

PeopleSoft®

PeopleSoft 8.8
Global Payroll for Spain PeopleBook

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Global Payroll for Spain PeopleBook
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About This PeopleBook

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

This preface discusses:

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

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

PeopleSoft Application Prerequisites

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

See *Using PeopleSoft Applications*.

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

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

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

PeopleSoft Application Fundamentals

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

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

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

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

Ordering Printed Documentation

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

- Web
- Telephone
- Email

Web

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

Telephone

Contact CPI at 800 888 3559.

Email

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

See Also

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

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

Typographical Conventions

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

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>0</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)	<p>When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.</p> <p>Ampersands also precede all PeopleCode variables.</p>
(ISO)	<p>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.</p> <p>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:</p> <p>(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.</p>
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 Spain Preface

This preface discusses:

- PeopleSoft application fundamentals.
- PeopleBook structure.
- Common elements used in this PeopleBook.

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

PeopleSoft Application Fundamentals

The *PeopleSoft Global Payroll for Spain PeopleBook* provides you with implementation and processing information for your PeopleSoft Global Payroll for Spain 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 applications 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	<p>This is the chapter you're reading now. It explains:</p> <ul style="list-style-type: none"> • 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...	<p>This chapter discusses application implementation guidelines. It explains:</p> <ul style="list-style-type: none"> • The business processes documented within the book. • Integrations between the product and other applications. • 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...	<p>This is an introductory chapter that broadly explains the product and the functionality within the application.</p>
Setup and Business Process	<p>These chapters contain documentation to assist you in setting up and using the product. Chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area.</p>
Appendixes	<p>(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.</p>
Reports Appendix	<p>(optional) This appendix contains an abbreviated list of all of the application's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.</p>

CHAPTER 1

Getting Started with PeopleSoft Global Payroll for Spain

This chapter provides an overview of PeopleSoft Global Payroll for Spain business processes and discusses PeopleSoft Global Payroll for Spain implementation tasks.

PeopleSoft Global Payroll for Spain Business Processes

PeopleSoft Global Payroll for Spain provides the following business processes:

- Absences
- Overtime
- Social Security contributions and benefits
- IRPF calculation
- Loans and advances
- Extra periods
- Basic and non-basic earnings
- Other deductions
- Termination pay
- Payslips
- Banking

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

PeopleSoft Global Payroll for Spain Implementation

The PeopleSoft Global Payroll for Spain 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 Spain 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 Spain 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 Spain 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 Spain setup.

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

Setting Up PeopleSoft Human Resources Tables

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

Step	Reference
1. Enter information about the activities that could be performed by your organization in the (ESP) Industry Activity Table.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Setting Up Local Country Functionality," (ESP) Setting Up Spanish Control Tables
2. Enter information about your organization's insurance company in the (ESP) Insurance Company Table.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Setting Up Local Country Functionality," (ESP) Setting Up Spanish Control Tables
3. Enter company data including the CIF (fiscal identification number) in the Company Table.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Setting Up Organization Foundation Tables," Entering Company Information
4. Enter the information about the Establishment and the information related to the insurance company used in each Establishment and the SSN employer for each Establishment.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Setting Up Organization Foundation Tables," Defining Establishments
5. Review the PeopleSoft-delivered information related to the General Scheme. If it's necessary to add new social security schemes, define the social security work groups and social security contributions in the Social Security Scheme Table.	<ul style="list-style-type: none"> <i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i>, "Setting Up Country-Specific Tables," (ESP) Setting Up Spanish Workforce Tables Chapter 9, "Setting Up Social Security Contributions for Spain," page 77

Step	Reference
6. Define labor agreements, working hours, and vacation periods in the Labor Agreement Table.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Manage Labor Relations</i> , “Setting Up Labor Relations Data,” Defining Labor Agreements, Labor Agreement Categories, and Employee Classes
7. Define the categories included in a labor agreement and their relationship with the social security work group in the Labor Agreement Categories Table.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Manage Labor Relations</i> , “Setting Up Labor Relations Data,” Defining Labor Agreements, Labor Agreement Categories, and Employee Classes
8. Define the frequencies needed for your specific requirements. PeopleSoft Global Payroll for Spain delivers two frequencies as system data: D426 (Daily 14 payments) and M14 (Monthly 14 payments).	<ul style="list-style-type: none"> • <i>PeopleSoft Human Resources PeopleBook: Administer Compensation</i> • <i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i>, “Using Frequencies”
9. Create compensation rate codes to meet your specific requirements. A frequency is used for every rate code, depending on which extra period the rate code is included in and the contribution of each rate code in every extra period.	<ul style="list-style-type: none"> • <i>PeopleSoft Human Resources PeopleBook: Administer Compensation</i> • <i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i>, “Using Frequencies”
10. Define the common characteristics of your salary plan in the Salary Plan Table. You’ll use this table to define compensation.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Plan Salaries</i> , “Setting Up Plan Salaries”
11. Specify the minimum, maximum, and midpoint rates for salary grades in the Salary Grade Table.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Plan Salaries</i> , “Setting Up Plan Salaries,” Setting Up Salary Plans, Grades, and Steps
12. Define contract type data for Spain, including social security contribution reductions and the contract begin date in the Contract Type Table. The Reduction ID field on the Contract Type page is only available if you have installed PeopleSoft Global Payroll for Spain.	<ul style="list-style-type: none"> • <i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i>, “Entering Additional Data in Human Resources Records,” Setting Up and Tracking Employment Contracts • Chapter 9, “Setting Up Social Security Contributions for Spain,” page 77
13. Set up the necessary union information on the Union Table.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Manage Labor Relations</i> , “Setting Up Labor Relations Data,” Setting Up Union Data

Setting Up PeopleSoft Global Payroll Core Application Tables

PeopleSoft Global Payroll for Spain 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”

Step	Reference
2. Define retroactive processing for Spain (this includes defining retro triggers) and payment keys that are used in a forwarding retro situation.	<ul style="list-style-type: none"> • Chapter 3, “Defining Country Data for Spain,” page 21 • <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, “Defining Retroactive Processing” • <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, “Setting Up Triggers”
3. Review segmentation rules and triggers for Spain .	<ul style="list-style-type: none"> • <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, “Defining Segmentation” • <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, “Setting Up Triggers” • Chapter 3, “Defining Country Data for Spain,” Defining Segmentation, page 25
4. Review the PeopleSoft-delivered rounding rules. If necessary, define your own rounding rules.	<i>PeopleSoft 8.8 Global Payroll PeopleBook</i> , “Defining Calculation Elements,” Defining Rounding Rule Elements
5. Define proration rules.	<i>PeopleSoft 8.8 Global Payroll PeopleBook</i> , “Defining Calculation Elements,” Defining Proration Rules
6. Define your processing structure, including process lists and sections. The eligibility groups, pay groups, and pay entities that PeopleSoft Global Payroll for Spain delivers are only sample data. You must define your own eligibility groups, pay groups, and pay entities during your configuration. You can use the element groups delivered with PeopleSoft Global Payroll for Spain as the basis of your own configuration or only as samples.	<ul style="list-style-type: none"> • <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, “Defining the Organizational Structure” • <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, “Defining Processing Elements”
7. Set up the work schedule.	<i>PeopleSoft 8.8 Global Payroll PeopleBook</i> , “Using Schedules”
8. Set up the holiday schedule.	<i>PeopleSoft 8.8 Global Payroll PeopleBook</i> , “Using Schedules”

Setting Up PeopleSoft Global Payroll for Spain Tables

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

Step	Reference
1. Define Global Payroll-specific information related to labor agreements, such as seniority calculation, definition of extra periods, complementary benefits, and social security benefits on the Labor Agreement component in PeopleSoft Global Payroll for Spain.	Chapter 5, “Working with Labor Agreements,” page 43
2. Review basic earnings delivered by PeopleSoft. Depending on your requirements, configure the delivered earnings to meet your needs, or create new ones.	Chapter 4, “Defining Basic Earnings,” page 33

Step	Reference
3. Review non-basic earnings delivered by PeopleSoft. Depending on your requirements, configure the delivered earnings to meet your needs, or create new ones.	Chapter 6, “Establishing Non-Basic Earnings,” page 57
4. Review delivered overtime earnings. Depending on your requirements, configure the delivered earnings to meet your needs, or create new ones.	Chapter 7, “Paying Overtime,” page 65
5. Set up union fee deduction.	Chapter 12, “Paying Union Fees,” page 133
6. Set up absence processing. Review the absence takes and entitlements delivered with PeopleSoft Global Payroll for Spain and if necessary, configure the delivered absences to meet your needs, or create new ones.	Chapter 13, “Working With Spanish Absence Rules,” page 135
7. Review the delivered net and gross guarantee process, and modify, if needed.	Chapter 16, “Understanding Gross and Net Guarantee,” page 159
8. Set up social security reductions that are used in the Contract type.	Chapter 9, “Setting Up Social Security Contributions for Spain,” page 77
9. Review the PeopleSoft-delivered statutory rates and modify the data, if necessary.	Chapter 9, “Setting Up Social Security Contributions for Spain,” page 77
10. Define the schedule for running the IRPF percentage calculation process. This schedule is known as the normalization schedule and determines when the normalization process is run as part of the payroll process.	Chapter 11, “Calculating Taxes,” page 109
11. Review the fiscal territory setup information delivered by PeopleSoft, including withholding brackets, tax ceilings, disability reduction brackets, and calculation variables, and assign the normalization schedules to the pay entities in your organization.	Chapter 11, “Calculating Taxes,” page 109
12. Use the Tax Elements page if you create a new garnishment that affects the tax calculation.	Chapter 11, “Calculating Taxes,” Setting Up Tax Elements for Garnishments, page 121
13. Use the Tax Process page to specify new accumulators to be used in the tax reporting.	Chapter 11, “Calculating Taxes,” page 109
14. Review and define the reductions on Social Security contributions for your organization.	Chapter 9, “Setting Up Social Security Contributions for Spain,” page 77
15. Add specific social security information about the company that’s needed for TC reporting in the Social Security TCs component.	Chapter 9, “Setting Up Social Security Contributions for Spain,” page 77
16. Define payslips and assign to the pay groups in your organization.	Chapter 17, “Setting Up Payslips for Spain,” page 167

CHAPTER 2

Understanding PeopleSoft Global Payroll for Spain

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

- PeopleSoft Global Payroll for Spain business processes
- PeopleSoft Global Payroll for Spain integrations.
- Delivered elements for Spain.
- Maintain elements.
- The naming convention for delivered elements.

PeopleSoft Global Payroll for Spain

PeopleSoft Global Payroll for Spain 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 Spanish payroll.

PeopleSoft Global Payroll for Spain Business Processes

PeopleSoft Global Payroll for Spain supports the following business processes:

- Absences

PeopleSoft delivers predefined rules for processing absences due to vacation, illness, maternity, work accidents, and other reasons. You can easily modify many of these rules to reflect absence policies that are specific to your organization or to labor agreements that may be in force for your employees.

- Overtime

PeopleSoft Global Payroll for Spain enables you to pay overtime hours. Each organization can specify the annual, monthly, or weekly worked hours based on the maximum legal number of hours established by the Spanish government. Overtime (horas extra) occurs when an eligible payee works more than the specified number of hours. In this case, the employer should pay a surcharge on the extra time worked.

- Social Security contributions and benefits

PeopleSoft Global Payroll for Spain calculates the employer and employee contributions, the employer reductions, and generates data for the social security reports TC1 and TC2. It includes functionality to handle social security funding base calculation for employees with multiple jobs or employed as trainees and apprentices.

- IRPF calculation

In Spain the IRPF calculation varies according to the fiscal territory to which the employee reports. PeopleSoft deliver taxation rates for all the Spanish fiscal territories and the tax calculation process handles calculations for all these fiscal territories. PeopleSoft Global Payroll for Spain also provides you with a mechanism to produce the Model 111, Model 190, and Model 110 reports for the State Fiscal Territory.

- Loans and advances

PeopleSoft Global Payroll for Spain enables you to process loans and advance payments made to employees through the payroll.

- Extra periods

In PeopleSoft Global Payroll for Spain, you can define the details for the extra period payments as part of defining labor agreement information. You can define when extra periods are paid, the earnings that contribute towards the extra period payment, and the percentage of each contributing earning that is included in the payment.

- Basic and non-basic earnings

PeopleSoft Global Payroll for Spain enables you to process basic earnings as well as extra period payments and termination pay. The country extension for Spain includes all the rules to meet the legal requirements for IRPF and Social Security and provides payroll elements designed to support common or customary payroll practices of companies in Spain.

- Other deductions

Other deductions, such as union fees and garnishments, are managed by PeopleSoft Global Payroll for Spain as part of the payroll process.

- Termination pay

With PeopleSoft Global Payroll for Spain termination pay is calculated with the payroll, and includes the regular salary, extra periods, unused vacation days, and unpaid overtime. The final payment also takes into account any outstanding loans and advances.

- Payslips

PeopleSoft Global Payroll for Spain enables you to generate payslips that you can adapt to display exactly the information that you require. You also decide how you want to display retro calculations and extra period payments.

- Banking

With PeopleSoft Global Payroll for Spain, you can define the banks your organization uses to make payroll payments, as well as the personal banking information required to make these payments effective. You can distribute net pay between different banks and bank branches and different beneficiaries. The Spain extension supports the CSB34 format for completing bank transfers, and includes reports that enable you to check stored bank information, as well as completed or pending transfers.

See Also

[Chapter 13, “Working With Spanish Absence Rules,” page 135](#)

[Chapter 7, “Paying Overtime,” page 65](#)

[Chapter 9, “Setting Up Social Security Contributions for Spain,” page 77](#)

[Chapter 10, “Calculating Social Security Benefits for Spain,” page 101](#)

[Chapter 11, “Calculating Taxes,” page 109](#)

[Chapter 8, “Working with Loans and Advances for Spain,” page 69](#)

[Chapter 14, “Calculating Extra Periods,” page 145](#)

[Chapter 4, “Defining Basic Earnings,” page 33](#)

[Chapter 6, “Establishing Non-Basic Earnings,” page 57](#)

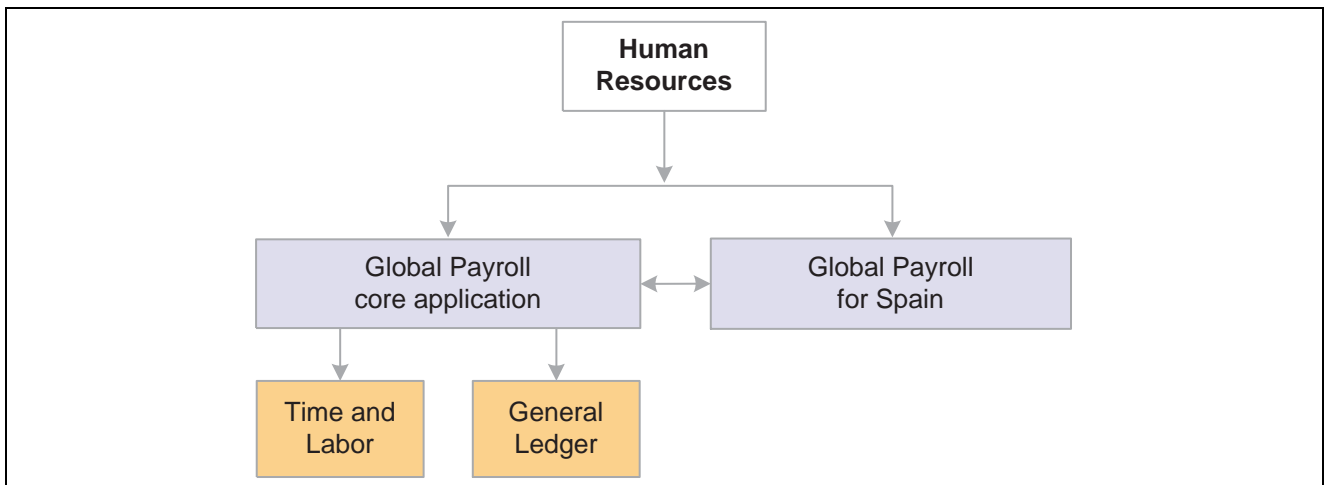
[Chapter 15, “Terminating Employees,” page 151](#)

[Chapter 17, “Setting Up Payslips for Spain,” page 167](#)

[Chapter 18, “Setting Up Banking for Spain,” page 175](#)

PeopleSoft Global Payroll for Spain Integrations

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



PeopleSoft Global Payroll for Spain integration flow with other PeopleSoft applications

A summary of suggested integration tasks for PeopleSoft Global Payroll for Spain appears with the list of implementation steps earlier in this PeopleBook.

See Also

[Chapter 1, “Getting Started with PeopleSoft Global Payroll for Spain,” page 1](#)

[Chapter 7, “Paying Overtime,” Integrating With PeopleSoft Time and Labor, page 66](#)

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Interfaces,” Integrating Global Payroll With General Ledger

Understanding Delivered Elements

PeopleSoft Global Payroll defines each business process for Spain 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 delivered as part of your country extension were created using the core application—the same application you will use both to create additional elements 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 will 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 the country extensions (which contain country-specific rules and elements defined by PeopleSoft).

The core application has the following characteristics:

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

Country extensions have the following characteristics:

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

Element Ownership and Maintenance

This section describes PeopleSoft’s approach to element ownership and what this means for the maintenance of Spanish payroll rules. This information will help clarify which parts of the system you may be required to maintain, what you can modify, and what parts of the system you cannot change.

Understanding Ownership in PeopleSoft Global Payroll

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

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

Understanding Element Ownership in PeopleSoft Global Payroll for Spain

Of the five ownership categories listed here, only the following two are used to define Spanish elements: PS Delivered/Maintained and PS Delivered/Not Maintained. Although PeopleSoft Global Payroll for Spain delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure the delivered elements to meet your own, unique requirements.

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

The following table contains an element-by-element description of PeopleSoft Global Payroll for Spain's approach to element ownership and maintenance.

Element Type	Ownership	Exceptions
Earnings	PS Delivered/Not Maintained	Social security benefits.
Deduction	PS Delivered/Not Maintained	Taxes (IRPF) and social security deductions.

Element Type	Ownership	Exceptions
Variable	PS Delivered/Not Maintained	Variables used in social security or tax calculations.
Bracket	PS Delivered/Maintained	None
Accumulator	PS Delivered/Not Maintained for segment accumulators. Delivered/Maintained otherwise.	In the tax and social security areas, PeopleSoft delivers the balance accumulators as PS Delivered/Maintained, but the segment accumulators as PS Delivered/Not Maintained.
Element Group	PS Delivered/Not Maintained	None
Process List	PS Delivered/Not Maintained	None
Section	PS Delivered/Not Maintained	None
Formula	PS Delivered/Not Maintained, but this varies by functional area	Almost all formulas used in social security or tax calculations are defined as PS Delivered/Maintained. Otherwise, formulas are defined as PS Delivered/Not Maintained.
Array	PS Delivered/Not Maintained	Arrays used in social security or tax calculations are defined as PS Delivered/Maintained.
Writable Array	PS Delivered/Not Maintained	Writable arrays used in social security or tax calculations are defined as PS Delivered/Maintained.
Historical Rule	PS Delivered/Not Maintained	Historical Rules used for Social Security calculations or tax calculations
Generation Control	PS Delivered/Not Maintained	None

See Also

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

Naming Elements

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

Supporting Elements

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

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

For example, in the tax array TAX AR ING A EST, *TAX* represents the functional area, *AR* represents the element type, and *ING A EST* (*ingresos anuales estimados*) provides a further means of identifying the element.

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

Primary Elements

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

Other Elements

Although there is no fixed naming convention for accumulators, sections, and element groups, PeopleSoft Global Payroll for Spain commonly uses the following naming convention: FFF TT NAME.

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

For example, a section in a process list for Spain might be named GEN SE DEV BAS B, where *GEN* and *DEV* are functional area codes, *SE* represents the element type, and *BAS B* provides a means of uniquely identifying the element.

Additional Clues to the Use of Spanish Elements

Many Spanish elements contain abbreviations that provide clues to their use in the system (beyond those provided by the functional area codes or element type codes). For example, the following duration elements have been defined for Spain: GEN DR PERIODO D, GEN DR PERIODO M, and GEN DR PERIODO A. While the functional area code *GEN* indicates that these elements are used across various functional areas (they have general relevance), and the element type code *DR* identifies them as duration elements, the abbreviations *D*, *M*, and *A* provide additional clues to how each element measures time. The duration element GEN DR PERIODO D measures time in days (días), hence the *D* in the element's name. Likewise, the code *M* reveals that the element GEN DR PERIODO M measures time in months (meses). As you become more familiar with the payroll rules created for Spain, these abbreviations will help you to further identify and understand the role played by each element.

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

Abbreviations Used in PeopleSoft Global Payroll for Spain	English
A	Years or annual
BS	Base
CC	Common contingencies
CP	Professional contingencies
CT	Tax quota
D	Days
DD	Deductions
DEV	Earnings
DIN	Income
EX	Exempt
M	Months or monthly
MN	Minimum
MX	Maximum

Abbreviations Used in PeopleSoft Global Payroll for Spain	English
N	Number and negation
S	Segment
SPC	In kind
T	Total and quarterly
TP	Ceiling
U	Unit

Component Names (Suffixes)

In PeopleSoft Global Payroll for Spain, suffixes are used to name the components of earnings and deduction elements. For example, when you create an earning, deduction, or absence element in PeopleSoft Global Payroll, you must define the components that make up the element, such as base, rate, unit, and percentage.

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

The system automatically generates the components and accumulators for the element based on the calculation rule or accumulator periods that are used. The system also names the components and accumulators by appending a suffix to the element's name.

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

EARN1 = Rate x Unit

The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT.

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

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

In PeopleSoft Global Payroll for Spain, the following suffixes are delivered:

Separator

The separator is defined as: _ (underscore)

Component Suffixes

Component	Suffix
Base	BSE
Percentage	PCT
Rate	VLR
Unit	UNID

Accumulator Suffixes

Accumulator	Suffix – Calendar Period: Amount	Suffix - Calendar Period : Unit	Suffix - Fiscal Period: Amount	Suffix – Calendar Period: Unit
Calendar Period to Date	IC C	UC C	IF C	UF C
Month to Date	IC M	UC M	IF M	UF M
Quarter to Date	IC T	UC T	IF T	UF T
Year to Date	IC A	UC A	IF A	UF A

Deduction Arrears Component Suffixes

Deduction Arrears Component	Suffix
Payback	DEVOL
Amount not Taken	NODES
Add to Arrears	SUMAT
Arrears accumulator	ATR

Absence Entitlements Suffixes

Absence Entitlement	Component/Accumulator	Suffix
Separator		-
Component	Unit Paid	UPG
	Unit Adjustment	UAJ
Accumulator	Balance	BAL
	Adjustment	AJ
	Entitlement	DR
	Take	DF

See Also

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

Functional Area Codes

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

Functional Area	Description
AJB	Gross to net
AJN	Net to gross
ANT	Seniority
AUS	Absences
AYP	Loans and advances
FNQ	Termination
GEN	General (multiple areas)

Functional Area	Description
RTR	Retroactivity
SIN	Unions
SS	Social security
TAX	Taxes
XTR	Extra period

List of Element Type Codes (PIN_TYPE)

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

Element type	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

Element type	Description
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
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

Viewing Delivered Elements for Spain

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

See Also

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

CHAPTER 3

Defining Country Data for Spain

This chapter describes how to:

- Use core functionality in Spain.
- Define statutory rates.
- View delivered process lists.

Using Core Global Payroll Functionality

This section describes how to use specific core PeopleSoft Global Payroll features, such as retroactivity, payment keys, triggers, proration, and segmentation in your Spanish payroll system.

Defining Retroactivity

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

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

- Corrective
- Forwarding

The most common retro method used in Spain is the corrective method. Using this method, you go back and recalculate the elements of the pay run, updating all accumulators, including balance accumulators and calendar period accumulators. The recalculated pay run replaces the previously calculated run. However, the original pay run calculation remains available for auditing and reporting purposes. Rather than forwarding retro deltas to the current calendar as an adjustment, the system sends any adjustment to "Net to be Paid" for the recalculation period for the banking process to be managed.

Note. PeopleSoft Global Payroll for Spain delivers the corrective method as this is the standard (statutory) way to manage retroactivity in Spain. You can also set up retro with the forwarding method during your implementation, if it fits your company's needs.

How PeopleSoft Global Payroll for Spain Handles Retroactivity

The standard retro method delivered with PeopleSoft Global Payroll for Spain is the corrective method.

- The retro process (RETRO) uses the corrective method without variance.

- Retro overrides are used in PeopleSoft Global Payroll for Spain. They serve two purposes:
 - Retro overrides make it easy to report retro calculations to Hacienda. The system forwards the tax information for the current period using the IRPF RTR element. This element receives the value from the IRPF AFW element that is forwarded into IRPF RTR in a retro calculation of a month in the same year.
 - Retro overrides are used to manage the retro across different tax years. The system uses the IRPF FWD element, which receives the value from the IRPF AFW element that is forwarded into IRPF FWD in a retro of a month that is after a closed tax year.

Note. Define retro overrides on the Retro Process Overrides page.

- Define your own retro event.
- Define your own retro triggers according to your company needs.
- Define your own pay entities according to your company needs, but the common setup in Peoplesoft Global Payroll for Spain is as follows:
 - Calendar period: Starts in January.
 - Fiscal period: Starts in January.
 - Backward limits: Depends on how you set up PeopleSoft Global Payroll for Spain.
 - Forward limits: Two years.

Launching Retro Across Different Tax Years

When the prior period is in a different tax year, your company can't collect the tax due and pay it to Hacienda because the prior year is already closed for tax reporting. This applies to both situations of underpayment and overpayment.

The solution is that, when reporting to Hacienda, deltas of the previous year are considered. The deltas are considered in Model 111 of the current month and in Model 190 for the current year (at the end of the year) as income from a previous tax year. The system calculates the IRPF tax for that delta by applying a fixed percentage (currently at 18 percent), instead of the valid IRPF percentage in the retro period or the current period.

Note. Taxes and social security are calculated differently. Social security calculation is not affected when the retro calculation is across different tax years. The way to calculate retro in this case is the same as the one used in calculating retro in the current year.

Example of Calculating Retro for a Different Tax Year

Let's say that both the calendar period and the fiscal period for your pay entity start on 1 January. If the retro starts in a different tax year, the fiscal period determines how the retro of taxes is calculated. The following provides the details for this example:

- Launch the calculation for the May 2001 pay period.
- Launch a retro calculation for November 2000.
- Report the tax calculation for the deltas from all the launched retro from November until April in the Model 111 of May 2001. In the case of the retro for November 2000 and December 2000, the IRPF for the delta is calculated with an 18 percent tax rate. The same calculation occurs in the Model 190 for the year 2001 as incomes from the previous year.

Note. The following summarizes all the information you'll need for your retro calculation. This table is only a suggestion using the common setup parameters that is delivered with PeopleSoft Global Payroll for Spain. You may find that your company's requirements are different and may need to define retro differently during your implementation.

Setup Issue	Requirement
Default retro method	Corrective
Retro process (retro method)	Corrective
Retro process - does it vary?	No
Calendar period starts on:	January 1
Fiscal period starts on:	January 1
Backward limits:	Implementation date
Forward limits:	Two years after employee termination

See Also

[Chapter 10, "Calculating Social Security Benefits for Spain," page 101](#)

[Chapter 11, "Calculating Taxes," page 109](#)

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Retroactive Processing"

Defining Payment Keys

In PeopleSoft Global Payroll for Spain, you can define payment keys for company (the company ID). The primary use of payment keys is during a forwarding retro situation. When a payment key exists (such as company) for the recalculation period (the period from which the retro deltas are being forwarded), and the deltas are being forwarded to the current period, the system keeps the retro delta data separate in the current pay period. This allows the system to run a separate gross-to-net calculation in the current pay period for that set of payment keys, thereby creating an additional GP_PYE_SEG_STAT record.

Company information is needed for tax reporting purposes. The *Agencia Tributaria* needs to know in which company the employee is working and being paid from.

Also consider when retro is launched. You may need to report the tax calculation of the deltas related to the prior company. Or you may need to report the tax calculation of the deltas related to the current company. It all depends on which company is declaring the payment to the fiscal territory.

Payment keys affect forwarding retro in three different ways:

- How adjustments are forwarded to the current period.
- How retro deltas are calculated.
- How adjustments are summed before being moved to the current period.

When the payment keys of the current period don't match the payment keys in the retro period, the deltas are managed as a separate gross-to-net calculation in the current calendar period.

When a retro is launched that affects more than one calendar period, the deltas that come from each one will be summed only when the payment keys match.

Because the corrective retro method is used in Peoplesoft Global Payroll for Spain, deltas are not forwarded into the current period in most cases. However, when the retro calculation is done over a closed fiscal year, the income deltas are transferred to the current period. You should review this during implementation and set up according to your organizational requirements.

See Also

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

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Retroactive Processing”

Defining Accumulators

In Peoplesoft Global Payroll for Spain, there are two types of accumulators:

- User-defined accumulators (balance accumulators): Accumulate different elements for any period of time for which you want to accumulate any number of elements.
- Auto-generated accumulators (payment accumulators): Accumulate a particular element during a defined period.

For user-defined accumulators, there are four functional areas that have specific prefixes:

- Absences accumulators (AUS).
- Earnings and deductions (AJB, FNQ, and GEN).
- Social security (SS).
- Taxes (TAX, RETJ).

For auto-generated accumulators, there are two functional areas that have specific suffixes:

- Absences (ADJU, BAL, ENT, TAKE).
- Deductions (ATR).

In Peoplesoft Global Payroll for Spain, you'll define accumulators for several earnings and deductions. Accumulators for earnings include those for base salary, seniority pay, *mejora voluntaria*, *complemento absorbible*, and extra period payments. Accumulators for deductions include social security deductions.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Accumulators”

Defining Segmentation

In Peoplesoft Global Payroll, you can segment elements based on different events or changes. There are two types of segmentation:

- **Period segmentation:** The system calculates each element more than once and keeps the results of these calculations separate.
- **Element segmentation (also known as slice segmentation):** The system segments only the element selected. There is only one gross-to-net result set.

Peoplesoft Global Payroll for Spain uses element segmentation in most cases. There are many reasons why a slice can occur:

- Changes in rate codes. This can occur due to manual changes or automatic changes due to a salary plan, category or multiple components change.
- Changes in an employee's annual salary (target compensation)
- Changes to risk code.
- Change in tax location (fiscal territory)
- Changes in the social security work center code (SSN). This normally happens when an employee changes establishments.

Peoplesoft Global Payroll for Spain uses period segmentation for these changes:

- Changes in company (when an employee transfer to a different company)
- Changes in pay group
- Changes in employees' payroll system. PeopleSoft Global Payroll for Spain uses the Payroll System field to determine employees' payroll system.

Note. PeopleSoft Global Payroll for Spain delivers segmentation triggers as system data. You must decide which changes should trigger segmentation for your company. View the delivered segmentation rules and triggers using pages in Global Payroll

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Segmentation”

Setting Up Triggers

In PeopleSoft Global Payroll, the mechanism used to detect online changes to data that should result in some type of 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, or a change in job location.

There are three types of triggers, iterative, segmentation, and retro triggers.

PeopleSoft Global Payroll for Spain delivers triggers as system data. Review the delivered triggers and adjust existing triggers or define your own triggers based on your company's needs.

Iterative Triggers

The following table lists the iterative triggers delivered with PeopleSoft Global Payroll for Spain:

Record	Record/Field Level	Field Name	Value
COMPENSATION	Field	COMPRATE CURRENCY_CD COMP_FREQUENCY FTE_INDICATOR	
JOB	Field	ACTION	HIR -- Hire REH – Rehire TER – Termination
JOB	Field	COMPANY	
JOB	Field	EMPL_CTG	
JOB	Field	SOC_SEC_RISK_CODE	
JOB	Field	PAY_SYSTEM_FLG	
JOB	Field	GP_PAYGROUP	
JOB_JR	Field	SSN_EMPLOYER	
CONTRACT_DATA	Record		
CNTRCT_DATA_ESP	Record		
GP_ABS_EVENT	Record		
GP_ABS_OVRD	Record		
GP_PI_MNL_DATA	Record		
GP_PI_MNL_SOVR	Record		
GP_PYE_OVRD	Record		
GP_PYE_OVR_SOVR	Record		

Record	Record/Field Level	Field Name	Value
GP_RTO_TRGR	Record		
GP_RTO_TRG_CTRY	Record		
GP_SEG_TRGR	Record		
GPES_PAYEE_DATA	Field	GPES_TAX_LOCATION	
GPES_MULTI_EMP	Record		

Segmentation Triggers

The following table lists the segmentation triggers delivered with PeopleSoft Global Payroll for Spain:

Record	Record / Field Level	Field	Event ID	Values
COMPENSATION	Field	COMPRATE CURRENCY_CD COMP_FREQUENCY FTE_INDICATOR	COMPRATE (element segmentation)	
JOB	Field	ACTION	HIRE/TERM (period segmentation)	HIR -- Hire REH – Rehire TER – Termination
JOB	Field	COMPANY	COMPANY (period segmentation)	
JOB	Field	EMPL_CTG	CATEGORZN (element segmentation)	
JOB	Field	SOC_SEC_RISK_CODE	RISK CODE (element segmentation)	

Record	Record / Field Level	Field	Event ID	Values
JOB	Field	PAY_SYSTEM_FLG	PAY SYSTEM (period segmentation)	
JOB	Field	GP_PAYGROUP	PAY GROUP (period segmentation)	
JOB_JR	Field	SSN_EMPLOYER	CATEGORZN (element segmentation)	
CNTRCT_DATA_ESP	Record		CATEGORZN (element segmentation)	
WKF_CNT_TYPE	Field	CONTRACT_TYPE	CATEGORZN (element segmentation)	
GPES_PAYEE_DATA	Field	GPES_TAX_LOCATION	TAX_LOCTN (element segmentation)	

Retroactivity Triggers

The following table lists the retroactivity triggers delivered with PeopleSoft Global Payroll for Spain:

Record	Record/ Field Level	Field	Event	Values
COMPENSATION	Field	COMPRATE CURRENCY_CD COMP_FREQUENCY FTE_INDICATOR	COMPENSATI	
JOB	Field	ACTION	JOB DATA	HIR -- Hire REH – Rehire TER – Termination

Record	Record/ Field Level	Field	Event	Values
JOB	Field	COMPANY	JOB DATA	
JOB	Field	EMPL_CTG	JOB DATA	
JOB	Field	SOC_SEC_RISK_CODE	JOB DATA	
JOB	Field	PAY_SYSTEM_FLG	JOB DATA	
JOB	Field	GP_PAYGROUP	JOB DATA	
JOB_JR	Field	SSN_EMPLOYER	JOB DATA	
CNTRCT_DATA_ESP	Record		CONTRACT	
WKF_CNT_TYPE	Field	CONTRACT_TYPE	CONTRACT	
GP_ABS_EVENT	Record		ABSENCES	
GP_ABS_OVRD	Record		ABSENCES	
GP_PI_MNL_DATA	Record		PI	
GP_PI_MNL_SOVR	Record		PI	
GP_PYE_OVRD	Record		OVERRIDE	
GP_PYE_OVR_SOVR	Record		OVERRIDE	
GPES_PAYEE_DATA	Field	GPES_TAX_LOCATION	TAX DATA	
GPES_MULTI_EMP	Record		MULTI EMP	

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Triggers”

Defining Rounding Rules

When you resolve an element that is a numerical value, you often need to round the resulting value. You’ll use rounding rules to do this.

Once you define a rounding rule element, apply it to other elements. The rounding rule can be applied to any component of an earning or deduction, to the resolved amount of an earning or deduction, or within a formula.

The following guidelines apply to rounding rules in Peoplesoft Global Payroll for Spain:

- Monetary amounts in euros are rounded to two decimals. Peoplesoft Global Payroll for Spain provides the GEN RR LEGAL rounding rule for this. This rounds to two decimals with the following logic:
 - 22,344 → 22,34
 - 22,345 → 22,35
 - 22,346 → 23,35
- Non-monetary amounts are rounded using the GEN RR REDONDEO rounding rule. This rounds up to 2 decimals.
- For calculating IRPF percentage, the system uses the GEN RR REDON 0 DEC, that rounds up to zero decimals.
- Other rounding rules used are GEN RR TRUNC 2DEC and GEN RR TRUNC 0DEC. GEN RR TRUNC 2DEC truncates to two decimals and GEN RR TRUNC 0DEC truncates to zero decimals.

See Also

[Chapter 11, “Calculating Taxes,” page 109](#)

[Chapter 10, “Calculating Social Security Benefits for Spain,” page 101](#)

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Calculation Elements”

Defining Statutory Rates

PeopleSoft Global Payroll for Spain delivers the statutory rates for the following:

- Minimum employee salaries
- Interest charged on employee loans
- Percentage of travel expenses and dietas earning that are exempt from tax and social security.

These rates are defined by the government. PeopleSoft delivers and maintains these statutory rates as system data.

Page Used to Set Up Statutory Rates

Page Name	Object Name	Navigation	Usage
Statutory Rates	GPES_STATUTORY	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, Statutory Rates ESP	Enter the statutory rates for minimum salary, interest rate for employee loans, and the percentage of minimum salary that is exempt for tax and social security contributions.

Setting Up Statutory Rates

Access the Statutory Rates page.

Statutory Rates page

EE Min Salary (Daily)
(Employee Minimum Salary (Daily))

Enter the minimum daily wage established by law.

EE Min Salary (Monthly)
(Employee Minimum Salary (Monthly))

Enter the minimum monthly wage established by law.

Statutory Interest

Enter the interest rate established by law. You can apply this interest rate or another rate to any employee loan. If you apply a lower rate, the difference is considered salary in kind.

Excess Percentage o/SMI
(excess percentage of salario minimo interprofesional)

Enter the percent used to calculate the exempted amount for the public transportation complement, and for salary in-kind earnings.

See Also

[Chapter 4, “Defining Basic Earnings,” Public Transportation and Distance Complement, page 38](#)

Viewing Delivered Process Lists

PeopleSoft Global Payroll for Spain delivers the following four process lists:

Calculation Type	Process List
Absence calculation	ABSENTISMO PR
Payroll calculation	GEN PR CALC NOM
Extra period calculation	XTR PR PAGA EXTRA
IRPF percentage calculation	TAX PR CALC IRPF

Calculate IRPF percentage either as part of the normal payroll (in the GEN PR CALC NOM process list) or as a separate calculation (in the TAX PR CALC IRPF process list).

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

See Also

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

CHAPTER 4

Defining Basic Earnings

This chapter provides an overview of basic earnings, base salary, and complements and describes how to:

- Calculate earnings.
- Define compensation.
- View delivered basic earnings elements.

Understanding Basic Earnings

In PeopleSoft Global Payroll for Spain, there are two types of earnings: basic and non-basic. Whether an earning is considered basic or non-basic depends on its frequency and whether it's a fixed amount or a variable amount.

Basic earnings are:

- Paid every month.
- Included in the employee's annual income at the beginning of the year.
- The same amount each period (fixed earnings).

Basic earnings include:

- Base salary.
- Seniority.
- Prorated extra periods established by the labor agreement.
- Various complements, such as languages, degrees, *mejora voluntaria*, *complemento absorbible*, and public transportation.

Any other type of earning is considered a non-basic earning.

Note. The basic earnings we discuss here are only the ones that PeopleSoft delivers as sample data. They are typically the most common basic earnings required in Spain. You can also create your own additional earnings and modify the calculation rules to fit your company's needs.

Use the core PeopleSoft Global Payroll pages to define your earnings.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Earnings and Deduction Elements"

Chapter 6, "Establishing Non-Basic Earnings," page 57

Processing Considerations for Basic Earnings

Basic earnings have the following processing considerations:

- Net to gross and gross to net adjustments.
- Seniority calculation.
- Extra period calculation.
- Termination.

Because of these processing considerations, all basic earnings have the following special characteristics:

Calculation Rule = Unit * Rate

All basic earnings must:

- Be defined with the calculation rule of Unit * Rate.
- Be identified by the category 'BAS' at the earning definition.
- Have their own rate code.
- Have the formula GEN FM RATE AN/DAN as a preprocess formula.

PeopleSoft Global Payroll for Spain calculates the earnings for all employees on a daily basis, regardless of the way they contribute to social security (daily or monthly). Therefore, the rate component is always a daily rate. For employees who contribute monthly, the Unit component is 30 days (when they work the whole month) for regular payments or the extra period timeframe rights for an extra period. For employees who contribute daily, the unit component contains the number of days the employee worked. The unit is the GEN FM UNIDADES formula.

The rate for basic earnings is always a rate code, which retrieves its values from the Job Data - Compensation page. Note that you can enter rate codes with whatever frequency you need. In the case of daily employees, normally you provide daily rates or annual rates. All rate codes are annualized/deannualized to days. So, you can think of the unit as the actual number of days worked in a month and the rate as the theoretical amount that an employee is supposed to earn per day.

For employees whose earnings are calculated daily and who work the entire month, the unit equals 30 for months with 30 days and 31 for months with 31 days and 28/29 in February. The unit equals the number of days worked for employees who don't work the entire month.

For employees whose earnings are calculated monthly and who work the entire month, the unit equals 30 regardless of the number of days that month has. If an employee is sick 10 days, the unit equals 20.

Generation Control = GEN GC MEN O PXTRA

The GEN GC MEN O PXTRA generation control is used to determine whether an earning must be calculated at an extra period when processing an extra period payroll.

See Also

[Chapter 14, "Calculating Extra Periods," page 145](#)

Understanding Base Salary

Typically in Spain employees' base salary is defined by the labor agreement. However, with PeopleSoft Human Resources and Global Payroll for Spain you can set up employee compensation in different ways to suit your company needs. Refer to the Human Resources PeopleBook for information about the options available.

The base salary is a basic earning. It is typically calculated as Unit * Rate, where the rate code is established by the labor agreement or in other ways, depending on the setup of your company's compensation.

Note. In PeopleSoft Global Payroll for Spain, the GEN RC SAL BASE rate code is used to specify the base salary. This rate code is linked to the SALBSE rate code defined in PeopleSoft Human Resources.

See Also

[Chapter 4, "Defining Basic Earnings," Defining Compensation, page 40](#)

Adjustments to Salary

In order to calculate an employee's total salary, you may have to consider some adjustments to the base salary that are specified in the labor agreement, or they may come from an employee's personal agreement.

If the salary in the employee's personal agreement is the same as the amount reflected in the labor agreement, no adjustment is necessary. This salary includes both base salary and complements.

Adjustments may include:

- Gross to net: Make this adjustment if the employee's gross salary defined by the labor agreement for his professional category is different from the gross salary in his personal agreement.
- Net to gross: Make this adjustment if you need to calculate an employee's annual gross salary from an agreed net amount.

See Also

[Chapter 16, "Understanding Gross and Net Guarantee," page 159](#)

Complemento Absorbible

The difference between the real gross defined in employees' personal agreements and the total earnings that they should receive in their professional category must be reflected in an earning element called *complemento absorbible*. In the case of net guarantee, the *complemento absorbible* is the difference between the calculated gross (calculated from the net) and the total earnings based on the professional category of the employee.

The calculation rule for *complemento absorbible* is defined as Unit * Rate, where the Unit is the number of days worked in a month and the Rate is the rate code GEN RC COM ABS EST.

In order to calculate the *complemento absorbible*, you must override the variable GEN VR TIPO AJ SAL for that employee using the value *BRUTO* for gross to net adjustment or the value *NETO* for net to gross adjustment. Use the Supporting Elements Overrides page in the core application to enter this override.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Setting Up Overrides," Defining Pay Entity Overrides

Seniority

Seniority years are often calculated by subtracting the seniority date minus the payroll period end date. This is the PeopleSoft-delivered calculation method, but you can change it to fit your company's needs. If you want to change the calculation method, specify a custom duration or formula to calculate seniority years for that labor agreement on the Labor Agreement - Seniority page.

Note. Absences can decrease seniority years based on the number of months absent.

You can measure seniority pay in different ways. Typically, you can measure seniority in multiples of three years (*trienniums*) or four years (*cuatrenniums*). You can also measure seniority as a mixture of years.

PeopleSoft delivers *trienniums* and *cuatrenniums*, but you can create a different seniority measurement by adding a new earning with the same characteristics as one of the existing earnings. If a new earning is defined for a new seniority measurement, add it on the Seniority Earnings page.

The most common way to determine seniority is to associate an amount with a triennium or cuatrennium. For example, an employee could get 18 euros per month for the first triennium and 21 euros per month for the second triennium. So, if an employee has six years of seniority, he would get 39 euros per month in seniority earnings.

Another typical seniority calculation method is a percentage over the base salary or base salary plus some complement.

Here's another example:

Let's say that you have a programmer who is at Salary Level 4, earning 700 euros per month. The labor agreement defines seniority as a cuatrennium that is 4 percent of the base salary. The programmer has eight years of seniority, which is equal to two cuatrenniums. His seniority earnings per month is calculated as follows:

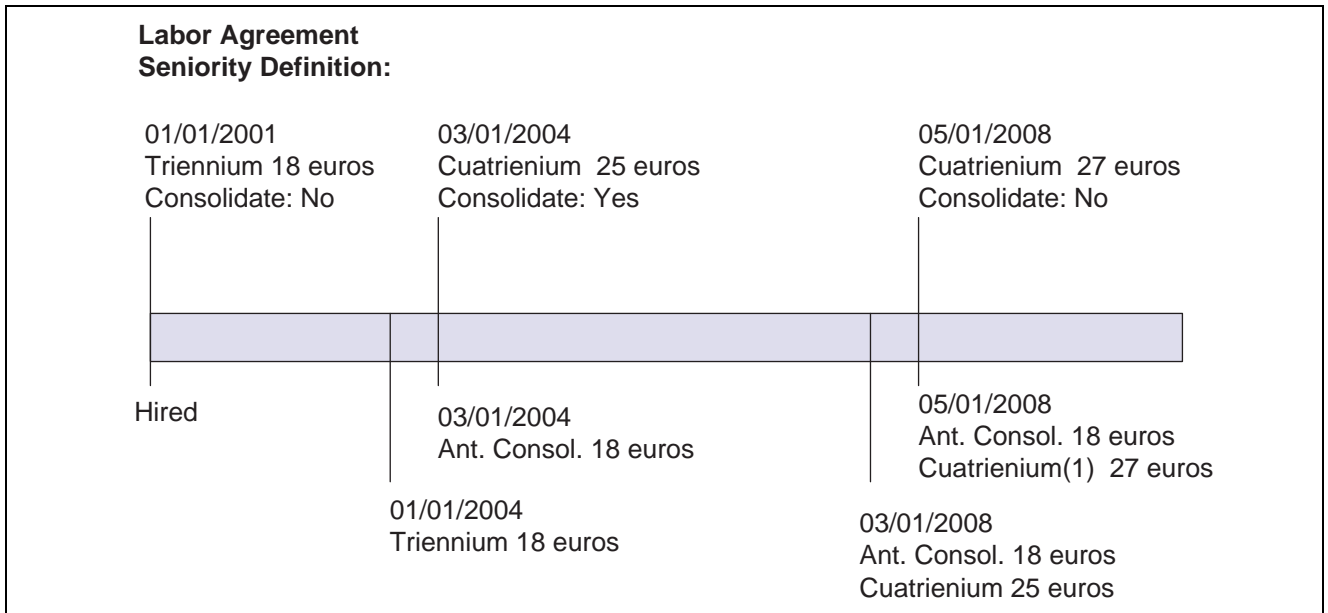
- $\text{Unit} \times (\text{Percentage} \times \text{Base}) = \text{Seniority earnings.}$
- $2 \text{ (cuatrenniums)} \times (0.04 \times 700\text{euros}) = 56 \text{ euros per month.}$

Consolidated Seniority (Antigüedad consolidada)

Sometimes, the labor agreement establishes a change in the measurement of seniority, for example, from *trienniums* to *cuatrenniums*. When this happens, the seniority appears as another earnings element called consolidated seniority (*antigüedad consolidada*). The consolidated seniority element must reflect the total amount that the employee was receiving until the date of the change. This occurs if you select the Consolidation check box when adding a new effective-dated row on the Labor Agreement – Seniority page. If you don't select this check box, the seniority is recalculated with the new values or percentages.

Example

The following example shows how consolidated seniority can affect an employee's seniority earnings.



Labor agreement seniority example

See Also

[Chapter 5, “Working with Labor Agreements,” Defining Seniority, page 44](#)

Understanding Complements

Complements complete the final gross pay for each employee or group of employees. Complements understood as basic earnings are always calculated as Unit * Rate because the worked days is in the Unit component of the calculation rule.

There are three types of complement earnings:

- Personal conditions.
- Work executed.
- Company’s situation and results.

Note. The payroll calculation process treats all these complements in the same way in the payroll calculation process.

In this section, we provide detailed information about personal condition complements, which include language skills, degrees or special skills, *mejora voluntaria*, and transportation. Complements for work executed and company situation are discussed in Establishing Non-Basic Earnings.

See Also

[Chapter 6, “Establishing Non-Basic Earnings,” page 57](#)

Languages Complement

Generally, employees receive a language complement only if they were hired specifically for their language skills and if using those language skills is a tool in their job.

The calculation rule for the language complement element is defined as Unit * Rate, where the unit is the days worked in a month.

Because the language complement is an employee-specific earnings, it must be assigned individually for each employee who qualifies.

Note. The calculation rule, page setup, and accumulators for the degrees or special skills complement and the *mejora voluntaria* complement are the same as those for the language complement.

Degrees or Special Skills Complement

The degrees or special skills complement is used to compensate employees for their knowledge of a subject or for their skills.

Mejora Voluntaria

Mejora voluntaria is the substitute for the *complemento absorbible*. It is a complement that is manually calculated to pay an employee the difference between the market price and the specific salary reflected in the labor agreement for his category, if you have defined compensation at the labor agreement level.

Public Transportation and Distance Complement

The public transportation and distance complement is paid to an employees to compensate for the distance between their residence and the company. There is a maximum tax and social security exempted and it is 20 percent of SMI (*salario minimo interprofesional*), but depending on whether the employee contributes to social security on a monthly or daily basis, the SMI amount is either monthly or daily.

Note. *Salario minimo interprofesional* is the minimum monthly or daily salary that is to be paid to any employee. It is a wage that is established annually. The maximum of 20 percent of SMI is exempt for tax and social security contributions.

Only earnings that are paid in excess of the 20 percent of SMI must be included over the Social Security base and the taxable base. For the year 2002, this ceiling has been established as the following:

$$20\% \times 442,20 \text{ euros (SMI)} = 88,44 \text{ euros/month}$$

Because the public transportation and distance complement is an employee-specific earning, you must assign it individually for each employee who qualifies.

Note. There is one exception for daily employees and for the transportation complement. Sometimes, the transportation complement is paid monthly regardless of whether an employee contributes to social security on a monthly or daily basis. You can specify how the earning is calculated by assigning a daily or non-daily frequency on the Job Data - Compensation page. Frequencies other than daily generate monthly transportation complements.

See Also

Chapter 3, “Defining Country Data for Spain,” Defining Statutory Rates, page 30

Extra Periods

In addition to the 12 pay periods in a year, employees are eligible for two or more extra period payments, as defined by their labor agreements. Two extra period payments are the statutory minimum; however, a labor agreement may set a higher number. Extra periods are either paid as a lump sum or prorated over the year.

See Also

Chapter 14, “Calculating Extra Periods,” page 145

Calculating Earnings

PeopleSoft Global Payroll for Spain calculates earnings daily. Depending on the way the employee contributes to social security, the rate is multiplied by 30 for monthly employee or by the number of days in the month for daily employees.

Note. Regardless of how an employee’s earnings are calculated, all employees are paid monthly.

If you calculate daily employees, you must know the daily values for each earning, as well as the total number of days worked. An employee with a daily calculation type doesn’t receive the same gross and net amount every month because different months have different number of days. For example, an employee will receive less money in February than in June.

Let us consider how the system calculates earnings for part-time employees. If we assume that the monthly gross salary for a full-time employee, working eight hours a day, is equal to 2000 euros. For a part-time employee working six hours a day in the same professional category as the full-time employee, the system automatically calculates the rate to 6/8 and the monthly gross salary for the part-time employee equals 1500 euros.

Earnings and Accumulators

Each earnings element can accumulate its value over other elements. The following is a list of the accumulators that are used with earnings elements. Before defining a new element, it’s a good idea to understand what each accumulator does.

- Basic earnings (GEN AC DEV BAS S): The sum of all basic earnings for an employee. Use this base in determining the amount of an extra period or as the base for calculating an hourly rate.
- Non-basic earnings (GEN AC DEV VRBLS S): The sum of all non-basic earnings for an employee.
- Total earnings (GEN AC SAL BRUTO S): The sum of all elements considered as earnings for an employee.
- In kind earnings (SPC AC BASE EXCESO): The sum of all in kind earnings for tax reasons.
- Salary taxable base (TAX AC DIN S): The sum of all the taxable salary earnings.

Note. Not all salary earnings are added to the taxable base. For example, *dietas* don't contribute to taxes until an employee reaches a statutory rate that is established each year. So only the *dietas* earnings that are in excess of the statutory rate contribute to the taxable base.

- In kind taxable base (TAX AC SPC S): The sum of all the taxable in kind earnings.
- Employee's social security common contribution base (SS AC BSE D S and SS AC BSE M S): The sum of all the contribution earnings in common contributions.

When you create a new element, it is important to define which accumulators to which the element will contribute.

The following is a list of basic earnings and to which accumulators each basic earnings type contributes:

Type of Basic Earning	Accumulators
Base Salary	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
Seniority	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
<i>Mejora voluntaria</i>	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
<i>Complemento absorbible</i>	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
<i>IDioma</i>	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
<i>Cualificacion</i>	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
Transport	Basic Earnings, Total Earnings, Taxable Base (only the excess TRNSPRTE EX), Social Security Common Contribution Base (only the excess TRNSPRTE EX)
Prorated extra periods	Basic Earnings, Total Earnings, Taxable Base

Defining Compensation

In PeopleSoft Global Payroll for Spain, you can define compensation at different levels:

- The labor agreement (that include categories and salary levels). In this case, you define a specific salary plan for the labor agreement. You can associate the salary grades of the salary plan with every category or subcategory of the labor agreement.
- Your company's own salary plan (with salary steps and grades that are different than the ones in the labor agreement). If you have employees with a guarantee gross or guarantee net pay, you need to set up the auto-calculated premium section that is part of multiple components of pay.
- Job code.
- Individual employee (you can put a different amount than what is stated in the labor agreement directly into the individual employee's job data).
- With a specific rule defined using the functionality of rate code defaulting rules.

See Also

Chapter 14, "Calculating Extra Periods," page 145

PeopleSoft Human Resources PeopleBook: Administer Compensation

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Setting Up and Tracking Employment Contracts

Viewing Delivered Basic Earnings Elements

This section contains information about the rules PeopleSoft Global Payroll for Spain delivers to process basic earnings.

Basic Earnings

The following table lists the basic earnings elements:

Basic Earning	Description
ANT CONSOLDA	Consolidated seniority
CUATRIENIOS	Seniority <i>cuatrienniums</i>
TRIVENIOS	Seniority <i>trienniums</i>
COMP ABSRBLE	Absorbable complement
TRANSPORTE	Transportation complement
SALARIO BASE	Base salary

Basic Earning	Description
IDIOMAS	Languages complement
CUALIFCN	Degrees or special skills complement
MEJORA VOLUN	Voluntary income
PXTRA PRTDA	Prorated extra period

Basic Earnings Process List

The following table shows the basic earnings process lists:

Process List	Description
GEN PR CALC NOM	Regular payroll process

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

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 5

Working with Labor Agreements

This chapter shows you how to define labor agreements in PeopleSoft Global Payroll for Spain.

Understanding Labor Agreements

Labor agreements determine several aspects of employee compensation and work conditions including absences, professional categories, and salary scales. Every company is required to have at least one labor agreement and one professional category and every employee must be assigned to a labor agreement.

Labor agreements contain the different professional categories and their respective compensation by using salary plans. The compensation reflects the base salary as well as complementary earnings that employees could receive if they qualify for certain criteria.

Defining Labor Agreements

Each company is required to have at least one labor agreement and at least one professional category. Every employee is assigned to a labor agreement and a professional category on the Job Data component.

Before defining labor agreement information on the Labor Agreement component in PeopleSoft Global Payroll for Spain, you need to set up labor agreements and their associated categories on the Labor Agreement and Labor Agreement Categories pages in PeopleSoft Human Resources.

Because of data relationships, it's important to define your data in the following order:

1. Define the social security scheme and then the labor agreement on the Labor Agreement Table in PeopleSoft Human Resources.
2. Define the labor agreement categories on the Labor Agreement Categories page in PeopleSoft Human Resources. Within the categories, specify the Scheme ID and the social security work group, as well as FORCEM.
3. Define Global Payroll-specific information about the labor agreement, such as seniority calculation, definition of extra periods, and social security benefits on the Labor Agreement page in PeopleSoft Global Payroll for Spain.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Manage Labor Relations, “Setting Up Labor Relations Data,” Defining Labor Agreements, Labor Agreement Categories, and Employee Classes

Pages Used to Define Labor Agreements

Page Name	Object Name	Navigation	Usage
Seniority	GPES_LBR_SENIORITY	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Labor Agreement ESP	Define the details for calculating seniority earnings for the labor agreement.
Seniority Earnings	GPES_SEN_EARNINGS	Click the Seniority Earnings link on the Seniority page.	Assign an element name to a measurement for a labor agreement.
Extra Period Definition	GPES_LBR_XTRA_PD	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Labor Agreement ESP, Extra Period Definition	Define the details for the extra period payments as stated in the labor agreement.
Extra Period Elig Earnings	GPES_LBR_XTRA_ER	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Labor Agreement ESP, Extra Period Elig. Earnings	Define the earnings that are eligible for extra period payments.
Complementary Benefits	GPES_LBR_BNF	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Labor Agreement ESP, Complementary Benefits	Define the periods and the percentages that employees receive for illness and accident-related benefits. The periods are established by the labor agreement.

Defining Seniority

Access the Seniority page.

Seniority Extra Period Definition Extra Period Elig. Earnings Complementary Benefits

SetID: ESP Labor Agreement: KE01

Seniority Find | View All First 1 of 1 Last

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

Calc Rule: Duration ANT DR ANTIGDAD Elapsed seniority years

[Seniority Earnings](#) Consolidation

Seniority Segments Customize | Find | View All First 1-2 of 2 Last

*Sequence	*Measurement (Yrs.)	*Occurrences	Flat Amount	Currency	Percentage
1	3	2	15.00	EUR	
2	4	99	25.00	EUR	

Seniority Base Earnings Customize | Find | View All First 1 of 1 Last

Element Name	Description
1 SALARIO BASE	Base salary

Seniority page

Seniority

Calc Rule (calculation rule) Select the calculation rule that corresponds to seniority, either *Duration* or *Formula*. A calculation rule is required for calculating employee seniority years. In the field next to Calc Rule, enter the corresponding element name for the seniority calculation. Peoplesoft delivers the ANT DR ANTIGDAD duration calculation rule.

Seniority Earnings Click to access the Seniority Earnings page. Use this page to assign seniority earnings to the seniority measurement for a labor agreement.

Consolidation Select to consolidate the calculation in a single seniority earning. The sum of the previous seniority amounts will be assigned to the ANT CONSOLDA earnings element. This typically occurs when the labor agreement establishes a change in the measurement of seniority, for example from *trienniums* to *cuatrenniums*. When this happens, the total previous seniority will appear as another earning called consolidated seniority (*antiguedad consolidada*) if you select the Consolidation check box.

Seniority Segments

Sometimes a labor agreement indicates that seniority be calculated in different ways. Then, seniority is calculated in different segments. Use the Seniority Segments group box to define seniority calculations if segments are used.

Sequence Indicates the order of the various segments.

Measurement (Yrs.)	Enter the number of years in which you measure seniority. Typical values are 3 (for <i>triennium</i>) or 4 (for <i>cuatrennium</i>). PeopleSoft delivers measurements for <i>trienniums</i> and <i>cuatrenniums</i> , but you can also create your own measurements.
Occurrences	Define how many times the occurrence of the seniority will occur. For example, you could pay the first 3 <i>trienniums</i> as 5 % and the next <i>cuatrennium</i> as a flat amount.
Flat Amount	Enter the flat amount of the seniority earnings in a segment and select the Currency. Some labor agreements define seniority earnings as flat amounts, rather than a percentage of some earnings.
Percentage	Enter the percentage of the base earnings in a segment. Some labor agreements define seniority earnings as a percentage of base earnings, rather than flat amounts.

Seniority Base Earnings

Element Name	If the seniority is defined as a percentage, select the earnings elements used as the base to calculate seniority.
---------------------	--

Calculating Seniority Over Segments

Sometimes a labor agreement indicates that seniority be calculated in different ways. When this happens, seniority is calculated in different segments. The Seniority Segments group box is where you define details for the various segments.

For example, let's say that a labor agreement establishes that employees will receive seniority earnings according to the following schedule:

Number of years	Seniority Earnings
1-3 (<i>triennium</i>)	6 euros per month
3-6 (<i>triennium</i>)	6 euros per month
6-9 (<i>triennium</i>)	9 euros per month
9-13 (<i>cuatrennium</i>)	12 euros per month * Employees receive seniority earnings after 3 years with the company. During the next three years, employees receive 6 euros monthly. In addition for year 4 to year 6, employees receive 12 euros monthly (6 euros due the first <i>triennium</i> and 6 euros for the second <i>triennium</i>)

Here is what an employee will typically receive for seniority earnings:

- Employees will receive 0 euros per month from Year 0 to Year 3.
- Employees will receive 6 euros per month from Year 3 + 1 month to Year 6

- Employees will receive 12 euros per month from Year 6 + 1 month to Year 9
- Employees will receive 21 euros per month from Year 9 + 1 month to Year 13
- Employees will receive 33 euros per month from Year 13 + 1 month to Year 17

Here is how you can set up the seniority earnings in PeopleSoft Global Payroll for Spain:

Sequence 1:

- Measurement = 3
- Occurrences = 2
- Flat Amount = 6 euros

Sequence 2:

- Measurement = 3
- Occurrences = 1
- Flat Amount = 9 euros

Sequence 3:

- Measurement = 4
- Occurrences = 99

Flat Amount = 12 euros

Defining Seniority Earnings

Access the Sen Earnings by Measurement page.

Sen earnings by measurement

Seniority Earnings		Customize Find View All First ◀ 1-2 of 2 ▶ Last			
	Measurement (Yrs.)	Element Name	Description		
1	3	TRIENIOS	Seniority trienniums	+	-
2	4	CUATRIENIOS	Seniority cuatrienniums	+	-

Sen Earnings by Measurement page

Note. PeopleSoft delivers *trienniums* and *cuatrenniums*, but you can create a different seniority measurement by adding a new earning with the same characteristics as one of the existing seniority earnings. If you define a new earning for a new seniority measurement, add it on the Seniority Earnings page. Make sure that you add the new seniority earning to the right accumulators (use the definition of the delivered elements TRIENIOS and CUATRIENIOS as a basis).

Measurement (Yrs) Enter the number of years in which you measure seniority. Typical values are 3 (for *triennium*) or 4 (for *quatrennium*).

Element Name Select the element name that corresponds to the Measurement (Yrs.) field.

Defining Extra Period Data

Access the Extra Period Definition page.

The screenshot shows the 'Extra Period Definition' page. At the top, there are four tabs: 'Seniority', 'Extra Period Definition' (which is selected), 'Extra Period Elig. Earnings', and 'Complementary Benefits'. Below the tabs, the page displays 'SetID: ESP' and 'Labor Agreement: KE01'. The main content area is titled 'Extra Periods' and includes a 'Find | View All' link and navigation buttons for 'First', '1 of 1', and 'Last'. The 'Effective Date' is '01/01/2002' and the 'Status' is 'Active'. Below this, there is a sub-section titled 'Extra Period Definition' with its own 'Find | View All' link and navigation buttons for 'First', '1 of 2', and 'Last'. The sub-section contains several fields: 'Payment Period' (value: 6), '*Description' (value: Extra Period - June), '*Period From' (value: 1), '*Duration' (value: 6), 'Pct. If Salary Adjustment' (value: 100.00), and 'Termination Earn.' (value: LIQ PXTR JUN). There is also a checkbox for 'Prorate along the Year' which is unchecked. A dropdown menu for 'Extra Period Calc Option' is open, showing two options: 'Extra Pd. Proration Lump Sum' (unselected) and 'Payment Period Compensation' (selected).

Extra Period Definition page

Extra Period Definition

Use this group box to define the conditions for extra period payments.

Payment Period Specify the month in which the extra period amount is paid. For example, if you enter 6, the extra period amount will be paid in June.

Prorate along the Year Select to pay the extra period earnings every month as part of the regular pay period, and not as a unique payment. The extra period earnings will be prorated as 1/12 of the extra period payment.

Note. If you select the this check box, the Period From and Duration fields become display-only. Because the extra period payment is prorated over 12 months, the Period From field is automatically defined as 0 and the Duration field is defined as 12.

Period From The Period From field and the Duration field apply only to extra period payments that are not prorated. For extra period payments that are not prorated, there is a contribution timeframe. The timeframe is

determined by a beginning period (defined in the Period From field) and a duration (defined in the Duration field).

Enter the month of the year when the extra period contribution timeframe begins. For example, if you enter *1*, the contribution timeframe begins in January.

Duration

Enter the number of months of the contribution period. For example, if you enter *6*, the contribution lasts 6 months.

Pct. If Salary Adjustment
(percentage if salary adjustment)

This field is used for employees whose salary is adjusted to gross or net only. For these employees their gross or net annual salary is defined in their personal agreement and this value is stored in the Target Compensation Rate field on the Job Data — Compensation page.

This percentage is used to calculate the monthly salary to take account of the extra period payments for the year, and to calculate individual extra period payments. It specifies the overall extra period percentage. For example, if you enter 50%, the extra period payment is 50% of the normal extra period payment, irrespective of the earning percentages you specify on the Extra Period Elig. Earnings page.

See [Chapter 16, “Understanding Gross and Net Guarantee,” page 159](#).

Extra Period Calc Option

If the extra period payment is not prorated, use this field to define how the payment is calculated:

Select *Extra Pd. Proration Lump Sum* to base the extra period payment on employees’ earnings during the contribution timeframe. The earnings that contribute to extra period payments are defined on the Extra Period Elig. Earnings page. For example, if the extra period payment is for the timeframe January to June, the system calculates the extra period payment by accumulating the specified extra period earnings for each month of this timeframe.

Select *Payment Period Compensation* to base the extra period payment on the employee’s contributing earnings for the payment period. For example, if Payment Period is *6* (June), the extra period payment is calculated based on contributing earnings for June.

Advanced Payment

Select this check box if the extra period payment is paid to the employees before the contribution timeframe end period. The system displays this check box if the Payment Period is less than the end of the contribution timeframe. If you don’t select this check box, the extra period is paid in the next year.

For example, if you define the contribution timeframe as July to December and enter *1* (January) in the Payment Period field, the system needs to know if the employee is paid in the January before the contribution timeframe end period or in the January after the end of the timeframe. If you clear the Advanced Payment check box, the employee is paid in the January of the following year.

Termination Earn.

When employees are terminated, they are paid for the portion of the extra period payment that they have been accumulating. An employee receives proportional compensation, depending on the number of days worked in the

extra period timeframe. Select the earnings element that corresponds to the extra period termination payment specified by the labor agreement.

If an extra period is paid before the contribution timeframe end period and an employee leaves before the end of the contribution timeframe, the system calculates the amount that the employee was overpaid. In this case, the termination earnings are negative.

See Also

[Chapter 15, “Terminating Employees,” page 151](#)

[Chapter 16, “Understanding Gross and Net Guarantee,” page 159](#)

Defining Extra Period Earnings

Access the Extra Period Elig. Earnings page.

Seniority | Extra Period Definition | **Extra Period Elig. Earnings** | Complementary Benefits

SetID: ESP Labor Agreement: KE01

Extra Periods Find | View All First ◀ 1 of 1 ▶ Last

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

Extra Period Definition Find | View All First ◀ 1 of 2 ▶ Last

Payment Period: **Description:** Extra Period - June

Eligible Earnings Customize | Find | View All | First ◀ 1-4 of 5 ▶ Last

Contribution		Lump Sum			
	Earnings	Description	Earning Pct		
1	ANT CONSOLDA	Consolidated seniority	100.00	+	-
2	SALARIO BASE	Base salary	100.00	+	-
3	CUATRIENIOS	Seniority cuatrienniums	100.00	+	-
4	COMP ABSRBLE	Absorbable complement	100.00	+	-

Extra Period Elig. Earnings page: Contribution tab

Extra Period Definition

Use this group box to define the earnings that contribute towards the extra period payments you defined on the Extra Period Definition page. All extra periods can have the same earnings or you can vary the contributing earnings for each extra period.

Payment Period

This is the month when the extra period is paid. The system populates this field from the Extra Period Definition page.

Eligible Earnings

Earnings

Select the earning elements that you want to make eligible for the extra period.

Earning Pct (earning percentage)

Enter the percentage of the earning that contributes to the extra period payment. For example, if you enter *100* in this field, the earning is paid in full in the extra period payment. If you enter *50*, 50% of the earning amount is used to calculate the extra period payment.

If you select an earning that is identified as an absorbable complement, this field is populated from the Pct. If Salary Adjustment field on the Extra Period Definition page.

Eligible Earnings					
Contribution		Lump Sum			
Earnings	Accumulators		Description		
1 ANT CONSOLDA	XTR AC ANT CONSLE	Q	Consolidated sen lump sum	+	-
2 SALARIO BASE	XTR AC SAL BASE	Q	Base salary lump sum	+	-
3 CUATRIENIOS	XTR AC CUATRIENIO	Q	Cuatrienniums lump sum	+	-
4 COMP ABSRBLE	XTR AC COMP ABS	Q	Absorbable comp lump sum	+	-

Extra Period Elig. Earnings page: Lump Sum tab

Accumulators

For extra periods where the Extra Period Calc Option field is *Extra Pd. Prorroration Lump Sum*, use this field is used to specify the accumulator that stores all the monthly contributions during the extra period timeframe.

Defining Complementary Benefits

Access the Complementary Benefits page.

Seniority Extra Period Definition Extra Period Elig. Earnings **Complementary Benefits**

SetID: ESP Labor Agreement: KE01

Complementary Benefits Find | View All First ◀ 1 of 1 ▶ Last

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

Benefits Base: 🔍

AT Total Benefits Customize | Find | View All | First ◀ 1 of 1 ▶ Last

	To	Percentage		
1	540	100.000000	+	-

IT Total Benefits Customize | Find | View All | First ◀ 1 of 1 ▶ Last

	To	Percentage		
1	540	100.000000	+	-

MT Total Benefits Customize | Find | View All | First ◀ 1 of 1 ▶ Last

	To	Percentage		
1	540	100.000000	+	-

RE Total Benefits Customize | Find | View All | First ◀ 1 of 1 ▶ Last

	To	Percentage		
1	540	100.000000	+	-

Complementary Benefits page

Complementary Benefits

Use the Complementary Benefits group box to define the benefits employees receive if they have an illness, an accident, risk during pregnancy, or maternity leave. Employees receive two types of benefits, legal benefits paid by the social security authority (*Subsidio IT*, *Subsidio AT*, *Subsidio RE*, and *Subsidio MT*) and employer-paid complementary benefits (*Prestación Complementaria IT*, *Prestación Complementaria AT*, *Prestación Complementaria RT*, and *Prestación Complementaria MT*). On this page, you define the basis for calculating benefits, and the percentage of the benefits base that an employee receives as benefits. The system automatically calculates the percentage that is paid by the employer.

Benefits Base

Select the accumulator that the system uses as the basis for calculating employees' daily Complementary Benefits.

If no accumulator is specified, the system uses the following accumulators converted to a daily value:

- SS AC BSE CC NRM S (social security CC contribution base) in case of IT, maternity risk or maternity.
- SS AC BSE CP NRM S (social security CP contribution base) in case of AT.

If you want to use gross salary as the basis, you could use the accumulator FNQ AC DEV BAS S that stores the total of all daily values for all basic earnings. Or you can define your own accumulator to use for this purpose.

IT Total Benefits

Use the IT Total Benefits group box to define the total statutory and complementary benefits received for common illnesses or non-work related accidents.

To	Define the period for the benefit (usually the number of days up to a certain day). For example, if you enter <i>4</i> in the first row, this means that from days 1-4 (up to day 4) of absence, the employee receives a specified percentage. If you enter <i>5</i> in the second row, this means that for day 5, the employee receives another specified percentage. If you enter <i>10</i> in the third row, this means that from days 6-10, the employee receives another specified percentage.
Percentage	Define the percentage of the benefit base that an employee receives in benefits. For example, if you enter <i>100</i> , employees receive 100% of the benefit base during the specified period.

Note. This percentage is a combination of statutory and complementary benefits. The statutory benefit is based on a percentage of common contingency or the professional contingency bases. The complementary benefit is a percentage of the base that you specified in the Benefits Base field.

AT Total Benefits

Use this group box to define the total statutory and complementary benefits received for work-related accidents. The difference between the IT Total Benefits and the AT Total Benefits is that for AT benefits, the statutory benefit is 75% starting from day 1.

See the description for the IT Total Benefits group box for a description of the To and Percentage fields.

MT Total Benefits

Use this group box to define the total statutory and complementary benefits received for maternity leave.

See the description for the IT Total Benefits group box for a description of the To and Percentage fields.

RE Total Benefits

Use this group box to define the total statutory and complementary benefits received for pregnancy risk.

See the description for the IT Total Benefits group box for a description of the To and Percentage fields.

Complementary Benefits Example

When an employee cannot work due to a common illness, non-work related accident, or work-related accident, he does not receive any compensation; however, the law requires that the employee receives social security benefits. Employees receive a percentage of the benefits base that depends on the number of days the employee is absent.

The following table specifies the statutory percentage of the daily contribution base of the previous pay period that an employee should receive depending on the number of days the employee is absent from work:

Days	Percentage of Social Security Contribution Base Received
1-3	0%
4-20	60%
21 up to 540 (the legal maximum)	75%

In addition to the statutory percentages, a company can choose to pay additional benefits, known as complementary benefits.

For example, let's say that your company has a labor agreement with the following rules for IT benefits (for common illness or non-work related accidents):

- From day 1 to day 10, employees receive 100% of the benefits contribution base.
- From day 11 to day 25, employees receive 90% of the benefits contribution base.

So, we have the following breakdown of benefits received:

Days	Type of Benefit	Total % of Benefits Base
1-3	Statutory: 0% Complementary: 100%	100%
4-10	Statutory: 60% Complementary: 40%	100%
11-20	Statutory: 60% Complementary: 30%	90%
21-25	Statutory: 75% Complementary: 15%	90%
26 - and on	Statutory: 75% Complementary: 0%	75%

Note. Statutory benefits are calculated as a percentage of the common contingency or the professional social security contingency bases. For complementary benefits, your organization can base the calculation on other amounts, using the Benefits Base field. For example, you could use employees' gross salary (as a daily rate) from the previous month as a basis for calculating benefits.

On the Complementary Benefits page, you'll define the periods (number of days) and the corresponding percentages for a benefit. In our example, the following parameters would be defined:

To field = *10*, Percentage field = *100*

To field = *25*, Percentage field = *90*

See Also

[Chapter 10, "Calculating Social Security Benefits for Spain," page 101](#)

CHAPTER 6

Establishing Non-Basic Earnings

This chapter provides an overview of non-basic earnings and describes how to:

- Work with non-basic earnings.
- Work with non-salary earnings.
- Work with benefits in kind.
- Process non-basic earnings.
- View non-basic earning delivered elements.

Understanding Non-Basic Earnings

In PeopleSoft Global Payroll for Spain, there are two types of earnings: basic earnings and non-basic earnings. Non-basic earnings may be paid infrequently, may be fixed or varied amounts, and may not have been included in employee's annual income. The list of non-basic earnings includes complements, non-salary earnings, and salary in kind. Examples are pay for holiday work, reimbursements for business travel expenses, and special interest rates for loans.

See Also

[Chapter 8, "Working with Loans and Advances for Spain," page 69](#)

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Earnings and Deduction Elements"

Working With Non-Basic Earnings

Complements complete the final gross pay for each employee or group of employees. They can be calculated as a flat amount or as a formula.

All the complements discussed here are treated the same way in the payroll calculation process. They all accumulate their values to salary earnings, taxable base, and the employee's social security contribution base.

There are three types of complement earnings:

- Personal conditions.
- Work executed.
- Company's situation and results.

PeopleSoft provides the complements listed below for positive input only. They are not mentioned in the labor agreement component and are not associated with any calculations. You must attach any calculation rules.

Note. Complements for personal conditions are considered basic earnings.

See Also

[Chapter 4, “Defining Basic Earnings,” Understanding Complements, page 37](#)

Work Executed Complements

Work executed complements are based on the special requirements of a particular job. Typical work executed complements include nighttime complements and toxicity/hazard complements.

Generally these types of compensation are a percentage of the salary base. Sometimes they can be calculated as a formula depending on the number of hours worked under those conditions. The elements used for these earnings are variable.

The rules for each of these complements are based on labor agreements and are subject to change. For example, a new labor agreement may enlarge the time frame of the nighttime complement.

Nighttime Complement

Work performed between the hours of 22:00 and 6:00 is considered nighttime work and must be compensated at a higher rate than normal.

Typically, the calculation rule for the nighttime complement is either a flat amount for each day worked in that timetable or a rate based on a regular hourly value.

For a flat amount, the number of days worked as nighttime is multiplied by the flat amount defined in the labor agreement. For example, if the flat amount is 20 euros and the number of late nights worked is four, then a total of 80 euros is the nighttime complement.

Festivity Complement

If employees work during a holiday, they get some additional compensation. Labor agreements usually specify the amounts to be paid for working on Sundays or on holidays. You can calculate an employee's holiday complement by multiplying the special rate by the number of holidays worked.

Toxicity/Hazard Complement

An employee who works with hazardous or toxic materials, or who has a dangerous job gets a hazard complement. The details of the hazard complement are in the labor agreement.

Only the actual days worked in these conditions are paid with this complement.

The calculation rule for the hazard complement element is similar to the nighttime complement: either a flat amount or the base x percentage formula applies.

Note. PeopleSoft delivers these work-executed complements (such as the nighttime, festivity, and toxicity/hazard complements) as sample data. You need to enter the value as positive input every period. You can also modify the calculation rules to fit your company's needs.

Company Situation Complements

Company situation complements are typically related to company profits and incentives and are more subjective than other complements. Sometimes, a labor agreement details these complements for a company's general objectives. Other times, these complements are addressed in a company or employee contract.

The values of these complements are variable and are currently entered into the system by positive input.

Profit Participants Complement

This complement depends on the company's earnings results. It can be defined annually or monthly, for example, depending on the company.

Incentives Complement

The incentive policy must be defined at the beginning of the period that the company considers a measure to appoint different milestones.

The complement can be defined as a total amount when the whole objective is achieved.

For example, a company's goal is to produce 10 million screws within a defined time period. The production of 10 million screws would grant the entire incentive complement. No incentive complement would be given for missing the production goal.

It can also be defined as a percentage dependent upon the grade of achievement.

In our example, let's say that the incentive complement is in direct proportion to the number of screws produced. The production of 9 million screws would yield 90 percent of the incentive complement.

You must manually record the incentive amounts into the system using positive input.

Working With Non-Salary Earnings

This section discusses the following complements:

- Travel Expenses.
- Dietas.

Understanding Non-Salary Earnings

Non-salary earnings are exempt from taxes and social security contributions in certain situations. Because of this, the system handles non-salary earnings differently, depending on their amounts.

Each earning has a statutory maximum daily amount exempt from tax and social security contributions, which varies by Fiscal Territory. Update these rates using the Fiscal Territories component.

Any reimbursement over the statutory maximum is subject to taxes and social security contributions. Likewise, the entire amount must be accumulated over total earnings, but only the amounts in excess of the statutory maximum must be accumulated over the taxable and social security base.

These earnings are calculated by entering the number of days and the total amount of the complement in the amount through positive input.

As a result of the calculation, PeopleSoft provides three different elements for every non-salary earning:

- One earning: the total amount the employee receives.
- One earning (the name includes the letters “EX”): represents the amount that exceeds the maximum taxable exempted.
- One deduction (the name includes the letter “EXX”): represents the amount that exceeds the maximum taxable exempted.

See Also

[Chapter 6, “Establishing Non-Basic Earnings,” Viewing Non-Basic Earning Delivered Elements, page 61](#)

[Chapter 3, “Defining Country Data for Spain,” Defining Statutory Rates, page 30](#)

Understanding Travel Expenses Earnings

Traveling expenses are compensations due to trips, displacements, and general traveling expenses. PeopleSoft delivers a mileage earning and accounts for its tax and social security deductions in excess of the statutory rate.

Understanding Dietas Earnings

Dietas earnings are compensations that reimburse expenses resulting from business trips. They include domestic (DEITA LCL) and international traveling maintenance (DIETA INT), as well as domestic (PRNCTA LCL) and international overnight stays (PRNCTA INT).

See Also

[Chapter 4, “Defining Basic Earnings,” Public Transportation and Distance Complement, page 38](#)

[Chapter 11, “Calculating Taxes,” Reviewing and Updating the System Information, page 114](#)

Working With Benefits in Kind

Benefits in kind are goods or services provided for the payee at a rate lower than the market price. PeopleSoft Global Payroll for Spain delivers a low interest loan benefit.

See Also

[Chapter 8, “Working with Loans and Advances for Spain,” page 69](#)

Processing Non-Basic Earnings

Non-basic earnings are contained in three sections:

- GEN SE DEV VARBL contains complements, such as nighttime complements, Festivity complements, toxicity/hazard complements, overtime, profit participants complements, and incentives complements.

- GEN SE DEV OTROS contains the Dietas, overnight stay, and mileage earnings.
- AYP SE DEDUCCIONES contains loans and advances.

All of these earnings are included in the payroll calculation (GEN PR CALC NOM), but not in the extra period calculation (XTR PR PAGA EXTRA).

Note. Basic earnings and various other complements are contained in a section called GEN SE DEV BASICOS.

See Also

[Chapter 4, “Defining Basic Earnings,” Viewing Delivered Basic Earnings Elements, page 41](#)

[Chapter 7, “Paying Overtime,” page 65](#)

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

Viewing Non-Basic Earning Delivered Elements

This section contains information about the rules PeopleSoft Global Payroll for Spain delivers related to non-basic earnings.

Earnings

The following table lists the elements for non-basic earnings:

Earning	Description
DIETA LCL	Domestic Maintenance. Value assigned by positive input. Units must be specified for the number of days and the total amount.
DIETAEX LCL	Domestic Maintenance Taxable Excess. Customer field 5 contains the label, DIETAEX LCL.
DIETA INT	International Maintenance. Value assigned by positive input. Units must be specified for the number of days and the total amount.
DIETAEX INT	International Maintenance Taxable Excess. Customer field 5 contains the label, DIETAEX INT.
PRNCTA LCL	Domestic Overnight Stay. Value assigned by positive input. Units must be specified for the number of days and the total amount.

Earning	Description
PRNCTAEX LCL	Domestic Overnight Stay Excess. Customer field 5 contains the label, PRNCTAEX LCL.
PRNCTA INT	International Overnight Stay. Value assigned by positive input. Units must be specified for the number of days and the total amount.
PRNCTAEX INT	International Overnight Stay Taxable Excess. Customer field 5 contains label, PRNCTAEX INT.
KILOMETRAJE	Mileage. Value assigned by positive input. Units must be specified for the number of miles and the total amount.
KLMTRJEEX	Mileage Taxable Excess. Customer field 5 contains the label, KLMTRJEEX.
NOCTURNIDAD	Nighttime Complement. Value assigned by positive input.
FESTIVIDAD	Festivity Complement. Value assigned by positive input.
TOXICIDAD	Toxicity/Hazard Complement. Value assigned by positive input.
INCENTIVOS	Incentives. Value assigned by positive input.
PRTCPCN BEN	Profit Participation Comp. Value assigned by positive input.

Deductions

The following table lists the deduction elements:

Deduction	Description
DIETAEXX LCL	Domestic Maintenance Taxable Excess. Value assigned by EX FM EXCESO CALC as an offset of DIETAEX LCL.
DIETAEXX INT	International Maintenance Taxable Excess. Value assigned by EX FM EXCESO CALC as an offset of DIETAEX INT.

Deduction	Description
PRNCTAEXXLCL	Domestic Night Taxable Excess. Value assigned by EX FM EXCESO CALC as an offset of PRNCTAEX LCL.
PRNCTAEXXINT	International Night Taxable Excess. Value assigned by EX FM EXCESO CALC as an offset of PRNCTAEX INT.
KLMTRJEEXX	Mileage Taxable Excess. Value assigned by EX FM EXCESO CALC as an offset of KLMTRJEEX.

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

See Also

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

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

Accumulators

When you create a new non-basic earning, it is important to define the accumulators to which the earning contributes. Non-basic earnings contribute to the following accumulators:

- GEN AC DEV VRBLS S
- SS AC BSE M S

CHAPTER 7

Paying Overtime

This chapter provides an overview of overtime processing for Spain and shows you how to:

- Integrate with PeopleSoft Time and Labor.
- View delivered overtime earnings.

Understanding Overtime

PeopleSoft Global Payroll for Spain enables you to pay overtime hours. Each organization can specify the annual, monthly, or weekly worked hours based on the maximum legal number of hours established by the Spanish government. Overtime (*horas extra*) occurs when an eligible payee works more than the specified number of hours. In this case, the employer should pay a surcharge on the extra time worked.

Note. Not all organizations pay overtime for extra hours. When implementing the system, consider whether your organization manages overtime as extra hours.

There are two types of overtime, depending on ordinary or extraordinary circumstances:

Structural overtime (horas extras estructurales)

Overtime that an organization requires in order to:

- Prevent accidents and disasters.
- Repair damages caused by extraordinary circumstances.

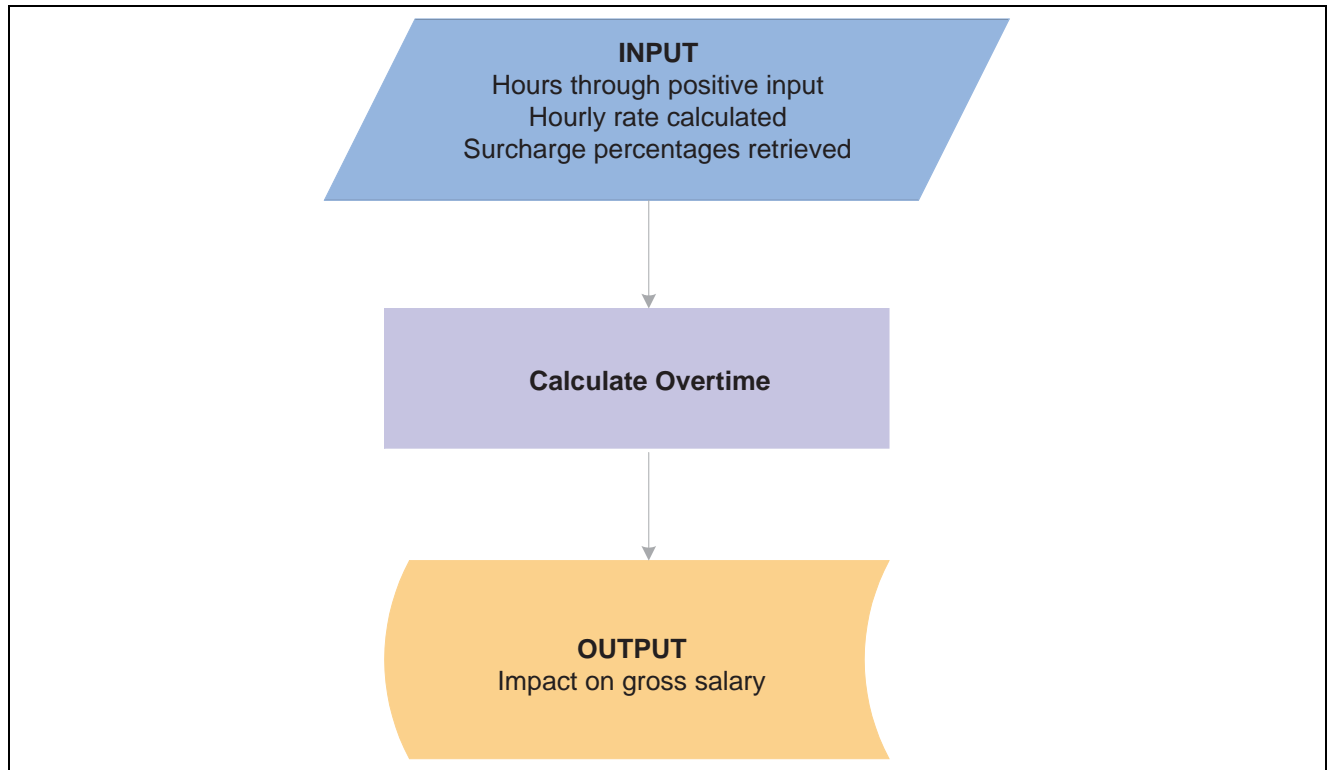
This type of overtime is usually approved by labor unions.

Non-structural overtime

Overtime not related to extraordinary circumstances.

Overtime in the Pay Process Flow

The following diagram describes how the overtime functionality fits into the overall pay process flow of PeopleSoft Global Payroll for Spain.



Overtime process flow

Integrating With PeopleSoft Time and Labor

If your organization uses PeopleSoft Time and Labor, you can:

- Include time and labor data in the pay runs.
- Transmit cost data back to PeopleSoft Time and Labor after a pay run.
- Share employee schedules.

PeopleSoft Time and Labor identifies and stores the different time units in order to send the information to PeopleSoft Global Payroll. Therefore, PeopleSoft Global Payroll receives and manages the units sent by PeopleSoft Time and Labor to apply the respective rates for each one.

Depending on whether an organization uses PeopleSoft Time and Labor, there are two different ways to process time units:

1. If PeopleSoft Time and Labor is used, the calculation of the different kinds of hours is performed outside the payroll process. In this case, the payroll triggers the different payments.
2. If PeopleSoft Time and Labor is *not* used, enter the number of hours at the overtime rate.

When an organization uses PeopleSoft Time and Labor, the number of hours per category come from positive input. Organizations that use another application to calculate the different categories of hours use the positive inputs to store their results. These can also be stored manually as positive inputs. In this case, all hours and entitlements are calculated outside the payroll process. The payroll process only calculates the earnings attached to those hours and updates the correct accumulators.

A time entry that is reported in PeopleSoft Time and Labor has a Time Reporting Code (TRC) that identifies its type, the applicable units, currency, and other characteristics. In addition, a task code can be assigned to each time entry. Using task codes, you can track time by product, location, or some other category.

See Also

PeopleSoft Time and Labor PeopleBook

Time Administration Process

Time entry must be converted to payable time before it can be processed by a payroll system. It can use user-defined rules for overtime, night overtime, and a variety of other rules. Some rules may require absence data. In this case, absence data from PeopleSoft Global Payroll must be sent to PeopleSoft Time and Labor before running the Time Administration process—the process that generates the TRCs that transfer the time unit to PeopleSoft Global Payroll.

After the Time Administration process runs, you can launch the pay run. PeopleSoft Global Payroll automatically retrieves payable time from PeopleSoft Time and Labor during the calculation phase of processing.

When the payroll is finalized, you can launch a process that updates the payable time entries in PeopleSoft Time and Labor.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Interfaces,” Integrating Global Payroll With Time and Labor

Viewing Delivered Overtime Earnings

PeopleSoft Global Payroll for Spain delivers the following earning elements:

Earnings	Description	Accumulators
HRS EXTRA E	Structural overtime	GEN AC DEV VRBLS S SS AC BSE HR X E S
HRS EXTRA NE	Non-structural overtime	GEN AC DEV VRBLS S SS AC BSE HR X NES

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

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 8

Working with Loans and Advances for Spain

This chapter provides an overview of loans and advances for Spain and describes how to:

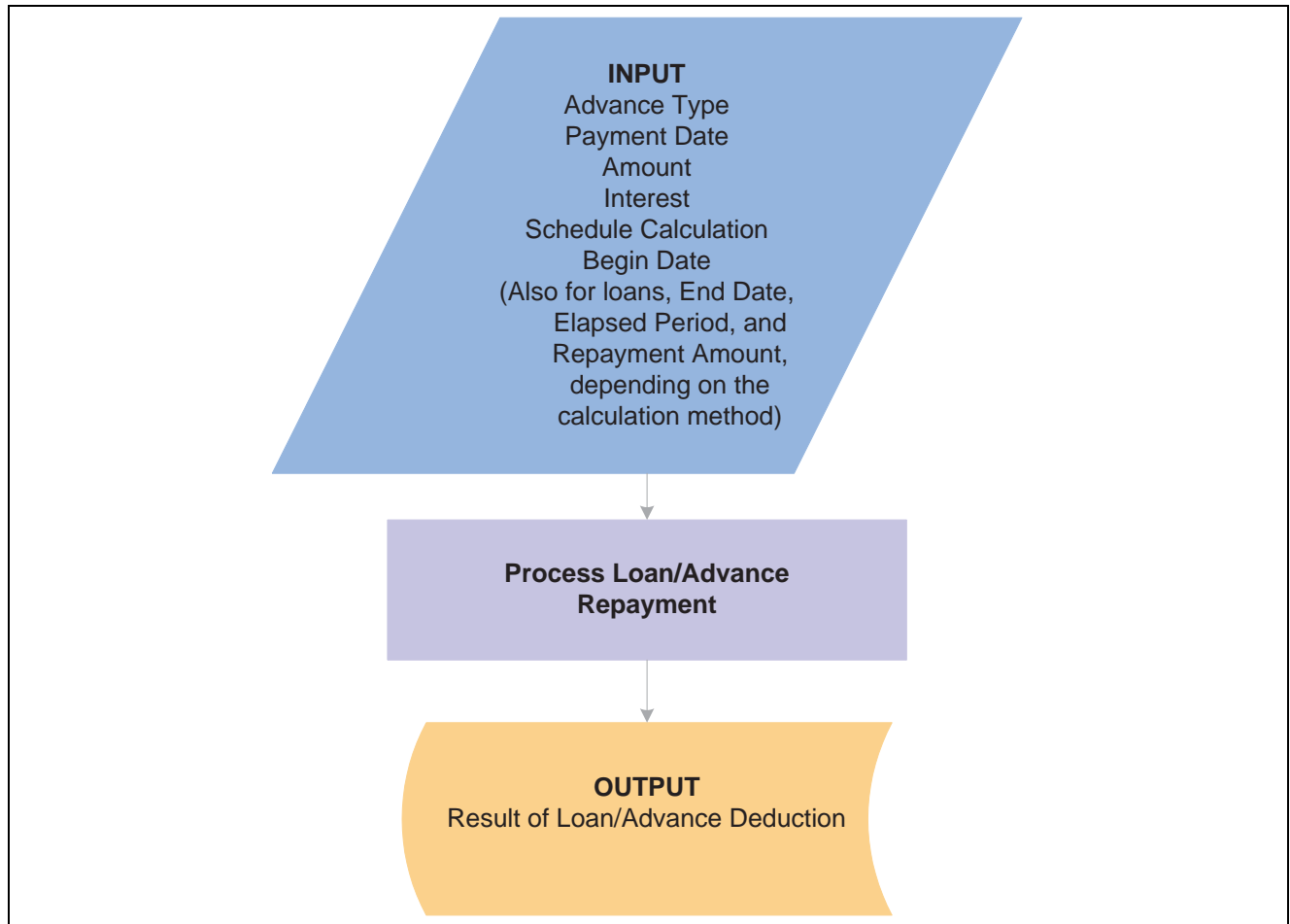
- Set up loan/advance repayments.
- View delivered loan/advance elements.

Understanding Loans and Advances

PeopleSoft Global Payroll for Spain enables you to process loans and advance payments made to employees through the payroll. You pay the loan or advance with the employee's pay or in cash for one pay period, and then take repayments from the employee's pay over successive pay periods, until the amount is repaid in full. (Advances must be repaid over a single period.) Use the Advance/Loan page to enter details of an employee's loan or advance, and the system records the repayments on the Payment Schedule page.

Loan/Advance Repayments in the Pay Process Flow

This section describes how loan/advance repayments fit into the overall pay process flow of PeopleSoft Global Payroll for Spain. Loan and advance repayments are voluntary deductions, which are deducted after statutory deductions. They appear in the process list after the statutory deductions.



Loans and advances process flow

Setting Up Loan/Advance Repayments

If an employee receives an advance, the total amount must be repaid in the same month that the advance was granted, or in the following month. Advances are paid over one period only; that is, they cannot be repaid over several months. Employees may also request an advance payment over an extra period—in this case, PeopleSoft Global Payroll for Spain deducts the advance repayment from an extra pay period.

If an employee is granted a loan, use PeopleSoft Global Payroll for Spain to select one of three calculation types for repayment. Specify the number of periods over which repayment is to be made and let the system determine the end date. Or specify the repayment amount for each period and let the system determine the end date.

You can also enter the type of interest that applies. For example, if the statutory interest rate is 7 percent, and you grant an employee a loan at 4 percent, this is 3 percent less expensive than a bank loan. The Spanish government regards the difference between the statutory interest rate and the company interest rate as salary in kind—“*salario en especie*”—which is calculated as follows:

Salary in kind = interest repayment amount at statutory rate – interest repayment amount at company rate.

With PeopleSoft Global Payroll, you can instruct the system to take into account the number of extra pay periods to which an employee is entitled. Employees in Spain are usually paid over 12 periods, plus the number of extra pay periods stated in the labor agreement. If you want PeopleSoft Global Payroll to consider extra pay periods when calculating loan repayments for employees who are paid additional pay periods, the system checks the employee's labor agreement for the number of additional pay periods and calculates the loan repayment accordingly.

Use the Advance/Loan page to enter details of an employee's loan or advance, and the system displays the employee's repayments on the Payment Schedule page.

Pages Used to Set Up Loans and Advances

Page Name	Object Name	Navigation	Usage
Advance/Loan	GPES_ADV_LOAN	Global Payroll, Payee Data, Loans, Request Advances/Loans ESP, Advance/Loan	Record the details of a loan or advance payment made to an employee.
Payment Schedule	GPES_ADVLOAN_SCHED	Global Payroll, Payee Data, Loans, Request Advances/Loans ESP, Payment Schedule	Display the status of an employee's loan or advance, as well as the repayments that they have made. The page displays the original amount of the loan/advance, as well as the remaining amount to be repaid.

Entering Loans and Advances

Access the Advance/Loan page.

Advance/Loan page

- Sequence number** Enter a sequence number for the advance/loan. (This number helps avoid duplicate key conditions; it does not control the processing sequence.)
- Advance Type** Select the advance type that the employee is going to receive: *Advance* or *Loan*.
- Statutory Interest** This field appears for loans only. The system displays the statutory interest rate that you defined on the Statutory Rates page.
- Payment Date** Select or enter the date when the loan or advance is to be paid to the employee. The system generates an earnings amount for the corresponding payroll period.

Note. If the field is left blank, it is assumed the payment will be made in cash.
- Amount** Enter the amount of the loan or advance.
- Company Interest** This field appears for loans only. Enter the interest rate that applies to the loan from the employer.

Repayment Schedule

Depending on the Calculation Type that you select, the system displays certain fields and buttons and hides others in the Repayment Schedule group box.

Calculation Type	Fields and Buttons That Appear	Fields That Hide
<i>Elapsed Period</i>	Begin Date	End Date
	Calculate Loan	

Calculation Type	Fields and Buttons That Appear	Fields That Hide
	Elapsed Period	
<i>End Date</i>	Begin Date	Elapsed Period
	End Date	
	Calculate Loan	
<i>Flat Amount</i>	Begin Date	End Date
	Calculate Loan	
	Repayment	

Calculation Type

Select a calculation type to determine the payment schedule.

Elapsed Period: Select if you want the system to calculate the end date and repayment amount for you, according to the number of periods you specify in the Elapsed Period field.

End Date: Select if you want to specify the end date of the loan repayments.

Flat Amount: Select if you want to specify the flat amount the employee is to repay each pay period. The system automatically calculates the number of repayment periods.

Note. If you select the Advance Type *Advance*, the system automatically sets the Calculation Type to *Elapsed Period*.

Begin Date

Enter the date when the employee begins making the loan/advance repayments.

For extra period advances, the begin date must fall within the extra period in which the repayment will be made.

End Date

Enter the date when the loan/advance repayments are due to end. (You can only enter a value in this field when you select End Date as the calculation type).

Note. The system generates payments between the begin and end dates and calculates the necessary amount to be deducted.

Elapsed Period

Enter the number of pay periods over which the employee is to repay the loan. (You can only enter a value in this field when you select *Elapsed Period* as the Calculation Type.)

The system automatically calculates the end date for you. For example, if you enter the Elapsed Period as 13, the system calculates the end date as 13 pay periods after the begin date that you entered and the amount to repay.

Note. If you select the Advance Type *Advance*, the system automatically sets Elapsed Period to 1. This is because advances must be repaid in full in the next pay period.

Repayment Enter the monthly loan repayment amount that the employee has requested to pay. This amount includes the principal amount of the loan and the interest payment. (You can only enter a value in this field when you select Flat Amount as the Calculation Type.)

Calculate Loan This button appears for loans only.

Click this button to automatically calculate the loan. The system checks the employee's labor agreement and takes into account the number of extra pay periods to which the employee is entitled.

Displaying the Payment Schedule

Access the Payment Schedule page.

Advance/Loan | **Payment Schedule**

EmpID: KE0002 Gonzalez Izquierdo, Maria

Advance/Loan Totals Find | View All First 1 of 1 Last

Sequence number: 1

Total Amount: 5,000.00 Remaining Amount: 5,000.00 Currency: EUR

Loan Amortization Table Customize | Find | View All First 1-6 of 14 Last

Month	Extra Period	Year	Capital	Interest	Repayment	Salary in Kind	Paid
11	<input type="checkbox"/>	2001	357.14		357.14	15.18	<input type="checkbox"/>
12	<input type="checkbox"/>	2001	357.14		357.14	14.09	<input type="checkbox"/>
12	<input checked="" type="checkbox"/>	2001	357.14		357.14	13.01	<input type="checkbox"/>
1	<input type="checkbox"/>	2002	357.14		357.14	11.93	<input type="checkbox"/>
2	<input type="checkbox"/>	2002	357.14		357.14	10.84	<input type="checkbox"/>
3	<input type="checkbox"/>	2002	357.14		357.14	9.76	<input type="checkbox"/>

Payment Schedule page

Sequence Number Displays the sequence number that you entered on the Advance/Loan page.

Total Amount Displays the total amount of the loan/advance that was made to the employee. If an employee has several loans, the system displays the details of each loan, the total loan amount, and automatically calculates the remaining loan amount to be repaid.

Remaining Amount Displays the amount of the loan/advance that has not been repaid. This amount is automatically reduced per pay period, when the repayments are taken from the employee's salary.

Month Records the month in which repayments were made. For example, if you selected 1/4/2001 as the Begin Date on the Advance/Loan page. The system displays 4 as the first repayment. In other words, the first repayment was made in April, the fourth month of the year.

Extra Period	This check box is selected automatically if a repayment is to be made in an extra pay period.
Year	The system automatically enters the year in which the repayment was paid.
Capital	Displays the capital amount of the loan repayment that the employee has to pay. This amount does not include the interest payment for the loan.
Interest	The system automatically calculates the interest payment that applies to the loan.
Repayment	The system automatically calculates the total loan/advance repayment for that month. This amount comprises the capital and the interest payments.
Salary in Kind	The system automatically calculates the difference between the cost of the loan at the statutory interest rate, and the interest rate that you defined on the Advance/Loan page. This information is used for tax purposes.
Paid	This check box is selected automatically when a loan/advance amount has been repaid.

Viewing Delivered Loan/Advance Elements

This section contains information about the elements that PeopleSoft Global Payroll for Spain delivers to process loan/advance repayments.

Loan/Advance Earnings

PeopleSoft Global Payroll for Spain uses the following earnings to calculate payments for loans and advances:

Earnings	Description
DEV ADELANTO	Salary advance. Used for advance payments. Customer field 5 contains the label DEV ADLNTO. Only processed for the last segment in the period. No retro calculation.
DEV PRESTAMO	Loan. Used for loan payments. Customer field 5 contains the label DEV PRSTMO. Only processed for the last segment in the period. No retro calculation.
PRSTMO EX	In kind loan taxable excess. Shows the excess interest amount that results when the interest rate is lower than the statutory rate. Calculated by subtracting the loan interest amount from the statutory interest amount on a month by month basis.

Loan/Advance Deductions

PeopleSoft Global Payroll for Spain uses the following deductions to calculate repayments for loans and advances:

Deduction	Description
DD ADELANTO	Advance deduction. Used for repayment of advances. Customer field 5 contains the label DD ADELANTO. Only processed for the last segment in the period. No retro calculation.
DD PRST CAP	Loan capital deduction. Used for repayment of the capital portion of a loan. Customer field 5 contains the label DD PRST CAP. Only processed for the last segment in the period. No retro calculation.
DD PRST INT	Loan interest deduction. Used for repayment of the interest portion of a loan. This deduction takes its value from the variable AYP VR IMPTOT INT previously calculated in AYP FM IMPORTE called from DDPRST CAP. Only processed for the last segment in the period. No retro calculation.
LIQ ADLNT0	Deduction for terminated employees. Settles the outstanding advance amount.
LIQ PRSTMO	Deduction for terminated employees. Settles the outstanding loan amount.
PRSTMO EXX	In kind loan taxable excess. Shows the excess interest amount that results when the interest rate is lower than the statutory rate. This deduction is linked to PRSTMO EX and offsets it.

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

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 9

Setting Up Social Security Contributions for Spain

This chapter provides an overview of social security contributions and deductions and describes how to:

- Calculate contributions.
- View, modify, and define social security ceilings, rates, and bases.
- Calculate the funding base in special situations.
- Calculate the multiple employment funding base.
- Use human resource data in social security calculations.
- Run social security reports.
- View delivered social security deductions.

Understanding Social Security Terms and Concepts

This section gives an overview of the calculations for social security contributions and deductions.

Bases

PeopleSoft Global Payroll for Spain calculates social security contributions and deductions as a percentage of a *funding base*, except in the case of trainees and apprentices, whose contributions and deductions are based on fixed rates. For employees with multiple jobs, the calculation is based on reduced maximum and minimum bases that you define on the Multiple Employment page.

PeopleSoft delivers accumulators for the following funding bases:

- Common Contingencies Base: Used to calculate the common contingencies contribution.
- Professional Contingencies Base: Used to calculate social security contributions for the following:
 - Temporary Disability (*Incapacidad Temporal I. T.*).
 - Work-Related Injuries (referred to as the contribution for *Accidentes de Trabajo y Enfermedades Profesionales*, or *A. T. & E. P.*).
 - Unemployment.
 - Professional training.
 - FOGASA (*Fondo de Garantia Salarial*).
 - Permanent disability, death, and survival benefits (*Invalidez, Muerte, y Supervivencia*, or *I. M. S.*).
- Structural Overtime Base: Used to calculate social security contributions for Structural Overtime.

- Non Structural Overtime Base: Used to calculate social security contributions for Non Structural Overtime.

Note. PeopleSoft Global Payroll for Spain calculates the common contingencies and professional contingencies bases for trainees and apprentices for use in processing social security benefits. These bases are not required for calculating social security contributions.

Percentages/Rates

PeopleSoft Global Payroll calculates social security contributions and deductions either as *percentages* of a funding base or on the basis of fixed *rates*, depending on the social security contribution ID assigned to the employee. The social contribution ID defines:

- Social security employee type
- Contribution type

For employees with a social security employee type of *regular*, the contribution type is *percentage*. For this type of employee, PeopleSoft Global Payroll for Spain calculates contributions and deductions as a percentage of the common contingencies (CC) base, the professional contingencies (CP) base, or the structural and non-structural overtime bases. For employees whose social security employee type is trainee or apprentice, the contribution type is *rate*, which means that contributions and deductions are based on fixed rates. The exact rates or percentages are set by law and can vary from year to year.

Note. View and update the percentages/rates used in the social security calculation on the Contribution page.

General and Special Schemes

The social security system is divided into a general scheme and various special schemes. The general scheme applies to most employees working for others, while special schemes cover the self-employed and some categories of employees, such as sailors, those in the coal mining industry, and housekeeping employees. Currently, PeopleSoft delivers rules only for the general scheme.

Note. Although PeopleSoft delivers rules for only the general scheme, you can define rules for other schemes using the Scheme, Work Group, and Contribution pages.

Work Groups

All employees who contribute to social security are assigned to government-defined work groups based on their levels of education, professional skills, and job titles. Every year, the government establishes different minimum and maximum funding bases and ceilings for each work group and scheme.

Note. The values of the maximum and minimum bases and ceilings for the general scheme are defined on the Scheme page.

Minimum and Maximum Funding Bases

For each work group, the government establishes a minimum and a maximum base to use in calculating the common contingencies funding base. This means that for an employee in a specific group, the social security funding base cannot be greater than or less than the maximum or minimum established for that group. For example, if an employee's earnings subject to social security contributions are so high that the calculated funding base exceeds the upper limit, the actual funding base must be reduced to the upper limit. In other words, social security contributions are based only on the portion of a payee's salary that is equal to or falls within the upper and lower limits for each group.

Note. Define the maximum and minimum funding bases for common contingencies on the Work Group page.

Upper and Lower Ceilings

Each year, the government establishes upper and lower ceilings for calculating the professional contingencies base. Just as in the case of the common contingencies contributions, social security contributions for professional contingencies are based only on the portion of a payee's salary that is equal to or falls within the upper and lower ceilings. The ceilings are the same for all work groups within a scheme.

Note. The upper and lower ceilings for professional contingencies are defined on the Scheme page.

See Also

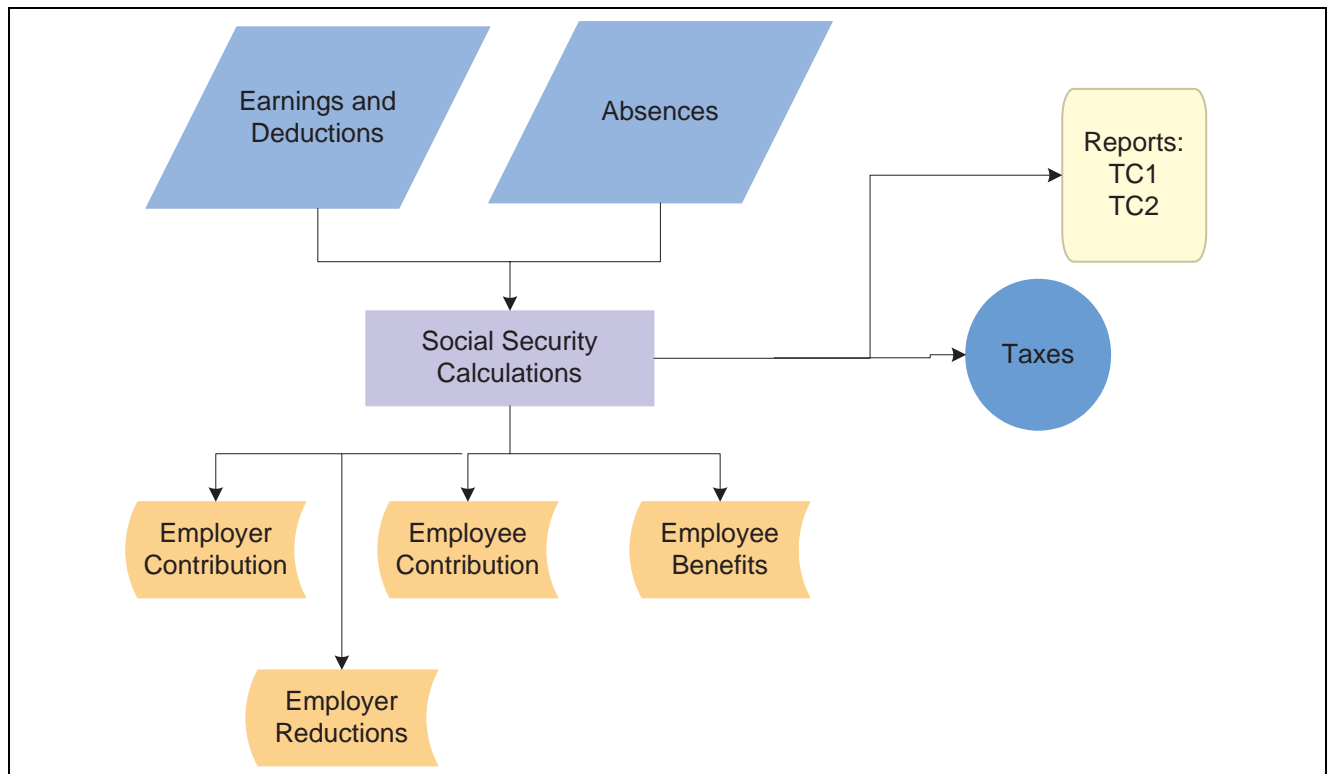
[Chapter 9, "Setting Up Social Security Contributions for Spain," Calculating Bases for Trainees and Apprentices, page 82](#)

[Chapter 9, "Setting Up Social Security Contributions for Spain," Viewing, Modifying, and Defining Social Security Ceilings, Rates, and Bases, page 85](#)

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," (ESP) Setting Up Spanish Workforce Tables

Social Security in the Pay Process Flow

The following diagram illustrates how social security processing fits into the overall pay process flow of PeopleSoft Global Payroll for Spain. The social security process calculates the employer and employee contributions, the employer reductions, and generates data for the social security reports TC1 and TC2. The next step after social security processing is the tax calculation.



Social security in the pay process flow

Calculating Contributions

PeopleSoft Global Payroll for Spain calculates social security contributions by multiplying a base by a percent (in the case of regular employees) or by retrieving a fixed rate (in the case of trainees and apprentices). This section discusses how the system:

- Calculates the social security funding base.
- Normalizes the funding base by comparing the calculated base with government-defined maximum and minimum values.
- Retrieves the percentage used to calculate the contributions of regular employees (or rates in the case of trainees and apprentices).
- Calculates contributions by multiplying a base by a percent (or by assigning a fixed rate in the case of trainees and apprentices).

Calculating the Funding Base for Regular Employees

This section explains how the system calculates the four funding bases that are required to calculate employees' social security contributions: common contingencies base, professional contingencies base, and bases for structural and non-structural overtime.

Note. This section explains how the system deals with regular employees. The calculations are different for trainees, apprentices, or employees with multiple jobs.

See [Chapter 9, “Setting Up Social Security Contributions for Spain,” Calculating Bases for Trainees and Apprentices, page 82](#) and [Chapter 9, “Setting Up Social Security Contributions for Spain,” Calculating Funding Bases for Employees with Multiple Jobs, page 81](#).

Calculating the Common Contingencies Base

The Common Contingencies Base is the sum of various *subbases* that comprise earnings for:

- Non-sick days base plus extra period proration
- Days when the employee is absent with these types of absence: IT absence, AT absence, maternity absence, or absence for Risk During Pregnancy.
- Absence in which the employee contributes according to his earnings (*cotiza por lo que gana*).
- Absence in which the employee contributes according to the minimum base (*cotiza por la base minima*).

In addition to summing up various subbases to calculate the final amount of the common contingencies base, the system sets the value of the maximum and minimum bases to use in the normalization process when an employee has multiple jobs in different companies.

Calculating the Professional Contingencies Base

The calculation of the professional contingencies base is almost identical to that of the common contingencies base. Here are the key differences between the calculation for common contingencies base and the professional contingencies base:

- The common contingencies calculation uses the maximum and minimum bases for the employee’s work group (as defined on the Work Group page), whereas the professional contingencies calculation uses the upper and lower ceilings defined on the SS Scheme page.
- The structural and non-structural overtime amount is added to the non-sick base for the professional contingencies base.
- Just as the common contingencies calculation uses a minimum hourly rate to calculate the funding base for part time employees, the professional contingencies calculation uses its own minimum hourly rate.

Calculating the Overtime Bases

Unlike the common and professional contingencies bases, the bases for structural and non-structural overtime do not undergo normalization and do not require any special calculations. They are used only as a basis for determining the employer contribution for overtime.

See Also

[Chapter 9, “Setting Up Social Security Contributions for Spain,” Normalizing the Funding Base, page 83](#)

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Setting Up Country-Specific Tables,” (ESP) Setting Up Spanish Workforce Tables

Calculating Funding Bases for Employees with Multiple Jobs

When an employee has multiple jobs in different companies, the total social security base must be distributed between jobs to prevent excess contributions being taken from the employee’s paycheck.

To trigger the calculation of the base for multiple jobs:

- Specify the date (the effective date) on which the distribution of bases is to begin on the Multiple Employment page.
- Enter a percentage (supplied by Social Security) representing the proportion of the base that applies to each job on the Multiple Employment page. The system applies these percentages to the ceilings and bases used in the normalization process.

See Also

Chapter 9, “Setting Up Social Security Contributions for Spain,” Defining the Multiple Employment Funding Base, page 90

Calculating Bases for Trainees and Apprentices

Social security contributions for trainees and apprentices aren't calculated as a percentage of a funding base, but by means of fixed rates. Therefore, the system doesn't need to define a base in order to resolve the contributions or deductions of this category of employees. However, it still calculates both the Common Contingencies and Professional Contingencies bases for use in processing social security benefits.

Calculating the Common Contingencies Base

To calculate the common contingencies base for trainees and apprentices, PeopleSoft Global Payroll for Spain calculates 75% of the base using either the minimum base (for full time employees whose contribution frequency is monthly or daily) or the minimum hourly rate (if the employee works part time).

Note. The maximum and minimum bases and the minimum hourly rate used in this calculation come from the Work Group page.

Calculating the Professional Contingencies Base

To calculate the professional contingencies base for trainees and apprentices, PeopleSoft Global Payroll for Spain calculate 75% of the base using either the lower ceiling (for full time employees whose contribution frequency is monthly or daily) or the minimum hourly rate (in the case of part time employees).

Note. The lower ceiling and the minimum hourly rate used in this calculation come from the Work Group page.

Triggering Calculations for Trainees and Apprentices

To trigger the correct calculation for trainees and apprentices, define the contribution rates to apply on the Contribution page and link the employee to the correct Scheme and SS Contribution ID on the Contract Status/Content page.

See Also

Chapter 9, “Setting Up Social Security Contributions for Spain,” Using Human Resources Data in Social Security Calculations, page 93

Chapter 10, “Calculating Social Security Benefits for Spain,” page 101

Normalizing the Funding Base

This section explains how PeopleSoft Global Payroll for Spain compares an employee's funding bases with the minimum and maximum amounts defined by the government, to calculate both professional and common contingencies contributions for regular employees.

Note. This section does not apply to trainees or apprentices, whose funding base is defined as a fixed rate.

The system calculates an employees social security contribution as follows:

1. Calculates all the subbases that contribute to the main funding base accumulator (as explained in Calculating the Funding Base for Regular Employees).
2. Normalizes the well-days subbase contributing to this accumulator.

Note. This step is only run for payroll prior to 2002.

3. Sums all the subbases contributing to the social security funding accumulator—except the “contribution according to earnings” base.
4. To determine the *common contingencies* base, the system compares the sum calculated in Step 1 to the maximum and minimum bases (amounts) defined for each work group on the Work Group page.

To calculate the *professional contingencies* base, the system adds the amount obtained in Step 1 to structural and non-structural overtime and compares the result with the upper and lower ceilings defined on the Scheme page. If the amount is below the minimum base/lower ceiling, it sets the base used for calculating contributions equal to the minimum base/lower ceiling. If this amount is greater than the maximum base/upper ceiling, it sets the base used for calculating social security contributions equal to the maximum base/upper ceiling.

For part-time employees, the system uses a set of reference bases and ceilings derived from the statutory minimum hourly rate.

Note. For payroll prior to 2002, the system compares the amount calculated in step 2, after normalization, to the maximum and minimum bases or the upper and lower ceiling amounts.

5. Adds the amount calculated in Step 3 to the amount “contribution according to earnings” base, once normalization (if applicable) and comparison has taken place. The result is the social security funding base for common and professional contingencies.

Example

This example illustrates how PeopleSoft Global Payroll for Spain compares the common contingencies base.

Let's imagine that an employee has a calculated monthly base of 700 euros, which is the sum of contributing earnings plus extra period proration amount. We'll assume that the employee has no absences in the current month, and has social security contributions that are processed monthly.

If we assume that the maximum and minimum bases for our employee are 2,574,90 euros and 768,90 euros, respectively, we see that the amount of 700 euros falls below the minimum base. So 768,90 euros is defined as the funding base.

Reference Bases and Ceilings

Although social security processing is essentially the same for professional and common contingencies, the two contribution types employ a different set of reference bases or ceilings. When calculating the common contingencies base, the system uses the maximum and minimum bases defined on the Work Group page. When calculating the professional contingencies base, the system uses the upper and lower ceilings defined on the Scheme page. In addition, when processing part time employees, the system uses a set of reference bases/ceilings derived from the statutory minimum hourly rate.

The following table identifies the system pages on which you view, update, or define the current bases and ceilings used to calculate contributions for full time employees, and the minimum hourly rates used to define the reference bases and ceilings for part time employees.

Contribution Type	View, Update, or Define Base/Ceiling on:	Comments
Common contingencies (full time employees)	Work Group Page	
Professional Contingencies (full time employees)	Scheme Page	
Common Contingencies (part time employees)	Work Group Page	When processing part time employees, the system calculates the minimum base by multiplying the statutory minimum hourly rate by the real number of hours worked. The maximum base is the same as the maximum for full time employees.
Profession Contingencies (part time employees)	Scheme Page	When processing part time employees, the system calculates the lower ceiling by multiplying the statutory minimum hourly rate by the number of hours worked. The upper ceiling is the same as for full time employees.

Note. The maximum bases, minimum bases, and the minimum hourly rates for common contingencies vary by scheme ID and contribution group. The upper ceiling, lower ceiling, and minimum hourly rate for professional contingencies vary by scheme ID alone.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Setting Up Country-Specific Tables,” (ESP) Setting Up Spanish Workforce Tables

Retrieving Calculation Percentages and Rates

In the case of regular employees, once the base for calculating social security contributions has been defined, the system retrieves the correct percentage to apply to the base. In the case of non-regular employees (trainees and apprentices), the system retrieves the contribution rate.

PeopleSoft Global Payroll for Spain uses arrays to retrieve the correct percentage or rate. The exact rate or percentage used to calculate each contribution is set by law and can vary according to the scheme ID, contribution ID, and effective date.

See [Chapter 3, “Defining Country Data for Spain,” Defining Statutory Rates, page 30.](#)

See Also

[Chapter 9, “Setting Up Social Security Contributions for Spain,” Calculating Contributions, page 80](#)

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Setting Up Country-Specific Tables,” (ESP) Setting Up Spanish Workforce Tables

Calculating the Contribution

The final step in the social security process is to determine the actual amount of the contributions either by multiplying the correct percentage by the appropriate funding base accumulator (in the case of regular employees) or by assigning a fixed amount (in the case of trainees and apprentices). The contribution includes the following employee and employer contributions:

Employee	Common contingencies, professional training, unemployment, structural overtime, non-structural overtime
Employer	Common contingencies, professional training, unemployment, FOGASA, structural overtime, non-structural overtime, IT and IMS.

Viewing, Modifying, and Defining Social Security Ceilings, Rates, and Bases

In this section, we explain how to view and update the delivered values of the ceilings, rates, and bases used in the General Scheme. We also explain how you can define values for other schemes using pages in both PeopleSoft Human Resources and PeopleSoft Global Payroll for Spain.

To view or define ceilings, rates, and other calculation values:

1. View or define social security ceilings.

To view or update ceilings and the minimum hourly rate associated with the general scheme (delivered by PeopleSoft), use the Scheme page in PeopleSoft Human Resources. To define values for other schemes, enter the Scheme page in add mode and supply the required data.

2. View and define the maximum and minimum social security bases, as well as the minimum hourly rate.

Most common contingency bases are calculated in relation to a maximum and minimum funding base or are derived from a minimum hourly rate (in the case of part-time employees). To view or update the maximum base, the minimum base, or the hourly rate for the general scheme, use the Work Group page in PeopleSoft Human Resources. If you are defining values for a different scheme, enter the component in add mode and supply the required data.

3. View and define rates used in the contribution calculation.

Once you have reviewed the ceilings and bases used to calculate social security contributions, use the Contribution page in PeopleSoft Human Resources to view or update the contribution rates and percentages for the general scheme. If you are defining values for a different scheme, enter the component in add mode and supply the required data.

4. View key elements used in the social security calculation.

Once you have viewed or defined data on the Scheme, Work Group, and Contribution pages, use the Social Security Contribution page to obtain information on deductions, key accumulators, and variables used in the social security process.

5. View and maintain information related to contribution reductions on the Reduction and Reduction Data pages.

In some cases, employers may be granted a reduction in the amount of their social security contributions if they hire older employees or employees with qualifying disabilities. To set up and maintain the correct reduction percentage, as well as the duration of the reduction, use the Reduction and Reduction Data pages.

6. View key elements related to the employer's social security reduction

Once you have viewed, modified, or entered new reduction information on the Reduction and Reduction Data pages, use the Reduction Definition page to obtain information on key accumulators used to calculate and store the amount of the employer reductions.

See Also

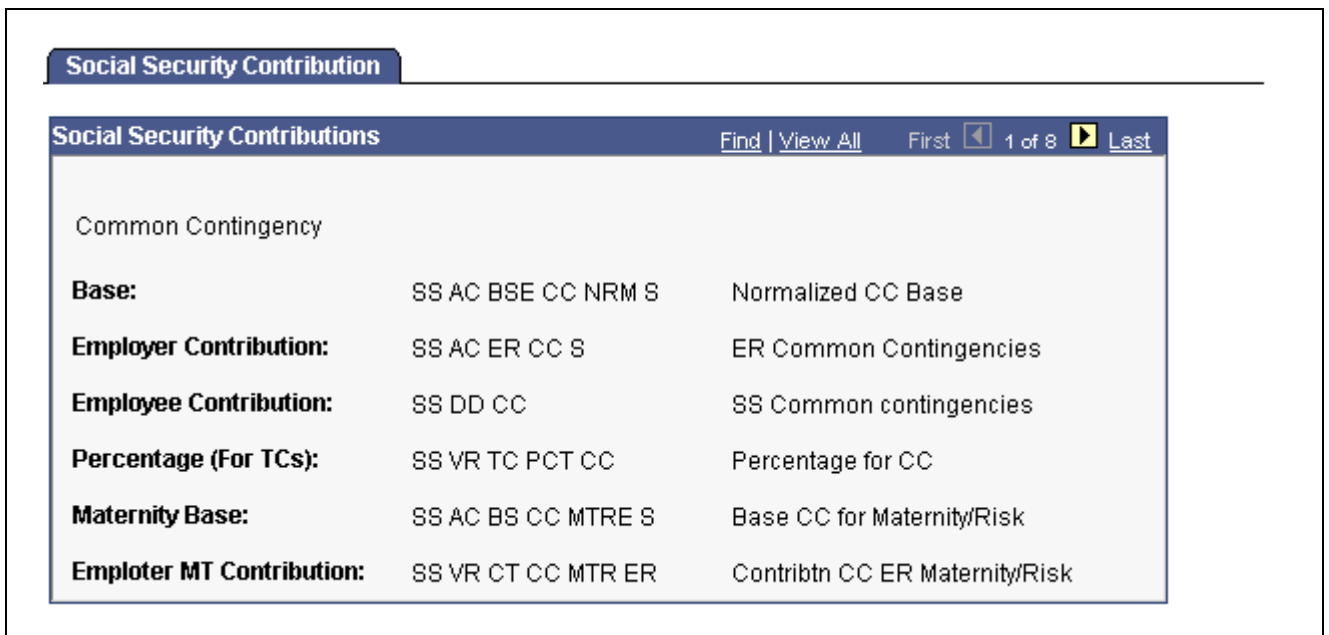
PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," (ESP) Setting Up Spanish Workforce Tables

Pages Used to View, Modify, and Define Social Security Data

Page Name	Object Name	Navigation	Usage
Social Security Contribution	GPES_SS_CNTB_BSE	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Contribution Elements ESP	Obtain information on key elements used in the social security process.
Reduction	GPES_SS_BNF	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Reductions ESP	View and define the employer's social security reduction data.
Reduction Data	GPES_SS_BNF_DTA	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Reductions ESP, Reduction Data	View and define the employer's social security reduction data.
Reduction Definition	GPES_SS_BNF_DEF	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, Reduction Elements ESP	Obtain information on key accumulators used in the social security reduction process.

Viewing Social Security Contribution Elements

Access the Social Security Contribution page.



Social Security Contribution page

For each defined contribution (common contingency, temporary disability, permanent disability, and so on), the Social Security Contribution page displays the corresponding information on the following key accumulators, deductions, and variables used in the social security calculations:

Base The name of the accumulator storing the funding base used in the social security calculation.

Employer Contribution	The accumulator that stores the employer’s contribution to social security.
Employee Contribution	The accumulator that stores the employee’s contribution to social security.
Percentage (For TC’s)	The variables that store the total contribution percentages (employee plus employer percent) that must be recorded in the TC reports.
Maternity Base	The accumulator that stores the employee’s maternity base.
Employer MT Contribution	The variable that stores the employer’s contribution for maternity or pregnancy risk benefits.

See Also

[Chapter 9, “Setting Up Social Security Contributions for Spain,” Calculating Contributions, page 80](#)

Viewing Reductions

Access the Reduction page.

Reduction page

In certain limited cases—such as when a company hires employees with disabilities, or hires workers older than 45 years of age—employers may qualify for a reduction in the amount of their social security contributions. Reductions are assigned to employees’ in two ways, by assigning the reduction to a contract type or assigning it directly to the employee’s contract data using the Contract Status/Content page.

Reduction ID	The reduction ID identifies the specific reduction definition/rule that applies to an employee. When entering this page, select an ID and view (or modify) the existing data, or enter a new ID and define the reduction associated with that ID.
Reductions Type	Identifies the agency that manages the reduction: <i>INEM (Box 209 or TC-1)</i> : Select if the reduction is managed by INEM.

SS (Box 601 of TC-1): Select if the reduction is managed by Social Security (*Tesorería*).

See Also

Chapter 9, “Setting Up Social Security Contributions for Spain,” Calculating Contributions, page 80

Reduction Data Page

Access the Reduction Data page.

The screenshot displays the 'Reduction Data' page. At the top, there are two tabs: 'Reduction' and 'Reduction Data'. Below the tabs, the 'Reduction ID' is 001. A 'Reduction' header bar contains 'Find | View All' and navigation controls for '1 of 1' records. Below this, the 'Effective Date' is 01/01/1990, 'Status' is Active, and 'Type' is INEM (Box 209 of TC-1). A second table header bar contains 'Customize | Find | View All' and navigation controls for '1 of 2' records. The table below has columns: 'Concept', 'From Month', 'To Month', and '*Percentage to Reduce'. The first row shows '1' in the first column, 'Common Contingency' in the second, '1' in the third, '24' in the fourth, and '50.00' in the fifth. There are '+' and '-' buttons to the right of the table.

Concept	From Month	To Month	*Percentage to Reduce
1 Common Contingency	1	24	50.00

Reduction Data page

Concept

Identifies the type of contribution (common contingency, FOGASA, temporary disability, and on) to which the reduction defined in the Reduction Percentage and the From and To fields applies (see the following description).

From Month, To Month

Define a reduction with a limited duration. Use the From field to identify the first month of the reduction; use the To field to identify the last month of the reduction. The actual calendar month on which the reduction begins or ends is based on the contract begin date identified on the Contract Data page in PeopleSoft Human Resources. For example, in the above exhibit, the value of the From field is 1 and the value of the To field is 999. This means that beginning with the month of the initial contract (let's say 1/1/1990), the reduction applies for 999 months. If the start date had been 4 and the To date had been 6, the reduction would not begin until April (three months after the contract begin date) and would end after the month of June (five months after the month that the contract started). If you enter 1 in the From field and 999 in the To field, the system assumes that the duration of the contract is unlimited.

Reduction Percentage

View, modify, or define the percentage amount of the reduction that applies to the contribution type identified in the Concept field.

Viewing Reduction Elements

Access the Reduction Definition page.

Reduction Definition		
Reduction		
Find View All First 1 of 6 Last		
Common Contingency		
Employer Contribution:	SS AC ER CC S	ER Common Contingencies
Social Security Reduction:	SS AC BNF CC S S	CC Reduction - SS
INEM Reduction:	SS AC BNF CC I S	CC Reduction - INEM

Reduction Definition page

Once you have viewed, modified, or entered new reduction information on the Reduction and Reduction Data pages, use the Reduction Definition page to obtain information on the key accumulators used to calculate and store the amount of the employer reductions.

Employer Contribution The accumulator that store the amount of the employer's contribution to social security for each contribution type, common contingency, permanent disability D & S, professional training, and FOGASA

To calculate the employer reductions, PeopleSoft Global Payroll for Spain applies the reduction percentages defined on the Reduction Data page to the amount in this accumulator. To view the name of the accumulator corresponding to each contribution type, use the scroll arrows at the top of the page.

Social Security Reduction The names of the accumulators storing the employer reductions managed by social security for each contribution type (common contingency, permanent disability D & S, professional training, and FOGASA). To view the name of the accumulator corresponding to each contribution type, use the scroll arrows at the top of the page.

INEM Reduction The names of the accumulators storing the employer reductions managed by INEM for each contribution type (common contingency, permanent disability D & S, professional training, and FOGASA). To view the name of the accumulator corresponding to each contribution type, use the scroll arrows at the top of the page.

Defining the Multiple Employment Funding Base

Use the Multiple Employment page to calculate the funding base in the case of multiple jobs.

Page Used to Define the Multiple Employment Funding Base

Page Name	Object Name	Navigation	Usage
Multiple Employment	GPES_MULT_EMP	Global Payroll, Payee Data, Social Security/Insurance, Mult. Employment Data ESP	Enter information needed to trigger and manage the processing of social security contributions for employees with multiple jobs.

Entering Multiple Employment Data

Access the Multiple Employment page.

Multiple Employment Data page

Sector For information only: *Public* or *Private*.

Min Base Percentage (minimum base percentage) The percentage to be applied to:

- The Lower Ceiling used in the calculation of the professional contingencies base.
- The Minimum Base used to calculate the funding base for common contingencies.

Max Base Percentage (maximum base percentage) The percentage to be applied to:

- The Upper Ceiling used in the calculation of the professional contingencies base.
- The Maximum Base used to calculate the funding base for common contingencies.

Example: Applying Distribution Percentages to the Standard Bases and Ceilings

In this example, let’s assume that an employee has two jobs with the following characteristics:

- Hours and Salary for Job 1:
 - Hours Worked: 5/day.
 - Contribution Group: 2.
 - Base Salary: 1.202,02 euros/month.
 - Additional Salary: 291,49 euros/month.
 - Overtime: 345,58 euros in current month.
 - Number of Extra Periods: 0.
- Hours and Salary for Job 2:
 - Hours Worked: 3hrs/day.
 - Contribution Group: 3.
 - Base Salary: 294,50 euros/month.
 - Additional Salary: 24,04 euros/month.
 - Number of Extra Periods: 0 (including base salary).

Note. The previous example assumes that you are familiar with the explanation of the social security calculation contained in the section Calculating Contributions.

In this example, let's assume that the social security calculation generates the following maximum and minimum common contingency bases to use in the normalization process:

Base	Standard Base Amount
Maximum Base	2.499,91 euros
Minimum Base	625,29 euros

Let's also assume that the social security calculation generates the following upper and lower professional contingencies ceilings to use in the normalization process:

Ceiling	Standard Ceiling Amount
Upper Ceiling	2.499,91 euros
Lower Ceiling	505,75 euros

If the distribution percentage for Job 1 (provided by Social Security) is 75 percent, the maximum and minimum bases for common contingencies are recalculated as follows:

Base	Standard Base Amount	Recalculated Base
Maximum Base	2.499,91 euros	$2.499,91 \times 75\% = 1.874,92$ euros
Minimum Base	625,29 euros	$625,29 \times 75\% = 468,97$ euros

And if the distribution percentage for Job 1 (provided by Social Security) is 75 percent, the upper and lower ceilings for professional contingencies are recalculated as follows:

Base	Standard Base Amount	Recalculated Base
Maximum Base	2.499,91 euros	$2.499,91 \times 75\% = 1.874,92$ euros
Minimum Base	505,75 euros	$505,75 \times 75\% = 379,31$ euros

Note. The Maximum and Minimum Base percentages in these tables are defined on the Multiple Employment page using the Max Base Percentage and Min Base Percentage fields.

Using Human Resources Data in Social Security Calculations

PeopleSoft Global Payroll for Spain uses a considerable amount of human resources (HR) data to calculate social security contributions. The following table provides a quick reference to the basic HR information used in social security processing. It lists the pages on which you must enter the required data, as well as the names of the specific fields containing the data.

Page	Navigation	Field(s)	Use
Job Information	Workforce Administration, Job Information, Job Data, Job Information	Contract Number	Each employee must be associated with a contract number. After the hiring process, you must go to the Contract Data page and enter the contract number there. On the Contract Data page, the contract number is associated with information used in the social security process, such as Contract Begin Date, Regimen ID (Scheme ID), and Social Security Contribution ID.

Page	Navigation	Field(s)	Use
		Full/Part	Identifies whether the employee works full or part time. Depending on the value you enter in this field, PeopleSoft Global Payroll for Spain uses the social security calculation method for either full or part time employees.
		Social Security Risk Code (<i>epigrafe</i>)	The risk code or <i>epigrafe</i> is needed to calculate the A. T. & E. P. contribution for professional contingencies in the case of regular employees (contribution for work-related accidents and occupational disease).
Work Location	Workforce Administration, Job Information, Job Data, Work Location	SSN (Social Security Number)	Associate employee's with the employer's Social Security Number.
Job Labor	Workforce Administration, Job Information, Job Data, Job Labor	Labor Agreement	Associate employees with a labor agreement.
		Category	Each labor agreement must be associated with a group "category," and these categories contain information needed to process social security.
Labor Agreement Categories	Set Up HRMS, Product Related, Workforce Administration, Labor Relations, Employee Categorization	Scheme ID	See Scheme ID below.

Page	Navigation	Field(s)	Use
		Social Security Work Group Cd. (Social Security Work Group Code)	The social security work group code identifies the minimum and a maximum funding base, and the minimum hourly rate as defined by the government.
Contract Type Table	Workforce Administration, Job Information, Contract Administration, Define Contract Types	Reduction ID	Enter one of the reduction IDs you defined on the Reduction and Reduction Data pages in PeopleSoft Global Payroll for Spain. In this way, the reduction ID is associated with a contract type.
Contract Status/Content	Workforce Administration, Job Information, Contract Administration, Update Contracts	Contract Begin Date	Define a contract begin date for each employee.
		Scheme ID	Associate each employee with a scheme ID. Although you define the social security calculation rule of each social security scheme on the ESP SS Scheme Table component, employees must be associated with a social security scheme by means of the Scheme ID field.

Page	Navigation	Field(s)	Use
		SS Contribution ID	In PeopleSoft Global Payroll for Spain, there may be different social security rate and percentage “sets” within a social security scheme. Each of these sets is identified by a contribution ID. Although you define the different SS Contribution IDs and their corresponding rates or percentages using the Contribution page in PeopleSoft Global Payroll for Spain, you must link each employee to a SS Contribution ID on the Contract Status/Content page.
		Reduction ID	Use the Reduction ID field to assign reductions to individual employees. An employee also inherits reductions that are included in the contract type assigned to the employee.
Contract Type/Clauses	Workforce Administration, Job Information, Contract Administration, Update Contracts, Contract Type/Clauses	Contract Type	Define a contract type for each employee.

See Also

Chapter 9, “Setting Up Social Security Contributions for Spain,” Calculating Contributions, page 80

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Getting Started With PeopleSoft Human Resources Administer Workforce”

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

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Entering Additional Data in Human Resources Records”

Running Social Security Reports

PeopleSoft Global Payroll for Spain delivers two reports for social security: TC1 and TC2. There are two steps involved in generating these reports:

1. Data Preparation: To prepare data for the reports, the social security section SS SE PREPARAR TCS executes the formula SS FM TC WA, which sends data to the writable array SS TC WA during the regular payroll process. This writable array contains data used in the TC reporting process.
2. Reporting Process: To generate the reports, the reporting process reads the data in the writable array (see Step 1).

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Data Retrieval Elements,” Working With Writable Arrays

Pages Used to Run Social Security Reports

Page Name	Object Name	Navigation	Usage
TC1 Report	GPES_RC_SS1	Global Payroll, Social Security/Insurance, TC1 Report ESP	Enter the data needed to process TCs.

Processing TCs

Access the TC1 Report page.

TC1 Report page

Payment Type	Select the payment type from these options: <i>Complementary Retroactivity:</i> To run the report for the deltas detected in previous months due to retroactivity. <i>Complementary: Tramitation Sal:</i> To run the report for deltas due to the <i>tramitation</i> process. This is a legal process for resolving disputes between employers and terminated employees. Until this process is resolved, salary paid to the employee is identified as “tramitation salary” and employers must indicate in the TC1 report that the contributions are made during the tramitation period. <i>Normal:</i> To run the regular report for the current period. <i>Normal + Retroactivity:</i> To include the regular payroll and the deltas for retroactivity.
Test	Select to run the report in test mode. When you select this check box, the report is printed and columns are completed with “XXXX” to show it is a test.
Load Data	Click to retrieve the social security numbers for the selected company.

Social Security Numbers to Process

The system populates this group box when you click the Load Data button.

Soc Sec Number for Employer (social security number for employer)	The employer’s social security number that was assigned to the establishment on the Establishment Address page.
Soc Sec Nbr for Employer Type (social security number for employer type)	Defines the contract type for the selected social security number, and can be one of the following values: <i>Regular</i> , <i>Trainee</i> , or <i>Apprentice</i> . The social security number type is assigned to the establishment on the Establishment Address page.
TC1 Generated	The system automatically selects this check box if you have already run the TC1 report for the social security number.
Payment Type	The payment type for the social security number.
TC1 Run	Select this check box for each social security number you want to include in the report for the specified month.

Viewing Delivered Social Security Deductions

PeopleSoft defines employee contributions to social security as deductions with a calculation rule of Base* Percentage for regular employees. For trainees and apprentices the deductions are defined as a flat amount.

See [Chapter 9, “Setting Up Social Security Contributions for Spain,” Calculating Contributions, page 80.](#)

PeopleSoft deliver the following deductions for social security contributions:

Deduction	Description
SS DD CC	Employee deduction for common contingencies.
SS DD FRM PR	Employee deduction for professional training.
SS DD DSMPL	Employee deduction for unemployment.
SS DD HS X E	Employee deduction for structural overtime.
SS DD HS XNE	Employee deduction for non-structural overtime.

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

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 10

Calculating Social Security Benefits for Spain

This chapter provides an overview of social security benefits and describes how to:

- Calculate benefits.
- Trigger benefits.
- View delivered benefit elements.

Understanding Benefit Terms and Concepts

This section gives an overview of the Spanish social security benefits and calculations of benefits.

Benefit Types

Employees in Spain are eligible to receive the following three types of benefits:

- Temporary Disability Benefits for Common Sickness and Non-Industrial Accidents (IT).

IT (*Incapacidad Temporal*) benefits are available to employees who have contributed to social security at least 180 days in the last five years before the leave date.

- Disability Benefits Due to Work Related Injuries (AT & EP).

AT & EP (*Accidentes de Trabajo y Enfermedades Profesionales*) benefits are available to workers who have suffered workplace injuries.

- Maternity/Pregnancy Risk.

Maternity and pregnancy risk benefits are available to employees who have contributed to social security at least 180 days in the last five years before the date of birth. Because the legal benefits are paid entirely by Social Security, the payment amounts are not calculated by PeopleSoft Global Payroll for Spain. However, the system does calculate the common contingencies (CC) and professional contingencies (CP) bases for the days employees are absent for maternity or pregnancy risk. These bases are required to calculate complementary benefits that are paid by the employer.

Legal and Complementary Benefits

There are two types of benefit:

- The legal benefits known as *Subsidio IT* and *Subsidio AT*.
- Complementary benefits paid by the employer known as the *Prestación Complementaria IT*, *Prestación Complementaria AT*, *Prestación Complementaria MT*, and *Prestación Complementaria RE*.

Note. Employers complementary benefits are defined on the Complementary Benefit page. The system automatically calculates the portion of the benefits that is the legal benefits *Subsidio* and the portion that is paid by the employer *Prestación Complementaria*.

Bases (*Base Reguladora Diaria*)

In PeopleSoft Global Payroll for Spain, legal social security benefits are calculated as a percentage of a daily benefits base (*Base Reguladora Diaria*). The daily bases are derived from the CC and CP funding bases for social security. The following table identifies the social security funding base from which the daily base for each benefit is derived:

Benefit	SS Base
IT (<i>subsidio IT</i>)	Common Contingencies
AT & EP (<i>subsidio AT</i>)	Professional Contingencies
Maternity	Common Contingencies
Risk during pregnancy	Common Contingencies

With complementary benefits, employers can select from the following bases:

- Social security common contingencies base
- Employees' gross daily salary
- Any other user-defined daily accumulator

You specify the base for complementary benefits on the Complementary Benefit page.

Percentages

The percentages used to calculate benefits are set both by the government (in the case of legally mandated benefits) and by employers (in the case of complementary benefits). The percentages used to calculate the IT benefit (*Subsidio IT*) vary depending on the number of days the employee is on leave, while the amount of the AT and EP benefit (*SUBSIDIO AT*) is currently set at 75 percent of the daily base (the *Base Reguladora Diaria*) for each day of leave. Maternity and risk during pregnancy are paid at 100% of the daily base (*Base Reguladora Diaria*).

Pago Delegado

Pago Delegado refers to the system whereby an employer pays IT or AT benefits to an employee, but is later reimbursed for these payments by Social Security. In other words, the company acts as the direct provider of benefits and is later repaid. In the case of IT, the employer can reimburse, as *pago delegado*, the social security benefits from the 16th day of sickness. In the case of AT, the employer has the right to reimburse from the first day of sickness. This reimbursement isn't a real refund, but rather a discount of the total amount to pay through the social security TCs, reflected in a special field on the TC1—the 201 box for IT and the 410 box for AT.

See Also

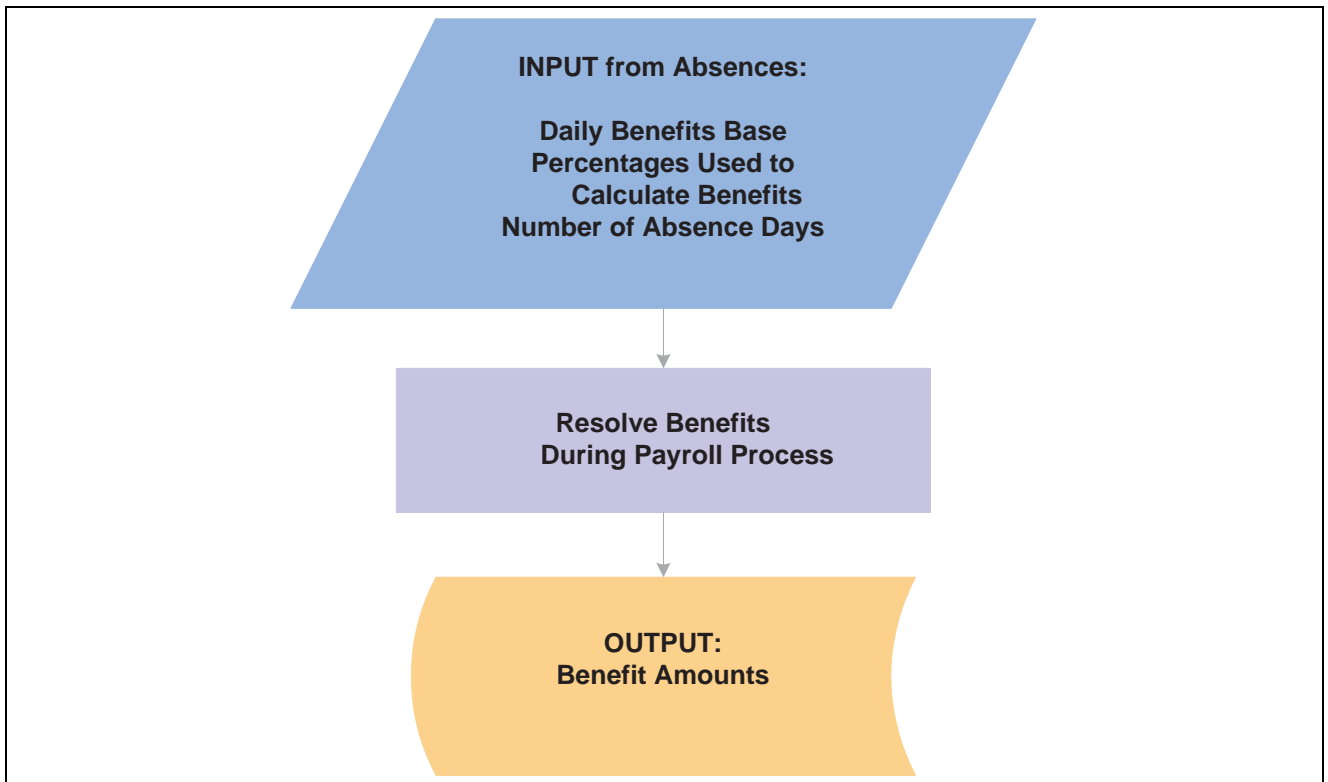
[Chapter 10, “Calculating Social Security Benefits for Spain,” Calculating Benefits, page 103](#)

[Chapter 9, “Setting Up Social Security Contributions for Spain,” page 77](#)

[Chapter 5, “Working with Labor Agreements,” Defining Complementary Benefits, page 51](#)

Social Security Benefits in the Pay Process Flow

The following diagram illustrates how benefits processing fits into the overall pay process flow of PeopleSoft Global Payroll for Spain.



Benefits in the pay process flow

As shown in the diagram, benefits preparation takes place during absence processing. The absence processing calculates the daily benefits base (*Base Reguladora Diaria*), the percentages to apply to the base, and the number of days the employee is on each type of leave. Then, during the payroll process, the benefits set up in absences are resolved.

Calculating Benefits

When payees are on temporary disability leave (IT), they are eligible for the following benefits:

- The legally mandated benefit (*Subsidio*).

PeopleSoft Global Payroll for Spain calculates legal benefits by multiplying the employee's daily base (*Base Reguladora Diaria*) by the number of leave days, and then applying a percentage to this base. The percent applied varies according to the benefit being calculated and the number of days the employee is on leave.

- A supplementary benefit (*Prestación Complementaria*) defined by the employer. The calculation for complementary benefits depends on the Base you selected on the Complementary Benefits page.

In this section, we discuss how PeopleSoft Global Payroll for Spain calculates the final benefit amount.

Calculating Legal Benefits

The legal benefit is calculated by earning elements with a calculation rule of *Unit x Rate x Percent*. The correct percent varies depending on the benefit type and day of the leave (see tables in this section). The rate is the daily base for IT, AT or maternity or risk during pregnancy that is taken from the previous period without absence. For new employees hired during the month, the system calculates a theoretical daily base that would apply if the employee had worked for the whole month. The unit is the number of days that the employee is on leave and must be entered on the Absence Event Entry page.

Note. For IT benefits, employees are only eligible when they have contributed to Social Security for at least 180 days in the past five years. However, PeopleSoft Global Payroll for Spain does not validate eligibility for this benefit and assumes all payees are eligible.

IT Legal Benefit

For temporary disability leave (IT), the legally mandated benefit is defined as a percentage of the benefits base—with the percentage varying according to the number of day the employee is on leave. The current percentages (and the benefits base to which the percentages are applied) are shown in the following table:

From Day in IT	To Day in IT	Percentage	Base
1	3	0	
4	20	60	CC Base
21	540	75	CC Base

There are two benefit phases. From day 4 to day 15 of the benefit, the employer is responsible for making payments to the employee. Beginning with day 16 and continuing to day 180, Social Security subsidizes the benefit. Although the company serves as the direct provider of the benefit during the entire benefit period, Social Security reimburses the company for any payments made after day 15 under a system known as *Pago Delegado*. The following table shows who is responsible for the benefit paid during each phase:

From Day in IT	To Day in IT	Who Pays?
1	3	No benefits paid

From Day in IT	To Day in IT	Who Pays?
4	15	Company
16	540	Social Security

AT Legal Benefit

For employees on disability leave for work related-injury, the current legally mandated benefit is defined as 75 percent of the benefits base throughout the entire benefit period. The current percentage, as well as the benefits base to which the percentage is to be applied, are shown in the following table:

From Day in IT	To Day in IT	Percentage	Base
1	540	75	CP Base

By law, the Mutual Insurance Company is responsible for paying the AT benefit through the entire benefit period. Although the company acts as the direct provider of the benefit, Social Security reimburses the company for any payments made under a system known as *Pago Delegado*. The following table shows who is responsible for the benefits paid.

From Day in IT	To Day in IT	Who Pays?
1	540	Social Security

Maternity Leave and Risk During Pregnancy Legal Benefits

Maternity and pregnancy risk benefits consist of 100 percent of the daily CC base. Social Security is responsible for paying benefits beginning with the first day of leave. As a consequence, this benefit is not processed by PeopleSoft Global Payroll for Spain and these benefits never appear in the payroll and absence processing results pages. However, the system calculates legal benefits in order to calculate the complementary benefits for maternity and risk during pregnancy that are defined on the Complementary Benefits page.

The following table summarizes the benefit amount and benefit period for maternity:

From Day in IT	To Day in IT	Amount
1	Depends on number of children born.	100 % of daily common contingencies base.

The following table summarizes the benefit amount and benefit period for pregnancy risk:

From Day in Risk During Pregnancy	To Day in Risk During Pregnancy	Amount
1	No limits	100 % of daily common contingencies base.

Calculating Complementary Benefits

To define complementary benefits (*Prestaciones Complementarias*), set up the following on the Complementary Benefits page:

- Funding Base used to calculate complementary benefits. This could be one of:
 - Social Security Common Contingencies or Professional Contingencies base. This is the default base.
 - Employee's gross daily salary.
 - Any other daily accumulator that you have defined.
- Absence period
- Total percentage to be paid for each period

The complementary benefit is calculated by the earning elements with a calculation rule of *Unit x Rate x Percent*. The correct percent is retrieved by a formula based on the benefit percentages defined on the Complementary Benefits page. The rate is the daily base for IT, AT, maternity or risk during pregnancy, which is either based on the previous period without absence (if default base is used) or another base defined on the Complementary Benefits page. The unit is the number of days that the employee is on leave and must be entered on the Absence Event Entry page.

See Also

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

[Chapter 13, "Working With Spanish Absence Rules," page 135](#)

[Chapter 5, "Working with Labor Agreements," Defining Complementary Benefits, page 51](#)

Triggering Benefits

PeopleSoft Global Payroll for Spain triggers social security benefits when you enter a qualifying absence on the Absence Event Entry page.

See Also

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

[Chapter 13, "Working With Spanish Absence Rules," page 135](#)

Viewing Delivered Benefit Elements

The following table lists the earnings elements used to calculate an employee's total benefit amount:

Earning Name	Element Function
SUBSIDIO AT	Calculates the legally mandated benefit for AT & EP (<i>Accidentes de Trabajo y Enfermedades Profesionales</i>).
SUBSIDIO IT	Calculates the legally mandated benefit for IT (<i>Incapacidad Temporal</i>).
PRSTCN CMPAT	Calculates the complementary benefits for workplace injury (AT).
PRSTCN CMPIT	Calculates the complementary benefits for temporary disability (IT).
PRSTCN CMPMT	Calculates the complementary benefits for maternity leave.
PRSTCN CMPRE	Calculates the complementary benefits for risk during pregnancy.

Note. PeopleSoft delivers other earnings that support the calculation of the benefit earnings. These are used for intermediate calculations but never appear on the results page.

See Also

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

CHAPTER 11

Calculating Taxes

This chapter provides an overview of tax calculation and discusses how to:

- Calculate an employee's withholding percentage.
- Update the system information.
- Estimate the total annual income.
- Estimate the Social Security contribution.
- Calculate the available deductions.
- Calculate the withholding percentage.
- Report the results of the withholding percentage.
- Review delivered tax calculation deductions.

Understanding Tax Calculations

PeopleSoft Global Payroll for Spain enables you to manage the official withholding tax, *Impuesto sobre la renta de las personas físicas* (IRPF). The withholding amount originates from employee income and reductions and depends on which tax regulations are applicable to an employee.

Spain does not have one single set of tax regulations. There are general state tax regulations and four regions with specific tax calculations. Each tax location is known as a Fiscal Territory (*Territorios Fiscales*). An employee is associated with one fiscal territory depending on where the employee is living and working. PeopleSoft Global Payroll for Spain calculates the IRPF for all the fiscal territories:

- Hacienda Estatal (state territory)
- Hacienda Foral de Navarra
- Hacienda Foral de Alava
- Hacienda Foral de Guipuzcoa
- Hacienda Foral de Vizcaya

Note. The fiscal territories, Hacienda Foral de Navarra, Hacienda Foral de Alava, Hacienda Foral de Guipuzcoa, and Hacienda Foral de Vizcaya are known as *historical* territories.

PeopleSoft provides the different calculation rules and setup data for each fiscal territory. Setup data is delivered using tax brackets and calculation variables. You can view and update the tax brackets and other tax data that PeopleSoft delivers.

Overview of the IRPF Calculation

To calculate an employee’s withholding percentage, the system:

1. Estimates the total annual income.
2. (State territory only) Estimates the social security contribution.
3. (State territory only). Calculates the available reductions.

These include deductions for dependants, any personal deductions due to age or disability, and any spousal garnishments.

4. (State territory only). Subtracts the social security contribution and the available reductions from the total annual income.
5. Calculates the withholding percentage.

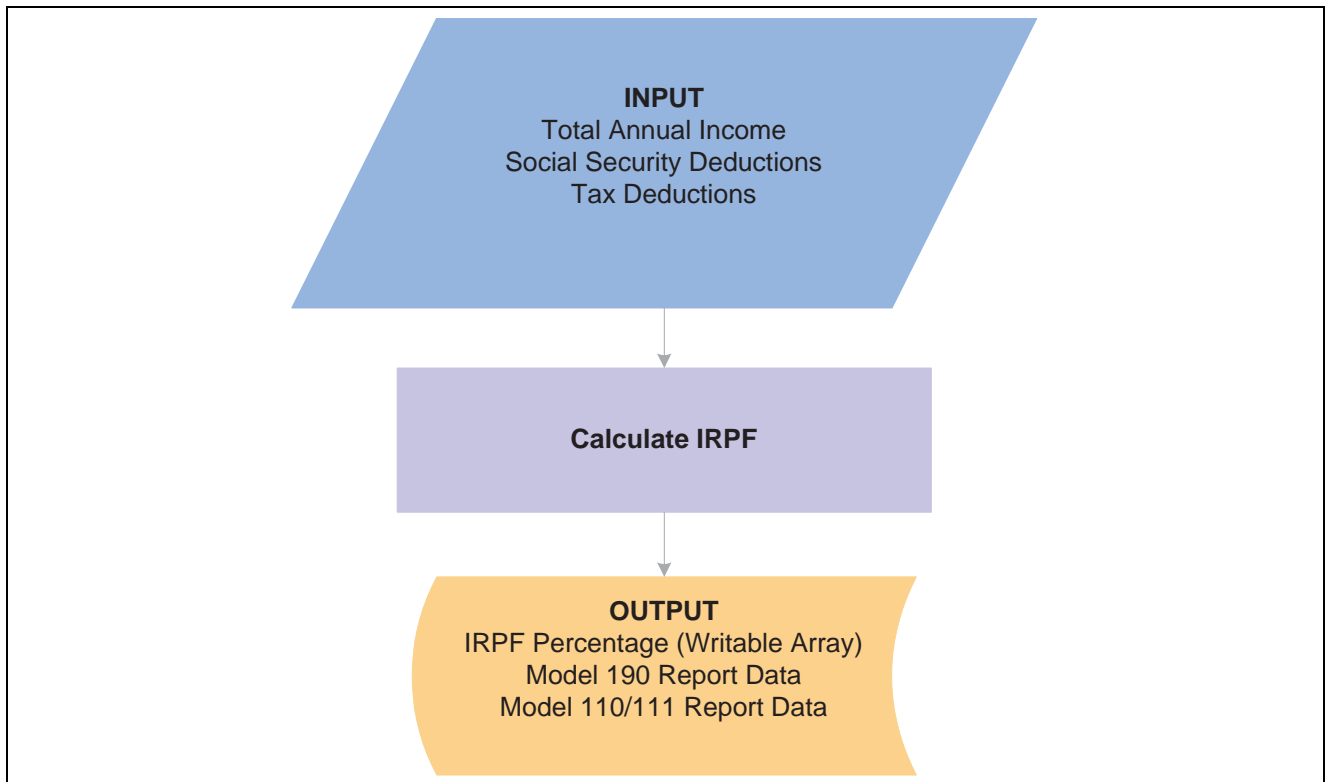
The system generates the withholding percentage based on the previous steps. If needed, you may alter this percentage. You can only increase the withholding percentage; you can’t enter a lower percentage than that calculated by the system.

See Also

Chapter 11, “Calculating Taxes,” Reviewing and Updating the System Information, page 114

IRPF in the Pay Process Flow

This section illustrates how the IRPF calculation process fits into the overall pay process flow of PeopleSoft Global Payroll for Spain.



IRPF process flow

Estimating the Total Annual Income

An employee's total annual income includes fixed income, variable income, and benefits income.

If you are calculating the withholding percentage for the first time, the system takes fixed income and benefits income amounts from the Compensation Date page and the annual benefits base rate on the job data page (JOB.ANNUAL_RT and JOB.ANNL_BENEF_BASE_RT on JOB_DATA). If there is no data on the Compensation Date page, the system uses the annual rate.

The variable income amount comes from last year's variable income accumulator (TAX VR HC VAR A), which is derived from a historical rule.

If the withholding percentage calculation is a normalization process, all incomes originate from the year-to-date accumulators plus the estimated incomes for the remainder of the year.

Estimated Fixed Income

The estimated fixed income varies if the employee has a net guarantee. For these employees, the estimated fixed income is derived from the net to gross process and the normalization process is run every month during the payroll process whether or not it's set up on the normalization schedule for the employee's pay entity and tax location.

For those employees not net-paid, the estimated fixed income comes from the sum of the annual rate and the annual base benefits (Annual Pay Rate field on the Compensation page and the Annual Benefits Base Rate on the Benefit Program Participation page). This sum is then prorated for the remainder of the year or contract.

See Also

[Chapter 16, "Understanding Gross and Net Guarantee," page 159](#)

Estimated Variable Income

The estimated variable income (TAX VR HC VAR A) originates from the previous year's variable incomes.

For the state territory (*Hacienda Estatal*), the system uses a historical rule (TAX HC ING VAR A) to sum up the variable income accumulators (GEN AC DEV VRBLS S) for each slice between the current pay end date of the previous year and the end of that year. For example, if you calculate the estimated variable income for March 2001, the historical rule totals every variable income accumulator slice from 31/03/2000 to 31/12/2000.

For the historical territories, the system calculates estimated variable income (TAX AC HT ING VAR) based on the income for the whole of the previous year.

Taxable and Non-Taxable Income

The following sources of revenue are subject to IRPF:

- Base salary and complements
- Entertainment allowance
- Meals, lodging, and traveling expenses in excess of legal limits

Example

You want to calculate the taxable annual income for the year 2000 for an employee hired on 01/01/1993 with the following criteria:

1. Base Salary: 841,42 euros/month
2. Seniority: 24,04 euros/month for each triennium
3. Personal complement: 72,12 euros/month
4. Traveling expenses: 60,10 euros/month
5. Extra-periods: two extra periods containing base salary, seniority and personal complement.

The taxable annual income would be:

1. $841,42 \times 12 = 10.097,00$ euros
 2. $24,04 \times 12 \times 2$ (2 trienniums from 01/01/1993 to 12/31/2000) = 576,97 euros
 3. $72,12 \times 12 = 865,46$ euros
 4. Traveling expenses are exempt and not added to the total.
 5. 2 extra periods x {base salary + (seniority rate x number of extra periods) + personal complement}
 $2 \times (841,42 + (24,04 \times 2) + 72,12) = 1.923,24$ euros
- Total = $10.097,00 + 576,97 + 865,46 + 1.923,24 = 13.462,67$ euros

Estimating the Social Security Contribution

Once the taxable base has been calculated, the system subtracts the employee's annual social security contribution, if the employee is associated with the state territory.

Note. For employees associated with one of the historical territories, the social security contribution is not used in the IRPF calculation.

The amount remaining after subtracting the annual social security contribution is the *Rendimiento neto del trabajo* (RNT). To calculate RNT, the system uses the social security contribution accumulator (TAX AC SS CT A) for the actual year-to-date contribution and estimates future contributions. These calculations are made in the formula TAX FM CT SS EST.

RNT is subject to deductions for salary level, disability, personal minimum deductions, family minimum deductions (dependants), and alimony.

The sum of the RNT and all of its deductions is the BASE.

Taxable Base - Employee's Social Security Contributions - Reductions over RNT - Personal Minimum Deductions - Family Minimum for Dependants Reductions - Spouse Support Garnishment = BASE.

See Also

[Chapter 10, "Calculating Social Security Benefits for Spain," page 101](#)

Calculating the Available Deductions

For employees associated with the state territory, the third step in the IRPF calculation is the calculation of deductions.

Note. This step does not apply to employees associated with any of the historical territories.

The system calculates the ART18 reduction, the personal minimum reduction, and the familiar minimum reduction.

The ART18 reduction is based on income level (TAX VR RNT) and disability (TAX VR PCT DISC EE). Both values are compared to ranges in the system to determine the reduction amounts using the formula TAX FM RD ART18.

The personal minimum reduction is based on age (GP AGE IN YEARS) and disability (TAX VR PCT DISC EE). Both values are compared to values in the system to determine the reduction amounts using the formula TAX FM RD MN PERS.

The familiar minimum reduction is based on dependants, both children and adults. The system considers the total number of dependants (TAX VR N DESCENDT and TAX VR N ASCENDT), their ages (TAX VR N HIJOS3 for children under 3, TAX VR N HIJOS316 for children between 3 and 16, and TAX VR N HIJOS16 for children between 16 and 25), their degree of disability (TAX VR N DISCAP33 and TAX VR N DISCAP65), and their level of dependency on the employee. The system calculates these deductions using the formulas TAX FM RD MN FAML and TAX FM RD FAM NUM.

Calculating the Withholding Percentage

This section presents an overview of withholding, garnishment taxes, and normalization, and explains how to update tax percentages.

Understanding the Withholding Percentage

Once the taxable net base has been calculated, the system can calculate the withholding percentage. The system employs different formulas, depending on the fiscal territory:

- For the state territory, the system uses the TAX FM CT IRPF EE formula to compare the taxable net base with the income ceilings, defined on the Tax Ceiling page, and generate the total contribution amount. In this formula, the taxable net base (TAX VR BS LQ TOT) is measured against the tax brackets. This total contribution amount is then applied to the formula TAX FM PCT IRPF EE to calculate the IRPF tax rate.

If the payee's income is lower than the government's annual minimum, the system applies a ceiling. This ceiling is 35 percent of the annual income minus a corresponding amount stored in ceiling brackets defined for the Fiscal Territories. You can view and update ceiling brackets using the Ceiling Brackets page.

- For historical territories, the system uses the formula TAX FM HT PCT EE to calculate the Withholding percentage. The formula compares the taxable net base with the Withholding Brackets for the historical territory. For disabled payees, the system adjusts the percentage, by subtracting the Disability Bracket percentage from the Withholding Bracket percentage.

PeopleSoft delivers and maintains tax brackets. You can view and update tax brackets using the Withholding Brackets page.

Payees can increase their percentage using the Tax Percentage Override page. However, if the override is lower than the calculated percentage, the system uses the higher amount. You cannot use the Tax Percentage Override page to reduce the tax percentage.

Understanding Taxing Garnishments

For the state territory, there are two garnishment types that affect tax calculations: child support and spousal support. For the historical territories, the only garnishment that affects tax calculation is the spouse support garnishment.

If a payee has a child support garnishment, the system estimates the annual value for this garnishment (or estimates the value for the remainder of the contract). Then, the system calculates separate contribution amounts for the garnishment and for the remainder of the taxable net base.

For example, assume a taxable net base of 22.625,19 euros and an estimated annual garnishment amount (TAX VR RJ ALIM EST) of 2.704,55 euros. The bracket calculations would be applied to 2.704,55 euros and to 22.625,19 euros (the sum of 22.625,19-2.704,55) generating two contribution amounts, TAX VR CT1 IRPF and TAX VR CT2 IRPF. The system then combines these amounts into TAX VR CT IRPF, which is used to calculate the tax percentage.

For the state territory, the system subtracts the spouse support garnishment annual estimation from TAX VR RNT as a special reduction.

For the historical territories, the system subtracts the spouse support garnishment from the annual income to calculate the taxable base.

Understanding Normalization

To avoid large differences between the estimated IRPF tax rate and the real tax contribution needed at the end of the year, calculate the withholding percentage multiple times during the year. This process is called normalization. The percentage withholding normalization process accounts for incomes earned and taxes and contributions paid, as well as income, tax, and contribution estimates for the remainder of the contract period. To do this, the system uses formula TAX FM REGULARZN.

Reviewing and Updating the System Information

Before the system calculates IRPF, ensure that the tax bracket and fiscal territories information is current. Also update the Normalization Schedule page to calculate withholding while running payroll. Otherwise, you must run the tax manually. This section explains how to update system information

Understanding System Information

PeopleSoft provides the following information in accordance with government regulations:

- Fiscal Territories and data for tax calculations
- Minimum annual contribution amounts.

- Total contribution per taxable base.
- Reduction amounts based on personal data (age and disability status), family data (number of dependants, disability status, and degree of dependency), and work situation (contract type and tax location).

PeopleSoft Global Payroll for Spain enables you to calculate tax percentage independently or while running the payroll process. Use the Normalization Schedule page and the Fiscal Territories page to coordinate the tax calculation and payroll process.

Pages Used to Update System Information

Page Name	Object Name	Navigation	Usage
Tax Ceilings	GPES_TAX_VARIABLS1	Set Up HRMS, Product Related, Global Payroll, Taxes, Calculation Variables ESP, Tax Ceilings	Use this page to review the State Territory tax ceilings delivered by PeopleSoft that define the minimum income required to pay tax.
Tax Personal Reductions	GPES_TAX_VARIABLS2	Set Up HRMS, Product Related, Global Payroll, Taxes, Calculation Variables ESP, Tax Personal Reductions	Use this page to review the State Territory personal reductions that are used in the tax calculation to reduce employees' tax amount.
Tax Family Reductions	GPES_TAX_VARIABLS3	Set Up HRMS, Product Related, Global Payroll, Taxes, Calculation Variables ESP, Tax Family Reductions	Use this page to review the State Territory family reductions that are used in the tax calculation for employees with dependents.
Withholding Brackets , Ceiling Brackets, Disability Reduction Brackets	GP_BRACKET_DATA	<ul style="list-style-type: none"> • Set Up HRMS, Product Related, Global Payroll, Taxes, Withholding Bracket ESP • Set Up HRMS, Product Related, Global Payroll, Taxes, Ceiling Bracket ESP • Set Up HRMS, Product Related, Global Payroll, Taxes, Disability Reductn Bracket ESP 	<p>Use this page to review the following tax data supplied by PeopleSoft for the Spanish Fiscal Territories:</p> <ul style="list-style-type: none"> • Tax rates that define the percentage of tax withheld from employees based on income. For the historical territories the tax withheld also varies according to the number of dependent children. • Ceiling brackets that define the minimum income required to pay tax, depending on the number of dependents. These values are for the state territory only. • Disability reduction rates that define disabled employees' reductions on tax. These values are for the historical territories only.

Page Name	Object Name	Navigation	Usage
Fiscal Territories	GPES_TAX_LOCATN1	Set Up HRMS, Product Related, Global Payroll, Taxes, Fiscal Territories ESP	Set up tax office locations.
Calculation Data	GPES_TAX_LOCATN2	Set Up HRMS, Product Related, Global Payroll, Taxes, Fiscal Territories ESP, Calculation Data	Define data used in taxation calculations for the fiscal territory.
Normalization Schedule	GPES_TAX_CALENDAR	Set Up HRMS, Product Related, Global Payroll, Taxes, Normalization Schedule ESP	Defines when the tax calculation process runs as part of the Payroll process. You may need more than one schedule if you have different tax calculation dates for different companies or fiscal territories.
Garnishment Elements	GPES_TAX_ELEMENTS	Set Up HRMS, Product Related, Global Payroll, Taxes, Garnishment Elements ESP	Set up the elements that store garnishment values that could be paid by employees. This data is considered during the tax calculation.

Reviewing Tax Brackets

Access the Withholding Brackets page.

Withholding Brackets

Element Name: TAX BR TBL IRPF Withholding Bracket State

Bracket Data Find First 1 of 2 Last

*Effective Date: 01/01/2002 + -

Withholding Bracket State	Customize	Find	View All	First	1-5 of 6	Last
Taxable Net Base	Withholding Bracket State	Withholding Contribution	Currency	Marginal Percentage		
0.000000	0.000000	0.000000	EUR <input type="text" value="Q"/>	18.000000	<input type="button" value="+"/>	<input type="button" value="-"/>
3678.19000	3678.19000	662.070000	EUR <input type="text" value="Q"/>	24.000000	<input type="button" value="+"/>	<input type="button" value="-"/>
12873.6800	12873.6800	2868.990000	EUR <input type="text" value="Q"/>	28.300000	<input type="button" value="+"/>	<input type="button" value="-"/>
25134.3300	25134.3300	6338.750000	EUR <input type="text" value="Q"/>	37.200000	<input type="button" value="+"/>	<input type="button" value="-"/>
40460.1300	40460.1300	12039.960000	EUR <input type="text" value="Q"/>	45.000000	<input type="button" value="+"/>	<input type="button" value="-"/>

Withholding Brackets page

This page defines the tax rates for the Fiscal Territories. An employee’s level of tax is determined by the employee’s income. The fields on this page vary according to the fiscal territory selected.

Withholding Bracket State

Taxable Net Base Employee’s annual income in euros.

Withholding Bracket State The percentage of tax withheld for employees whose income is in the range defined by the Taxable Net Base.

Withholding Bracket Alava, Guipuzcoa, Navarra, or Vizcaya

If you select one of the historical territories, the following fields appear:

Number of Descendants The number of dependent children. An employee's children are considered as dependent if they are under the maximum age that is defined on the Fiscal Territory — Calculation Data page.

Taxable Net Base Employee's annual income in euros. The value in this field represents the top of the income range for the Withholding Bracket.

Withholding Bracket Alava, Withholding Bracket Guipuzcoa, Withholding Bracket Navarra, or Withholding Bracket Vizcaya The percentage of tax withheld for employees whose income is in the range defined by the Taxable Net Base and who have the number of children defined in the Number of Descendants field.

Example

To explain how the Withholding Brackets work, if we take the following example rows:

Number of Descendants	Taxable Net Base	Withholding Bracket
0	8.340	0
0	8.800	1
0	9.310	2

Employees with no children would pay tax as follows:

- An employee who earns 8.340 euros or less pays 0% tax.
- An employee earning 8.500 euros pays 1% tax
- An employee earning 9.310 euros pays 2% tax.

Reviewing Ceiling Brackets

Access the Ceiling Brackets page.

Ceilings Brackets

Element Name: TAX BR MN EXENTO Personal Situation Exemptions

Bracket Data

***Effective Date:** 01/01/2002 + -

Personal Situation Exemptions

Family Situation	Number of Descendants	Personal Situation Exemptions	Currency	+	-
1	1.000000	10066.9500	EUR	+	-
1	2.000000	11118.7200	EUR	+	-
2	0.000000	10066.9500	EUR	+	-
2	1.000000	11118.7200	EUR	+	-
2	2.000000	12170.5000	EUR	+	-

Ceilings Brackets page

This page defines the ceiling brackets for the state territory only. This page does not apply to the historical territories.

Family Situation

The family situation of the employee, as defined by the government.

See [Chapter 11, “Calculating Taxes,” Entering Payee Tax Data, page 122.](#)

Number of Descendants

An employee’s children are considered as dependent if they are under the maximum age that is defined on the Fiscal Territory — Calculation Data page.

Personal Situation Exemptions

The reduction for employees with the selected family situation and number of dependents. This amount is subtracted from employees’ total income to calculate the IRPF amount

Reviewing Disability Reduction Brackets

Access the Disability Reduction Brackets page.

Disability Reduction Brackets

Element Name: TAX BR DISCAP VIZ **Disability Bracket Vizcaya**

Bracket Data Find First 1 of 1 Last

*Effective Date: 01/01/2001

Disability Bracket Vizcaya Customize | Find | View All | First 1-5 of 16 Last

EE Disability Type	Taxable Net Base	Disability Bracket Vizcaya		
1	13384.5400	9.000000	+	-
1	15854.7000	7.000000	+	-
1	20308.2000	6.000000	+	-
1	27021.5000	5.000000	+	-
1	33614.6100	4.000000	+	-

Disability Reduction Brackets page

This page defines the reductions for disabled employees. This page does not apply to the state territory or the Navarra historical territory.

EE Disability Type

There are two disability types:

- 1 is for employees who are between 33% and 65% disabled and need help to be able to work.
- 2 is for employees who are more than 65% disabled.

Taxable Net Base

The base used to calculate the tax percentage. This is the income taxable base minus some deductions.

Disability Bracket

The percentage reduction in tax that a disabled employee receives.

Reviewing Fiscal Territories

Access the Fiscal Territories page.

Fiscal Territories
Calculation Data

Fiscal Territory: HE

Step Increase Table
Find | View All First ◀ 1 of 1 ▶ Last

***Effective Date:** **Status:**

***Description:** **Short Descr:**

Customize | Find | View All |
First ◀ 1-3 of 3 ▶ Last

Pay Entity	Description	Tax Calendar	Description		
GE001 <input type="button" value="🔍"/>	System Test - Pay Entity 1	KE1 <input type="button" value="🔍"/>	General Tax Calendar	<input type="button" value="+"/>	<input type="button" value="-"/>
KE01 <input type="button" value="🔍"/>	Pay Entity for company KE1	KE1 <input type="button" value="🔍"/>	General Tax Calendar	<input type="button" value="+"/>	<input type="button" value="-"/>
KE02 <input type="button" value="🔍"/>	Pay Entity for company KE2	KE1 <input type="button" value="🔍"/>	General Tax Calendar	<input type="button" value="+"/>	<input type="button" value="-"/>

Fiscal Territories page

Pay Entity

Select the pay entities associated with the Fiscal Territory.

Tax Calendar

Select the normalization schedule for the selected Pay Entity. This tells the system when to run the withholding percentage calculation for each Fiscal Territory during the payroll process. You can also run the calculation process separately whenever required.

Reviewing Fiscal Territory Calculations

Access the Calculation Data page.

Fiscal Territories		Calculation Data	
Fiscal Territory:	HE	State Fiscal Territory	
Step Increase Table Find View All First 1 of 1 Last			
Effective Date:	01/01/2002	Status:	Active + -
*Currency Code:	EUR	Mileage Rate:	0.17
Maintenance Domestic:	26.66	Maintenance International:	53.34
Night Domestic:	49.04	Night International:	93.18
Max Dependent Age:	25		
Withholding Bracket:	TAX BR TBL IRPF	IRPF Withholding Table	
Ceiling Bracket:	TAX BR MN EXENTO	Personal Situation Exemptions	

Calculation Data page

This page defines which brackets are used to calculate tax withholding percentages and various rates set by the Fiscal Territory. PeopleSoft delivers the data for each Fiscal Territory. You can update the values as the tax regulations change.

Mileage Rate	The exempted amount per mile reimbursement for mileage.
Maintenance Domestic	The exempted daily amount reimbursement for domestic traveling maintenance.
Maintenance International	The exempted daily amount reimbursement for international traveling maintenance.
Night Domestic	The exempted daily amount reimbursement for domestic overnight stays.
Night International	The exempted daily amount reimbursement for international overnight stays.
Max Dependent Age	The maximum age of fiscal dependents.
Withholding Bracket	The bracket used to calculate employees' withholding tax percentage.
Ceiling Bracket	The ceiling bracket that defines the minimum income required to pay tax, depending on the number of dependents. This field is displayed for the state territory only. PeopleSoft delivers the bracket TAX BR MN EXENTO with these values.
Disability Bracket	The bracket used to calculate the reduction in tax that applies for a disabled employee. This field is not displayed for the state fiscal territory.

Setting Up Tax Elements for Garnishments

Access the Garnishment Elements page.

Garnishment Elements		
Garnishment Accumulators		
Element Utility	Element Name	Description
1 Spouse Support	RETJ CNYG	Spouse support garnishment
2 Child Support	RETJ ALIM	Children support garnishment

Garnishment Elements page

Element Name Select the element that stores the garnishment value for an employees.

Entering Payee Tax Data

When employees are hired, they must indicate their personal status, such as whether they have fiscal dependents, spouses to support, or neither. This information is required by the government in order to calculate an employee’s taxes.

Page Used to Define Payee Tax Data

Page Name	Object Name	Navigation	Usage
Maintain Tax Data	GPES_PAYEE_DATA	Global Payroll, Payee Data, Taxes, Maintain Tax Data ESP	Enter information about employees and their dependents as it relates to payroll calculation.

Entering Payee Tax Data Details

Access the Maintain Tax Data page.

Maintain Tax Data

Perez Trabado, Mariana Employee **EmpIID:** KEG003

Payee Data

Find | View All First 1 of 1 Last

Effective Date: 01/01/2000 + -

Disabled Handicap Percent: 70 **Help to Go to Work**

Fiscal Territory: State Fiscal Territory **Ceuta/Melilla**

***Address Type:** HOME

***Family Situation:** 3.- Other situations **NIF Spouse:**

***Relationship Type:** 1.- General relationship

Dependent Data

Customize | Find | View All First 1 of 1 Last

ID	Name	Relation	Birthdate	Disabled	Handicap	Dep. %
1 02	Pérez González, Juan José	Son	01/05/1990	<input type="checkbox"/>		50 + -

Maintain Tax Data page

Payee Data

In the Payee Data group box, define the details for an employee as they relate to tax calculation.

- Effective Date** You must enter a new effective date every time any information related to tax calculation changes, including data that appears as display-only.
- Disabled** Selected if you indicate the employee is disabled on the Disability page in PeopleSoft Human Resources.
- Handicap Percent** If the employee is disabled, the handicap percent appears. This information comes from the Disability page in PeopleSoft Human Resources.
- Help to Go to Work** Selected if you indicate that the employee needs help to go to work on the Disability page.
- Fiscal Territory** Select the Fiscal Territory to which the employee pays tax. The Fiscal Territory you select affects the fields that are displayed on the page.
- Ceuta/Melilla** Select if the employee lives in the cities of Ceuta or Melilla. Employees who reside in these two Spanish cities, which are located in Africa, get special tax treatment.
- Family Situation** This field is displayed if you select the *State Fiscal Territory* in Fiscal Territory field only. Select the family situation of the employee, as defined by the government:
- With fiscal dependents:* If the employee has dependents to support. Some dependents are recognized by Hacienda as fiscal dependents. Qualifying someone as a fiscal dependent has an impact on an employee's tax calculation.
- With spouse to support:*

Other situations: If the employee does not have fiscal dependents or a spouse to support.

NIF Spouse

This field is displayed if you select the *State Fiscal Territory* in the Fiscal Territory field only. Enter the spouse fiscal identification number.

Relationship Type

This field is displayed if you select the *State Fiscal Territory* in Fiscal Territory field only. Define the contract type as agreed between the employee and the company:

Less than 1 year relationship: For contracts with a duration of less than 1 year.

Special Relationship: For special contracts, such as those for non-employees (for example, for consultants).

General Relationship: For all other situations.

Dependent Data

In the Dependent Data group box, define the details for an employee's dependents as they relate to tax calculation.

ID

Select the dependent/beneficiary ID for the employee.

Name

The name of the dependent.

Relation

The relation of the dependent to the employee.

Birthdate

The birth date of the dependent.

Disabled

This field is displayed if you select the *State Fiscal Territory* in the Fiscal Territory field only. It displays disability information entered for the dependent on the Dependent Data page in Peoplesoft Human Resources. This information is used in calculating an employee's taxes.

Handicap

This field is displayed if you select the *State Fiscal Territory* only. Define the percentage of the handicap for the dependent. This information is used in calculating an employee's taxes.

Dep % (dependent percentage)

This field is displayed if you select the *State Fiscal Territory* only. Enter a percentage that indicates the level of dependency. For example, 100% means that the person is completely dependent on the employee.

Overriding Employee Withholding Percentage

The system automatically calculates employees' withholding percentage. However, employees can choose to increase their percentage using the Tax Percentage Override page.

Note. If the override is lower than the calculated percentage, the system uses the higher amount. You cannot use the Tax Percentage Override page to reduce the tax percentage.

Page Used to Override the Withholding Percentage

Page Name	Object Name	Navigation	Usage
Override Tax Percentage	GPES_TAX_RSLT_OVRD	Global Payroll, Payee Data, Taxes, Override Tax Percentage ESP	Change an employee's tax withholding percentage.

Updating Tax Percentages

Access the Override Tax Percentage page.

Override Tax Percentage

Perez Trabado, Mariana Employee **EmplID:** KEG003 **Empl Rcd#:** 0

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

	Effective Date	Withholding percentage		
1	11/11/2002	15		

Override Tax Percentage page

Withholding percentage Enter the new withholding percentage.

Viewing the Results of the Tax Calculation

Once the system has calculated the taxable income base, the annual tax contribution and the withholding percentage, view the results by pay group on the IRPF Percent Calc Results page.

Page Used to View Results

Page Name	Object Name	Navigation	Usage
IRPF Percent Calc Results	GPES_TAX_CALC_INQ	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Processing Info, IRPF Percent Calc Results ESP	View the tax withholding percentage, the taxable income base, and the annual tax contribution for a pay group.

Reporting Results

PeopleSoft Global Payroll for Spain provides you with a mechanism to produce the following reports:

- Model 111 report (*Modelo de declaración de retenciones e ingresos a cuenta de grandes empresas*), used for large companies to declare employee deductions. This report is run on a monthly basis.

- Model 110 report (*Modelo de declaración de retenciones e ingresos a cuenta*), for companies to declare employee deductions. The report is required from companies with an annual turnover of less than 6 million EUR every quarter.
- Model 190 report, an annual summary of deductions.

Note. The Model 110 report is for reporting to the Hacienda Estatal only. The report is not suitable for reporting to the other Fiscal Territories.

Common Elements Used in This Section

Fiscal Territory	Select the fiscal territory to which the report will be submitted.
Calendar Year	Select the reporting year.
File Name	Enter the flat file name and location.
Contact Name	Select the contact's name.
Contact Phone	Displays the contact's phone number.

Pages Used to Report Results

Page Name	Object Name	Navigation	Usage
Process 111 Setup	GPES_TAX111_SETUP	Set Up HRMS, Product Related, Global Payroll, Taxes, Processes ESP	List the accumulators used to generate the Model 111 report. The 111 Model is a flat file containing monthly withholding data.
Process 110 Setup	GPES_TAX110_SETUP	Set Up HRMS, Product Related, Global Payroll, Taxes, Processes ESP, Process 110 Setup	List the accumulators used to generate the Model 110 report.
Process 190 Setup	GPES_TAX190_SETUP	Set Up HRMS, Product Related, Global Payroll, Taxes, Processes ESP, Process 190 Setup	List the accumulators used to generate the Model 190 report.
Create 111/110 Model File	GPES_RC_TAX_111	Global Payroll, Taxes, Create 111/110 Model File ESP	Select the parameters with which the system generates the Model 111 or Model 110 report. Use the Tax Process page to establish the reported elements.
Create 190 Model File ESP	GPES_RC_TAX_190	Global Payroll, Year-End Processing, Create 190 Model File ESP	Select the run control parameters used to generate the 190 Model report.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

Running the Model 111/110 Report

Access the Create 111/110 Model File page.

Create 111/110 Model File

Run Control ID: 01 [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

Model: Model 111

***Company:** KE1 Business Institute - Spain

***Fiscal Territory:** HE State Fiscal Territory

***Calendar Year:** 2001 **Month:** May

File Name:

Contact Name:

Contact Phone:

Comments:

Create 111/110 Model File page

- Model** Select the report you want to run: *Model 110* or *Model 111*. The model you select here determines whether the system displays a Quarter or Month field.
- Month** This field is displayed if you select *Model 111*. Select the year and reporting month.
- Quarter** This field is displayed if you select *Model 110*. Select the year and the quarter for the report.

Running the Model 190 Report

Access the Create 190 Model File ESP page.

Create 190 Model File ESP

Run Control ID: ESP01 [Report Manager](#) [Process Monitor](#) Run

Report Request Parameters

***Fiscal Territory:** State Fiscal Territory

***Calendar Year:** **Device CD:**

File Name:

Sender Data

***Company:** Global Business Institute

Contact Name: Porras Dato,German Luis

Contact Phone:

Companies to process

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

Reporting Type	Contact Data			
*Company	Description	Type of Statement		
1	<input type="text" value="GBI"/> <input type="button" value="Q"/> Global Business Institute	<input type="text" value="Ordinary"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Create 190 Model File ESP page

Device CD Select the device CD.

Reporting Type

Type of Statement The type of declaration: *Ordinary*, *Complementary*, or *Substitution*.

Running the Tax Annual Deductions Report

PeopleSoft Global Payroll for Spain provides an additional tax report, the Tax Annual Deductions Report.

As an employer, you are obliged to issue the Annual Deductions certificate for every employee before the beginning of the income tax return period.

The report must include fiscal data on the employer and the employee, as well as all of the deductions for an employee, including annual social security deductions and annual tax deductions. Use this document to submit employee income tax returns.

The information in the Tax Annual Deductions Report has the same data as the 190 Model, but for individual employees.

Use the tax process component to determine which accumulators will appear on this report.

See Also

Chapter 11, “Calculating Taxes,” Reporting Results, page 125

Pages Used to Run the Tax Deductions Report

Page Name	Object Name	Navigation	Usage
Tax Deductions Report	GPES_RC_TAX_10T	Global Payroll, Year-End Processing, Tax Deductions Report ESP	Use this page to generate the Tax Deductions report (GPESTAX1). Word template able to mail merge with a flat file containing annual tax deduction information for each employee. (Winword)
Payee List	GPES_TAX010_SEC	Click the Payee List link on the Tax Deductions Report page.	Select the employees to include in the Tax Deduction report.

Running the Tax Deductions Report

Access the Tax Deductions Report page.

The screenshot shows the 'Tax Deductions Report' page. At the top, there is a 'Run Control ID' field with the value '01'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a 'Report Request Parameters' section with the following fields:

- *Company: KE1 (Business Institute - Spain)
- *Fiscal Territory: HE
- *Calendar Year: 2001
- Signature City: (empty)
- Signature Date: (empty)
- Responsible ID: (empty)

There is also a 'Payee Selection Option' section with two radio buttons: 'All Payees' (selected) and 'Listed Payees' (with a 'Payee List' link).

Tax Deductions Report page

- Fiscal Territory** Select the fiscal territory to which the Company submits tax reporting information.
- Calendar Year** Select the calendar year to report.
- Signature City** Enter the city where the report was signed and the date it was signed in Signature Date.
- Responsible ID** Enter the employee ID of the person who must sign the report.

Payee Selection Option

Select *All Payees* to include all the employees in the Company in the report. Otherwise, select *Payee List* and click the Payee List Link to select the employees for the report.

Viewing Delivered Tax Calculation Elements

This section lists the deductions and process list delivered by PeopleSoft Global Payroll for Spain associated with the tax calculation processes.

Tax Calculation Deductions

PeopleSoft Global Payroll for the Spain delivers the following deductions for taxes:

Deduction	Description
IRPF	Salary taxes. This deduction is defined as Base*Percent, where: Base is TAX AC DIN S Percent is TAX VR PCT IRPF
IRPF SPC	Salary in kind IRPF. This deduction is defined as Base*Percent, where Base is TAX AC SPC S Percent is TAX VR PCT IRPF
IRPF AFW	Tax to be forwarded. This deduction is calculated during a retroactivity process and is used to forward values to the current period.
IRPF SPC AFW	Salary in kind IRPF to be forwarded. This deduction is calculated during a retroactivity process and is used to forward values to the current period.
IRPF RTR	IRPF deduction for retro of periods in the current year
IRPF SPC RTR	Salary in kind IRPF for retro of periods in the current year
IRPF FWD	IRPF deduction for retro of periods in the previous year
IRPF SPC FWD	Salary in kind IRPF for retro of periods in the previous year

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

See Also

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

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

Process List

PeopleSoft Global Payroll for Spain delivers the TAX PR CALC IRPF process list specifically for running the tax percentage calculation separately from the payroll process. The process list has a run type of IRPF_CALC.

CHAPTER 12

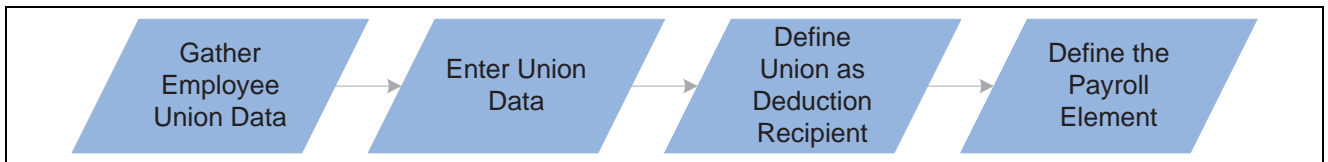
Paying Union Fees

This chapter describes how to:

- Set up union fees.
- View delivered union fee deductions.

Setting Up Union Fees

PeopleSoft Global Payroll for Spain enables you to pay your employees' union fees as part of the regular payroll processing cycle. Setting up your system to automatically pay union fees during the regular payroll processing cycle requires four steps:



Setup steps for paying employee union fees during payroll processing

To set up union fees:

1. Gather the employee's union information.

If employees want their union fees to be paid by the payroll process, the employee must provide the information necessary to set up the automatic payments. The employee must provide:

- Union name.
- Union date (the date on which the employee was first affiliated with the union).
- Monthly flat amount (the union fee).
- Union fee start and end dates (the initial date on which the fees should be paid through payroll and, if applicable, the date on which the payment of fees should stop). Unless an end date is specified, the system will continue to pay the union fees until an end date is provided.
- The employee's function in the union (if applicable).
- Exemptions or free working hours to partake in union activities (if applicable).

2. Enter union data.

Once you have the information about an employee's union affiliation, enter that information on the Job Labor page in the Job Data component, which you can find at Workforce Administration, Job Information, Job Data, Job Labor.

Note. The Fee Start Dt (fee start date) and Fee End Dt (fee end date) fields can be left blank. If Fee Start Dt is blank, then 01/01/1900 will be the default value. If Fee End Dt is blank, then 01/01/3000 will be the default value.

3. Define the union as the recipient of the deduction.

After associating an employee with a union, define the union as a recipient of the deduction on the Recipient page, which can be found at Set Up HRMS, Product Defined, Global Payroll, Elements, Payroll Elements, Deductions, Recipient. The Recipient page provides detailed information about the third-party recipient for a deduction. The Recipient page enables you to indicate who gets a deduction. This provides a direct relationship between the union and bank account into which the deduction is deposited.

4. Define the payroll element.

The final step is to define the payroll element to use as the deduction (union fee) for the employee. Use the Deduction Recipients page found at Global Payroll, Payee Data, Net Pay/ Recipient Elections, Deduction Recipients to do this. This associates an employee with an element name (the payroll element for the union fee) and a recipient (the union and, therefore, the appropriate bank account).

Union Fees Rules and Processing Flow

Once you have completed the preceding setup steps, the designated union fee to be paid by the employee is deducted during payroll processing and transferred to the identified union bank account. Section GEN SE DEDUCCIONES contains the necessary elements to perform the union fee deduction and executes only during the regular payroll process (not during extra period processing).

See Also

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

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

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

Viewing Delivered Union Fee Deductions

PeopleSoft Global Payroll for Spain delivers the deduction CUOTA SNDCL for union fees. This deduction takes the value of SIN VR IMPORTE DED (this variable gets its value from the array SIN AR CUOTA) and contributes to accumulator GEN AC DEDUCCION S.

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

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 13

Working With Spanish Absence Rules

This chapter provides an overview of Spanish absence rules and describes how to:

- Set up absences.
- View delivered absence elements.
- Understand the user-defined (TAKE CONFIG) fields.
- Enter absences.

Understanding Spanish Absence Rules

PeopleSoft delivers predefined rules for processing absences due to vacation, illness, maternity, work accidents, and other reasons. We've designed these rules according to Spanish statutory requirements. You can easily modify many of these rules to reflect absence policies that are specific to your organization or to labor agreements that may be in force for your employees.

This section supplements the absence documentation provided in the *PeopleSoft Global Payroll PeopleBook*, which we recommend that you read before reading this chapter on Spanish-specific absence processing.

See Also

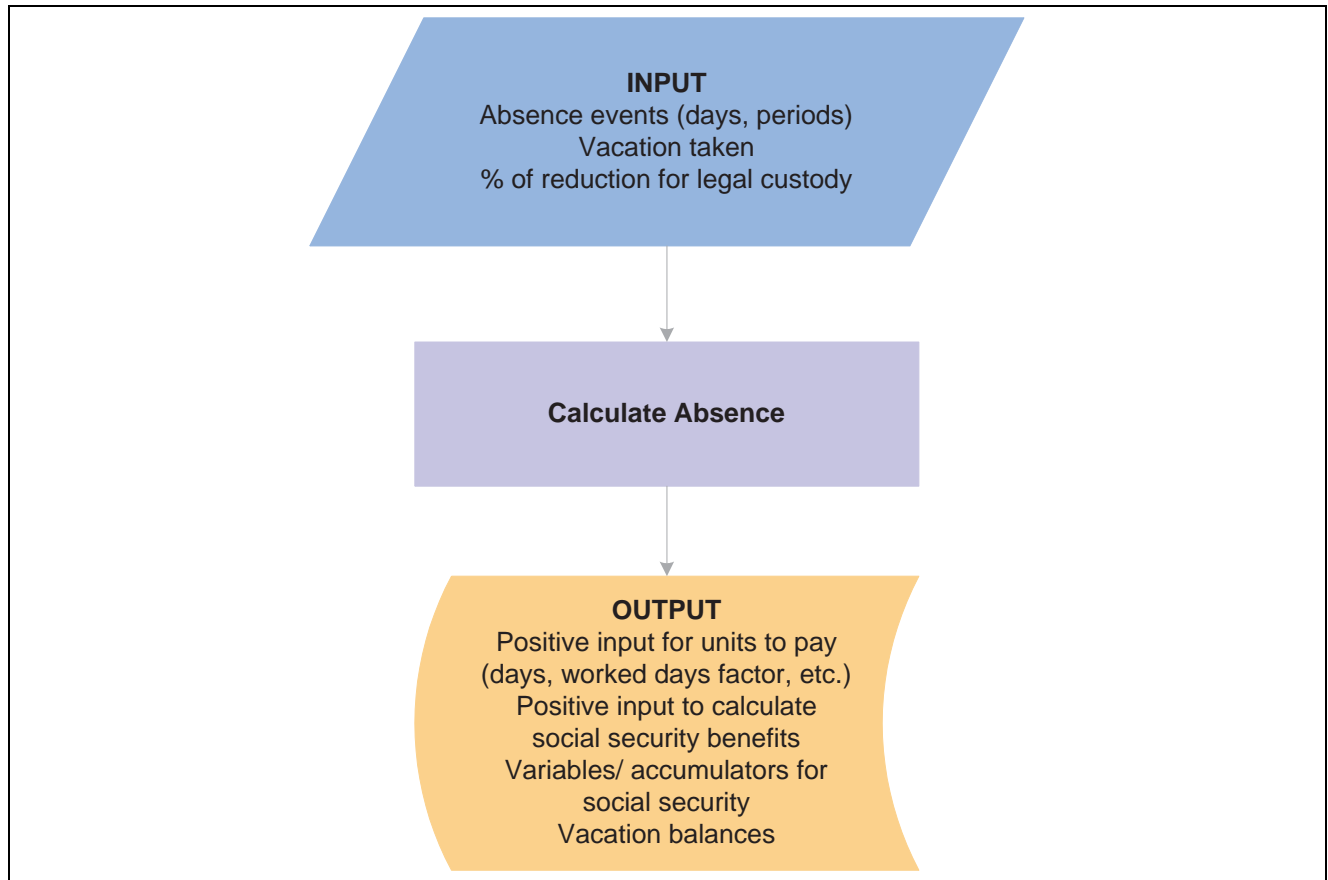
PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences”

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Absence Elements”

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

Absences in the Pay Process Flow

This diagram illustrates how the absence functionality fits into the overall pay process flow of PeopleSoft Global Payroll for Spain.



Absence process flow

Setting Up Absences

Before you can enter and process absences for Spain, you must complete various setup tasks.

To prepare PeopleSoft Global Payroll for Spain for absence processing:

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

A list of the absence take and absence entitlement elements we deliver with PeopleSoft Global Payroll for Spain appears in this section. We deliver sample values for many of these elements. Most likely, you'll want to replace at least some of these values with data that is specific to your organization.

4. Assign absence elements to payees and process lists.

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

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

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Using Schedules”

Viewing Delivered Absence Elements

This section contains information about the rules for processing absences PeopleSoft Global Payroll for Spain delivers.

If you want more information about the specific rules composition for any of the elements listed in this section, use the PeopleSoft Global Payroll core pages to get this information. For example, if you want to see what elements are members of an accumulator element, use the Members page in the Accumulators component.

Note. PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Spain. You can also see the relationship between elements by using the View Element Relationships utility (Set Up HRMS, Product Related, Global Payroll, Elements, View Element Relationships).

See Also

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

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

Absence Entitlements

The following table contains information about the absence entitlements used to calculate absences in PeopleSoft Global Payroll for Spain.

Absence Entitlement	Description
VACACIONS	<p>Vacations: The annual entitlement is defined in the Contract Data Table. The default vacation entitlement is populated from the Labor Agreement level. You can use the default or override it on the Contract Data page. A portion (1/365 of the total entitled days for payees with a daily pay frequency, 1/360 of the total entitled days for payees with a monthly pay frequency) is assigned by corresponding days according to pay periods. This portion is 1/366 in a leap year. The vacation entitlement data is retrieved using the AUS AR D VAC DR array. The accumulator AUS AC VAC ANOANT stores vacation not taken at the end of the year and is generated during December's payroll process. Depending on your company's vacation policy, you should add the value of this accumulator to the affected elements for the new year.</p>
PERM PAGADS	<p>Additional paid time off (PTO): The additional PTO entitlement is for the entire year (or the proportional part of the year for new hires) given at the beginning of the year. Entitled days are stored in the Labor Agreement Table, and the system retrieves the additional PTO data using the AUS AR D PTO CONV array. PTO that is not taken by the end of the year is lost.</p>

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Absence Elements," Defining Absence Entitlement Elements

Absence Types

The absence type is used to categorize the absence take and define the effect on payroll. The following table lists the absence types delivered:

Absence Type	Description
ABS	Unpaid absence
ACC	Industrial accident
DIS	Temporal disability
LEG	Legal custody
MAT	Maternity

Absence Type	Description
OTH	Other
RSK	Risk on pregnancy
VAC	Vacation

Absence Takes

The following table the absence takes used to calculate absences in PeopleSoft Global Payroll for Spain, and the absence type associated with each absence take.

Absence Take	Absence Type	Description
AT/EP	ACC	Work related injuries
AUSENCIA EDUCACION	ABS	Leave (absence) for education
CIERRE PATRONAL	ABS	Legal lockout
CRGO PBLICO OBLIG	OTH	Holding public office (obligatory)
CRGO PBLICO RPRSTV	OTH	Holding public office
CURSOS PRENATALES	OTH	Leave for attendance at prenatal classes
EXAMENES	OTH	Leave for going to exams
EXCEDENCIA FORZOSA	ABS	Forced extended leave of absence
EXCEDENCIA VOLUNTR	ABS	Voluntary extended leave of absence
FORMACION	OTH	Leave for training
FZA MAYOR TEMPORAL	ABS	Temporary circumstances (<i>temporal force majeure</i>)
GUARDA LEGAL	LEG	Legal custody (reduction in the timetable)

Absence Take	Absence Type	Description
HUELGA POR DIAS	ABS	Strike (by day)
HUELGA POR HORAS	ABS	Strike (by hours)
IT	DIS	Temporary Disability
JORNADA REDUCIDA	LEG	Reduction of timetable for a particular interest
LACTANCIA	OTH	Leave for lactation
LIBERACION SINDCAL	OTH	Leave for doing union activities
MATERNIDAD	MAT	Maternity
MATRIMONIO	OTH	Leave for marriage
MILI PSS	ABS	Military service or substitute social service
NACIMIENTO HIJO	OTH	Birth of own son
PARIENTES	OTH	Death, accident, or serious illness of relative (blood or affinity relation to the 2nd degree)
PERM NO PAGADO HRS	ABS	Unpaid time off (by hours)
PERMISO DEBER	OTH	Leave for public and personal duty
PERMISO NO PAGADO	ABS	Leave for own matters (unpaid)
PERMISOS PAGADOS	OTH	Paid time off (PTO)
PRIVACION LIBERTAD	ABS	Freedom privation (while there is no condemnatory sentence)
RAZON TECNC/ECONMC	ABS	Economic or technical reason

Absence Take	Absence Type	Description
RIESGO EMBARAZO	RSK	Risk during pregnancy (maternity) and similar
SUSPENSION	ABS	Suspension without pay and work
TRASLADO	OTH	Relocation (with or without residence change)
VACACIONES	VAC	Vacations

Note. Absence take rules use earnings and deduction elements, elements that retrieve units for positive input, and/or elements that retrieve percent for positive input. The user-defined field system elements TAKE CONFIG1 through TAKE CONFIG4 are used in each of the absence take rule definitions.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Absence Elements,” Defining Absence Take Elements
 Chapter 13, “Working With Spanish Absence Rules,” Understanding the User-Defined (TAKE CONFIG) Fields, page 141

Absence Process Lists

PeopleSoft Global Payroll for Spain delivers the following process list for absence processing.

Process List	Description
ABSENTISMO PR	Contains the three delivered sections (AUS SE INICIO, AUS SE PROCESO and AUS SE GEN PI). This process list combines the entitlement and take processes.

Use ABSENTISMO PR as is, modify the list to meet your needs, or create your own process lists for absence processing.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Processing Elements,” Setting Up Process Lists

Understanding the User-Defined (TAKE CONFIG) Fields

The Calculation page that you use to define take elements includes four user-defined fields, which populate the system elements TAKE CONFIG1 through TAKE CONFIG4. The TAKE CONFIG fields provide additional instructions to the system during the absence process.

If you are defining your own take element, follow the same usage conventions for the user-defined fields to ensure that the system will function properly.

Note. The system elements TAKE CONFIG1 through TAKE CONFIG4 are used throughout many of the delivered formulas in PeopleSoft Global Payroll for Spain.

TAKE CONFIG1

TAKE CONFIG1 identifies the effect on extra period payments. The following table details the extra period effect according to the delivered values.

Delivered Value	Payroll Effect
00	Doesn't affect extra period payments
01	Reduces extra period payments

See Also

[Chapter 14, "Calculating Extra Periods," page 145](#)

TAKE CONFIG2

TAKE CONFIG2 identifies the effect on vacation accrual. In other words, TAKE CONFIG2 instructs the system if this absence take should be added to the accumulator to accrue vacation. The following table details the vacation accrual effect according to the delivered values.

Delivered Value	Vacation Accrual Effect
00	Accumulating
01	Not Accumulating

TAKE CONFIG3

TAKE CONFIG3 identifies the type of social security contribution. The following table details the types of social security contributions according to the delivered values.

Delivered Value	Social Security Contribution Type
00	Normal
01	No contributing

Delivered Value	Social Security Contribution Type
02	By days earnings
03	By minimum base

See Also

Chapter 10, “Calculating Social Security Benefits for Spain,” page 101

TAKE CONFIG4

TAKE CONFIG4 identifies the effect on seniority accrual. In other words, TAKE CONFIG4 instructs the system if this absence take should be added to the accumulator to accrue seniority. The following table details the seniority accrual effect according to the delivered values.

Delivered Value	Seniority Accrual Effect
00	Accumulating
01	Not Accumulating

Entering Absences

For *Guarda Legal* and *Jornada Reducida*, the percentage of reduction must be specified in the EVENT CONFIG1 field as a decimal (percentage of reduction in decimals). For example, 50% = 0.5 and 40% = 0.4.

See Also

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

CHAPTER 14

Calculating Extra Periods

This chapter provides an overview of extra periods and describes how to:

- Calculate extra periods.
- View delivered extra period elements.

Understanding Extra Periods

In PeopleSoft Global Payroll for Spain, you define the details for the extra period payments as stated by the labor agreement on the Extra Period Definition page and the Extra Period Elig. Earnings page of the Labor Agreement component. This chapter provides additional information about calculating extra periods.

In addition to the 12 pay periods in a year, employees are eligible for two or more extra period payments, as defined by their labor agreements. Typically, most employees get extra period payments in June and December. Two extra period payments are the statutory minimum; however, a labor agreement may set a higher number. The amount of the extra period payment is also defined in the labor agreement.

Extra period payments can be prorated or paid as a single payment. For example, the labor agreement can specify that the first extra period payment is to be paid every month and prorated as 1/12 of the total amount of the extra period payment. The labor agreement can also state that the second extra period payment is to be paid as a unique payment in December.

See Also

[Chapter 5, “Working with Labor Agreements,” Defining Extra Period Data, page 48](#)

[Chapter 5, “Working with Labor Agreements,” Defining Extra Period Earnings, page 50](#)

Calculating Extra Periods

The base for calculating extra periods is defined in the labor agreement. For each extra period you define the following:

- Payment period and contribution timeframe. The payment period is the month when the extra period payment is paid to the employees. The contribution timeframe is the period over which an amount is withheld and it is defined by the Period From and Duration fields on the Extra Period Definition page. Prorated extra periods are automatically paid monthly throughout the year.

- Earnings that are included in the extra period calculation, and the percentage of each earning. Not all earnings contribute towards the extra period — only those on the Eligible Earning page are included in the selected extra period. You can define extra period payments that are based on different earnings. For example, you might have two extra periods, one based on the employees' base salary and a second period based on the base salary plus the transportation earning.
- Whether the payment is prorated or paid as a single payment. Prorated extra periods are always based on the compensation for the processing period. Extra period payments that are not prorated are calculated in one of two ways:
 - Based on the employee's compensation during the payment period. For example, if you define the extra period as January to June and the payment period is June, the system uses the employee's monthly compensation for June to calculate the extra period amount.
 - Based on the employee's compensation for each month of the contribution timeframe. For example, if you define the extra period as January to June, the system uses the employee's monthly compensation for the months January to June, to calculate the extra period amount.
- For employees whose salary is adjusted to gross or net, you need to define an overall extra period percentage. The system uses this percentage to calculate the monthly salary to take account of the extra period payments for the year, and to calculate individual extra period payments.

See [Chapter 16, "Understanding Gross and Net Guarantee," page 159](#).

Absence Processing

When the extra period is calculated, the system checks employees' absence history and reduces the extra period payment for certain types of absences taken during the contribution timeframe.

There are two different ways of managing the effect of absences in extra period payment, depending on the calculation method selected in the Extra Period Calc Option field on the Extra Period Definition page.

- If you select *Payment Period Compensation*, the system stores in an accumulator the absence days that should be subtracted from the extra period payment. When processing the extra period, the process determines the daily rate within the extra period timeframe for each earning and multiplies it by the extra period timeframe days minus the unpaid days .
- If you select *Extra Pd. Prorration Lump Sum*, the extra period payment is also calculated during the regular payroll process but the withheld amount already takes in account the not paid days.

The system checks the Take Config1 field in the absence take definition to determine if the absence affects the extra period payment.

See [Chapter 13, "Working With Spanish Absence Rules," Understanding the User-Defined \(TAKE CONFIG\) Fields, page 141](#).

Example Calculation for Prorated Extra Periods

The labor agreement can specify that one of the extra period payments be prorated over the 12 regular payments during the year.

Note. Only one extra period payment can be prorated over the course of the year.

Let's say that the labor agreement specifies three extra period payments a year: a flat amount to be paid in June and December and a prorated amount to be paid in 12 regular payments (monthly). The extra period payments are 1200 euros each.

The prorated amount is calculated as follows:

$$1200/12 = 100 \text{ euros per month}$$

In the case of the prorated amount, an element called *Prorated Extra Periods* appears in the monthly payslips with a value equal to 100 euros. This amount is accumulated over the gross and the taxable base, but not over the social security base, because the value of extra periods is considered in the social security base through the extra period proration.

Prorated extra periods are calculated by summing all eligible earnings and dividing by the duration (the extra period timeframe), in days, to obtain a daily rate. For daily employees the duration is 365 or 366 days, and for monthly employees it is 360. A prorated extra period is paid as a unique earning.

Partial Payments for Extra Period Earnings

When employees join a company in the middle of an extra period timeframe, they are paid for only the portion of the timeframe that they work. The system calculates the partial payment for the extra period earnings using a formula (XTR FM PXTR DVNGDA). The formula calculates a factor by dividing the number of worked days (during the extra period timeframe) by the total number of days in the extra period timeframe.

The calculation of the factor depends on an employee's social security contribution group type. Depending on whether his contribution group type is calculated daily or monthly, the calculation varies. The following are some formulas:

- Daily contribution groups:

The timeframe is in calendar days. For example, for the timeframe from January to June, the calculation is the sum of all the calendar days in the months from January to June:

$$(31 + 28 + 31 + 30 + 31 + 30) \text{ divided by } 181.$$

In this example, the factor is $181/181 = 1$

Now, let's say that an employee is hired on January 15, rather than January 1. The timeframe is as follows:

$$(17 + 28 + 31 + 30 + 31 + 30) \text{ divided by the total number of days from January 1 to June 30 which is } (167/181).$$

In this example, the factor is $167/181 = .9226$.

- Monthly contribution groups:

Let's say that we have an employee who is on a monthly payroll and his hire date is January 15. In this case, the days that must be considered month by month are 30, and we must calculate the proration for that month (January) in which the employee has not worked fully. So the calculation is as follows:

$$(16 + 30 + 30 + 30 + 30 + 30) \text{ divided by } (30 * 6)$$

In this example, the factor is $166/180 = .9222$.

See Also

[Chapter 13, "Working With Spanish Absence Rules," page 135](#)

Viewing Delivered Extra Period Elements

This section contains information about the rules PeopleSoft Global Payroll for Spain delivers to process extra periods.

Extra Period Earnings

The following table describes the extra period element delivered in PeopleSoft Global Payroll for Spain:

Earning	Description
PXTRA PRTDA	<p>Prorated extra period.</p> <p>The system calculates the extra period amount and then divides that amount by the number of days in a year (365 or 655 days for daily employees and 360 for monthly employees) to obtain the daily payment.</p> <p>To calculate the extra period amount, the system calculates the daily values of basic earnings considered in the extra period (provided by the labor agreement). The unit is the normal working days for the employee type (30 days for monthly employees or 28, 29, 30, or 31 for employees in a daily contribution group) minus any absence days that affect extra periods calculation.</p>

Extra Period Process Lists

The following table describes the extra period process lists:

Section	Description
GEN PR CALC NOM	<p>Regular payroll process.</p> <p>Regular payroll process including termination, salary adjustments, and prorated extra periods.</p> <p>For lump sum extra periods, the payroll process calculates the contribution to the accumulator that stores the withheld amount.</p>
XTR PR PAGA EXTRA	<p>Extra period process.</p> <p>Extra period process. It only includes basic earnings sections, salary adjustments processing, and taxes.</p> <p>For lump sum extra periods, the extra period process calculates the contribution to the accumulator that stores the withheld amount to be paid.</p>

Extra periods are calculated and processed in two ways, depending on the type of extra period. Prorated extra periods are calculated in the normal process list, and extra periods that are not prorated are calculated in a separate process list (XTR PR PAGA EXTRA). The type of extra period (prorated or not) is defined when you specify the extra period for the labor agreement.

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

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 15

Terminating Employees

This chapter provides an overview of terminations for Spain and how to:

- Process terminations.
- Run termination reports.
- View delivered termination elements.

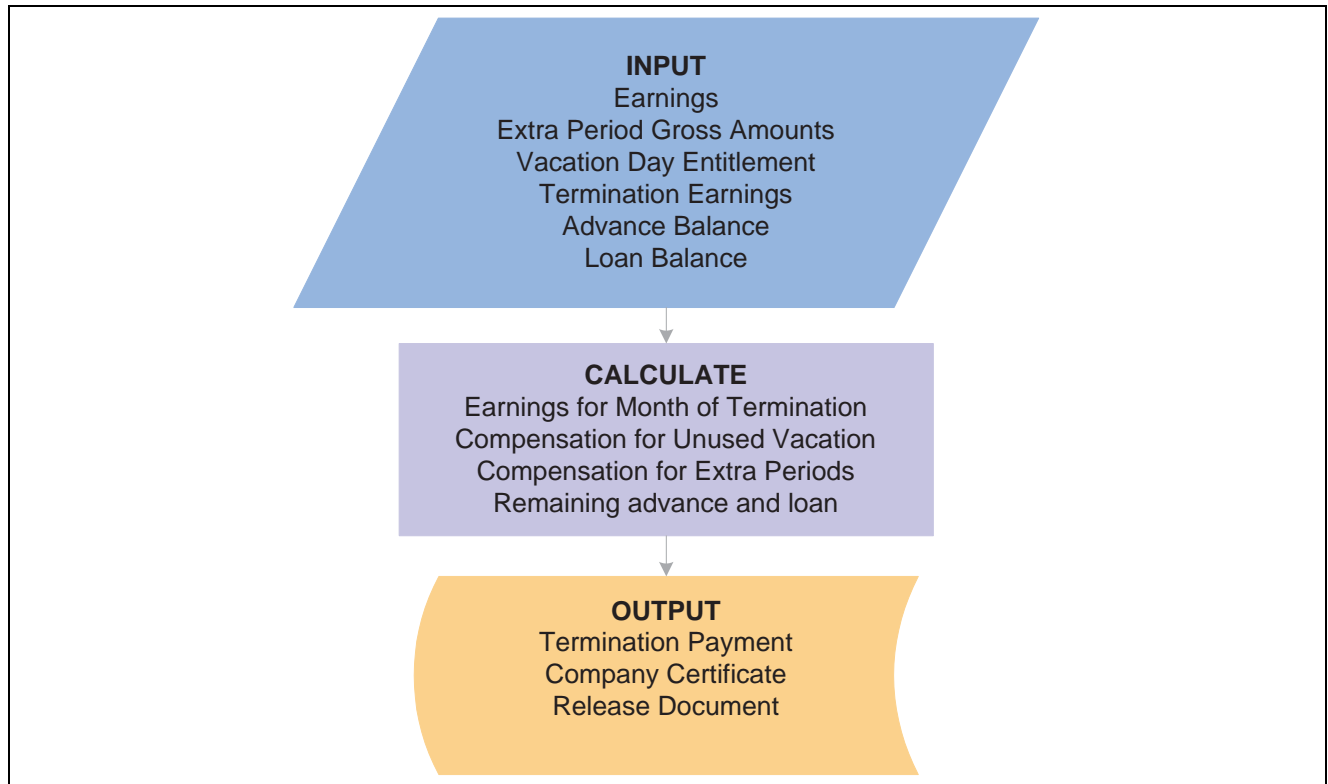
Understanding Terminations for Spain

When an employee is terminated, your company pays the employee for any vacation days not taken, for days of the month worked, and for the proportion of the extra period payment earned. The company also subtracts the pending loans or advances repayments.

Termination are calculated with the payroll and not as a separate process. To administer terminations, update the Labor Agreement component.

Terminations in the Pay Process Flow

The following diagram describes how terminations fit into the overall pay process flow of PeopleSoft Global Payroll for Spain.



Terminations in the pay process flow

Processing Terminations

The final payment to an employee must include all money due to that employee. This compensation includes the regular salary, extra periods, unused vacation days, and unpaid overtime. The final payment must also consider any outstanding loans and advances.

To calculate termination pay, the system calculates:

1. The regular earnings/deductions that are due for the month of termination.
2. The compensation for the unused paid vacation days.
To do this, the system multiplies the daily rate (FNQ FM VAL D VAC) by the number of remaining paid vacation days.
3. The total compensation due if the employee had fully contributed to extra periods.
This calculation is needed to define eligible extra period earnings as a subset of the employee's monthly earnings.
4. The unpaid extra period earnings.

Employees must be paid for the extra pay periods to which they contributed during the year. To calculate the compensation amount, the system multiplies the daily rate by the number of days accrued until the termination date. The daily rate is calculated taking into account the definition of the extra period. If an extra period has been paid in advance, the system generate an extra period earning with a negative value to deduct the amount paid to which the employee is not eligible.

5. The amount owed for loans and advances, independent of each other.
This amount is automatically deducted from the last payslip.

Note. Termination payments are calculated in the payroll and not as a separate process.

See Also

[Chapter 13, “Working With Spanish Absence Rules,” page 135](#)

[Chapter 14, “Calculating Extra Periods,” page 145](#)

[Chapter 8, “Working with Loans and Advances for Spain,” page 69](#)

Running Termination Reports

Use PeopleSoft Global Payroll for Spain to create the two reports that are required for employees who terminate their contracts:

- Release document.
- Company certificate.

The release document establishes an employee’s termination conditions, indicating the end date of the contractual relationship (the sign date) and the total termination compensation (including the respective monthly compensation). It must be signed by the employees to indicate that they agree to the termination conditions.

The release document can be printed only after the termination payment has been calculated (so that net to pay and the different components and amounts are included). The release document can be presented to the employee with the regular payslip. Thus, termination compensation can be included in the regular payslip or separately.

Even though the organization issues the release document, it is written in the employee’s voice and includes the following information:

- Employee name.
- Company name.
- Hire and end date.
- Employee professional category.
- Total termination compensation, including social security contributions and tax deductions.
- Employee signature.

The company certificate may be issued to an employee by an organization at the end of the contractual relationship. The social security office uses it to calculate employee unemployment benefits.

Pages Used to Run the Termination Reports

Page Name	Object Name	Navigation	Usage
Company Certificate Report	GPES_RC_FNQ1	Global Payroll, Termination Processing, Company Certificate Report ESP	Use this page to run the Company Certificate (GPESFNQ1) report. This report shows the monthly social security contributions for the last 180 days. Sent to the government unemployment office to calculate the unemployment benefit.
Create Term/Layoff Letters	GPES_RC_FNQ2	Global Payroll, Termination Processing, Create Term/Layoff Letters ESP	Use this page to run the Create Term/Layoff Letters report (GPESFNQ2) that generates a release document for the employees listed.

Running the Company Certificate Report

Access the Company Certificate Report page.

Company Certificate Report

Run Control ID: GN2 [Report Manager](#) [Process Monitor](#)

Report Request Parameters

Company Representative

Responsible ID: KEG013 Antón Guerra,Begoña

Job Code: 820110

As Of Date: 11/11/2002

Terminated Employees [Customize](#) | [Find](#) | [View All](#) | 1 of 1

*EmplID	Empl Rcd Nbr	Name
1 <input type="text"/> <input type="button" value="Q"/>	0 <input type="text"/> <input type="button" value="Q"/>	

Company Certificate Report page

Company Representative

Responsible ID Select the employee who is responsible for signing the document on behalf of the company.

Job Code The system displays the job code that corresponds to the employee ID.

Terminate Employees

EmplID (employee ID) Enter the ID for the employee being terminated. The system displays the employee name.

Viewing Delivered Termination Elements

This section contains information about the rules PeopleSoft Global Payroll for Spain delivers to process termination payments.

Termination Earnings

Extra Period Termination Earnings considered in the termination process must be specified in the Termination Earnings field of the Extra Period page in the Labor Agreement component.

An employee who is entitled to extra periods in July and December, for example, would be paid the earnings LIQ PXTR JUL and LIQ PXTR DIC.

Note. PeopleSoft delivers sample earnings that are defined as PeopleSoft Delivered/Not Maintained. If you want to create your own termination elements, first define them on the earnings page and then list them on the Extra Period - Termination Earnings page.

Example of Termination Earnings Calculation

Let's say that an employee has a total gross annual compensation of 50.000 euros. The labor agreement specifies that the employee will receive two extra period payments; one will be paid on June 15 and the other on December 15. Your company has a monthly payroll, so in addition to the 12 regular payments, there are two other payments, making it a total of 14 payments in a year. To get the gross compensation for the monthly payment, you will calculate the following:

$$50.000/14 = 3571.43 \text{ euros}$$

Let's say that the employee joined the company on March 1 and that the timeframe for the June extra period is six months (from January to June). Imagine that the extra period payment date is June 15. He will earn 4/6 times the gross compensation of the payment because he has been working for four months.

Remember that the payment date does not alter the result so the extra period calculation will take into consideration the days worked up to June 30, regardless of the payment date. For example, if the payment date is June 15 and the timeframe end date is June 30, the system calculates the days worked that we know from May 15 to June 30.

The result for a monthly employee who joined the company in mid-May (using a month with 30 days) is:

$$((17+30) / 180) * 3571.43 = 0.261111 * 3571.43 = 932.54 \text{ euros}$$

The result for a daily employee:

$$((17+30) / 181) * 3571.43 = 0.259669 * 3571.43 = 927.39 \text{ euros}$$

Now let's take the example of an employee hired March 1 and terminated May 31.

If the employee is paid monthly, the result is:

$$((30 + 30 + 30) / 180) * 3571.43 = 0.5 * 3571.43 = 1785.72 \text{ euros}$$

If the employee is paid daily, the result is:

$$((31 + 30 + 31) / 181) * 3571.43 = 0.508287 * 3571.43 = 1815.31 \text{ euros}$$

This amount is paid through the earning element for the June extra period that's specified in the Termination Earnings field on the Extra Period Definition page.

Delivered Termination Earnings

Earning	Description
LIQ PXTR JUL	July extra period termination. Used for July extra period termination payment. The execution of this earning is conditioned to generation control FNQ GC LIQ DEV.
LIQ PXTR SEP	September extra period termination. Used for September extra period termination payment. The execution of this earning is conditioned to generation control FNQ GC LIQ DEV.
LIQ PXTR DIC	December extra period termination. Used for December extra period termination payment. The execution of this earning is conditioned to generation control FNQ GC LIQ DEV.
VAC NDSFRTDS	Terminate vacation days. Used to store the amount of vacation days to which a terminating employee is entitled.

See Also

[Chapter 5, "Working with Labor Agreements," Defining Extra Period Data, page 48](#)

[Chapter 5, "Working with Labor Agreements," Defining Extra Period Earnings, page 50](#)

Termination Deductions

The following table lists the termination deduction elements:

Deduction	Description
LIQ ADLNT0	Advance termination. Used for advance termination payment. Customer field 5 contains label 'LIQ ADLNT0' (See FNQ FM AYP VAL).
LIQ PRSTMO	Loan termination. Used for loan repayments (Capital part) termination payment. Customer field 5 contains label 'LIQ PRSTMO' (See FNQ FM AYP VAL).

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

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 16

Understanding Gross and Net Guarantee

This chapter provides an overview of gross and net guarantee and describes how to determine the absorbable complement for gross to net and net to gross calculations.

Overview of Gross and Net Guarantee

When you calculate a payee's total salary, it's important to consider some adjustments to the base salary that are specified in the employee's personal agreement. These adjustments may come from a payee's contract. Typically, Spanish employees' compensation is defined by a labor agreement. However, you can define compensation in different ways using PeopleSoft Human Resources.

For employees whose personal agreement defines a net or gross amount, the system compares the payee's contract with the compensation defined for the employee (usually in the labor agreement). If these two amounts are the same, no adjustment is necessary. This salary includes both base salary and complements.

Compensation Setup

Gross to net.

A gross to net adjustment is necessary when the annual gross salary stated in a payee's personal agreement is different from the gross salary reflected in the payee's labor agreement (if compensation is defined at the labor agreement level). This agreed value is stored in the Target Compensation Rate field on the Job Data — Compensation Page.

The system calculates and displays the estimated difference between the negotiated gross and the sum of all earnings that the employee would receive by default based on his or her professional category, job code, or other defaulting criteria. This amount is known as the absorbable complement (*complemento absorbible*).

Net to gross.

This type of adjustment applies when a payee's personal agreement states a net amount. This agreed net amount is stored in the Target Compensation Rate field on the Job Data — Compensation Page.

The system calculates and displays an estimated absorbable complement as the difference between the targeted net compensation and the sum of all net earnings that the employee would receive by default based on his professional category, job code, or other defaulting criteria. The targeted compensation rate is the net guarantee to the employee.

Note. In both cases, we refer to the estimated absorbable complement because it doesn't consider seniority. The actual amount is calculated during the payroll process and is reflected in the earning element COMP ABSRBLE.

Calculation

Gross to net.

The system calculates an absorbable complement as the difference between the negotiated gross and the sum of all basic earnings calculated for the employee during the payroll calculation (including, for example, seniority earnings).

Net to gross.

The system uses an iterative process to calculate the gross amount from the net amount guarantee and an estimated gross amount. It uses the absorbable complement to obtain the agreed net amount during the payroll calculation.

See Also

Chapter 4, “Defining Basic Earnings,” Understanding Base Salary, page 35

Gross to Net Calculation Method

To determine the absorbable complement for a gross to net calculation, the system:

1. Calculates the agreed monthly gross income based on the employee’s gross guarantee.

The system retrieves the agreed gross from the Target Compensation Rate field on the Job Data — Compensation page and calculates the daily value, taking into account the number of regular and extra periods. If the Target Compensation Rate field is blank, the system uses the value in the Annual Rate field on this page.

2. Calculates the total earnings specified for the employee on the Compensation page.

This calculation takes into account extra periods defined in the labor agreement and absences.

3. Calculates the difference between the agreed monthly gross amount (step 1) and the monthly gross amount calculated in (step 2).

The system calculates the difference using the daily value for both amounts and then multiplies the difference by the number of days worked.

This amount is stored in the absorbable complement earning COMP ABSRBLE.

Note. To specify that an employee’s earnings must be adjusted gross to net, assign a supporting element override to variable GEN VR TIPO AJ SAL with a value of *BRUTO*.

Example 1

For this example, assume that the payee has the following salary details:

Agreed annual income	40.334,00 euros
Earnings defined in the labor agreement for the payee's professional category	Base salary: 750 euros/month Complement: 500 euros/month
Extra periods (defined in labor agreement)	Extra Period 1: Earnings: Base salary and Complement Earnings Pct: 100% Pct if Salary Adjustment: 100%
	Extra Period 2: Earnings: Base salary and Complement Earnings Pct: 100% Pct if Salary Adjustment: 100%

To calculate the absorbable complement, the system first calculates the agreed monthly income by dividing the annual value by the total number of payments in the year:

$$40.334,00 / 14 \text{ (12 months + 2 extra periods)} = 2.881,00 \text{ euros per month}$$

Then the system first determines the monthly income based on the labor agreement:

$$\text{Total monthly income per labor agreement: } 750,00 + 500,00 = 1.250,00 \text{ euros/month.}$$

The system then calculates the difference between the agreed monthly gross amount and the monthly gross amount according to the labor agreement:

$$2.881,00 - 1.250,00 = 1.631,00 \text{ euros per month}$$

This is the amount of the monthly adjustment or absorbable complement that the payee receives in addition to the base salary and annual complement stated in the labor agreement. This amount is expressed as RATE * UNIT, where the rate is the monthly amount divided by 30 for monthly employees or the number of days of the payment period for daily employees. The UNIT is the number of worked days in the period.

Note. The system always includes extra periods in the gross to net calculations to obtain the annual gross.

Net to Gross Calculation Method

To calculate a payee's gross salary from an agreed net amount, the system needs the following information:

- All basic earnings that the payee receives based on professional category or the salary plan. This information is on the Job Data — Compensation page.
- The total number of periods.

- An estimate of the gross salary. This figure is used as the starting point for the iterative calculations. By default, the system calculates the estimated gross by annualizing the net amount and increasing the result by 30 percent to cover statutory deductions. You can override this percentage, to get a more accurate starting point for the calculation, by changing the value of the variable AJN VR TAX PCT EST. For example, to set the percentage to 20%, you would assign 1.20 to the variable.

Note. The net to gross process considers only social security and tax deductions. Other deductions, such as loans and advances, garnishments, and union fees, are not included in the calculation loop.

To obtain the annual gross salary, the system:

1. Calculates the estimated gross salary.
2. Calculates the net amount from the estimated gross.

To accomplish this, the system:

- Divides the estimated annual gross by the total number of periods to calculate all the monthly gross earnings.
 - Subtracts the tax deductions from the monthly gross. The system calculates the IRPF deduction for that income.
 - Subtracts the social security contribution from the monthly gross.
3. Determines the difference between the calculated net and the actual net.

The system uses this formula to calculate the difference:

$$\text{Agreed Net} - \text{Calculated Net} = \text{Difference}$$

If the difference is 0,05 euros or less, the estimated gross amount is considered to be accurate and the calculation is complete. If not, the process continues to step 4.

4. Calculates a new estimated gross amount.

Using the difference calculated in Step 3 and the following formula, the system calculates a new estimated gross amount:

$$\text{New Estimated Gross} = \text{Estimated Gross} + \text{Difference} + (\text{Difference} * (1 - (\text{Calculated Net} / \text{Estimated Gross})))$$

5. Recalculates the net from the new estimated gross (repeat step 2).

The system repeats Step 2 to recalculate the net from the new estimated gross. Steps 2 through 5 are iterative and can occur up to five times. If the difference between the calculated net and the actual net (calculated in Step 3) is more than 0,05 euros after five attempts, the system ends with the fifth calculation.

Note. This iterative process is required because changing the estimated gross can affect the seniority amount, the prorated extra period, the absorbable complement, and social security contributions. More importantly, the tax percentage can change producing a different deduction.

Note. To specify that an employee's earnings must be adjusted net to gross, assign a supporting element override to variable GEN VR TIPO AJ SAL with a value of *NETO*.

Example

According to his contract, Jose earns a monthly net payment of 1.500,000 euros. His labor agreement stipulates 14 periods per year. His company estimates his annual gross salary to be 25.000,00 euros. Following the steps shown above, the system:

According to his contract, Jose earns a monthly net payment of 1.500,000 euros. His labor agreement stipulates 14 periods per year. Following the steps described previously, the system:

- Calculates the estimated gross amount: $1500 * 1,3 = 1950$ (Net amount increased by 30%).
- Resolves all basic earnings and calculates absorbable complement, taking into account the estimated monthly gross amount and the total of all basic earnings.
- Subtracts the tax deductions from the total monthly gross.
Assuming a tax rate of 12,12 percent, this deduction is 236,34.
- Subtracts the social security contribution from the monthly gross.
Assuming after calculating the social security base, the contribution is 53,30. The monthly net is $1950 - 236,34 - 53,30 = 1660,36$.
- Determines the difference between the calculated net and the actual net: $1660,36 - 1.500,00 = 160,36$ euros.
- Because the difference is greater than 0,05 euros, the system calculates a new estimated gross and repeats this process until this value is within an accepted range of the actual net.

See Also

[Chapter 11, “Calculating Taxes,” page 109](#)

[Chapter 9, “Setting Up Social Security Contributions for Spain,” page 77](#)

Calculating Extra Periods

This section explains how the system calculates absorbable complements for extra periods. With PeopleSoft Global Payroll for Spain, you define the earnings that contribute to an extra period and the percentage of each earning. For example, you can define an extra period that consists of 100% of the monthly base salary and 50% of the employee’s monthly transport complement.

For employees whose salary is adjusted gross to net or net to gross, you also define the extra period value as a percentage of the agreed monthly salary. If you define the percentage as 100%, the employee’s extra period is equal to the agreed monthly salary, regardless of the earnings defined in the extra period. If the extra period is 60% of the agreed monthly salary, the system calculates the absorbable complement based on this reduced monthly amount.

You define the percentage using the Pct if Salary Adjustment field on the Labor Agreement — Extra Period Definition page.

To calculate the absorbable complement for the employee’s extra period, the system:

1. Multiplies the agreed monthly salary by the percentage adjustment specified for the extra period (Pct. if Salary Adjustment field). This gives the gross extra period amount.

2. For each earning defined for the extra period, the system multiplies the earning amount by the percentage defined for that earning in the labor agreement (Earning Pct field).
3. Calculates the total of all the earnings calculated in step 2.
4. Calculates the difference between the extra period amount calculated in step 1, and the total earnings for the extra period calculated in step 3. This is the absorbable complement for the extra period.

Note. For net-to-gross adjustments, the calculation of extra periods is part of an iterative process. For each iteration, the resulting net amount is compared with the agreed net amount. If it does not match, a new gross salary is calculated and the resulting net amount recalculated until it matches the agreed net amount.

Example Calculation

This example explains how the system calculates the payee’s salary and extra periods when the extra periods are not based on 100% of earnings:

Note. To make it easier to understand the calculation, the following example uses monthly values. However, the system actually uses daily values in the calculations.

Agreed annual income	50.750,00 euros
Earnings defined in the labor agreement for the payee’s professional category	Base salary: 500 euros/month Transport complement: 200 euros/month
Extra periods (defined in labor agreement)	Extra Period 1: Earnings and Earnings Pct: Base salary 50%, Transport 40% Pct if Salary Adjustment: 50%
	Extra Period 2: Earnings and Earnings Pct: Base salary 100%, Transport 50% Pct if Salary Adjustment: 100%
	Extra Period 3: Earnings and Earnings %: Base salary 80% Pct if Salary Adjustment: 100%

To calculate the monthly agreed salary, the system divides the agreed annual salary by the total number of payment periods, taking into account the extra periods:

$$50.750 / 14,5 (12 + 0,5 + 1 + 1) = 3.500 \text{ euros /month}$$

Next, the system calculates the monthly salary according to the labor agreement:

Total monthly income per labor agreement: $500 + 200 = 700$ euros/month.

The system then calculates the difference between the agreed monthly gross amount and the monthly gross amount according to the labor agreement:

$$3.500 - 700 = 2.800 \text{ euros}$$

This is the amount of the monthly adjustment or absorbable complement that the payee receives in addition to the base salary and annual complement stated in the labor agreement.

To illustrate how the system calculates the extra periods for this employee, we'll consider extra period 1 as an example:

1. First the system calculates the gross extra period amount by multiplying the agreed monthly salary by the percentage adjustment (50%) specified for the extra period:

$$3.500 * 0,5 = 1.750,00$$

2. Then the system calculates the value of all the earnings included in the extra period by multiplying the earning by the earning percentage:

$$\text{Base salary} = 250 \text{ euros } (500 * 0,5) \text{ and Transport} = 80 \text{ euros } (200 * 0,4)$$

3. The next step is to calculate the total of the earnings for the extra period: $250 + 80 = 330$ euros
4. Finally, the system calculates the absorbable complement by subtracting the total earnings (step 3) from the gross extra period amount calculated in step 1:

$$1.750 - 330 = 1.420,00 \text{ euros}$$

Thus the employee's extra period is comprised of earnings for base salary and transport, and the absorbable complement.

The following table summarizes the calculations of all extra periods for this employee:

Period	Earnings	Amount/mth	Earn %	Earn	Extra Period Amount
1	Base	500	50%	250	1.750 (250 + 80 + 1.420) = 50% of agreed monthly salary
	Transport	200	40%	80	
	Absorb. Complement			1.420	
2	Base	500	100%	500	3.500 (500 + 100 + 2.900) = 100% of agreed monthly salary
	Transport	200	50%	100	

Period	Earnings	Amount/mth	Earn %	Earn	Extra Period Amount
	Absorb. Complement			2.900	
3	Base	500	80%	400	3.500 (400 + 3.100)) = 100% of agreed monthly salary
	Absorb. Complement			3.100	

The employee’s annual salary is summarized below:

Regular periods = $12 * 3.500 = 42.000$ euros

Extra periods = $1.750 + 3.500 + 3.500 = 8.750$ euros

Total Annual Salary = $42.000 + 8.750 = 50.750$ euros

See Also

Chapter 5, “Working with Labor Agreements,” Defining Labor Agreements, page 43

Chapter 14, “Calculating Extra Periods,” page 145

CHAPTER 17

Setting Up Payslips for Spain

This chapter describes you how to:

- Set up payslips.
- Generate payslips.

Setting Up Payslips

PeopleSoft Global Payroll for Spain enables you to generate payslips, which you can adapt to display exactly the information that you require. This section discusses the pages that you must complete to create your payslip.

Common Elements Used in This Chapter

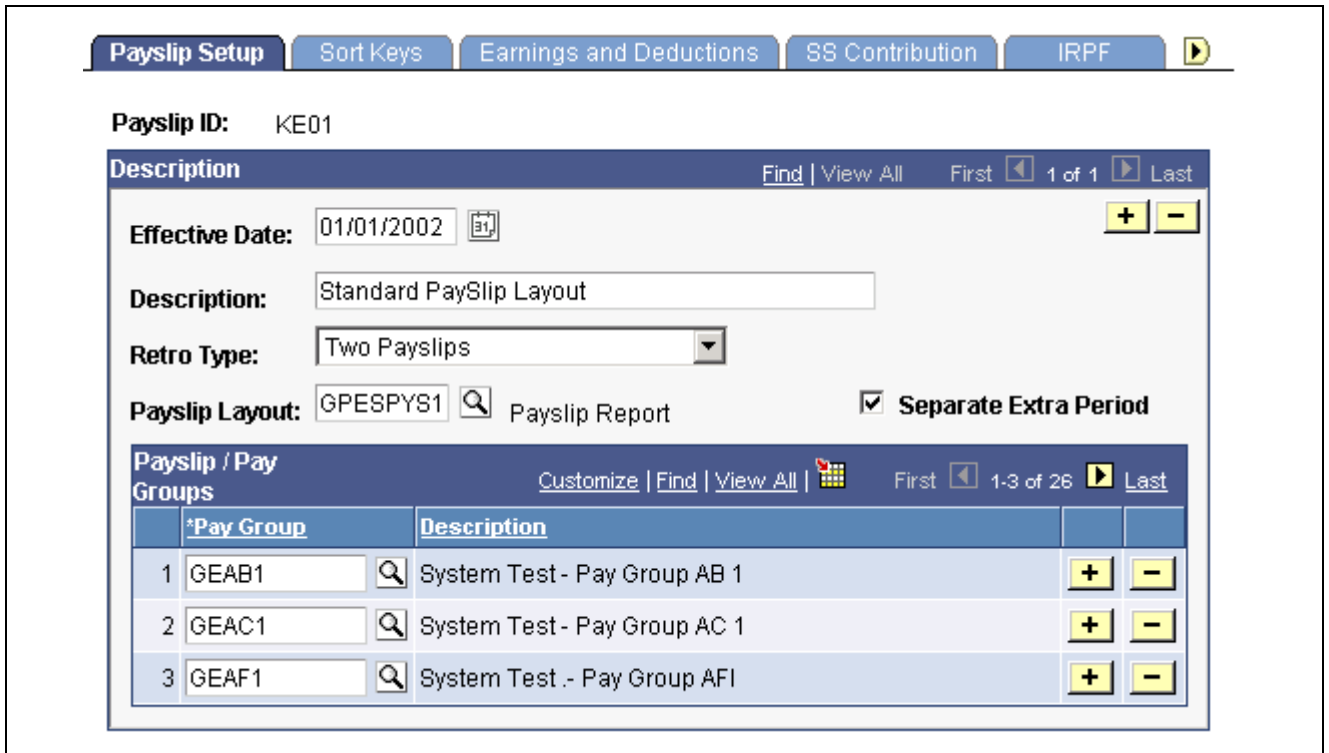
Payslip ID	The system automatically displays the payslip ID that you created or entered to access this page.
Element Print Order	Enter the order in which you want the element to appear on the payslip. If an element has the Element Print Order <i>1</i> , the element appears as the first element on the payslip.
Element Type	Specify whether the element is an <i>Earning</i> or a <i>Deduction</i> .
Element Name	Select the element that you want to appear on the payslip. If you selected the Element Type <i>Earning</i> , the system displays a list of the earnings that are defined in your system.
Take description from	You can use either the element description (that was created when the element was created), or you can create your own description, which appears on the payslip: <i>User Text</i> or <i>Element</i> .
Description	Description appears if you take the element description from the <i>User Text</i> . Enter your description of the element here.
Lines Before	Enter the number of empty lines you want to appear on the payslip before this element.
Lines After	Enter the number of empty lines you want to appear on the payslip after this element.

Pages Used to Set Up Payslips

Page Name	Object Name	Navigation	Usage
Payslip Setup	GPES_PSLIP_GRP	Set Up HRMS, Product Related, Global Payroll, Payslip, Templates ESP, Payslip Setup	Create a new payslip for the pay groups that you select. This includes defining how retroactivity and extra periods are managed, and selecting the SQR that defines the layout of the payslip.
SortKeys	GPES_PSLIP_SORTKEY	Set Up HRMS, Product Related, Global Payroll, Payslip, Templates ESP, SortKeys	Enter the elements by which you want to sort the payslip. Sort the elements in ascending or descending order.
Earnings and Deductions	GPES_PAYSLIP_LINES	Set Up HRMS, Product Related, Global Payroll, Payslip, Templates ESP, Earnings and Deductions	Select the elements that you want to display on the payslip and define the spacing between elements printed on the payslip.
SS Contribution	GPES_PAYSLIP_APORT	Set Up HRMS, Product Related, Global Payroll, Payslip, Templates ESP, SS Contribution	Select the Social Security contributions that you want to display on the payslip and the order in which the contributions appear.
IRPF	GPES_PAYSLIP_IRPF	Set Up HRMS, Product Related, Global Payroll, Payslip, Templates ESP, IRPF	Select the IRPF deductions that you want to display on the payslip.
Totals	GPES_PAYSLIP_TOTAL	Set Up HRMS, Product Related, Global Payroll, Payslip, Templates ESP, Totals	Select the accumulators to print at the bottom of the payslip.

Creating a New Payslip

Access the Payslip Setup page.



Payslip Setup page

Retro Type

Select from the following options:

Two Payslips to generate one payslip for regular pay and a second payslip for retroactive pay, if applicable.

Multiple Payslips to generate a payslip for regular pay and separate payslips for each month that has retroactive pay.

Payslip Layout

Select the SQR that defines the layout of the payslip. The SQR defines features of the layout such as lines and colors printed on the payslip. PeopleSoft supplies sample SQRs that you need to modify for your organization.

Separate Extra Period

Select this check box to generate separate payslips for extra period payments. If you clear this check box, the system includes extra period payments in the same payslip as regular pay.

Pay Group

Select the pay group that should receive the payslip.

Setting Payslip SortKeys

Access the SortKeys page.

Payslip ID: KE01

Description Find | View All First 1 of 1 Last

Effective Date: 01/01/2002

Description: Standard PaySlip Layout

Order Fields	
Field Name: COMPANY	A/D: ASC
Field Name: LOCATION	A/D: DESC
Field Name: DEPTID	A/D: ASC
Field Name: []	A/D: []
Field Name: []	A/D: []

Sort Keys page

Field Name Select the element by which you want to sort the payslip.

A/D (ascending/descending) Select whether you want to sort the elements in *Ascending* or *Descending* order.

Selecting the Social Security Contributions

Access the SS Contribution page.

SS Contribution page

Concept Select the contribution type associated with the element: *Common Contingency, Nonstructural Overtime, Professional Training, Structural Overtime, and Unemployment.*

Generating a Payslip

Generate payslips using the Payslip report (GPESPSLP).

Segmentation and Payslips

Segmentation occurs when employees’ details change during a payroll period and the change requires the system to recalculate certain elements (element segmentation) or all elements (period segmentation). When the system segments an employee’s pay, this affects payslips. PeopleSoft delivers an SQR that manages segmentation as explained in the following table.

Note. You need to review how you want to manage segmentation and show the results in your organization’s payslips.

Employee Data Change	Segmentation Type	Impact on Payslip
Company	Period	A separate payslip is printed for each segment.
Compensation	Element	The system generates one payslip. Where an earning has multiple slices, each slice is listed on a separate line.
Risk Code	Element	The payslip doesn't show separate slices.
CCC	Element	The system generates one payslip. For social security contributions and bases, each slice is listed on a separate line.
Contract Data (contract type or contribution ID)	Element	The system generates one payslip. Social security contributions are listed on separate lines.
Fiscal Territory	Element	The system generates one payslip. IRPF deductions are only listed on separate lines.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Segmentation”

Page Used to Print Payslips

Page Name	Object Name	Navigation	Usage
Payslip	GPES_RC_PAYSLIP	Global Payroll, Payslips, Create/Print Payslips ESP, Payslip	Use this page to run the Payslip Report (GPESPYS1) that prints a payslip summary for each employee selected.
Pay Entity List	GPES_RC_PSLP_PE	Click the Pay Entity List link on the Payslip page.	Use this page if you want to print payslips for selected pay entities.
Pay Group List	GPES_RC_PSLP_PG	Click the Pay Group List link on the Payslip page.	Use this page if you want to print payslips for selected pay groups.
Department List	GPES_RC_PSLP_DPT	Click the Department List link on the Payslip page.	Use this page if you want to print payslips for selected departments.
Location List	GPES_RC_PSLP_LOC	Click the Location List link on the Payslip page.	Use this page if you want to print payslips for selected locations
Payee List	GPES_RC_PSLP_PY	Click the Payee List link on the Payslip page.	Use this page if you want to print payslips for selected payees.

Printing Payslips

Access the Payslip page

Payslip

Run Control ID: GN2 [Report Manager](#) [Process Monitor](#) Run

Report Request Parameters

Calendar Group ID:

Retro Processing: Current Period Only ▼

[Pay Entity List](#)

[Pay Group List](#)

[Department List](#)

[Location List](#)

[Payee List](#)

Payslip page

Before using this page, you must first have set up a payslip on the Payslip Setup pages and run the payroll process. To select the employees you want to print payslips for, select the calendar group and click one of the links on this page.

- Calendar Group ID** Select the calendar group that you want to process. You can only select from calendar groups that have executed or finalized.
- Retro Processing** Select one of these values:
- Current Period Only:* To include only regular payroll activities in the payslip.
- Retro and Current Periods:* To include both regular and retroactive payroll activities in the report.
- Retro Periods Only:* To include only retroactive payroll activities in the payslip.
- Pay Entity List** Click to select one or more pay entities for processing. The system displays the Pay Entity List page.
- Pay Group List** Click to select one or more pay groups for processing. The system displays the Pay Group List page.
- Department List** Click to select one or more departments for processing. The system displays the Department List page.
- Location List** Click to select one or more locations for processing. The system displays the Location List page.
- Payee List** Click to select one or more payees for processing. The system displays the Payee List page.

See Also

[Chapter 17, "Setting Up Payslips for Spain," Setting Up Payslips, page 167](#)

CHAPTER 18

Setting Up Banking for Spain

This chapter provides an overview of banking and garnishments and describes how to:

- Assign garnishments.
- Set up banking.
- Create the payments report.

Understanding Banking

To use the banking feature that PeopleSoft Global Payroll for Spain offers, start by defining pages in the PeopleSoft Global Payroll core application and continue with processing in PeopleSoft Global Payroll for Spain.

Before processing, you need to define the following:

- A source bank for your company.
- Bank account information for each employee.

After running a payroll, funds are sent to the source bank along with instructions for payments. The bank needs to know:

- Who is going to be paid.
- How much they will receive.
- To which bank the wages are to be sent.

This information is extracted from the core application and stored in the Spanish payroll files based on a list of payees corresponding to those in the last payroll run. The system creates a file with lines for each payee, containing a name, the bank account number, and the amount of money. This file is sent to the bank, which then distributes the funds.

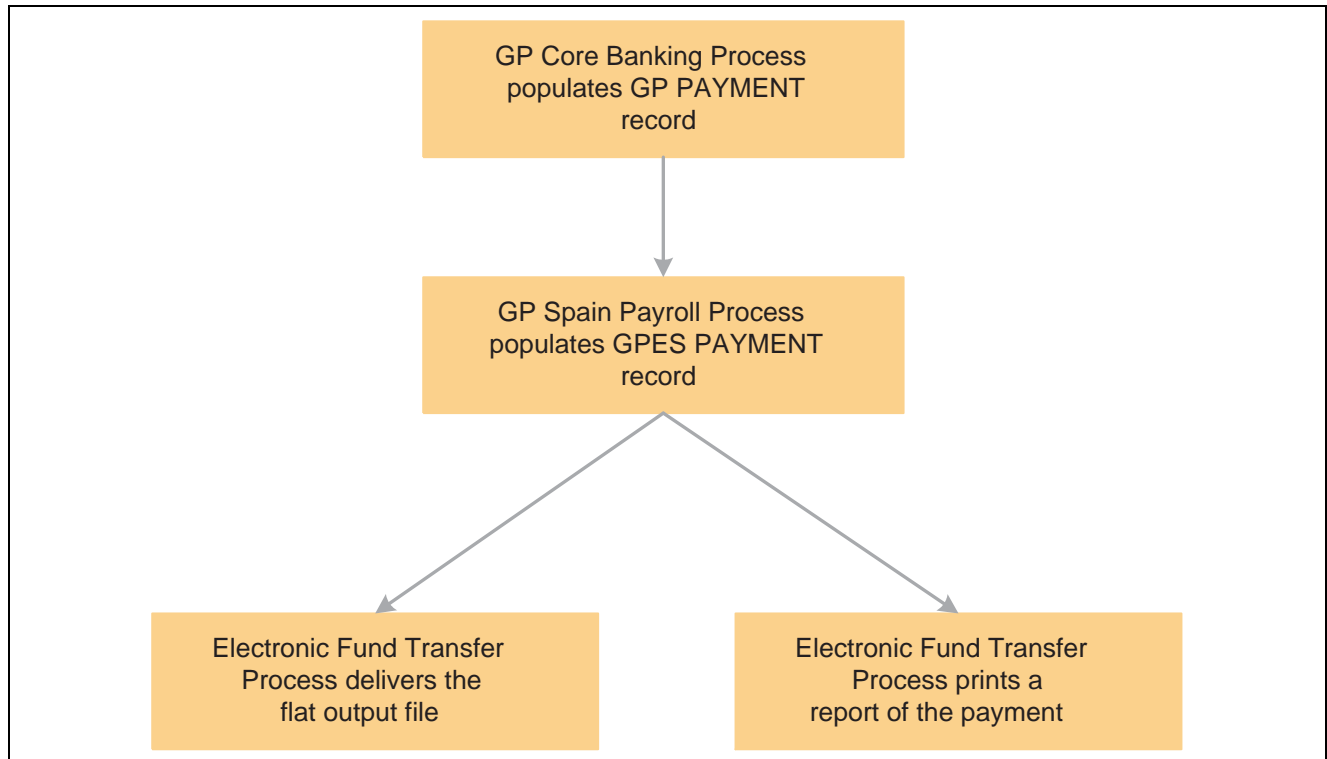
See Also

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

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Overview of the Banking Process for Spain

The following diagram illustrates the banking process in PeopleSoft Global Payroll for Spain:



The banking process in PeopleSoft Global Payroll for Spain

PeopleSoft Global Payroll performs the banking process in the following way:

1. The PeopleSoft Global Payroll application runs the payroll process.
This provides the data for the banking process.
2. The PeopleSoft Global Payroll application runs the banking process.
The GP PAYMENT output table is populated. The GP status is set to *P* (prepared).
The GP PAYMENT table contains one entry for every net pay distribution from every payment included in a given calendar run. The GP PAYMENT table provides the basis on which a company pays its payees.
3. PeopleSoft Global Payroll for Spain runs the Banking Preparation process (Application Engine Program GPES_PMT_AE), which populates the GPES PAYMENT output table.
In this step, the system selects payees with a payment status of *P* (prepared) from GP PAYMENT. The system runs the payment preparation. This process sets the payment status for the selected payees to *T* (transferred) in GP PAYMENT and to *P* (prepared) in GPES PAYMENT.

Note. If the GP PAYMENT is rerun, you must rerun the GPES PAYMENT preparation.

Understanding Garnishments

When a payee owes money to a third-party for judicially ordered obligations, such as child support, the employer might 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. The size of the deduction depends on the payee's earnings and the number of dependents.

This section describes the garnishment deductions delivered with PeopleSoft Global Payroll for Spain and how to assign them to payees. Once you set up garnishments, the system automatically deducts the correct amount from payees' earnings each month. The payments are then delivered to the third-party via the banking process.

Viewing Delivered Garnishment Deductions

The following garnishment deduction elements are delivered with PeopleSoft Global Payroll for Spain.

Name	Description
RETJ JUDCL	This deduction represents an amount, ordered by a court, to be paid for any cause except child support (RETJ ALIM) or spouse support (RETJ CNYG).
RETJ CNYG	This deduction represents an amount, ordered by a court, to be paid to a former spouse after a divorce settlement. This deduction affects the calculation of the tax withholding percentage.
RETJ ALIM	This deduction represents an amount, ordered by a court, to be paid for child support. This deduction affects the calculation of the tax withholding percentage.

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

See Also

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

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

Assigning Garnishment Deductions to Payees

Use the Earning/Deduction Assignment page to assign a garnishment deduction to payee to ensure that the garnishment is deducted from a payee's wages during payroll processing.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Overrides”

Setting Up Banking

Set up banking on the Banking Preparation and Employee List preparation pages.

Common Elements Used In This Section

Calendar Group ID Select the calendar group for which the payroll was run.

Pages Used to Set Up Banking

Page Name	Object Name	Navigation	Usage
Run Banking Process	GPES_RC_BANKING	Global Payroll, Payment Processing, Run Banking Process ESP	Populates the GPES PAYMENT record. Part of the banking process involves populating the Spanish record of the payroll results. The Banking Preparation page enables you to select a group of payees for whom you want to retrieve data. It should be the same group for which the payroll was run.
Create EFT Payment File	GPES_RC_BNK5	Global Payroll, Payment Processing, Create EFT Payment File ESP	<p>Create a flat output file (EFT) that is sent to the bank. The EFT file contains the payment details for each employee. It is sent to the bank so funds can be transferred to employees' accounts. The file includes employee name, beneficiary name, the date, and amount of payment. You may also select whether to override an employee's payment.</p> <p>At the end of this process, the system updates GPES_PAYMENT by setting field PMT_STATUS from <i>P</i> to <i>T</i> (transferred).</p> <p>Note. Before using this page, first run the banking process in the core application and the banking preparation process in PeopleSoft Global Payroll for Spain.</p>

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

Creating a Flat Output File for the Bank

Access the Create EFT Payment File page.

Create EFT Payment File

Run Control ID: GN2
[Report Manager](#) [Process Monitor](#) Run

Report Request Parameters

Pay Entity: Pay Entity for company KE2
Source Bank ID: KE02 BBVA
Account #: 0182 0001 35 8957849324
Calendar Group ID:
File Name:

Employee Selection

[Customize](#) | [Find](#) | [View All](#) |

First 1 of 1 Last

EmpID	Employee	Beneficiary	Date of pay	Payment Amount	Currency Code	Pay
				0.000000		<input checked="" type="checkbox"/>

Create EFT Payment File page

- Pay Entity** Select the pay entity.
- Source Bank ID** The bank account number from where the payments are withdrawn.
- File Name** Enter a name and location for the EFT file. Remember that the path is available on your server, but not on your desktop. If no file type is entered, the system automatically uses the .txt format. The system creates a file name related to your company name, such as FILE01GBI.TXT, to help you identify the files that are generated.
- Beneficiary** The name of the person who receives the payment.
- Date of Pay** The date of payment.
- Payment Amount** The payment amount.
- Pay** Clear this option to deny payment to an employee. A typical reason for denying payment to an employee is if the payment is too large and there are not enough funds in the bank to pay for it. Otherwise, the system's default value makes a payment.

Running Banking Reports

Global Payroll for Spain includes a number of reports that provide employee bank account information and transfer information.

Pages Used to Run the Banking Reports

Page Name	Object Name	Navigation	Usage
Missing Bank Account	GPES_RC_BNK1	Global Payroll, Payment Processing, Missing Bank Account Rpt ESP	Run the Missing Bank Account report (GPESBNK1) that lists those employees who have no bank account in the system. You can run the report for a selected pay entity or pay group.
Payee Bank Account	GPES_RC_BNK2	Global Payroll, Payment Processing, Payee Bank Account Report ESP	Run the Payee Bank Account report (GPESBNK2) that lists employees and their bank accounts for a selected pay entity or pay group.
Net Payment Report	GPES_RC_BNK3	Global Payroll, Payment Processing, Net Payment Report ESP	Run the Net Payment report (GPESBNK3) that lists all of the transfers with a payment date between the dates selected.
Pending Net Payment Report	GPES_RC_BNK4	Global Payroll, Payment Processing, Pending Net Payment Report ESP	Run the Pending Net Payment report (GPESBNK4) that lists all of the pending transfers from a selected date or transfers that were pending between two selected dates.

APPENDIX A

PeopleSoft Global Payroll for Spain Reports

This appendix provides an overview of PeopleSoft Global Payroll for Spain reports and lists summary table of all reports.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

PeopleSoft Global Payroll for Spain Reports: A to Z

This table lists PeopleSoft Global Payroll for Spain reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details in the appropriate chapter of this PeopleBook.

Report ID and Report Name	Description	Navigation	Run Control Page
GPESBNK1 Missing Bank Account	Lists those employees who have no bank account in the system. You can run the report for a selected pay entity or pay group.	Global Payroll, Payment Processing, Missing Bank Account Rpt ESP	GPES_RC_BNK1
GPESBNK2 Payee Bank Account	Banking Report: Lists employees and their bank accounts. You can run the report for a selected pay entity or pay group.	Global Payroll, Payment Processing, Payee Bank Account Report ESP	GPES_RC_BNK2
GPESBNK3 Net Payment	Banking Report: Lists all of the transfers with a payment date between the dates selected.	Global Payroll, Payment Processing, Net Payment Report ESP	GPES_RC_BNK3
GPESBNK4 Pending Net Payment	Banking Report: Lists all of the pending transfers from a selected date or transfers that were pending between two selected dates.	Global Payroll, Payment Processing, Pending Net Payment Report ESP	GPES_RC_BNK4

Report ID and Report Name	Description	Navigation	Run Control Page
GPESFNQ1 Company Certificate	Termination Report: Reflects the monthly social security contributions for the last 180 days. Sent to the government unemployment office to calculate the unemployment benefit.	Global Payroll, Termination Processing, Company Certificate Report ESP	GPES_RC_FNQ1
GPESFNQ2 Create Term/Layoff Letters	Termination Report: Generates a release document for the employees listed.	Global Payroll, Termination Processing, Create Term/Layoff Letters ESP	GPES_RC_FNQ2
GPESGL01 Cost Center Summary	Creates a report that shows the payroll cost distribution among the different Cost Centers. Required by the accounting department. (Crystal)	Global Payroll, Time and Labor / GL Costs, GL Costing Report ESP	GPES_RC_GL01
GPESPSLP Payslip	Payslip Report: Prints a payslip summary for each employee selected.	Global Payroll, Payslips, Create/Print Payslips ESP	GPES_RC_PAYSLIP
GPESSS01 SS TC1	Prints a summary of the monthly contribution for each CCC.	Global Payroll, Social Security / Insurance, TC1 Report ESP	GPES_RC_SS1
GPESTAX1 Annual Deductions	Tax Report: Word template able to mail merge with a flat file containing annual tax deduction information for each employee. (Winword)	Global Payroll, Year-End Processing, Tax Deductions Report ESP	GPES_RC_TAX_10T

Glossary of PeopleSoft Terms

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

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

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

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

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

level	A section of a tree that organizes groups of nodes.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
load	The feature that initiates a process to automatically load information into a PeopleSoft application for example, populating the PeopleSoft Benefits database with plan-level election information.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addresses for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location indicated by a <i>1</i> is the address you use most often and may be different from the main address.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
material	In PeopleSoft Enterprise Learning Management, a resource item that can be assigned to the sessions of an activity. Material items are generally consumed during the duration of an activity and not returned, and they may have an associated cost.
message definition	An object definition specified in PeopleSoft Application Designer that contains message information for PeopleSoft Application Messaging.
meta-SQL	Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastings are special expressions included in SQL string literals. The metastings, 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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