance Providers | **Contribution Rates**

Provider Code: 0002 **Basler Versicherung**

Status: Active **Effective Date:** 01/01/1900

*Risk Group	Employer Contribution BU %	Total Contribution NBU %
1 A	0.0512	1.0408

Contribution Rates page

Employer Contribution BU % (employer contribution percentage for BU) Enter the employer's contribution for employer liability insurance (BU).

Total Contribution NBU % (total contribution percentage for NBU) Enter the total contributions for accident insurance not covered by employer liability (NBU) as a percentage.

Defining Company Social Insurance Contributions

Define social insurance data specific to your company on the Company SI Contributions component. This component enables you to manage AHV and ALV data as well as accident insurance and daily accident benefits insurance. This section describes how to:

- Set up social insurance rates.
- Set up social insurance details.
- View and modify social insurance data.

Note. You must maintain both Company SI 1 and Company SI 2 tables.

Pages Used to Define Company Social Insurance Contributions

Page Name	Object Name	Navigation	Usage
Social Insurance Rates	GPCH_SI_COMPANY1	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Company SI Contributions CHE	Set up social insurance data for old age and survivors' insurance (AHV) and unemployment insurance (ALV).
Social Insurance Details	GPCH_SI_COMPANY2	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Company SI Contributions CHE	Enter social insurance data for accident insurance (UV) and daily accident benefits insurance (KTGV).
Social Insurance Data	GPCH_SI_DATA	Global Payroll, Payee Data, Social Security/Insurance, Maintain Social Ins Data CHE	Display and change social insurance data for individual employees. You can view and change retirement and survivors' pension insurance data (AHV) and unemployment insurance data (ALV).

Setting Up Social Insurance Rates

Access the Social Insurance - Rates page.

The screenshot displays the 'Social Insurance Rates' page for company 'GW1 GP Swiss Test 1'. The page is divided into sections for AHV and ALV contributions. Key fields include:

- Company:** GW1 GP Swiss Test 1
- Effective Date:** 01/01/2000
- AHV Provider:** 0001 (Allgemeine Versicherung)
- AHV Member Number:** 123.122
- AHV Status:** 1 ER/EE
- Employee Contribution AHV:** 5.0500 %
- Total Contribution AHV:** 10.1000 %
- ALV Status:** 1 ER/EE
- Employee Contribution ALV1:** 1.5000 %
- Total Contribution ALV1:** 3.0000 % (Default Value)
- Employee Contribution ALV2:** 1.0000 %
- Total Contribution ALV2:** 2.0000 %
- Solidarity Status:** 1 ER/EE
- BUR number:** (empty field)
- 5 Rappen Rounding:** (checked checkbox)

Rates page

5 Rappen Rounding

The system automatically rounds values to 5 Rappen except on the self-service Request Overtime page and the Garnishment Data page. To implement rounding in 5-Rappen increments for these pages as well, select this check box. The system notifies the user when it rounds the entered amounts on these pages.

AHV Provider

Select a code for the insurance provider.

AHV Member Number	Enter your company's employer ID as registered with the benefits agency (<i>Ausgleichskasse</i>).
AHV Admin Cost Contribution (AHV administration cost contribution)	Enter the administrative clearing costs of the benefits agency, expressed as a percentage.
PermAdjustment	Select this check box if you want to apply the AHV tax exemption for employees over the age specified on the Social Insurance system page on a year-to-date basis instead of a monthly basis.
Default Value	Click to import the values defined at installation from the Social Insurance system tables.
Solidarity Status	Select the Solidarity tax distribution for the company. Values are: <i>0 None</i> : no contribution, <i>1 ER/EE</i> : Employer/employee distribution, and <i>2 ER</i> : Employer pays all.
BUR number	Enter the BESTA number to be used in the BESTA Employment Statistics report.

Note. You can override the ALV and AHV status on the Social Insurance Data page.

Setting Up Social Insurance Details

Access the Social Insurance - Detail page.

Company: GW1 GP Swiss Test 1

Company Social Insurance Details Find | View All First 1 of 1 Last

Effective Date: 01/01/2000

*Subject to FAK: Yes

*PK Status: None

Accident Insurance Provider Customize | Find | View All First 1 of 1 Last

	Primary Provider	*Accident Insurance Provider	Risk Group	*UV Status	Acc Ins ID
1	☒	0002	Basler Versicherung	A	4 ER/EE

Detail page

Subject to FAK	Displays whether a company is affiliated with an FAK (family allowance agency). If you select <i>Yes</i> , the company is eligible for FAK.
PK Status (Pensionskasse status)	Select the required Pensionskasse status. Pensionskasse contributions are mandatory from the age of 25. <i>PK Status</i> appears when an employee is eligible to pay Pensionskasse contributions.

Primary Provider	Select if this is your primary insurance provider.
Accident Insurance Provider	Select a provider code. All insurance providers are represented here.
Acc Ins ID (accident insurance ID)	Enter your accident insurance identification.

See Also

Chapter 16, “Defining Pensionskasse,” page 105

Viewing and Modifying Social Insurance Data

Access the Social Insurance Data page.

The screenshot shows the 'Social Insurance Data' page for employee Draper, Donald (EmplID: CFA0004). The page includes a header with the employee name and ID, and a navigation bar with 'Find | View All' and 'First 1 of 1 Last'. The main data area contains the following fields:

- *Effective Date:** 01/15/1982
- *End Date:** 12/31/2099
- *AHV Status:** 1 ER/EE
- *ALV Status:** 1 ER/EE
- *UV Status:** 4 ER/EE
- *UV Provider:** (Searchable field)
- Risk Group:** (Searchable field)
- Total Contr AHV:** 10.1000 %
- Total Cont ALV1:** 3.0000 %
- Total Cont ALV2:** 1.0000 %
- Total Contr NBU:** %
- ER Contr BU:** %
- Default Value:** (Button)

Social Insurance Data page

End Date	Enter an end date if you want to display data for a restricted period of time.
Total Contr NBU (total contributions NBU)	Displays the total contributions for accident insurance not covered by employer liability (NBU) as a percentage.
ER Contr BU (employer contributions BU)	Displays the employer's contribution for employer liability insurance (BU).
UV Provider (accident insurance provider)	Select the code for the accident insurance provider. All insurance providers are represented here.
Default Value	Click to use company-wide values. The default values are defined at company and social insurance setup level.

Managing Additional Insurance

Some companies might provide employees with additional insurance packages, depending on their position in the company or their salary grade. For example, some employees might be eligible for additional health insurance in addition to the mandatory insurance packages that are available.

Global Payroll for Switzerland enables you to create voluntary combinations of insurance packages. These are presented to the employee, who chooses one from the selections. You can use Global Payroll's functionality as a basis for additional calculation and other features that you add when you install Global Payroll for Switzerland.

You create the insurance packages on the Additional Insurance Provider page, and assign them to an employee on the Additional Insurance Data page.

This section describes how to:

- Set up additional insurance providers.
- Enter additional insurance data.

Pages Used to Manage Additional Insurance

Page Name	Object Name	Navigation	Usage
Additional Insurance Provider	GPCH_SI_TYPE	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Addtl Insurance Provider CHE	Set up additional insurance packages for an employee.
Additional Insurance Data	GPCH_SI_VARIANT	Global Payroll, Payee Data, Social Security/Insurance, Add Other Insurances Data CHE	Enter additional insurance data for an employee.

Setting Up Additional Insurance Providers

Access the Additional Insurance Provider page.

Additional Insurance Provider

GP Swiss Test 1 **Provider Type:** 2 UV

View All First 1 of 1 Last

*Effective Date: 05/01/2000 *Status: Active

Insurance Type and Premium Rates View All First 1 of 20 Last

*Insurance Type ID: 010-UVG Currency Code: CHF

*Insurance Alternative ID: (99) No Alternatives

Total Premium Rate Male: 0.0000 Total Premium/Person Male: 0.00 Employee: CH_ER_43600

Total Premium Rate Female: 0.0000 Total Premium/Person Female: 0.00 Employer: CH_ER_43620

Salary Lower Limit: 0.00 Salary Higher Level: 106800.00 BU:

Premium Details Customize | View All First 1 of 16 Last

	*Grade	Premium EE Male %	Premium EE Female %	EE Premium/Person % Male	EE Premium/Person % Female	*Proposition	Minimum Premium	Calculate
1	EX 1					Mandatory	0.10	☒

Additional Insurance Provider page

Insurance Type and Premium Rates

Insurance Type ID

Select the type of insurance employees may require, such as health or accident insurance.

Insurance Alternative ID

Select an alternative ID. Additional insurance entitlement may depend on varying conditions. For example, some types of mandatory insurance might apply only until the end of the 90th day. From the 91st day, additional insurance might be required.

Total Premium Rate Male, Total Premium/Person Male, Total Premium Rate Female, and Total Premium/Person Female

Enter these values as specified by the insurance provider.

Salary Lower Limit and Salary Higher Level

Enter the limits to entitlement for this type of insurance.

Employee and Employer

Enter the earning or deduction code for each.

BU (Berufsunfall)

Optional field for *Berufsunfall* (work-related accident), not currently supported.

Premium Details

Premium EE Male %, Premium EE Female %, EE Premium/Person % Male, and EE Premium/Person % Female

Enter these values as specified by the insurance provider.

Proposition

Select how the insurance should be generated. Valid values are *Automatically*, *Mandatory*, and *Voluntary*.

Minimum Premium

Enter the value specified by the insurance provider.

Calculate

Select to have PeopleSoft Global Payroll for Switzerland process the insurance.
If the insurance information is for information only, do not select the check box.

Entering Additional Insurance Data

Access the Additional Insurance Data page.

Additional Insurance Data

Brown, Jessica Employee EmpID: KC0017 Empl Rcd#: 0

View All First 1 of 1 Last

Sex: Female Hire Date: 10/07/1996 + -

Salary Grade: 002 Annual Rate: 14820.000 CAD

Effective Date: 11/14/2002 Health Provider:

Additional Insurance Details

Insurance Type ID	Insurance Alternative ID	Provider Type	Status	Amount	Currency
1 030	030 UV CureCost 06	(06) from 181st Day	3	KTGV	Active

Additional Insurance Data page

Annual Rate

Displays the annual rate that applies to an employee.

Provider Type

Select the provider type. Valid values are *FZ_UVG*, *KTGV*, *KV*, and *UV*.

Reporting on Social Insurance

The Element Contribution report defines all contributions and deductions, and the SI Company Setup report lists all employee contributions for AHV, ALV1, ALV2, and UV.

Pages Used to Report on Social Insurance

Page Name	Object Name	Navigation	Usage
Element Contribution List	GPCH_RC_AL07	Global Payroll, Absence and Payroll Processing, Payroll Reports, Element Contribution List CHE	Create a report that documents the calculation process by defining all contributions and deductions. A + in the report indicates that the amount is added; - indicates that the amount is deducted. Where there is no symbol, the value is not included in the calculation.

Page Name	Object Name	Navigation	Usage
SI Company Setup	GPCH_RC_SI06	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Company SI Contrib Rpt CHE	The report lists all employer and employee contributions for AHV, ALV1, ALV2, and UV. It also lists AHV administration cost, Geneva maternity insurance, and the Source Tax fund. The report also states the age from which AHV should be paid, retirement ages for men and women, and the limit to which earnings are AHV-free. If any changes are made to the data, it must be printed out and kept by the employer.
UV Year	GPCH_RC_SI07	Global Payroll, Social Security / Insurance, UV Year Report CHE	The report displays SUVA gross salary, UV basis, UV upper limit, the employee's gender, and the employee's SUVA code. Even those employees who are not insured (those with SUVA code X0) are included in the report, although no value is entered in the SUVA Base column. The last page of the UV Year report contains important data that is required to calculate the company fee.

Page Name	Object Name	Navigation	Usage
AHV Year	GPCH_RC_SI08	Global Payroll, Social Security / Insurance, AHV Year Report CHE	The AHV Year report lists the contributions for all employees, by their insurance number in ascending order. The AHV Year report lists the insurance number of all employees, together with their full names, period of employment, AHV contributions, and ALV1 and ALV2 contributions. The system creates a special error list report appendix for payees terminated in the previous year who have income in the current year and for whom the system has no current record of previous payment. You can generate a printed report or an interface file that enables you to report social insurance data using file transfer.
Non AHV/ALV	GPCH_RC_SI09	Global Payroll, Social Security / Insurance, Non AHV/ALV Report CHE	The Non AHV/ALV report displays the AHV and ALV1 tax allowances for these employees. The report also lists the insurance number of each employee (where an employee does not have an insurance number, the date of birth is displayed instead) and specifies the employee's period of employment using the month number. For example, <i>01</i> means that the employee has been employed since January that year.
Payroll Register Options	GPCH_RC_TX04_1	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register CHE, Payroll Register Options	Monitors the associated accumulators and displays the payroll register.
Payroll Register Element View	GPCH_RC_TX04_2	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register CHE, Payroll Register Element View	View payroll register elements.

Page Name	Object Name	Navigation	Usage
Pay Balance Employee/Company	GPCH_RC_TX03	Global Payroll, Absence and Payroll Processing, Payroll Reports, Pay Balance CHE	Lists the employee ID, date of birth, hire and termination dates, and AHV number for each employee.

Running the Element Contribution Report

A plus sign (+) indicates that the amount is added to an accumulator; a minus (-) indicates that the amount is deducted. Where there is no symbol, the value doesn't contribute to any of the accumulators specified in the header.

From Date and To Date	Lists all contribution changes between the dates specified.
Print Class	Select a print class. PeopleSoft delivers two standard print classes, but you can create your own. The print class determines the set of selected contributing elements.
Only Elements in Print Class	Select to report only elements specified in the selected print class.
Non Elements in Print Class	Select to report on all existing elements.
Element Name	Enter accumulators whose contributing components should be reported. The element name determines the set of elements contributed to and is mandatory.
Override	Select to optionally override the description of the selected element. You can display up to ten columns in your report and can configure the level of detail that you want to display.
Sequence Number	Enter a mandatory sequence number for the selected element. If you want to have the AHV/ALV contributions as the second column in your report, for example, enter sequence number 2.

Running the AHV Year Report

Access the AHV Year page.

Serial Number	Enter the serial number for the ASCII file.
List, Interface, or List & Interface	Select one of these options depending on whether you want to create the list, the interface file, or both.
AHV Contribution, ALV1 Contribution, and ALV2 Contribution	Enter an optional override for the total contribution reported in the interface. If you leave these fields blank, this is calculated by totaling the individual employee contribution.
Adjusting Date	Enter the posting date for the AHV interface. The default is the system date.

Running the GPCHTX04 – Payroll Register Report

The run control for the payroll register is a two-page component, consisting of the Report Options page and the Pay Element View page. In addition to gross pay, the columns of the report might provide information about base amounts (calculation bases) for UV pay, UV base, AHV gross, AHV base, amount not subject to AHV, ALV 1 pay and ALV 2 pay, as well as the resulting payment. You define the required information on the Pay Element View page.

Element Name	Select the year-to-date accumulator to report.
Override Indicator	Select to override the description of the selected element. You can display up to ten columns in your report.
Element Heading	If you select the Override Indicator for an element, enter a new heading name (a new description of the element).
Sequence	Enter a sequence number for the selected element. If you want to have the AHV/ALV contributions as the second column in your report, for example, enter sequence number 2.

Running the GPCHTX06 – Pay Balance Employee /Company Report

Access the Pay Balance Employee/Company report page.

This report:

- Summarizes employee contributions, which are grouped and sorted according to the specified calendar month.
- Summarizes employee data for the employer on the final page.
- Can be printed in two versions, one that shows all retro pay in detail and one that shows only accumulated amounts, including retro.

Print Class	Select the print class you require. PeopleSoft delivers two standard print classes, although you can create your own. Print classes for this report must not assign more than one component per selected element. Otherwise the report will have duplicates and fail. To show amounts and units of an earning, do the following on the Print Classes page: enter the earning and select the Print Sum Amounts check box for that earning and then enter the Auto Assign element (xx_unit) and select the Print Units check box.
Print Pay Entity Report	Select to print only those pages that display the annual and monthly totals for a pay entity, and not all of the retro pay data for all employees that the report lists.
Print Detail Report	Select to print the detailed presentation of retro results.

CHAPTER 14

Managing Source Tax

This chapter provides an overview of source tax in PeopleSoft Global Payroll for Switzerland and tells you how to:

- View and maintain source tax data.
- Generate Source Tax reports.

Understanding Source Tax

Switzerland is a confederation of 26 cantons with approximately 3,000 municipalities. Accordingly, it has an extremely complex taxation system, with taxes imposed at federal, cantonal, and communal levels. Rates of tax can vary from one canton to another.

Source tax applies to specific categories of foreign employees. It is calculated according to the canton in which the employee is employed, and employers make source tax deductions directly from the earnings of these foreign nationals resident in Switzerland. Employers must withhold the tax due and pay this source tax to the cantonal tax administration. Source tax, levied at the source, pays off federal, cantonal, and communal tax liabilities.

Viewing and Maintaining Source Tax Data

There are four steps to viewing and maintaining source tax data in PeopleSoft Global Payroll for Switzerland, but only the third step is required.

1. View PeopleSoft-delivered municipality code information for each canton.
2. View PeopleSoft-delivered source tax data for each canton, to determine source tax rates that apply to foreign nationals in the individual Swiss canton.
3. Enter source tax data for foreign residents in Switzerland.
4. View PeopleSoft-delivered source tax percentage data, including withholding commission percentages.

Pages Used to View and Maintain Source Tax Data

Page Name	Object Name	Navigation	Usage
Municipality Code	GPCH_TAX_VILLAGE	Set Up HRMS, Product Related, Global Payroll, Taxes, Municipality Codes CHE	View and update municipality codes and their descriptions for a selected canton. PeopleSoft maintains and delivers the Municipality Code table, but you can modify the data yourself if necessary.
Source Tax	GPCH_TAX_SETUP	Set Up HRMS, Product Related, Global Payroll, Taxes, Source Tax CHE	View source tax details such as source tax tariffs and basis, amounts and percentages. PeopleSoft delivers and maintains the Source Tax table, but you can modify the data yourself if necessary.
Tax Data	GPCH_TX_DATA	Global Payroll, Payee Data, Taxes, Maintain Source Tax Data CHE	Enter source tax data for a foreign employee.
Source Tax Percentages	GPCH_TX_FAK	Set Up HRMS, Product Related, Global Payroll, Taxes, Source Tax Percentages CHE	View source tax details such as source tax tariffs and basis, amounts, and percentages.

Viewing Source Tax Details

Access the Source Tax page.

Warning! PeopleSoft delivers and maintains the data on the Municipality Code and Source Tax pages. Although you can modify this data if necessary, you should carefully consider the impact of these changes.

Source Tax

Canton: AG Aargau
Percent Type: General

Tax Details Find | View All First 1 of 1 Last

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

Tariff Find | View All First 1 of 19 Last

Withholding Tax Tariff: A0+ [Read Data](#)

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

	Gender	Low Gross	Tax Amount	Currency	Tax %
1	Unknown			CHF	

Source Tax page

Tariff

Withholding Tax Tariff Displays the Withholding Tax Tariff code.

Read Data Click to display details about the rates for source tax.

Rates

Gender If the system displays *Unknown*, the canton that you selected makes no distinction based on gender with regard to source tax tables. If a tariff is based on gender, select *Male* or *Female* accordingly.

Low Gross Displays the lower limit for the tax increment.

Tax Amount Displays the amount of source tax that is deducted.

Tax % (tax percentage) Displays the percentage of source tax deducted.

Entering Source Tax Data

Access the Tax Data page.

Tax Data

Ludwig, Karl
Employee
EmplID: KDG031
Empl Rcd#: 0

Source Tax Data

[Find](#) | [View All](#) | First ◀ 1 of 1 ▶ Last

***Effective Date:** 10/01/1999 [Calendar]

***Municipality Code:** [Search]

Withholding Tax Tariff: [Search]

Override Percent (%): 0.0000

Description: + -

☐ **Override** **Canton:** BY

☐ **exempt from LAW**

☐ **exempt from Source Tax**

Override Tax Amount: 0.0000

Tax Data page

Canton	The default value is the canton in which the selected employee lives. If the home address is not in Switzerland, the canton of the work location is the default.
Override	Select to override the canton. The Canton field becomes available, in which you can select a canton.
Municipality Code	Select the code of the municipality in which the employee lives. Prompt values are the municipality codes that correspond to the canton.
Exempt from LAW	Select to suppress the printing of a tax statement for the employee.
Exempt from Source tax	Select if the employee is exempt from Source Tax.
Withholding Tax Tariff	Select a tariff from the list of valid tariffs for the canton.
Override Percent and Override Tax Amount	Use these fields to override the selected tariff.

Viewing Source Tax Percentages

Access the Source Tax Percentages page.

Source Tax Percentages

Status Find | View All First 1 of 1 Last

Country: CHE

*Effective Date: 01/01/2001 Status: Active

FAK Contributions Customize | Find | View All First 1-5 of 26 Last

	*Country	*Effective Date	Canton	Description	Withholding Tax on Commission	Rate Result Value	Rate Result Value		
1	CHE	01/01/2001	AG	Aargau	2.0000			+	-
2	CHE	01/01/2001	AI	Appenzell I.R.	4.0000			+	-
3	CHE	01/01/2001	AR	Appenzell A.R.	4.0000			+	-
4	CHE	01/01/2001	BE	Bern	4.0000			+	-
5	CHE	01/01/2001	BL	Basel-Land	4.0000			+	-

Source Tax Percentages page

Withholding Tax on Commission

Enter a percentage, between 2% and 4%, that the employer deducts from paid taxes for administrative work involved in supporting source tax.

Rate Result Value

Enter up to two rate result values.

Generating Source Tax Reports

This section tells you how to run:

- The Source Tax Year report.
- The Source Tax Month report.

Pages Used to Run Source Tax Data Reports

Page Name	Object Name	Navigation	Usage
Source Tax Year	GPCH_RC_TX01	Global Payroll, Taxes, Source Tax Year Report CHE	Run the Source Tax Year report (GPCHTX01), which displays net salary as well as employee source tax contributions. For the cantons of Geneva and Waadt, the report prints on an official form and is normally required once a year.
Source Tax Month	GPCH_RC_TX02	Global Payroll, Taxes, Source Tax Report CHE	Run the Source Tax Month report.

Running the Source Tax Year Report

Access the Source Tax Year page.

Source Tax Year

Run Control ID: CH_E0

Report Manager

Process Monitor

Run

Language: English

Report Parameters

Pay Year:

Pay Entity:

CH1

Country:

CHE

Canton:

AR

Appenzell A.R.

☐ French Crosser

Customize | Find | View All |

First 1 of 1 Last

EmplID

1

Source Tax Year page

- Canton

If you choose the canton of Geneva, the system creates the report appendix Attestation Quittance in French.

If you choose the canton of Waadt, the system creates the report appendix d’Impot a la Source in French.
- BorderCrsFRA (French border worker)

Select to include French border workers in the report.
- Municipality Code and Canton Sort

These fields become available if you select the BorderCrsFRA checkbox. Use them to run the report by municipality code and sort by canton or municipality (village).

Running the Source Tax Month Report

Access the Source Tax Month page.

Source Tax Month

Run Control ID: CH_E0
[Report Manager](#)
[Process Monitor](#)
Run

Language: English

Report Parameters

Current Pay End Date: 03/31/2000

Pay Entity: CH1

Country: CHE

Canton: BE Bern

Customize | Find | View All |

First 1 of 1 Last

EmpID		
1		

Source Tax Month page

Canton

If you choose the canton of Geneva, the system creates the report appendix Attestation Quittance in French.

If you choose the canton of Waadt, the system creates the report appendix d'Impot a la Source in French.

CHAPTER 15

Defining EO Payments for Switzerland

This chapter provides an overview and discusses how to define EO payments in PeopleSoft Global Payroll for Switzerland.

Understanding EO Payments

EO payments refer to the payment of salary during military and civilian service. The EO (*Erwerbsersatzordnung für Diestleistende in Armee und Zivilschutz*) is an ordinance on military pay supplements and governs the earnings of military and civil defense personnel. According to the EO's provisions, people on active military duty (including members of the Women's Armed Forces and the Red Cross) or in civilian service are entitled to receive earnings compensation for every paid or accredited day of service.

If this compensation is equal to 80 percent of an employee's salary, the employer does not need to make any additional payments. However, if this EO compensation replaces less than 80 percent of the effective earnings, the employer is obliged to make up the difference to 80 percent of the salary for a limited period (defined according to the Basle, Bern, and Zurich scales).

When the limited period has expired, the employer is exonerated of further salary payments, and the employee may then only claim EO compensation. General work contracts or individual agreements may help to secure more favorable compensation for the employee.

See Also

Chapter 6, "Setting Up Swiss Absence Rules," Setting Up Scale Codes, page 33

Defining EO Payments and Corrections

This section provides an overview of EO payments and corrections and tells you how to:

- Record EO statements.
- Record EO corrections.

Understanding EO Payments and Corrections

EO payments are calculated in the current month. The system uses the annual salary and the number of children as of the first day of the military service period for the whole duration of the service, even if the service spans multiple months.

There is a separate page for entering standard EO data and correction (retroactive) EO data. The correction page has fields for manually overriding annual salary and the number of children. The same 3 dates are used in both the standard and the correction EO page.

Pages Used to Define EO Payments

Page Name	Object Name	Navigation	Usage
EO Statement	GPCH_AB_EO_CALC	Global Payroll, Payee Data, Define EO Payment CHE	Record an employee's military and civilian service data. You use this data to put forward your claims from the EO compensation office.
EO Correction Pay	GPCH_EO_RETRO	Global Payroll, Payee Data, Define EO Payment Override CHE	Enter data required for EO correction calculations for closed periods.
EO Pay Card	GPCH_RC_EO01	Global Payroll, Authority Correspondence, EO Pay Card Report CHE	Lists each employee's insurance number, full name, and employee ID in ascending order. The report also displays the employee's military service type, the duration of this service, yearly salary, how many children the employee has, and the total amount of EO compensation that the employee has received. The page creates a printed report and an interface file that can be sent electronically to the AHV provider.

Recording EO Statements

Access the EO Statement page.

EO Statement	
Caspari,Fred	Employee EmplID: KDG042 Empl Rcd#: 0
Status: Active	Company: KD1 State: BY Description: Recruiter FTE: 100 %
EO Card Find View All First 1 of 1 Last	
Action Date: 11/14/2002	+ -
*Effective Date: 11/14/2002	
*Service Type:	Control Number:
*Card Type:	Account:
*From Date:	*End Date:
*Days Difference:	
National ID: 26260742C494	

EO Statement page

Action Date	Displays the date when you entered the data into the system.
End Date	Select the date when the employee's military service ends.
Days Difference	Enter the number of days that the employee was involved in military service. This field displays the difference in days between the Effective Date and the End Date, and is required to calculate the earnings requirement.
Activity Date	Select the date on which claims were requested from the EO compensation office.
Service Type	Select the type of service in which the employee was involved. Valid values are <i>Military – Regular</i> , <i>Military Recruit</i> , <i>Military Promotion</i> , <i>Civil Service</i> , <i>Trainer</i> , <i>Alternative Service</i> , and <i>AlternService (Recruit)</i> .
Card Type	Select the card type that proves that an employee has done their military service. Valid values are <i>EO Card</i> , <i>EO Replacement Card</i> , <i>Corrected Payback</i> , and <i>Corrected Claim</i> .
National ID	The system automatically populates this field, which comes from the PERSNID table.
Process	Select to activate workflow support.

Recording EO Corrections

Access the EO Correction Pay page.

EO Correction Pay	
Caspari,Fred	Employee EmplID: KDG042 Empl Rcd#: 0
Status: Active	Company: KD1 State: BY Description: Recruiter FTE: 100 %
EO Card Find View All First 1 of 1 Last	
Action Date: 11/14/2002	+ -
*Effective Date: 11/14/2002	
*Service Type: 20 Civil Service	Account:
*Card Type: Replace EO Replacement Card	Control Number:
*From Date:	*End Date:
*Days Difference:	DepBen Cnt:
Annual Amt: 0.00	Allowance: 0.00
Daily Rate: 0.00	
National ID: 26260742C494	

EO Correction Pay page

The fields on this page are the same as the fields on the EO Statement page, with the following additions:

Annual Amount	You can manually override the amount of annual salary.
Daily Rate	Enter the new daily rate. This value is written to the writable array for the EO interface.
DepBen Cnt (dependents' benefits count)	Enter the number of children that the employee has.
Difference	Displays the entitlement difference for EO payments.

See Also

Chapter 15, "Defining EO Payments for Switzerland," Recording EO Statements, page 102

CHAPTER 16

Defining Pensionskasse

This chapter provides an overview of Pensionskasse and tells you how to:

- Set up Pensionskasse employee data.
- Use the Feedback From Provider section.

Understanding Pensionskasse

Pensionskasse is the pension fund for Swiss employees. PeopleSoft Global Payroll for Switzerland handles Pensionskasse with the following sections:

- Calculation, which comprises the online pages you use to enter Pensionskasse data.
- Feedback From Provider, the regular deduction the Pensionskasse provider makes.

Setting Up Pensionskasse Employee Data

This section describes how to set up pensionkasse data.

To set up PeopleSoft Global Payroll for Switzerland to handle the calculation of Pensionskasse data:

1. Select *Eligible* in the PK Status field to make the employee eligible to pay Pensionskasse contributions on the Social Insurance Details page.
2. Enter Pensionskasse details on the Additional Employment Data page.

See Also

[Chapter 13, “Managing Social Insurance for Switzerland,” Viewing Social Insurance Details, page 78](#)

Page Used to Handle Pensionskasse Calculations

Page Name	Object Name	Navigation	Usage
Additional Employment Data	GPCH_AL_EMPLMT1	Global Payroll, Payee Data, Define Payee Data CHE	Specify payslip and Pensionskasse details for an employee.

Setting Up Additional Employment Data

Access the Additional Employment Data page.

Additional Employment Data page

Print Pay Slip

Select to print the payslip for this employee.

Pay Slip Postal Address

Select the address where the employee receives the payslip: *Location Address* or *Personal Address*.

Pension Fund Data

PK Status

Indicate if the employee is allowed to take part in the Pensionskasse system.

PK Start C

Select the date that the employee joined the Pensionskasse system.

PK Begin D

Select the date of entry to the Pensionskasse system. This date can be either identical to or later than *PK Start C*.

Using the Feedback From Provider Section

The feedback from the Pensionskasse provider section (CH_PK_S3000) is the regular deduction input the provider makes.

Deduction	Description
CH_PK_D10	Rentenplan ordentlicher Versicherter

Deduction	Description
CH_PK_D20	Sparplan Sparbeitrag des Versicherten
CH_PK_D30	Rentenplan indiv. Ordentlicher Beitrag des Versicherten
CH_PK_D40	Sparplan indiv. Sparbeitrag des Versicherten
CH_PK_D11	Rentenplan ordentlicher Beitrag des Arbeitgebers
CH_PK_D21	Sparplan Sparbeitrag des Arbeitgebers
CH_PK_D50	Kapitalplan Vorsorgebeitrag des Versicherten
CH_PK_D60	Kapitalplan indiv. Vorsorgebeitrag des Versicherten
CH_PK_D70	Kapitalplan indiv. Risikobeitrag des Versicherten
CH_PK_D51	Kapitalplan Vorsorgebeitrag des Arbeitgebers
CH_PK_D61	Kapitalplan Risikobeitrag des Arbeitgebers
CH_PK_D71	Kapitalplan einmaliger Vorsorgebeitrag auf Cashbonus des Versicherten
CH_PK_D81	Kapitalplan einmaliger Vorsorgebeitrag auf Cashbonus des Arbeitgebers
CH_PK_D91	Kapitalplan einmaliger Risikobeitrag auf Cashbonus des Arbeitgebers

CHAPTER 17

Working With Garnishments

This chapter provides an overview of garnishments in PeopleSoft Global Payroll for Switzerland and discusses how to:

- Stop, modify, and delete garnishments.
- View delivered garnishment elements.

Stopping, Modifying, and Deleting Garnishments

You can stop, modify, or delete a garnishment when necessary.

To stop a garnishment:

1. Access the Garnishment Data page for the payee.
2. Change the date in the End Date field.
3. Save your change.

To modify a garnishment:

1. Access the Garnishment Data page for the payee.
2. Make any required changes, such as a new amount.
3. Save your change.

To delete a garnishment:

1. Access the Garnishment Data page for the payee.
2. Click the minus (-) button that appears to the right of the garnishment.
3. Save your change.

The system removes the garnishment from the database.

Warning! Carefully consider a decision to delete a garnishment that has already been processed in a pay run. This deletion triggers a retroactive payment to the payee and requires that you manually request any repayment from the garnishment recipient.

Viewing Delivered Garnishment Elements

This section contains information on the rules that Global Payroll for Switzerland delivers to process garnishments, including:

- Garnishment deductions.
- Garnishment process lists.

Note. The garnishment elements for Switzerland are defined as PeopleSoft delivered and maintained. If necessary, create your own garnishments using the delivered elements as your guide. Assign these on the Family Allowance Earnings page in the same way you add additional child allowance earnings. Start with a sequence of 61, entered in the Dep/Benef field.

See Also

[Chapter 4, “Setting Up Family Allowances,” page 19](#)

Garnishment Deductions

The following table contains information about the deductions used to calculate garnishment deductions.

Deduction	Description
CH_GR_DL01	Garnishment 1
CH_GR_DL02	Garnishment 2
CH_GR_DL03	Garnishment 3
CH_GR_DL04	Garnishment 4
CH_GR_DL05	Garnishment 5
CH_GR_DL06	Garnishment 6
CH_GR_DL07	Garnishment 7
CH_GR_DL08	Garnishment 8
CH_GR_DL09	Garnishment 9
CH_GR_DL10	Garnishment 10

Garnishment Process Lists

PeopleSoft delivers the process list CH_AL_CH01 for Swiss standard elements. This includes the section CH_GR_S1000, which holds the garnishment deductions. Each deduction is defined as “Amount: Formula CH_GR_FO001.” The formula triggers the following additional formulas, depending on the garnishment method you choose on the Garnishment Data page:

- Amount: CH_GR_FO100.
- Min pay: CH_GR_FO200.
- Net amount: CH_GR_FO300.

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

See Also

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

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

CHAPTER 18

Managing Maternity Leave

This chapter provides an overview of Swiss maternity leave and shows you how to:

- Track maternity leave.
- View delivered maternity leave elements.

Understanding Maternity Leave

In PeopleSoft Global Payroll for Switzerland, you enter maternity leave data on a single page. The page generates absence take elements that work with the core application's absence process to correctly process maternity leave during a payroll run.

The system determines the amount of paid maternity leave to which an employee is entitled based on years of service and the canton of residence. After the birth of child, it recalculates entitlement based on the Swiss legal requirement of eight weeks' leave after the child's actual birth. PeopleSoft delivers and maintains this information on the Scale Codes component.

See Also

[Chapter 6, “Setting Up Swiss Absence Rules,” Setting Up Scale Codes, page 33](#)

[Chapter 11, “Setting Up Absence Requests,” Setting Up Employee Absence Entry Options, page 51](#)

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences”

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Absence Elements”

Tracking Maternity Leave

PeopleSoft Global Payroll for Switzerland enables you to enter all maternity data on one page and then stores this data on the GP_ABS_EVENT table that the core application uses to process payroll.

Page Used to Enter Maternity Leave

Page Name	Object Name	Navigation	Usage
Maternity Leave	GPCH_AB_EE_MATERN	Global Payroll, Payee Data, Maintain Absences, Maternity Leave CHE	Track employee maternity absence data.

Entering Maternity Leave Data

Access the Maternity Leave page.

Maternity Leave page

Last Work Day Enter the last day the employee worked before maternity leave.

Day of Birth Enter the child's actual date of birth.

Maternity Paid

The system automatically calculates this data based on your entry in the Last Work Day field.

From Displays the date following the last worked day.

To Displays the last day eligible for paid maternity leave. This is based on canton rules and years of service derived from the Scale Codes and Job Data – Employment Information (Company Seniority Date field) pages.

Absence Take Displays the core application absence take element you linked to the absence type CH_MT_LFZ (paid maternity) on the self-service Absence Entries page.

Maternity Insurance

The system automatically calculates this data based on your entry in the Date of Birth field. This group box only appears for employees working in Geneva.

From	Child's birthdate.
To	End of the maximum period established in the setup table. For example, 16 weeks after the child's birthdate.
Absence Take	Displays the core application take element you linked to the absence type CH_MT_VERS.

Maternity Unpaid

The system automatically calculates this data based on your entry in the Date of Birth field. If eight weeks after the date of birth is before the Maternity Paid To date, no unpaid maternity is necessary.

From	Displays the date following the Maternity Paid To date.
To	Displays the date eight weeks from the child's date of birth.
Absence Take	Displays the core application absence take element you linked to the absence type CH_MT_UNB (unpaid maternity) on the self-service Absence Entries page.

Note. PeopleSoft delivers three sample absence takes for maternity: CH_AB_U500 for paid maternity and CH_AB_U90 for unpaid maternity, and CH_AB_U510 for GE maternity insurance. You can modify this with your own absence take elements.

Letter Details

Provides optional fields for generating maternity leave letters.

See Also

Chapter 11, "Setting Up Absence Requests," Setting Up Employee Absence Entry Options, page 51

Maternity Leave Example

Beate Ulrich has four years of service with her company and resides in Zurich; she is therefore entitled to ten weeks paid maternity leave. Her expected date of birth is 10 October 2001 and her last worked day is 26 September 2001. The system generates the following:

Maternity Paid From	27 September 2001
Maternity Paid To	5 December 2001
Maternity Unpaid From	None
Maternity Unpaid To	None

The child's actual birth date is 15 October 2001. This entry generates a second absence take and the following unpaid dates:

Maternity Unpaid From	6 December 2001
Maternity Unpaid To	9 December 2001

Viewing Delivered Maternity Elements

This section contains information on the rules that PeopleSoft Global Payroll for Switzerland provides to process maternity leave, including:

- Maternity deductions.
- Maternity Earnings
- Maternity process lists.

Maternity Deductions

The following is a list of maternity deductions delivered with PeopleSoft Global Payroll for Switzerland.

Deduction	Description
Absence Code CH_AB_U500 Deduction CH_AB_1000	Maternity Paid
Absence Code CH_AB_U090 Deduction CH_AB_2000	Unpaid Vacation
CH_MI_D10	Employee contribution to maternity insurance
CH_MI_D11	Total contribution to maternity insurance

Maternity Earnings

The following is a list of maternity earnings delivered with PeopleSoft Global Payroll for Switzerland.

Earnings	Description
CH_MI_02	Maternity base. Technically, this is not an earning, but the calculation base for generating the maternity earnings.
CH_MI_B02	Manual correction for maternity base CH_MI_02
CH_ER_48000	Calculated based on CH_AB_U500, payment according to official scale

Earnings	Description
CH_ER_48010	Calculated based on CH_AB_U510, payment according to additional maternity insurance
CH_ER_48020 and CH_ER_48030	Generated for the period of CH_AB_U510 that is not overlapping with the standard scale pay. These earnings are generated so that your organization can decide to pay or not pay salary in this period.

Maternity Process Lists

The following is a list of maternity process lists delivered with PeopleSoft Global Payroll for Switzerland.

Process List	Description
CH_AB_ABSENCE Section CH_AB_TAKE CH_AB_U090 CH_AB_U500	Absence Process List Absence Take
CH_AL_CH01 Section CH_ER_S2000 CH_AB_1000 CH_AB_2000	Calc Process List Earnings from Absence Time

The maternity calculation is done in section CH_MI_S1000. This section is used by two process lists, one for absences and one for payroll. The absence process list uses the maternity section to calculate the take. The payroll process lists uses the maternity section to calculate the payment.

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

See Also

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

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

CHAPTER 19

Managing Banking

This chapter discusses how to:

- Set up Swiss banking.
- Set up defaults for source banks.
- Set up banking defaults for payees.
- Run local country bank processing.

Setting Up Swiss Banking

The banking feature in PeopleSoft Global Payroll for Switzerland is optional and uses pages in PeopleSoft Human Resources, the PeopleSoft Global Payroll core application, and PeopleSoft Global Payroll for Switzerland.

To define banking for Switzerland:

1. Define your banks and branches on the Bank Table page and the Bank Branch Table page, which you can access from the PeopleSoft Global Payroll core application.

Note. The pages for defining banks are common to all PeopleSoft HRMS applications and are documented in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

2. Define the organization level for your source bank on the Source Bank Link page in the Pay Entity component of the PeopleSoft Global Payroll core application.
3. Define further information about source banks in PeopleSoft Global Payroll for Switzerland.

Depending on the organization level you selected on the Source Bank Link page in the PeopleSoft Global Payroll core application, define Swiss-specific information on the corresponding Pay Entity Source Bank page in PeopleSoft Global Payroll for Switzerland.

4. Define bank account information for payees.
 - a. Define information on the Bank Account Information page in the PeopleSoft Global Payroll core application.
 - b. Define further banking information for a payee on either on the Payee Source Bank Default page (if the bank is located in Switzerland) or on the Payee Foreign Bank Transfer page (if the bank is located outside of Switzerland) in PeopleSoft Global Payroll for Switzerland.
5. Run the Banking process on the Banking Run Control page in the PeopleSoft Global Payroll core application.

6. Create payment files and reports in PeopleSoft Global Payroll for Switzerland.

See Also

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

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Setting Up Defaults for Source Banks

This section discusses how to set up source bank defaults at the pay entity level.

Pages Used to Set Up Defaults for Source Banks

Page Name	Object Name	Navigation	Usage
Pay Entity - Source Bank Link	GPCH_AL_PAYENTITY2	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entities, Source Bank Link	Enter information about source bank and payment type at the pay entity level.

Entering Information at the Pay Entity Level

Access the Pay Entity - Source Bank Link page.

The screenshot displays the 'Pay Entity - Source Bank Link' page. At the top, there are five tabs: 'Pay Entity Address', 'Processing Details', 'Retro Limits', 'Supporting Elements Override', and 'Source Bank Link'. The 'Source Bank Link' tab is selected. Below the tabs, the 'Pay Entity' is set to 'GW1' and 'GP Swiss Test 1'. The '*Organization Link' is set to 'Company'. There is an 'Option' field. Below this is a 'Definition' section with 'Effective Date' set to '01/01/1998' and a 'Load All Units' button. The main area is an 'Organization Link List' table with columns: '*Organization Unit', 'Description', and '*Source Bank ID'. The table contains one row with '*Organization Unit' set to '1'. There are search icons and navigation buttons (First, 1 of 1, Last) for the table.

Pay Entity - Source Bank Link page

Note. The pay entity automatically populates from the core application. On this page, enter information about the source bank ID and the payment type.

Source Bank ID

Select the source bank ID that you require. Source banks are the money sources from which payroll disbursements are drawn.

Payment Type

Select the payment type to use: *Advance Payments, BVV, Capital Accumulation, Direct Life Insurance, External Transfer, Garnishments, Social Insurance, Taxes, U1/Sick Leave, U2/Maternity Leave, Wages, and Salaries.*

Setting Up Banking Defaults for Payees

You can set up defaults for both banks in Switzerland or banks in other countries. This section describes how to:

- Assign payee bank accounts to default source banks.
- Enter data for foreign bank transfers.

Note. All these pages are display-only; their fields are identical to the Bank Account Information page.

Pages Used to Set Up Banking Defaults for Payees

Page Name	Object Name	Navigation	Usage
Bank Account Information	PYE_BANKACCT	Workforce Administration, Personal Information, Biographical, Bank Accounts	View bank account information for a payee. First set up bank account information for a payee on the Bank Account Information page in the core application.
Payee Source Bank Default	GPCH_BK_PYE_ACCT2	Global Payroll, Payee Data, Net Pay / Recipient Elections, Override Source Bank CHE	Assign a payee's bank account to a default source bank. First set up a Source Bank Account in the core application.
Payee Foreign Bank Transfer - Payee Bank Account Info	PYE_BANKACCT	Workforce Administration, Personal Information, Biographical, Bank Accounts	View foreign bank account information for a payee. First set up Bank Account Information page in the core application for a payee.
Payee Foreign Bank Transfer	GPCH_BK_PYE_ACCT1	Global Payroll, Payee Data, Net Pay / Recipient Elections, Manage Foreign Bank Acct CHE	Enter data on foreign bank transfers. First set up bank account information for a payee on the Bank Account Information page in the core application.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions,” Entering Payees’ Bank Account Information

Assigning Payee Bank Accounts to Default Source Banks

Access the Payee Source Bank Default page.

The screenshot shows the 'Payee Source Bank Default' page. At the top, there are two tabs: 'Payee Bank Account Info' and 'Payee Source Bank Default', with the latter being selected. Below the tabs, the employee information is displayed: 'van Wezel, Mercedes Miss' (Employee) and 'EmplID: KW0001'. A 'Bank Accounts' section contains a table with one row: *Account ID: 1, Type: Checking, Status: Active. Below this is a 'Source Bank Default' section with a table showing one entry: Payment Type: 1 Wages and Salaries, Source Bank ID: KW02 Credit Suisse.

Payee Source Bank Default page

Source Bank Default

Payment Type

Select *Wages and Salaries* as the type of payment to be made to the payee.

Source Bank ID

Select the source bank ID that you assigned to your source bank on the Source Bank Accounts page in the Global Payroll core application. Source banks are the money sources from which payroll disbursements are drawn.

Running Local Country Bank Processing

Once you’ve set up information in the PeopleSoft Global Payroll core application, use it when running processes in PeopleSoft Global Payroll for Switzerland to create actual payment files and payment reports. This includes writing Structured Query Reports (SQRs) and extracting data from the output file that the system created in the core application in the banking run control process.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions,” Running the Banking Process

Pages Used to Run Local Country Bank Processing

Page Name	Object Name	Navigation	Usage
Setup Bank Transfer Process	GPCH_BK_BNKTRN	Set Up HRMS, Product Related, Global Payroll, Banking, Payment Types CHE, Setup Bank Transfer Process	View the accumulators that are assigned to payment types.
Bank File Content CHE - Bank Transfer Disk	GPCH_BK_XFERDTA	Set Up HRMS, Product Related, Global Payroll, Banking, Bank File Content CHE, Bank Transfer Disk	Define the files that are created by the Bank Transfer report. Define which earning or deduction must be transferred and written to which file.
Bank/Postal List	GPCH_RC_BK01	Global Payroll, Payment Processing, Create Bank List CHE, Bank/Postal List	Create a report that provides information on all payments that have been made to employees through a financial institution such as a bank or the post office. This report is mainly used internally for accounting purposes. Note. You must run the banking process in the PeopleSoft Global Payroll core application before printing this report.
Bank Transfer Disk	GPCH_RC_BK02	Global Payroll, Payment Processing, Create Bank File CHE, Bank Transfer Disk	Creates one or several files containing all data records in their required format.

Defining Files Created by the Bank Transfer Report

Access the Bank File Content CHE - Bank Transfer Disk page.

Bank Transfer Disk

Definition Find | View All First 1 of 1 Last

Current Pay End Date: 11/30/2002 **Last Updated:** **Date:**

Transfer Sequence: 1

Source Bank ID: KW01 UBS

Deposit Schedule: GDDEPOSIT

☐ **Wages and Salaries**

☐ **Direct Life Insurance**

☐ **Garnishments**

☐ **External Transfers**

Bank File Content CHE - Bank Transfer Disk page

Transfer Sequence The system automatically assigns a transfer sequence number, which defines the number of files that are created.

Source Bank ID Select a source bank ID that you defined on the Source Bank Accounts page in the core application.

Deposit Schedule Select a schedule that you defined on the Deposit Schedules page in the core application.

**Wages and Salaries,
Direct Life Insurance,
Garnishments and External
Transfers** Select to transfer each payment type.

See Also

[Appendix A, “PeopleSoft Global Payroll for Switzerland Reports,” page 161](#)

Running the Bank Transfer Report

Access the Bank Transfer Report page.

You should copy the files that this report creates to newly-formatted diskettes, which are used for the data transfer with banks.

Transfer Sequence Specify the sequence in which the data is transferred to the bank. You set up the format of this data using the Bank Transfer Disk page.

Deposit Schedule Select the deposit schedule that you require. One is predefined for banking, but you can define additional schedules.

The schedule defined by PeopleSoft is for test purposes—normally, users select the 25th of each month or the last Friday in each month. This is because salaries should be paid into an account before bank charges are due (usually on the 1st of each month).

Disk Type

Select an output format for the ASCII file.

Note. You must run the banking process in the PeopleSoft Global Payroll core application before printing this report.

CHAPTER 20

Managing Absence Requests

This chapter provides an overview of the absence request process that's available when you use PeopleSoft Global Payroll for Switzerland and explains how to:

- Request absences (employee).
- View absence request status (employee).
- Request employee absences (manager).
- View absence request status (manager).
- Approve employee absences (manager and Human Resources administrator).
- Manage absence requests (employee).
- Manage absence requests (manager and Human Resources administrator).

See Also

Chapter 11, “Setting Up Absence Requests,” page 49

Understanding Absence Requests

PeopleSoft Global Payroll for Switzerland includes a self-service application for managing employee absence requests, which enables you to carry out common tasks through a user-friendly browser page.

Absence self-service options differ for employees, managers, and Human Resources administrators.

Role	Absence Self Service Options
Employee	• Submit an absence request. • Resubmit an absence request when the absence request was sent back with the reason <i>Rework required</i>. • Edit an existing absence request. • Cancel a submitted or approved absence request. • View absence requests, with their approval status. • View absence balances as of the last pay run.

Role	Absence Self Service Options
Manager	• Approve or deny absence requests originated by direct or indirect reports. • Send back an absence request with the reason <i>Rework required</i>. • View a list of absence requests of direct or indirect reports. • Edit existing absence requests for direct or indirect reports. • Request an absence for direct or indirect reports. • Cancel a submitted or approved absence request previously submitted for a direct or indirect report.
Human Resources Administrator	• Approve or deny absence requests assigned to the Human Resources administrator. • Send back an absence request with the reason <i>Rework required</i>. • View a list of absence requests for reports. • Edit existing absence requests for reports, including requests that have already been approved. • Enter an absence request for a report. • Cancel a previously entered absence request for a report.

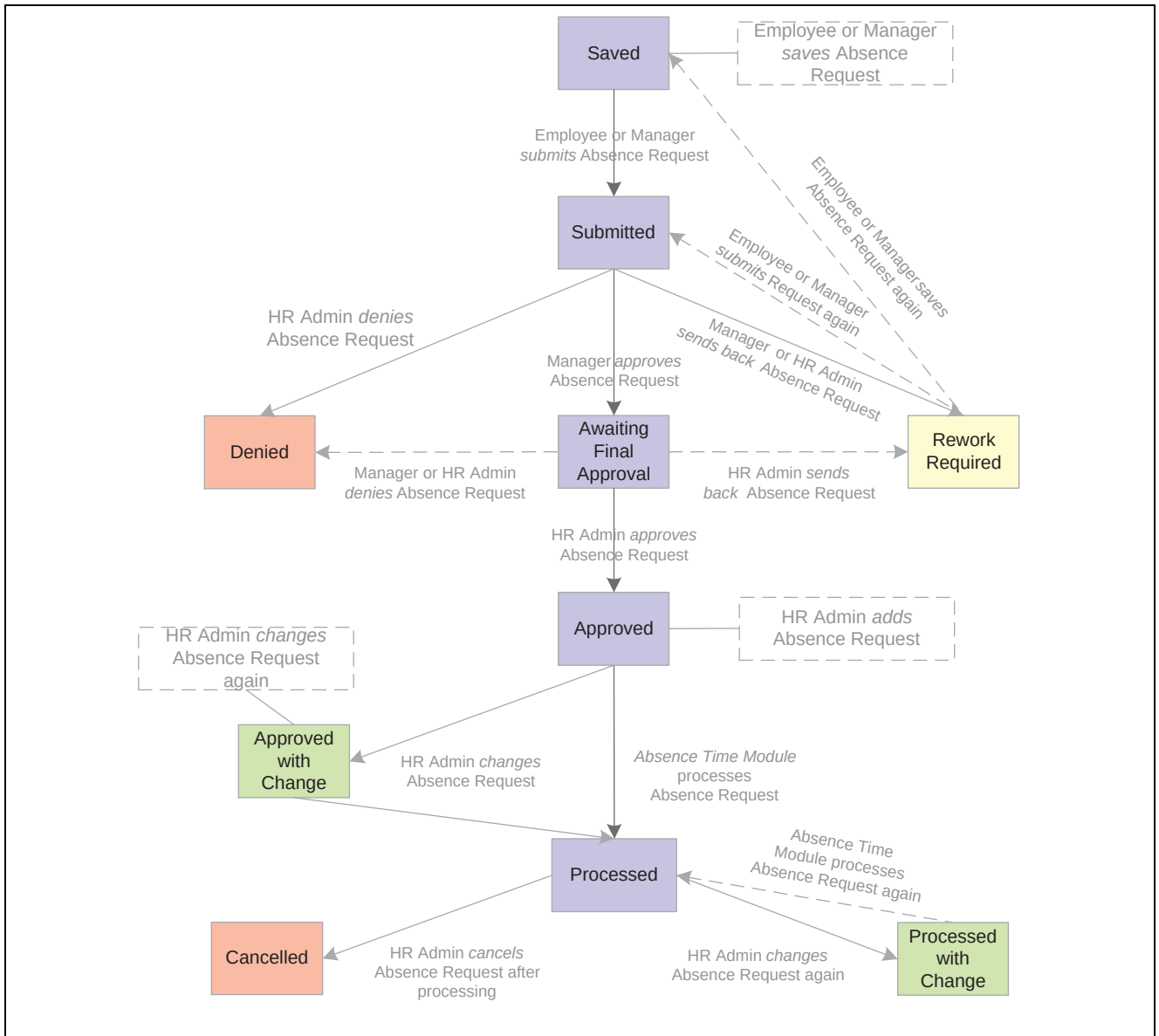
Note. Managers and Human Resources administrators have access only to the absence request data of their direct and indirect reports. The relationship between a manager or Human Resources administrator and reports can be defined in multiple ways. Access to direct and indirect reports is set up in Set Up HRMS, Common Definitions, Self Service, Direct Reports Setup. Human Resources administrators have access only to absence requests awaiting their approval.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Administering PeopleSoft Security”

Self-Service Absence Business Process

The following diagram illustrates the business process flow of self-service absence request processing:



Self service absence request business process

Requesting Absences (Employee)

This transaction enables you to:

- View the latest absence requests, with their approval status.
- Submit an absence request, following company rules.
- Create an absence request without submitting it yet.
- Submit an absence request again, following company rules, if this absence request was sent back with the reason *Rework required*.
- Edit an absence request that was saved for later.

- Cancel a submitted or approved request.

Employees have access only to their own absence request data.

To view, add, edit, or cancel an absence request, an employee performs the following steps:

1. Access the Request Absence page. If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request absence and the Latest Absence Requests page appears. If you have only one job at your company, the Latest Absence Requests page appears.
2. On the Latest Absence Requests page, you can: view your latest existing requests, add a new absence request, edit an existing request (if you are the originator of the request and the status is *Saved* or *Rework required*), or cancel a request (if you are the originator of the request and the status is not *Processed* or *Processed with Change*).
3. If you don't see an existing absence request on the Latest Absence Requests page, click the "Show more absence requests" link to display the extended list Absence Requests page. You can view, add, edit, or cancel a request on the Absence Requests page just as you would on the Latest Absence Requests page.
4. To add a new request or edit an existing request, click the Add or Edit button; the Absence Request Details (add) page appears. Enter the details of your absence request on this page.
5. If you cancel an absence request, the Cancel Confirmation page appears.
6. To see the details of an existing absence request, click the corresponding date link under the Request Date column on either the Latest Absence Requests page or the Absence Requests page. The Absence Request Detail (view) page appears.
7. The Absence Request Detail (view) page displays the absence request information and details about the approval status.

See Also

[Chapter 20, "Managing Absence Requests," Viewing the Latest Absence Requests, page 135](#)

[Chapter 20, "Managing Absence Requests," Viewing Absence Request Details, page 137](#)

[Chapter 20, "Managing Absence Requests," Viewing Additional Absence Requests, page 136](#)

[Chapter 20, "Managing Absence Requests," Canceling an Absence Request, page 141](#)

Viewing Absence Request Status (Employee)

This transaction enables you to view your latest absence requests along with the approval status. You can't add, modify, or cancel an absence request using this transaction. Employees have access only to their own absence request data.

To view the latest absence requests, an employee performs the following steps:

1. Access the Absence Request Status page. If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request absence and the Latest Absence Requests page appears. If you only have one job at your company, the Latest Absence Requests page is the first page to appear.
2. On the Latest Absence Requests page, view your latest existing requests.

3. If you don't see an existing absence request on the Latest Absence Requests page, click the "Show more absence requests" link to display the extended list Absence Requests page.
4. To see the details of an existing absence request, click the corresponding date link under the Request Date column on either the Latest Absence Requests page or the Absence Requests page. The Absence Request Details (view) page appears.
5. The Absence Request Details page displays the absence request information and details about the approval status in display-only mode.

See Also

[Chapter 20, "Managing Absence Requests," Viewing the Latest Absence Requests, page 135](#)

[Chapter 20, "Managing Absence Requests," Viewing Absence Request Details, page 137](#)

[Chapter 20, "Managing Absence Requests," Viewing Additional Absence Requests, page 136](#)

[Chapter 20, "Managing Absence Requests," Canceling an Absence Request, page 141](#)

Requesting Employee Absences (Manager)

This transaction enables you to:

- View the latest absence requests of one of your direct or indirect reports, with their approval status.
- Submit an absence request for a direct or indirect report according to your company's rules.
- Create an absence request for a direct or indirect report without submitting it yet.
- Submit an absence request for a direct or indirect report again, according to your company's rules, when the absence request was created but sent back to you with the reason *Rework required*.
- Edit an absence request of a direct or indirect report that was created by you.
- Cancel a submitted or approved request of a direct or indirect report that you created.

To view, add, edit, or cancel an employee's absence request, managers perform these steps:

1. Access the Request Employee Absence (Select Employee) page.
2. Select the employee on the Select Employee page. The Latest Absence Requests page appears for the selected employee.
3. If you don't see an existing absence request on the Latest Absence Requests page, click the "Show more absence requests" link to display the extended list Absence Requests page for the selected employee. You can view, add, edit, or cancel a request on the Absence Requests page just as you would on the Latest Absence Requests page.
4. Click the Add or Edit button to add a new request or edit an existing request. The Absence Request Details (add) page appears. Enter the details of the employee absence request on this page.
5. If you cancel an absence request, the Cancel Confirmation page appears to confirm that you really want to cancel the request.

6. To see the details of an existing absence request, click the corresponding date link under the Request Date column on either the Latest Absence Requests page or the Absence Requests page. The Absence Request Details (view) page appears.
7. The Absence Request Details (view) page displays the absence request information and details about the approval status.

See Also

[Chapter 20, “Managing Absence Requests,” Viewing the Latest Absence Requests, page 135](#)

[Chapter 20, “Managing Absence Requests,” Viewing Absence Request Details, page 137](#)

[Chapter 20, “Managing Absence Requests,” Viewing Additional Absence Requests, page 136](#)

[Chapter 20, “Managing Absence Requests,” Canceling an Absence Request, page 141](#)

[Chapter 20, “Managing Absence Requests,” Approving Employee Absences, page 143](#)

Viewing Absence Request Status (Manager)

This transaction enables you to view the latest absence requests of one of your direct or indirect reports, with their approval status. You can't add, modify, or cancel any absence requests of your direct and indirect reports.

To view the status of an employee's absence request, managers perform these steps:

1. Access the Absence Request Status (Select Employee) page.
2. Select the employee on the Select Employee page. The Latest Absence Requests page appears for the selected employee.
3. If you don't see an existing absence request on the Latest Absence Requests page, click the “Show more absence requests” link to display the extended list Absence Requests page for the selected employee.
4. To see the details of an existing absence request, click the corresponding date link under the Request Date column on either the Latest Absence Requests page or the Absence Requests page. The Absence Request Details (view) page appears.
5. The Absence Request Details (view) page displays the absence request information and details about the approval status.

See Also

[Chapter 20, “Managing Absence Requests,” Viewing the Latest Absence Requests, page 135](#)

[Chapter 20, “Managing Absence Requests,” Viewing Absence Request Details, page 137](#)

[Chapter 20, “Managing Absence Requests,” Viewing Additional Absence Requests, page 136](#)

[Chapter 20, “Managing Absence Requests,” Canceling an Absence Request, page 141](#)

[Chapter 20, “Managing Absence Requests,” Approving Employee Absences, page 143](#)

Approving Employee Absences (Manager and HR Administrator)

This transaction enables you to:

- Approve or deny an absence request.
- Send back an absence request with the reason *Rework required*.

To approve, or deny, employee absence, managers and Human Resources administrators perform these steps:

1. Access the Approve Employee Absence (Select a Transaction) page.
2. Select the absence request you want to research for approval; the Absence Request Details (approve) page for that absence request appears.

You can also view a history of absence requests for the employee prior to approving the request.

3. Approve, deny, or send back the absence request for rework. The Submit Confirmation page appears.

See Also

[Chapter 20, “Managing Absence Requests,” Viewing the Latest Absence Requests, page 135](#)

[Chapter 20, “Managing Absence Requests,” Viewing Absence Request Details, page 137](#)

[Chapter 20, “Managing Absence Requests,” Viewing Additional Absence Requests, page 136](#)

[Chapter 20, “Managing Absence Requests,” Approving Employee Absences, page 143](#)

Managing Absence Requests (Employee)

This section describes the pages used by employees managing absence requests.

Common Elements Used on the Latest Absence Requests Page and Absence Requests Pages

Request Date	Click a link to transfer to the Absence Request Details page (view), in display-only mode, where you can view details of the selected absence request.
Edit	Click to open the Absence Request Details (add) page where you can modify and submit the selected absence request. For employees and managers, the Edit button is only visible if you are the originator of the absence request and the status of the request is <i>Saved</i> or <i>Rework required</i>. For Human Resources administrators, the Edit button is only visible if you are the originator of the absence request or the status of the request is <i>Approved</i>, <i>Approved with Change</i>, <i>Processed</i>, or <i>Processed with Change</i>.

This allows you to modify any absence request that you have created or already approved and any request that has already been processed.

Cancel

Click to cancel an absence request and transfer to the Cancel Confirmation page.

Employees can cancel all absence requests that they created and that are not yet processed. The system removes cancelled absence requests from the database. You can't cancel an absence request that has already been processed.

For employees and managers, the Cancel button is only visible if you are the originator of the absence request and the status of the request is not *Processed* or *Processed with Change*.

Show more absence requests

Click this link to transfer to the Absence Requests page, which contains an extended list of absence results.

Add

Click to open the Absence Request Details page (add) page where you can request a new absence.

Human Resource administrators can use the Add button to add an absence request without requiring further approval.

Pages Used to Manage Absence Requests (Employee)

Page Name	Object Name	Navigation	Usage
Latest Absence Requests	GPCH_ABS_REQUESTS	- Employee Self Service, Time Reporting, View Time, View Absence Requests CHE - Employee Self Service, Time Reporting, Record Time, Submit Absence Request CHE	View, enter, modify, or cancel your absence requests. Note. The functionality of this page varies depending on whether you access it from the ViewTime or RecordTime menu.
Absence Requests	GPCH_ABS_MORE_RQST	Click the Show more absence requests link on the Latest Absence Requests page, from either the View Time menu or the Record Time menu.	View an extended list of absence requests.
Absence Request Details (view)	GPCH_ABS_RQST_DTL	Click the corresponding date link under the Request Date column on the Latest Absence Requests page from the View Time menu.	View details of the selected absence request.
Absence Request Details (add)	GPCH_ABS_NEW_RQST	Click the Add button on the Latest Absence Requests page.	Enter details of your absence request.
Cancel Confirmation	GPCH_ABS_CANCEL	Click the Cancel button on the Latest Absence Requests page. The Cancel button only appears if absences have been entered.	Cancel an absence request.
Confirmation	GPCH_ABS_CONFIRM	Click the Submit button after entering an absence on the Absence Request Details (add) page or any button on the Absence Request Details (approve) page.	View details of a submitted absence request. <i>Note.</i> Depending on the action that transfers you to this page, its name can be either Save Confirmation or Submit Confirmation.

Viewing the Latest Absence Requests

Access the C.

Request Absence**Latest Absence Requests**

Betty Locherty

Director-Finance

Below is a list of the current absence balances, followed by a list of the most recent absence requests. Click on an event to see the details.

Absence Balances			
Name	Value		As Of Date
Vacation Balance	0.000000	Days	
Additional Vacation Balance	0.000000	Days	

Latest Absence Requests					
Request Date	Type of Absence	Begin Date	End Date	Status	
11/14/2002	Vacation	08/15/2002	08/20/2002	Submitted	Cancel
11/14/2002	Internal Training	09/23/2002	09/27/2002	Submitted	Cancel

[Show more absence requests](#)

V

This page has two grids:

- **Absence Balances.** Displays the employee's absence balances with values from the last pay results, as defined on the Balances setup page.
- **Latest Absence Requests.** Displays the latest absence requests of an employee for a specific job. The number of days shown in the grid depends on the setup on the Absence Duration page.

If you have multiple jobs in your company, the Select Job Title page enables you to choose a job title before accessing the Latest Absence Requests page. If you don't have multiple jobs, the Latest Absence Requests page opens directly.

Note. If you access this page using the View menu navigation, then you don't have the option to add, edit, or cancel the absence request.

Viewing Additional Absence Requests

Access the Absence Requests page.

Request Absence

Absence Requests

Betty Locherty

Director-Finance

Below is a list of the most recent absence requests.
Click on an event to see the details.

*View by Status: All

Absence Requests					
Request Date	Type of Absence	Begin Date	End Date	Status	
11/14/2002	Vacation	08/15/2002	08/20/2002	Submitted	Cancel
11/14/2002	Internal Training	09/23/2002	09/27/2002	Submitted	Cancel

[Show latest absence requests](#)

Absence Requests page

This page shows a grid with an extended list of an employee's absence requests for a specific job. The number of absence requests shown in the grid depends on the setup on the Absence Duration page.

View by Status

Select the status of the absence requests you want to view.

Select *Approved* to view absence requests with a status of *Approved* or *Approved with Change*. Select *Processed* to view absence requests with a status of *Processed* or *Processed with Change*.

Note. If you access this page using the View menu navigation, then you don't have the option to add, edit, or cancel the absence request.

Viewing Absence Request Details

Access the Absence Request Details (view) page.

[Request Absence](#)**Absence Request Details**

Betty Locherty

Director-Finance

Absence Information

Type of Absence:	Internal Training
Begin Date:	09/23/2002
End Date:	09/27/2002
Status:	Submitted

Approval Details

<u>Role Name</u>	<u>Name</u>	<u>Workflow Action</u>	<u>Transaction Date</u>	<u>Comment</u>
Originator	Betty Locherty	Submitted	11/14/2002	
Manager	Jean Parsons			
Personnel Administrator	Otto Stalder			
Personnel Administrator	Anita Ulmer			
Personnel Administrator	Jean Parsons			
Personnel Administrator	Robert D'Gamma			
Personnel Administrator	Volkman,Walter			

[Return to list of requests](#)

Absence Request Details (view) page

This page displays absence request information and approval details.

Return to list of requests Click to return to the previous page (Latest Absence Requests or Absence Requests).

Adding and Modifying Absence Requests

Access the Absence Request Details (add) page.

Request Absence

Absence Request Details

Betty Locherty

Director-Finance

Fill in the following information and click Submit to initiate the absence request.

Absence Information

*Type of Absence:

*Begin Date:  (example: 12/31/2000)

*End Date:  (example: 12/31/2000)

Total Hours for Absence Period:

Partial Hours

☐ Partial Hours for all days

☐ Partial Hours for start day

☐ Partial Hours for end day

Comment

Name: Betty Locherty

Comment:

[Return to list of requests](#)

Absence Request Details (add) page

The system transfers you to this page if:

- You click the Add button on the Latest Absence Requests page or the Absence Requests page.
- You click the Edit button for an existing absence request on the Latest Absence Requests page or the Absence Requests page.

Use this page to add, modify, save, and submit an absence request.

Note. Additional fields appear on this page based on your selection in the Type of Absence field. Specify which additional fields you want to display for each absence type on the Absence Entries page.

Absence Information

Type of Absence	Select the type of absence. Define the default type on the Duration page. Only the absence types you defined on the Absence Entries page are available for selection.
Begin Date/End Date	Enter the dates on which the absence request begins and ends.
Absence Percentage	This field appears if you selected the Absence Percentage check box on the Absence Entries setup page for the absence type selected on this page.
Total Hours for Absence Period	This field appears if you selected the Total Hours for Absence Period check box on the Absence Entries setup page for the absence type selected on this page.

Partial Hours

This field appears if you selected the Partial Hours check box on the Absence Entries setup page for the absence type selected on this page.

Partial Hours for all days, Partial Hours for start day, and Partial Hours for end day	Select to display a drop-down list from which you can choose either <i>Half Days</i> or <i>Partial Hours</i> to specify the partial hours for the absence.
Partial Hours	If you select <i>Partial Hours</i> from the drop-down list, the Partial Hours field appears. Enter the exact number of partial hours for the absence.

Comment

Submit	Click to submit the absence request. When the request is submitted, the system triggers the workflow for approval processing and transfers you to the Submit Confirmation page.
Save for Later	Click to save the absence request without submitting it and transfer to the Save Confirmation page.
Return to list of requests	Click to cancel the transaction without saving it and return to the previous page.

For Employees

An absence request by an employee needs approval from both a manager and a Human Resources administrator. A worklist/email is sent to the appropriate people.

For Human Resources Administrators

If you add an absence request, it is automatically approved.

If you are editing an existing absence request, select *Change Existing Data* to modify the absence request and enter a reason in the *Comment* field.

If you modify an existing absence request, the new status is *Approved with Change*.

Canceling an Absence Request

Access the Cancel Confirmation page.

[Request Absence](#)

Cancel Confirmation

 Are you sure you want to cancel this absence request?

Cancel Confirmation page

Yes – Cancel

Click to complete the cancellation of the request, delete it from the database, and transfer to the Latest Absence Requests page.

No – Do Not Cancel

Click to stop the cancellation and transfer to the Latest Absence Requests page.

Confirming an Absence Request

Access the Confirmation page.

[Request Absence](#)

Submit Confirmation

 The Submit was successful.

Approval Details				
<u>Role Name</u>	<u>Name</u>	<u>Workflow Action</u>	<u>Transaction Date</u>	<u>Comment</u>
Originator	Betty Locherty	Submitted	11/14/2002	
Manager	Jean Parsons			
Personnel Administrator	Otto Stalder			
Personnel Administrator	Anita Ulmer			
Personnel Administrator	Jean Parsons			
Personnel Administrator	Robert D'Gamma			
Personnel Administrator	Volkman,Walter			

Confirmation page

OK

Click OK to submit the absence request.

Managing Absence Requests (Manager and HR Administrator)

This section describes the pages used by managers and HR administrators managing absence requests.

Pages Used to Manage Absence Requests (Manager and HR Administrator)

Page Name	Object Name	Navigation	Usage
Request Employee Absence	TRANS_LAUNCHER	Manager Self Service, Time Management, Record Time, Request Employee Absence CHE	Enter an employee absence request.
Approve Employee Absence	GPCH_ABS_APPR_L	Manager Self Service, Time Management, Approvals, Approve Absence Requests CHE	Select an employee whose absence you want to approve.
Absence Request Details	GPCH_ABS_APPR	Click an employee name on the Approve Employee Absence page.	Approve, deny, or return for rework a employee absence request.
Absence Request Status	TRANS_LAUNCHER	Manager Self Service, Time Management, View Time, View Absence Requests CHE	View the status of employee absence requests.
Absence Request History	GPCH_ABS_JOB_HIST	Click the Show History link on the Absence Request Details (approve) page.	View an extended list of absence requests.

Requesting an Employee Absence

Access the Request Employee Absence page.

Request Employee Absence

Select Employee

Select an employee to initiate an absence request by clicking on the employee name, clicking on Search for an employee, or clicking on the chart icon to find an indirect report.

Transaction Effective Date

11/20/2002



Go

Direct Reports For Betty Locherty				Find	First	27-38 of 38	Last
Name	EmpID	Job Title	Department				
Lala Lalalala	X0002	Acct Clerk	Finance				
Larry McKinley	KU0112	EE Rel Mgr	Finance				
Mei Lee	KU0076	Fin Anlyst	Finance				
Patrick Seto	KU0011	GenAuditor	Finance				
Robert Benge	XC3033	Fin Anlyst	Finance				
Salish Bir	KU0021	Fin Anlyst	Finance				
Shawn Quilligan	KU0039	Fin Anlyst	Finance				
Stephanie Goodyear	KUD009	Accountant	Finance				
Susan Hoinck	KU0119	Bus Anlyst	Finance				
Tom Green	XC3031	GenAuditor	Finance				
Vicki Zinn	KU0059	Fin Anlyst	Finance				
Wendy Kwan	KU0096	Fin Anlyst	Finance				

Search for an employee

Request Employee Absence page

Managers or Human Resources administrators can select an employee in one of three ways:

- Click the employee's name link in the Name column.
- Click the chart icon to find an indirect report.
- Click the Search for an employee link to search for a employee.

When you select an employee, the system transfers you to the Latest Absence Requests page for that employee.

Approving Employee Absences

Access the Approve Employee Absence page.

Approve Employee Absence

Select a Transaction

The list below contains absence requests requiring your approval. Click on an employee to view details and to process the approval.

Employee Absence Requests				
<u>Name</u>	<u>Request Date</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Status</u>
Adland Chu	11/20/2002	11/04/2002	11/08/2002	Submitted
Courtney Osborn	11/20/2002	11/06/2002	11/06/2002	Submitted
Susan Hoinck	11/20/2002	11/07/2002	11/07/2002	Submitted
Robert Benge	11/20/2002	11/05/2002	11/05/2002	Submitted

Approve Employee Absence page

An absence request by a manager only needs approval from a Human Resources administrator. A worklist/email is sent to the appropriate Human Resources administrator and the employee is notified by email that an absence request was submitted.

To approve an employee's absence request, click on the name of the employee.

Updating an Absence Approval

Access the Absence Request Details page.

Approve Employee Absence

Absence Request Details

Adland Chu

Clerk-Payroll Sr

[Show History](#)

Absence Information

Type of Absence: Vacation

Begin Date: 11/04/2002

End Date: 11/08/2002

Total Hours for Absence Period: 40.00

Status: Submitted

Partial Hours

- ☐ Partial Hours for all days
- ☐ Partial Hours for start day
- ☐ Partial Hours for end day

Absence Request Details page (1 of 2)

Approval Details

Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	Betty Locherty	Submitted	11/20/2002	
Manager	Otto Stalder			
Manager	Anita Ulmer			
Manager	Jean Parsons			
Manager	Robert D'Gamma			
Manager	Volkman,Walter			

Comment

Name: Otto Stalder

Comment:

Approve

Rework Required

Deny

[Return to list of requests](#)

Absence Request Details page (2 of 2)

Show History	Click to display an extended list of absence requests on the Absence Request History page.
Approve	Click to approve the absence request. The system triggers the workflow to notify the next approver if any. If this is the final approver, then the workflow notifies the HR department to process the absence request.
Rework Required	Click to send the request back to the originator for rework.
Deny	Click to deny the absence request. The system triggers the workflow to notify the originator.
Return to list of requests	Click to return to the Approve Employee Absence (Select a Transaction) page.

When you click Approve, Rework Required, or Deny, the system transfers you to the Submit Confirmation page.

Viewing Employee Absence Requests

Access the Absence Request Status page.

View Absence Request Status

Select Employee

Select an employee to view the employee's absence requests by clicking on the employee name, clicking on Search for an employee, or clicking on the chart icon to find an indirect report.

Transaction Effective Date 

Direct Reports For Betty Locherty				Find	First	34-38 of 38	Last
Name	EmplID	Job Title	Department				
Stephanie Goodyear	KUD009	Accountant	Finance				
Susan Hoinck	KU0119	Bus Anlyst	Finance				
Tom Green	XC3031	GenAuditor	Finance				
Vicki Zinn	KU0059	Fin Anlyst	Finance				
Wendy Kwan	KU0096	Fin Anlyst	Finance				

Absence Request Status page

As a manager, you can view the status of employees absence requests on the Absence Request Status page.

When you select an employee, the system transfers you to the Latest Absence Requests page for that employee.

Viewing Absence Request History

Access the Absence Request History page.

Absence Request History

Approve Employee Absence

Absence Request History

Bianca Baltran

Analyst-Financial

Below is a list of the current absence balances, followed by a list of the most recent absence requests.

Absence Balances			
Name	Value		As Of Date
Vacation Balance	0.000000	Days	
Additional Vacation Balance	0.000000	Days	

Absence Requests				
Request Date	Type of Absence	Begin Date	End Date	Status
11/19/2002	Internal Training	10/23/2002	10/23/2002	Submitted
11/19/2002	Accident	11/05/2002	11/05/2002	Submitted

Absence Request History page

You can view the history of an employee's absence requests.

Return

Click to return to the Absence Request Details (approve) page.

CHAPTER 21

Generating and Reviewing the Tax Statement

This section provides an overview of the Tax Statement (LAW) and discusses how to generate and review the LAW report.

Understanding the Tax Statement

The official tax statement cannot be printed for an arbitrary duration inside of a year. The printout of a subperiod is valid only for test purposes. If the report is run for a subperiod, the calculation period is clearly marked on the printout.

If you generate multiple tax statements for a year, as in the case of termination and rehire, the system assigns a sequence number to the statements.

If a payment happens after termination in the previous year, the report shows the last active location and department and prints the following events in the comments section:

- Payment after termination in the previous year.
- Existence of unpaid absences.

Generating and Reviewing the LAW Report

This section explains how to:

- Run the GPCHAL03 - tax statement report.
- Enter employee level LAW data.
- Enter company level LAW data.
- Reviewing and editing the source tax statement.

Once you run the report, you can view the results on the Review Tax Statement Data CHE page. The values you enter on the Override Tax Statement Data CHE page completely override the contents of the tax statement; all calculated values are ignored when you print the report.

Pages Used to Generate and Review the Tax Statement

Page Name	Object Name	Navigation	Usage
Tax Statement	GPCH_RC_AL03	Global Payroll, Taxes, Tax Statement Report CHE	Run the Tax Statement report (GPCHAL03). This report is printed on an official form and is normally run once at the end of each year, for all employees, as well as when an employee leaves an organization. Employers must provide tax statements to each employee.
Additional Employment Data - LAW Data	GPCH_AL_EMPLMT2	Global Payroll, Payee Data, Define Payee Data CHE, LAW Data	Enter the employee level values for the LAW report.
Company SI Contributions - LAW Data	GPCH_SI_COMPANY3	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Company SI Contributions CHE, LAW Data	Enter the company level values for the LAW report.
Review Tax Statement Data CHE - Override LAW1	GPCH_TX_INQ_LAW	Global Payroll, Taxes, Review Tax Statement Data CHE, Override LAW1	View online the contents of the tax statement (LAW), either calculated or overridden.
Review Tax Statement Data CHE - Override LAW2	GPCH_TX_INQ_LAW1	Global Payroll, Taxes, Review Tax Statement Data CHE, Override LAW2	View online the contents of the tax statement (LAW), either calculated or overridden.
Review Tax Statement Data CHE - Override LAW3	GPCH_TX_INQ_LAW2	Global Payroll, Taxes, Review Tax Statement Data CHE, Override LAW3	View online the contents of the tax statement (LAW), either calculated or overridden.
Review Tax Statement Data CHE - Override LAW4	GPCH_TX_INQ_LAW3	Global Payroll, Taxes, Review Tax Statement Data CHE, Override LAW4	View online the contents of the tax statement (LAW), either calculated or overridden.
Review Tax Statement Data CHE - Override LAW5	GPCH_TX_INQ_LAW4	Global Payroll, Taxes, Review Tax Statement Data CHE, Override LAW5	View online the contents of the tax statement (LAW), either calculated or overridden.
Override Tax Statement Data CHE - Override LAW1	GPCH_TX_OVR_LAW	Global Payroll, Taxes, Override Tax Stmt Data CHE, Override LAW1	Enter values to override the calculated values on the Tax Statement report. The page has the same layout as the final report. When you reprint the Tax Statement report, it shows only the override values you enter here.

Page Name	Object Name	Navigation	Usage
Override Tax Statement Data CHE - Override LAW2	GPCH_TX_OVR_LAW1	Global Payroll, Taxes, OverrideTax Stmt Data CHE, Override LAW2	Enter values to override the calculated values on the Tax Statement report. The page has the same layout as the final report. When you reprint the Tax Statement report, it shows only the override values you enter here.
Override Tax Statement Data CHE - Override LAW3	GPCH_TX_OVR_LAW2	Global Payroll, Taxes, OverrideTax Stmt Data CHE, Override LAW3	Enter values to override the calculated values on the Tax Statement report. The page has the same layout as the final report. When you reprint the Tax Statement report, it shows only the override values you enter here.
Override Tax Statement Data CHE - Override LAW4	GPCH_TX_OVR_LAW3	Global Payroll, Taxes, OverrideTax Stmt Data CHE, Override LAW4	Enter values to override the calculated values on the Tax Statement report. The page has the same layout as the final report. When you reprint the Tax Statement report, it shows only the override values you enter here.
Override Tax Statement Data CHE - Override LAW5	GPCH_TX_OVR_LAW4	Global Payroll, Taxes, OverrideTax Stmt Data CHE, Override LAW5	Enter values to override the calculated values on the Tax Statement report. The page has the same layout as the final report. When you reprint the Tax Statement report, it shows only the override values you enter here.

Running the GPCHAL03 - Tax Statement Report

Access the Tax Statement page.

Tax Statement

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

Language: English

Report Parameters

Pay Year: 1999 ☒ **Yearly Report**

Pay Entity: CH2

SetID: SHARE ☐ **Address incl. proffession**

Department:

Print Type: 0 ☐ **Print Earlier Version**

☒ **Print only** ☐ **Interface Only** ☐ **Print & Interface**

EmpID	
1	

Tax Statement page

Language

Select the language used for addressing employees, the description of Spesenreglement, and remarks. When this field is blank, the system will use the employee's language if it is German, French, or Italian. If it is not one of these languages, the system will use the language associated with the location.

Yearly Report

Select to print the yearly report for the period of an entire year.

Pay Year

When Yearly Report is selected, the Pay Year field is visible and must be completed.

From Date and To Date

These fields appear when the Yearly Report field is cleared, indicating that you want to print a partial year for test purposes. Enter the dates for which you want to print the report.

The months covered by the period are printed below the date field on the report. The report header also indicates the date up to which the report is calculated.

Print Type

Valid values are 0: *Print for All*, 1: *Cantonal Revenue Authorities*, 2: *Employee*, and 3: *Employer*.

Final

Select if you're printing the official tax statement. When this is selected, the output generated by this report is frozen and cannot be deleted.

Note. If you're printing for test purposes, do not select this checkbox.

Print Earlier Version

If the employee has more than one LAW for the year, select this option to print only the earlier version.

Print Only

Select to print only from the interface. This does not generate new versions.

Interface Only

Select to view the data online.

Print & Interface	Generates the data online and prints the report.
Number of remarks	Select the number of remarks that can appear on the first page. This value is usually 2.

See Also

Chapter 21, “Generating and Reviewing the Tax Statement,” *Understanding the Tax Statement*, page 149

Entering Employee Level LAW Data

Access the Additional Employment Data - LAW Data page.

Additional Employment Data - LAW Data page

Company Car	Select private included, or business only. This field populates the LAW field 4.t.
Abonnement bez.	Select private included, or business only. This field populates the LAW field 4.u.
Nicht pauschale Verguetung	This field populates the LAW field 4.v.
Unentgeltliche Befoerderung	This field populates the LAW field 5.w.
Print LAW	Select this option to print a LAW for this employee. If not selected, the system still generates an interface row with GPCH_RP_TX05A.GPCH_RP_CHAR12.

Entering Company Level LAW Data

Access the Company SI Contributions - LAW Data page.

Rates
Detail
LAW data

Company: GW1 GP Swiss Test 1

Company Social Insurance Details Find | View All First 1 of 2 Last

Effective Date: 01/01/2000

LAW from Pay Entity: GXHPE2

Telephone:

Signature1:

Signature2:

LAW Spesenreglement:

Signature through: 1

Address type: HOME

Company SI Contributions - LAW Data page

- LAW from Pay Entity** Select the company which generates the LAW
- Telephone** Enter the phone number for the signature.
- LAW Spesenreglement** The system takes this description from the company.
- Signature through** Select *Supervisor*, *Firm signature*, or *Customer*.
- Address type** Select *Main address*, *Mailing address*, or *Customer*. You can override the default address type on the employee level.

Reviewing and Editing the Source Tax Statement

Use the Review Tax Statement Data pages to review the LAW values. The Override Tax Statement Data pages enable you to update the LAW values. Using this feature, you can copy the generated row and create a manual entry. The system adds a time stamp and operator ID to these rows for auditing purposes. The originally generated row cannot be changed.

CHAPTER 22

Generating Payslips and General Payroll Reports

This chapter provides an overview of payslips and discusses how to:

- Generate payslips.
- Run general payroll reports.

Generating Payslips

PeopleSoft Global Payroll for Switzerland enables you to generate and adapt payslips to meet your needs. You can also send a message—printed on the payslip—to an individual payee or to payees belonging to designated pay groups, locations, or departments.

See Also

[Appendix A, “PeopleSoft Global Payroll for Switzerland Reports,” page 161](#)

Pages Used to Generate Payslips

Page Name	Object Name	Navigation	Usage
Payslip Messages	GPCH_AL_01_MSG	Global Payroll Switzerland, Manage Payroll Process (CHE), Setup, Payslip Messages	Include messages on payslips for payees being paid for a specific pay end date.
Payslip Options	GPCH_RC_AL01_1	Global Payroll, Payslips, Create/Print Payslips CHE	Run the Payslip report for Global Payroll Switzerland.

Running the Payslip Report

The system generates an additional row per earning marked with an asterisk for the total of the retro results. Employee and pay summary data for the given month are printed in the header. This includes date of birth, starting date with the organization, location, department, religion, bank account details, currency in which the earnings are to be paid, and holiday entitlement for the remainder of the year. The run control for the payslip is a two-page component consisting of the Report Options page and the Pay Element View page. Use the Pay Element View page to specify additional currency to print for special earnings.

Access the Payslip report page.

Note. Define the elements that you want to display in multiple currencies on your payslip. You may want to see the values of some elements (gross and net, for example) in a different currency. This is especially useful for organizations in countries participating in the EMU—you can display key amounts in both the local currency and the euro.

Print Class	Select a print class. PeopleSoft delivers two standard print classes, although you can create your own.
Currency Code	Select the currency in which to print the payslip. The system performs a currency conversion in case the processing currency isn't the specified currency.
Retro and Current Period	PeopleSoft Global Payroll for Switzerland doesn't support this option.
Sort Criteria	Select sort criteria. Valid values are <i>D</i> (department ID), <i>E</i> (employee ID), <i>G</i> (pay group), <i>L</i> (location), <i>N</i> (name), and <i>P</i> (pay entity).

Running General Payroll Reports for Switzerland

PeopleSoft Global Payroll for Switzerland enables you to run a number of general payroll reports.

Pages Used to Run General Payroll Reports for Switzerland

Page Name	Object Name	Navigation	Usage
Employment Statistics	GPCH_RC_ST01	Global Payroll, Authority Correspondence, BESTA Employment Statistics	Run the BESTA Employment Statistics report (GPCHST01.SQR). The Federal Office for Statistics requires all enterprises that employ people in Switzerland to indicate quarterly the employment numbers and a business outlook. This report satisfies that requirement. The SQR generates both a printed report and a file for electronic transfer.
Salary Analysis	GPCH_RC_ST02	Global Payroll, Authority Correspondence, Salary Structure Analysis, Salary Analysis	Run the Salary Structure Analysis report (GPCHST02.SQR).

Page Name	Object Name	Navigation	Usage
Overpayment List	GPCH_RC_AL06	Global Payroll, Absence and Payroll Processing, Payroll Reports, Overpayment List CHE, Overpayment List	Create a report that lists the overpayments that an employer has made to an employee. The term overpayments refers to payments made in addition to normal salary. The Overpayment List report displays employee ID, name, month and year that the overpayment was made, the amount, and the total overpayments. You must first have defined a pay entity.
Pay Element Summary Month	GPCH_RC_AL08	Global Payroll, Absence and Payroll Processing, Payroll Reports, Pay Element Summary CHE, Pay Element Summary Month	Records the payroll process by defining all earnings and deductions for a specific month and the current year to date.
Accounting Voucher	GPCH_RC_GL01	Global Payroll, Time and Labor / GL Costs, Create Accounting Voucher CHE, Accounting Voucher	Lists General Ledger results by ChartField. You must run the pay run and GL processes from the PeopleSoft Global Payroll core application before printing this report.
Reconciliation List	GPCH_RC_GL02	Global Payroll, Time and Labor / GL Costs, Create Reconciliation List CHE, Reconciliation List	Summarizes and groups General Ledger results per account.
Personal Statement	GPCH_RC_SI03	Global Payroll, Absence and Payroll Processing, Payroll Reports, Personal Statement CHE, Personal Statement	The Personal Statement report lists frozen data as of the specified period.

Creating the BESTA Employment Statistics Report

Access the BESTA Statistics page.

BESTA statistics

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

Language:

Report Parameters

Current Pay End Date:

Pay Entity:

Receiver ID:

Employment Supply/Demand

Skilled: ☐ Demand ☐ Balanced ☐ Supply
Trained: ☐ Demand ☐ Balanced ☐ Supply
Unskilled: ☐ Demand ☐ Balanced ☐ Supply

Employment Forecast

☐ Positive ☐ Satisfying ☐ Negative ☐ Unknown

Vacant positions:

Signature1:

Branch of Company:

Signature2:

Latest Return Date:

BESTA Statistics page

Employment Supply / Demand

For each category of labor (Skilled, Trained, Unskilled) select the best description of the forecast of availability of employees in the next quarter.

Demand This category requires more headcount.

Balanced This category has enough headcount.

Supply This category has extra headcount.

Employment Forecast

Select the best description of the employment prospect for the next three months.

Vacant positions Enter the number of vacant positions.

Clerk Enter the name of the person to be contacted by the Federal Office for Statistic.

Phone Enter the contact phone number of the person designated as Clerk.

Branch of Company Enter the branch that the contact person works in.

Latest Return Date Enter the required return date as defined by the Federal Office for Statistic.

Note. The report will also include the BUR number from the Social Insurance Rates page.

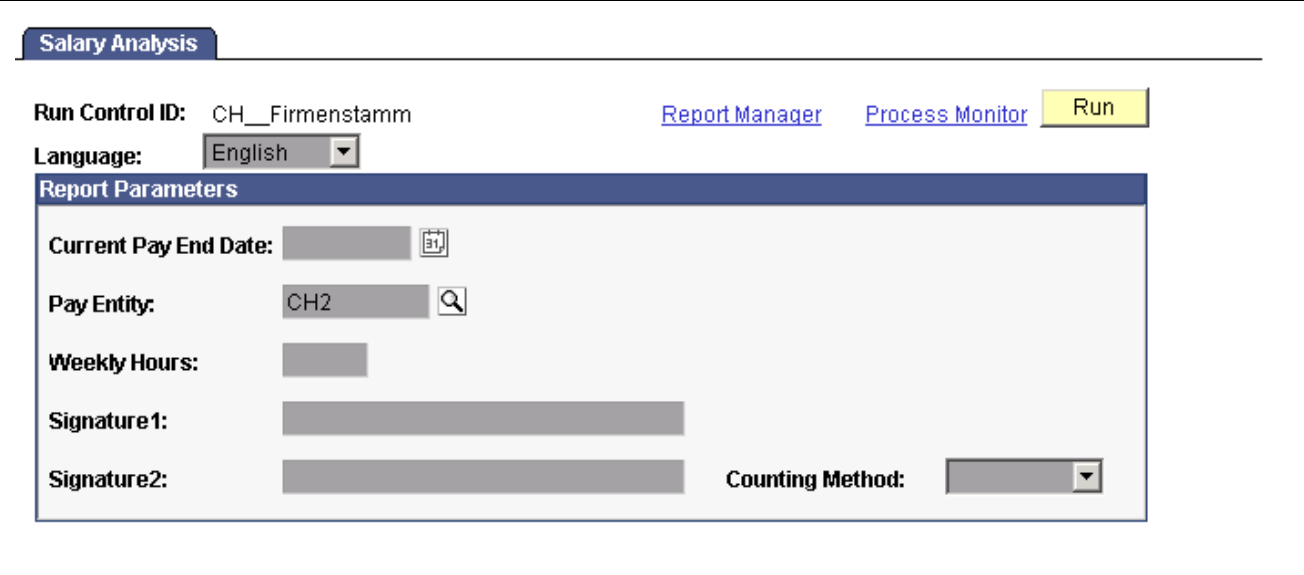
See Also

Chapter 13, “Managing Social Insurance for Switzerland,” Setting Up Social Insurance Rates, page 82

Creating the Salary Structure Analysis Report

Every two years, the Federal Office of Statistics requires selected companies to provide an overview report of the employee and salary structure of the company. This report contains detailed, anonymous information on the salary structure of all of the employee population or, for larger companies, every sixth employee.

Access the Salary Analysis page.



Salary Analysis

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

Language: English

Report Parameters

Current Pay End Date: 

Pay Entity: CH2 

Weekly Hours:

Signature1:

Signature2: Counting Method:

Salary Analysis page

- | | |
|------------------------|--|
| Weekly Hours | Enter the organization's weekly hours. |
| Clerk | Enter the name of the person to be contacted by the Federal Office for Statistic. |
| Phone | Enter the contact phone number of the person designated as clerk. |
| Counting Method | Select whether to report on <i>Every Employee</i> or <i>Every sixth Employee</i> . |

Running the Personal Statement Report

Access the Personal Statement page.

Personal Statement

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

Language: English

Report Parameters

Current Pay End Date:
Pay Entity: CH2

Sort Criteria

1. Sort Criteria: N
2. Sort Criteria:
3. Sort Criteria:

Customize | Find | View All |

First 1 of 1 Last

EmpID			
1			

Personal Statement page

Sort Criteria (1 to 3)

Select up to three sort criteria. Valid values are *D* (department ID), *E* (employee ID), *G* (pay group), *L* (location), *N* (name), and *P* (pay entity).

APPENDIX A

PeopleSoft Global Payroll for Switzerland Reports

This appendix provides an overview of PeopleSoft Global Payroll for Switzerland reports and enables you to:

- View summary tables of all reports.
- View report details and tables accessed.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation. You can print out all of the reports in each of the Swiss official languages: French, German, Italian, and English.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

PeopleSoft Global Payroll for Switzerland Reports: A to Z

These tables list all PeopleSoft Global Payroll for Switzerland reports, sorted by report ID. If you need more information on a report, refer to the report details at the end of this chapter. These reports are divided into two categories:

- Suva-certified reports.
- Additional reports.

Note. The largest Swiss insurance provider, SUVA (Schweizerische Unfallversicherungsanstalt), has certified the reports listed in the SUVA-Certified Reports section. These reports are compliant with auditors' requirements for reports from employers at the end of the month or year, as necessary. They contain detailed information about employer and employee data, contributions, and so forth.

PeopleSoft Global Payroll for Switzerland also offers additional, non-SUVA reports.

SUVA-Certified Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHAL07 Element Contribution List	Lists all contributions and deductions.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Element Contribution List CHE, Element Contribution List	GPCH_RC_AL07

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHAL08 Pay Element Summary Month	Records the payroll process by defining all earnings and deductions for a specific month and the current year to date.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Pay Element Summary CHE, Pay Element Summary Month	GPCH_RC_AL08
GPCHAL10 Payslip	Summarizes an employee's pay elements according to pay month.	Global Payroll, Payslips, Create/Print Payslips CHE, Payslip Options	GPCH_RC_AL01_1
GPCHSI03 Personal Statement	Lists master data and social insurance information for individual employees.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Personal Statement CHE, Personal Statement	GPCH_RC_SI03
GPCHSI06 SI Company Setup	Summarizes social insurance data relevant to all employees.	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Company SI Contrib Rpt CHE, SI Company Setup	GPCH_RC_SI06
GPCHSI07 UV Year	Summarizes how the system calculates SUVA contributions for each employee in a specific organization, over a specific period of time.	Global Payroll, Social Security / Insurance, UV Year Report CHE, UV Year	GPCH_RC_SI07
GPCHSI08 AHV Year	Lists AHV and ALV contributions for an organization over a specific calendar year.	Global Payroll, Social Security / Insurance, AHV Year Report CHE, AHV Year	GPCH_RC_SI08
GPCHSI09 Non AHV/ALV	Lists employees who do not have to pay AHV contributions (employees younger than 18 years or those with special dispensation).	Global Payroll, Social Security / Insurance, Non AHV/ALV Report CHE, Non AHV/ALV	GPCH_RC_SI09
GPCHTX04 Payroll Register	Monitors the associated accumulators and displays the payroll register.	Global Payroll, Absence and Payroll Processing, Payroll Results, Results Register CHE, Payroll Register	GPCH_RC_TX04_1
GPCHTX06 Pay Balance	Lists the employee ID, date of birth, hire and termination dates, and AHV number for each employee.	Global Payroll, Absence and Payroll Processing, Payroll Results, Pay Balance CHE, Pay Balance	GPCH_RC_TX03

Additional Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHAL03 Tax Statement	Lists employee name and employment dates, and pay element totals.	Global Payroll, Taxes, Tax Statement Report CHE, Tax Statement	GPCH_RC_AL03
GPCHAL04 FAK Contributions	Lists employee and employer FAK contributions. Must be run monthly.	Global Payroll, Authority Correspondence, FAK Contributions Report CHE, FAK Contributions	GPCH_RC_AL04
GPCHAL06 Overpayment List	Lists all payees who have negative balances as of the last pay run.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Overpayment List CHE, Overpayment List	GPCH_RC_AL06
GPCHBK01 Bank/Postal List	Provides information on all payments that have been made to employees through a financial institution such as a bank or the post office; mainly used internally for accounting purposes.	Global Payroll, Payment Processing, Create Bank List CHE, Bank/Postal List	GPCH_RC_BK01
GPCHBK02 Bank Transfer	Creates one or several files containing all data records in their required format.	Global Payroll, Payment Processing, Create Bank File CHE, Bank Transfer Disk	GPCH_RC_BK02
GPCHEO01 EO Pay Card	Lists each employee's insurance number, full name, and employee ID in ascending order.	Global Payroll, Authority Correspondence, EO Pay Card Report CHE	GPCH_RC_EO01
GPCHGL01 Accounting Voucher	Lists General Ledger results by ChartField.	Global Payroll, Time and Labor / GL Costs, Create Accounting Voucher CHE, Accounting Voucher	GPCH_RC_GL01
GPCHGL02 Reconciliation List	Summarizes and groups General Ledger results per account.	Global Payroll, Time and Labor / GL Costs, Create Reconciliation List CHE, Reconciliation List	GPCH_RC_GL02
GPCHST01 BESTA Employment Statistics (Beschäftigungsstatistik)	Lists quarterly employment numbers and business outlook in both a printed report and a file for electronic transfer.	Global Payroll, Authority Correspondence, BESTA Employment statistics, BESTA Statistics	GPCH_RC_ST01
GPCHST02 Salary Structure Analysis (Lohnstrukturhebung)	Provides an overview report of the employee and salary structure of the company outlook in both a printed report and a file for electronic transfer.	Global Payroll, Authority Correspondence, Salary Structure Analysis, Salary Analysis	GPCH_RC_ST01
GPCHTX01 Source Tax Year	Lists the names and social insurance numbers of all employees.	Global Payroll, Taxes, Source Tax Year Report CHE, Source Tax Year	GPCH_RC_TX01

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHTX02 Source Tax Month	Lists the names and social insurance numbers of all employees as well as employee and employer source tax contributions per month.	Global Payroll, Taxes, Source Tax Report CHE, Source Tax Month	GPCH_RC_TX02

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 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.

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