

PeopleSoft®

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Global Payroll for France 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>O</i> , not the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
(quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

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

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

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

Common Elements in These PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and Don't Run	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.

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

See Also

Using PeopleSoft Applications

PeopleSoft Process Scheduler

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

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

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook

PeopleBook Structure

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

Chapters	Description
Preface	This is the chapter you’re reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • Common elements that are used in the PeopleBook. For example, if a data field is used on multiple pages, it might be defined only once in this chapter rather than repeatedly throughout the book.
Getting Started With...	This chapter discusses application implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the application and other products. • A high-level guide to how our documentation maps to the overall implementation process; it doesn’t offer step-by-step guidance on how to perform an actual implementation.
Understanding...	This is an introductory chapter that broadly explains the product and the functionality within the product.
Setup and Business Process	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.
Appendixes	(optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Reports Appendix	(optional) This appendix contains an abbreviated list of all of the application’s reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

CHAPTER 1

Getting Started With PeopleSoft Global Payroll for France

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

PeopleSoft Global Payroll for France Business Processes

PeopleSoft Global Payroll for France supports the following business processes:

- Overtime
- URSSAF contributions
- ASSEDIC Contributions
- ARRC, AGIRC, and Contingency funds
- Allowances
- Absence processing
- Levies
- Garnishments
- Loans and Advances
- Net guarantee
- Accruals
- Specific contracts
- Payslips
- Banking
- Termination processing
- DUCS generation
- DADS reporting
- Wage Certificates

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

PeopleSoft Global Payroll for France Implementation

The PeopleSoft Global Payroll for France 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 France 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 France 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 France 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 France setup.

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

Setting Up PeopleSoft Human Resources Tables

PeopleSoft Global Payroll for France 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 France, not all required steps.

Step	Reference
1. Set up work accident rate information at the Establishment level and the department level to calculate contributions.	• <i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i>, "Setting Up Organization Foundation Tables" • Chapter 6, "Defining URSSAF Contributions," page 83

Step	Reference
2. Set up the transportation rate at the Establishment level to calculate contributions.	• <i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i>, “Setting Up Organization Foundation Tables,” Defining Establishments • Chapter 9, “Working with Levies,” page 123
3. Set up the social security scheme in Contract Data to trigger the correct URSSAF rates. Associate payees that are eligible for an URSSAF contribution to a contribution class.	• <i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i>, “Entering Additional Data in Human Resources Records,” Setting Up and Tracking Employment Contracts • Chapter 6, “Defining URSSAF Contributions,” page 83
4. Set up the category status that must be indicated for triggering the correct retirement contributions (managers, Article 36 category, or employees)	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , “Setting Up Local Country Functionality,” (FRA) Setting Up French Control Tables
5. Set up the employee class in Job Data that is used to identify several particular categories of payees that have specific contribution calculations (trainees, doctors, etc.)	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , “Setting Up Jobs”
6. Define the Gross Reduction Percentage field in Contract Data that is used to determine some exemptions of funding bases for some specific categories of employees (journalists, artists, etc.)	• <i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i>, “Entering Additional Data in Human Resources Records,” Setting Up and Tracking Employment Contracts • Chapter 3, “Setting Up Country Data,” page 23
7. Ensure that the Multiple Employer rate in Contract Data is used for calculating proration of ceilings for payees having multiple employers.	• <i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i>, “Entering Additional Data in Human Resources Records,” Setting Up and Tracking Employment Contracts • Chapter 7, “Working with ASSEDIC Contributions,” page 101
8. Set up the AFB labor agreement, if applicable to your company, to calculate several specific earnings and absence takes. The Labor Agreement value can be used to apply calculation only if intended for specific labor agreements.	<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
9. Set up the pension code information for ARRCO, AGIRC, and contingency contributions that can be indicated at three different levels: Company, Establishment, or Employee Pensions/Insurances.	• <i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i>, “Setting Up Organization Foundation Tables” • Chapter 8, “Working with ARRCO, AGIRC, and Contingency Fund Contributions,” page 109
10. Define specific information that will be retrieved for the DADS report and the DUCS report at the Company, Establishment, Department, Location, Job, and Contract levels.	• <i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i>, “Setting Up Organization Foundation Tables” • Chapter 22, “Generating DADS,” page 333 • Chapter 20, “Generating DUCS,” page 311

Setting Up PeopleSoft Global Payroll Core Application Tables

PeopleSoft Global Payroll for France requires the setup of various tables in the PeopleSoft Global Payroll core application.

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

Setting Up PeopleSoft Global Payroll for France Tables

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

Step	Reference
1. Set up specific earnings and deductions entered in the gross salary.	<i>PeopleSoft 8.8 Global Payroll PeopleBook</i> , “Defining Earnings and Deduction Elements”
2. Set up specific absences.	• Chapter 15, “Defining French Absence Rules,” page 181 • <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, “Working With Absences”
3. Set up PeopleSoft-delivered absence rules. Update absence entitlements for standard absences by modifying some brackets.	• Chapter 15, “Defining French Absence Rules,” page 181 • <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, “Working With Absences”
4. Add social security schemes using the URSSAF Rates page to manage social security schemes not provided by PeopleSoft.	Chapter 6, “Defining URSSAF Contributions,” page 83
5. Review ASSEDIC contributions to ensure they correspond to your needs.	Chapter 7, “Working with ASSEDIC Contributions,” page 101
6. Review ARRCO and AGIRC contributions to ensure they correspond to your needs.	Chapter 8, “Working with ARRCO, AGIRC, and Contingency Fund Contributions,” page 109
7. Set up contingency-specific contributions for the company. PeopleSoft only provides one mandatory contingency contribution. For specific contingency contributions, you must ensure these contributions are correctly inserted in the 19/85% rules calculation (update of accumulators) and in the net guarantee process.	Chapter 8, “Working with ARRCO, AGIRC, and Contingency Fund Contributions,” page 109
8. Manage contributions of specific contracts or specific payees (expatriates, for example) that could not be handled by PeopleSoft. For specific contributions you may create, you must ensure they are correctly inserted in the net guarantee process.	Chapter 10, “Understanding Specific Contracts,” page 133

Step	Reference
9. Update absence codes used in the reports table to indicate which code related to your absences must be used in reports such as the payslip and wage certificates.	• Chapter 15, “Defining French Absence Rules,” page 181 • <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, “Working With Absences”
10. Set up DUCS. DUCS can be used to declare URSSAF, ASSEDIC, retirement and contingency contributions. You need to understand DUCS setup during rules implementation as it can have an impact on the design of the rules.	Chapter 20, “Generating DUCS,” page 311
11. Set up the DADS report. DADS setup can be done in two steps. The first step consists of rules design and particularly on the calculation and storing of some elements that are needed for the DADS report. The second step includes creating the correspondence between elements calculated by the payroll process and the fields used to declare these elements in the DADS report.	Chapter 22, “Generating DADS,” page 333
12. Define payslips.	Chapter 17, “Setting Up and Printing Payslips for France,” page 267

CHAPTER 2

Understanding PeopleSoft Global Payroll for France

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

- Global Payroll for France business processes
- PeopleSoft Global Payroll for France integrations.
- Delivered elements for France
- The naming conventions for delivered elements

PeopleSoft Global Payroll for France

PeopleSoft Global Payroll for France delivers numerous elements and rules needed to run a French payroll. Some of these rules are specifically designed to meet legal requirements, while others support common or “customary” payroll practices. In this section we provide general information about delivered elements for France. This information is organized into the following topics:

PeopleSoft Global Payroll for France Business Processes

PeopleSoft Global Payroll for France supports the following business processes:

- Overtime

PeopleSoft Global Payroll for France provides you with the ability to pay for overtime hours. The number of overtime hours is calculated outside of the payroll system and passed to PeopleSoft Global Payroll for France, which provides the functionality to calculate and pay those overtime hours. Overtime calculations are based on a weekly calculation of hours worked, but in certain situations the standard working hours can be calculated on a yearly basis.

- URSSAF contributions

PeopleSoft Global Payroll for France enables you to manage URSSAF contributions paid by both the payee and employer to cover retirement, sickness, workplace accidents, family benefits, widows' benefits, and FNAL. We deliver the rates for several URSSAF schemes (*régime*), including the general scheme 100, Alsace-Moselle General Scheme 101, and Qualification Scheme 914.

- ASSEDIC Contributions

ASSEDIC (or GARP in Paris) contributions are paid to the state unemployment fund (UNEDIC), which finances unemployment insurance (*Régime d'Assurance Chomage* or RAC), retirement insurance overhead (*Association gérant la Structure Financière* or ASF), and salary guarantee (*Fond National de Garantie des Salaires* or FNGS). PeopleSoft Global Payroll for France enables you to enter and maintain ASSEDIC contribution rates, create regulatory reports, make payments to collector institutions, and create ASSEDIC certificates upon employee termination.

- ARRCO, AGIRC, and Contingency funds

PeopleSoft Global Payroll for France enables you to manage ARRCO, AGIRC, and contingency contributions for managing pension funds.

- Allowances

A payee may be entitled to a variety of allowances, paid in addition to the regular salary. PeopleSoft Global Payroll for France provides the ability to calculate and manage payment of allowances relating to contract termination, transportation allowances, benefits in kind, and meal and travel allowances.

- Absence processing

PeopleSoft delivers predefined rules for processing absences due to vacation, illness, maternity, work accidents, and other reasons. We've designed these rules in accordance with French statutory requirements. You can easily modify many of these rules to reflect absence policies that are specific to your organization or to collective agreements that may be in force for your employees.

- Levies

Levies are deductions that don't fall into obvious categories, such as URSSAF, ASSEDIC, or AGIRC. Levies are paid to several organizations with different funding bases, with different conditions, and on different dates. PeopleSoft Global Payroll for France manages levies for:

- Non-mandatory contingency funds
- Professional training
- Transportation
- Participation of the Construction Effort levy
- Apprenticeships
- CSG and CRDS
- Levy on salaries
- Works councils

- Garnishments

PeopleSoft Global Payroll for France enables you to process garnishment deductions for alimony and other types of debt. Garnishments are taken every month, according to national guidelines.

- Loans and Advances

Employers who agree to pay salary advances or provide employee loans can use PeopleSoft Global Payroll for France to define and manage these loans and advances automatically.

- Net guarantee

Employers may be required to pay a guaranteed percentage of a payee's gross salary during the time that the payee is on sick leave. PeopleSoft Global Payroll for France is delivered with rules to manage the net guarantee calculation.

- Accruals

PeopleSoft Global Payroll for France manages two accruals: the 2483 Annual Training report and paid vacation. For the 2483 training report, PeopleSoft Global Payroll for France provides the calculation of two elements: a monthly hourly rate and an annual hourly rate. PeopleSoft Human Resources subsequently retrieves the results of the calculations to create the report. Global Payroll for France calculates two paid vacation accruals: the paid vacation accruals of the current accounting year and the accruals of the balance paid vacation of past accounting years.

- Specific contracts

Specific contracts give exemptions on contributions. Usually they are set up between an employer and a government department or between an employer and payee, subject to controls from the DDTE (regional government organization responsible for employment laws). PeopleSoft delivers rules for some common exemptions regarding some fixed-term contracts, specific exempted contracts, and specific categories of payees.

- AFB Rules

PeopleSoft Global Payroll for France provides specific elements for banking organizations that are members of the *Association Française des Banques* (AFB).

- Payslips

PeopleSoft's payslip functionality enables you to define the elements you want to print on the payslip, such as earnings, deductions, absence hours, current and year-to-date totals, as well as a daily record. With our payslip process you can print payslips for all payees, or a group of payees.

- Banking

PeopleSoft Global Payroll for France includes an optional banking process that enables you to create a bank transfer file with details of payments to be made for each payee.

- DUCS generation

PeopleSoft provide the ability to create DUCS files for submitting social security contribution information to government agencies for URSSAF, ASSEDIC, and ARRCO/AGIRC contributions.

- DADS generation

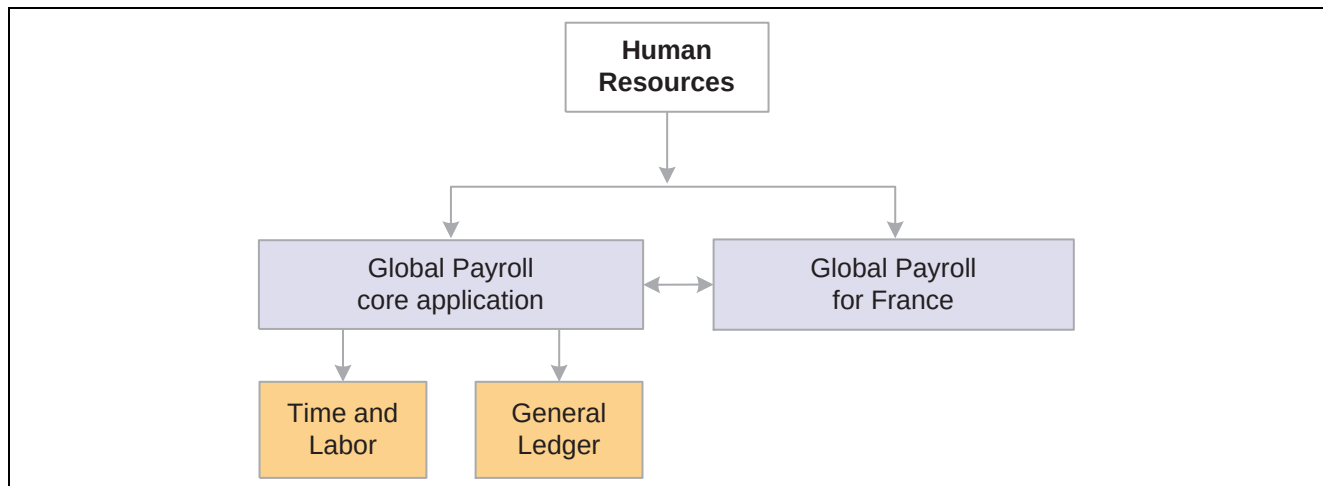
With PeopleSoft Global Payroll for France you can extract DADs data from your database, review and update the extracted information, and create the DADs report.

- Wage Certificates

PeopleSoft Global Payroll for France enables you to generate wage certificates for your payees. These certificates provide proof that a payee is entitled to receive social security payments for sick leave, maternity leave, paternity leave, work accidents, or occupational illness.

PeopleSoft Global Payroll for France Integrations

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



PeopleSoft Global Payroll for France integration flow with other PeopleSoft applications

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

See Also

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

Understanding Delivered Elements

PeopleSoft Global Payroll defines each business process for France 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 with 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 will 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 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. 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 allow 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 French 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 possible categories of element ownership in Global Payroll:

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

Understanding Ownership in PeopleSoft Global Payroll for France

Of the five ownership categories described here, only the following two are used to define French elements: PS Delivered/Maintained and PS Delivered/Not Maintained. Although Global Payroll for France delivers some elements as PS Delivered/Not Maintained, most elements are designated PS Delivered/Maintained. Some elements not maintained, such as variables and segment accumulators, enable you to modify, update, and reconfigure the delivered elements to meet your own, unique requirements.

Some elements—such as contribution rates and SMIC values—are defined as PS Delivered/Not Maintained to enable customers to modify these elements without waiting for the Tax Updates delivered by PeopleSoft. Thus, before applying the Tax Updates or other enhancements, determine whether the elements being upgraded have already been modified by your organization.

Note. In general, PeopleSoft Global Payroll for France uses the ownership category PS Delivered/Maintained to prevent the modification of elements that might interfere with calculations designed to satisfy strict legal requirements.

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

Element Type	Ownership	Exceptions
Earnings	PS Delivered/Maintained	Base Salary and Base Salary for AFB.
Deduction	PS Delivered/Maintained	Work Council Tax is delivered as sample data.
Variable	PS Delivered/Not Maintained	Values that cannot be changed without impacting the calculation.
Bracket	PS Delivered/Not Maintained	If values are not to be changed by the customer, they are defined as PS Delivered/Maintained.
Accumulator	PS Delivered/Not Maintained for segment accumulators. PS Delivered/Maintained otherwise.	In general, PeopleSoft maintains the non-segment base accumulators because customers can modify the funding base segment accumulators. However, the following non-segment accumulators are not PS Delivered/Maintained: - Accumulators for loans and garnishments - Generic accumulators - Accumulators for benefits in kind
Element Group	PS Delivered/Not Maintained	None
Process List	PS Delivered/Not Maintained	None
Section	PS Delivered/Not Maintained	None

Element Type	Ownership	Exceptions
Formula	PS Delivered/Maintained	There are some exceptions if the rule is not strictly legal: Formulas used to create conditional sections in a process list and generation control formulas are not maintained. Note. To enable you to decide when and how elements are triggered, generation control formulas and formulas used to create conditional sections are defined as PS Delivered/Not Maintained. Situation formulas are used to manage specific contracts and are not maintained. Note. Situation formulas are used to control how HR fields are used in payroll processing. To enable you to decide how these fields should be used, situation formulas are defined as PS Delivered/Not Maintained. Most generic formulas are not PeopleSoft-maintained (except legal rules and specific process formulas). Note. Generic formulas are developed as part of the country setup feature and carry the prefix GEN.
Array	PS Delivered/Maintained	None
Generation Control	PS Delivered/Not Maintained	None. Generation control formulas have been defined as PS Delivered/Not Maintained to enable you to decide when and how elements are triggered.

Note. For elements defined as PS Delivered/Maintained, the owner category triggers online security that prevents them from being modified. In addition, the owner field is important because it is used by the Element Upgrader to identify which elements PeopleSoft has delivered and which ones you have created.

See Also

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

Chapter 10, “Understanding Specific Contracts,” page 133

Chapter 3, “Setting Up Country Data,” page 23

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 or a supporting element, one of the following naming conventions applies.

Supporting Elements

For supporting elements such as variables, formulas, dates, durations, and so forth, 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 (PIN_TYPE) for more information).
- NAME: The name is based on a term in French and provides a further means of identifying the element.

For example, take the French variable URS VR TX VEUV S, where URS represents the functional area, VR represents the element type, and TX VEUV S 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 do not always contain functional area codes in their names. This is because primary elements have names, based on French terms, that identify their function and element type without the use of additional codes. For example, the absence take and entitlement elements for seniority paid vacation have names that identify their use in the system:

Absence Reason	Take Element	Entitlement Element
Seniority paid vacation	CPT ANCIENTE	CPE ANCIENTE

Although the names of these absence take and entitlement elements are not based on functional area codes, the key to their use can be found in the abbreviations CPT and CPE. CPT represents paid vacation take (*prise congés payés*). CPE represents paid vacation entitlement (*droits congés payés*). In addition, the abbreviation ANCIENTE (*ancienneté* or seniority) indicates that the purpose of these elements is to calculate seniority paid vacation. PeopleSoft Global Payroll for France uses numerous such abbreviations to signify how elements are used and the functional area they serve. Additional information about these abbreviations can be found in the section Additional Clues to the Use of French Elements.

Other Elements

For accumulators, sections, and element groups, 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 (PIN_TYPE) for more information).
- NAME: The name is based on a term in French and provides a further means of identifying the element.

For example, a section in a process list for France might be URS SE COTISATIONS, where URS is a functional area code, SE represents the element type, and COTISATIONS provides a means of uniquely identifying the element.

Additional Clues to the Use of French Elements

Many French elements contain abbreviations that provide clues (beyond those provided by the Functional Area Codes or List of Element Type Codes (PIN_TYPE)) to their use in the system. For example, URS MAL S is a deduction with a calculation rule of *base x percent*. The *percentage* is contained in the variable URS VR TX MAL S, and the *base* is contained in the formula URS FM BRUT ABAT. While the code URS (URSSAF) in the name of the deduction indicates the functional area served by the element, the abbreviations MAL and S provide additional useful information about the deduction. The abbreviation MAL (*maladie* or illness) indicates that the deduction applies to the URSSAF illness contribution, and the S (*salarie* or payee) signifies that the deduction is part of the payee's contribution. The TX (*taux* or rate) in the variable URS VR TX MAL indicates that the variable stores a contribution rate. And in the formula representing the base, the abbreviation ABAT (*abattement*) signifies that the formula determines a reduction (in this case a reduction of the gross salary). As you become more familiar with the elements created for a functional area, these abbreviations 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 French elements.

Abbreviations used in PeopleSoft Global Payroll for France	French	English
ABAT(T)	<i>Abattu</i>	Reduced
ABT	<i>Abattement</i>	Reduction
ALIM	<i>Alimentation</i>	Feeding
AN	<i>Annuel</i>	Annual
AN	<i>Avantage en Nature</i>	Benefits in kind
ANC	<i>Ancienneté</i>	Seniority
ATRV or AT	<i>Accident du Travail</i>	Work accident

Abbreviations used in PeopleSoft Global Payroll for France	French	English
AUB	<i>Aubry</i>	Aubry
CALC	<i>Calcul</i>	Calculation
CAR	<i>Carence</i>	Waiting period
CC	<i>Convention Collective</i>	Labor agreement
CO	<i>Carte Orange</i>	Paris transportation Orange Card
COND	<i>Conditionnel</i>	Conditional
COT	<i>Cotisations</i>	Contributions
CP or CPA	<i>Congés Payés</i>	Paid vacation
CPE	<i>Droits Congés Payés</i>	Paid vacation entitlements
CPT	<i>Prise Congés Payés</i>	Paid vacation take
DEB	<i>Début</i>	Beginning
DEC	<i>Décès</i>	Death
DECL	<i>Déclenchement</i>	Triggering
DED	<i>Déduction</i>	Deduction
DEP RET or D RET	<i>Départ à la retraite</i>	Voluntary retirement leave
DRT or DRTS or DTS	<i>Droits</i>	Entitlements
DT	<i>Droits ou Date</i>	Entitlements or date
DU	<i>DUCS (Déclaration Unifiée des Cotisations Sociales)</i>	Declaration of Social Contributions

Abbreviations used in PeopleSoft Global Payroll for France	French	English
E	<i>Employeur</i>	Employer
ENF	<i>Enfant</i>	Child
ETP	<i>Equivalent Temps Plein</i>	Full-time equivalent
EVE	<i>Droits évènement familial</i>	Family event entitlements
EVF	<i>Evènement Familial</i>	Family event
EVT	<i>Prise évènement familial</i>	Family event takes
FF	<i>Forfaitaire</i>	Lump sum
FORM	<i>Formation</i>	Training/education
HOR	<i>Horaire</i>	Hourly
HR or HRS	<i>Heures</i>	Hours
ICCP	<i>Indemnités compensatrices de congés payés</i>	Paid vacation in lieu allowances
IJ	(shorter term for IJSS) <i>Indemnités Journalières</i>	Daily allowances
IJSS	<i>Indemnités Journalières de Sécurité Sociale</i>	Social Security daily allowances
IND	<i>Indemnités</i>	Allowance
JC	<i>Jours Calendaires</i>	Calendar days
JO	<i>Jours Ouvrés</i>	Business days
JR or J	<i>Jour</i>	Day

Abbreviations used in PeopleSoft Global Payroll for France	French	English
LIC	<i>Licenciement</i>	Lay off
LIM	<i>Limite</i>	Limit
MAL	<i>Maladie</i>	Illness
MAP	<i>Mise à Pied</i>	Protective motive
MNT	<i>Montant</i>	Amount
MO	<i>Mois</i>	Month
NB or NBR	<i>Nombre</i>	Number
OBD	<i>Date d'origine de l'absence</i>	Original begin date
OUV	<i>Ouvert/Ouverture</i>	Opened/opening
PL or PLAF	<i>Plafond/Plafonné</i>	Ceiling
PRD	<i>Période</i>	Period
PRM	<i>Primes</i>	Premiums
REE	<i>Droits Représentant du Personnel</i>	Entitlements for staff representatives
REM	<i>Rémunération</i>	Compensation
REP	<i>Rapport ou prise Représentant du Personnel</i>	Report or takes for staff representatives
RET	<i>Retenue</i>	Deduction
S	<i>Salarié</i>	Employee
SAL	<i>Salaire</i>	Salary

Abbreviations used in PeopleSoft Global Payroll for France	French	English
SG	<i>Segment</i>	Segment
SLD	<i>Solde</i>	Balance
STG	<i>Stagiaire</i>	Trainee
THEO	<i>Théorique</i>	Theoretical
TRAV or TRV	<i>Travail</i>	Work
TX	<i>Taux</i>	Rate

Functional Area Codes

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

Functional Area	Description
ABS	Absence
AFB	AFB Collective Agreement
AGI	AGIRC
APP	Apprentices
ARC	ARRCO
ASS	ASSEDIC
ATR	Work Accident
CP and CPA	Paid Vacation
EVE	Other Absences
EVT	Other Absences

Functional Area	Description
GEN	Country Setup
HRS	Overtime
IND	Allowances - Premiums
MAL	Illness
MAT	Maternity
PRE	Loans
PRO	Liability
PRV	Contingency
REE	Work Council
REP	Reports
SAI	Garnishments
SIT	Situations
STG	Trainees
TAX	Levies
URS	URSSAF

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 France, not all of these codes appear in the names of French 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
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
PP	Previous Period Rule
PR	Process
PO	Proration Rule

Element type	Description
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining General Element Information”

Viewing Delivered Elements for France

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

See Also

Chapter 3, “Setting Up Country Data,” page 23

CHAPTER 3

Setting Up Country Data

This chapter provides an overview of:

- Reviewing country setup.
- Reviewing the pay process flow.
- Understanding variables and categories.
- Understanding rates, elements, and limits.
- Understanding ceilings.
- Reviewing Net Guarantee.
- How to calculate net guarantee.
- Net guarantee rules.
- How to add deductions to the net guarantee calculation.
- The delivered net guarantee deduction.
- Reviewing additional information necessary for country setup.

Understanding Country Setup

There are two aspects to country setup:

- Country-specific rules and elements, which are used throughout the application (for example, the accumulator for gross salary or the URSSAF gross salary accumulator).

Although many of the payroll elements, such as ceilings and rates, are defined in the core application, you must maintain these elements in PeopleSoft Global Payroll for France.

- Payee contributions and variables.

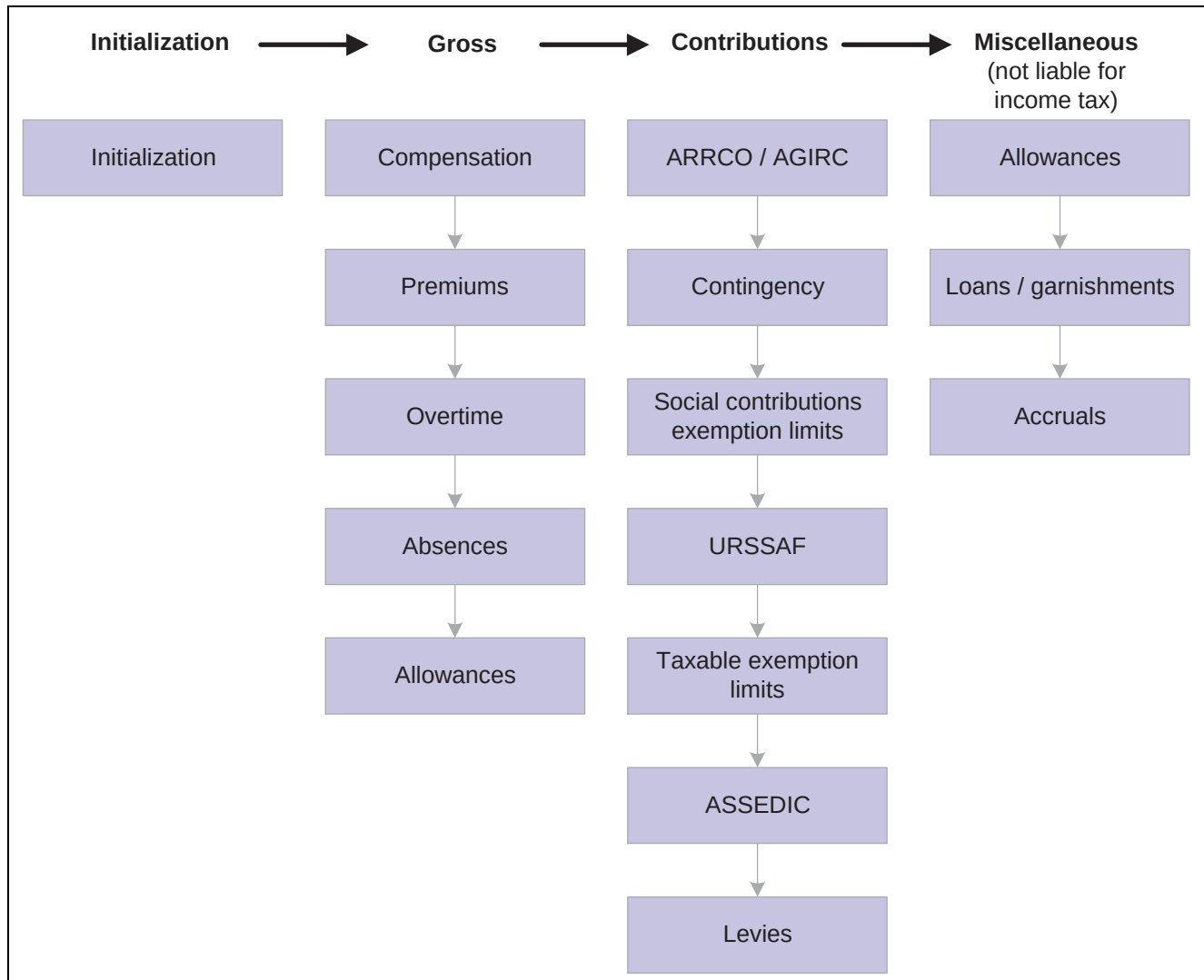
Payees have contributions deducted from their salaries into various categories, such as URSSAF, ASSEDIC, ARRCO/AGIRC, and contingency funds. The rates for the different contributions are defined as variables. Although PeopleSoft delivers the rates associated with these variables, as well as the ceilings that apply to the base used to calculate these contributions, you can adjust ceiling values and contribution rates to comply with changing laws.

This chapter explains how to view and update variables in their various categories. It also explains how to assign values to the variables, such as earnings limits or ceilings. These ceilings are used to calculate contribution rates for various funds. Part of the setup involves assigning monetary values to these limits.

Some parts of the PeopleSoft Global Payroll application, including employee data, are set up in PeopleSoft Human Resources. The link between the PeopleSoft Global Payroll and Human Resources applications becomes clear when you view a payee's contract file. The PeopleSoft Global Payroll aspect of that information is explained in this chapter.

Overview of the Pay Process Flow

In order to understand how to set up functionality in PeopleSoft Global Payroll for France, it's important to understand the pay process flow.



The pay process flow in PeopleSoft Global Payroll for France

The following list outlines how the pay process works in PeopleSoft Global Payroll for France:

1. Initialization.

The system executes formulas, arrays, dates, durations, and earnings in order to populate elements, such as variables, accumulators, and formulas. These elements are needed for most of the other features.

2. The system processes Gross, which are types of earnings and deductions (compensation, premiums, overtime pay, absences, and allowances).

3. The system processes Contributions, which are types of deductions (ARRCO/AGIRC, contingency funds, social contributions exemption limits, URSSAF, taxable exemption limits, ASSEDIC, and levies).
4. The system processes miscellaneous earnings and deductions that are not included in income taxes, such as allowances, loans, garnishments, and accruals.

A specific section manages the negative net-to-pay. This section is placed just before the accruals section. Other sections also appear at the end of the process list. Some sections are used to fill writable arrays. Another section performs calculations that are useful for the absence process for the following month.

Note. Set up the pay process in the order described so that the system processes the steps sequentially. If you stray from this order, the system may not function correctly.

Understanding Variables and Categories

PeopleSoft Global Payroll for France delivers some variables that you can update on the Variables by Category page. You can also define your own variables, assign them to a category, and update them, if necessary, on the Variables by Category page.

When you define a variable on the Variable Name page in the core application, you can select a category type for that variable. PeopleSoft Global Payroll for France delivers the following category types:

Category	Description
A36	Article 36 Employee
A4	Article 4/4 bis Managers
ASS	ASSEDIC
CPA	Paid Vacation
EMPL	Employee
GEN	Country Setup Generic Variable
HRS	Additional and Overtime Hours
IND	Allowances
LEV	Levies
PRV	Contingency Funds
RET	ARRCO/AGIRC

Category	Description
SAI	Garnishments
URS	URSSAF

The Category field on the Variable Name page has two uses in PeopleSoft Global Payroll for France:

- The first use of the Category field has to do with the EMPL, A36, and A4 categories.

These categories are used only for the ARRCO/AGIRC deductions. The Category field value is retrieved during processing and is used as an accumulator key (ARC VR CATEGORIE) for most of the ARRCO/AGIRC accumulators. Different sets of deductions that are specifically dedicated to one category of payees are defined and this category is populated in the Category field of these deductions. For example, the deductions that apply to the Employees category are ARC T1 NC S, ARC T1 NC E, ARC T2 NC S, and ARC T2 NC E. The category indicated in these deductions is EMPL. When these deductions are triggered, the category is retrieved and used as an accumulator key.

- The second use of the Category field is by the Variables by Category page.

The values that you select in the Category field appear on the Variables by Category page, which groups (into one location) different variables that you may need to periodically override. You can also adjust these variables on the individual contributions or category pages. For example, you can update the value of an URSSAF variable on the URSSAF Rates page or on the Variables by Category page.

See Also

[Chapter 8, “Working with ARRCO, AGIRC, and Contingency Fund Contributions,” page 109](#)

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Accumulators”

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Calculation Elements,” Defining Variable Elements

Reviewing Rates, Elements, and Limits

Many pages in PeopleSoft Global Payroll for France display different rates, amounts, and limits. These values are stored in variables, which are elements defined in the core application. The variables are usually associated with particular contribution types, such as with ASSEDIC rates.

For example, there are 17 ARRCO variables associated with rates. Each variable represents a single ARRCO contribution rate. On the ARRCO Rates page, the first variable contains the rate for the non-managers, Slice 1 (T1), payee contribution. The second variable contains the rate for the non-managers, Slice 1 (T1), employer contribution, and so on.

Many contributions, such as those to URSSAF and ASSEDIC, are based on earnings limits. These limits are usually displayed on the setup pages, opposite the payee and employer contribution rates. The contribution bases are defined in ceilings. Ceilings generally correspond to salary levels and are defined by the government.

The various ceilings are interrelated. For example, the first set of limits is from zero to amount A. The second set is from amount A to amount A x 3.

Values are assigned to the ceilings (A ceiling, B ceiling, and so on) on the Ceilings page.

See Also

Chapter 8, “Working with ARRCO, AGIRC, and Contingency Fund Contributions,”
Viewing Contribution Rates for ARRCO, page 113

Chapter 2, “Understanding PeopleSoft Global Payroll for France,” Element
Ownership and Maintenance, page 11

Pages Used to View Rates and Ceilings

Page Name	Object Name	Navigation	Usage
Rates and Elements	GPFR_RATE_PANELS	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, Rates/Elements/Limits FRA, Rates and Elements	View the groups of rates for the different types of contributions, such as ARRCO or AGIRC. The data on the Rates and Elements page is delivered by PeopleSoft but not maintained by PeopleSoft. You can change the values of the variables, if necessary.
Limits	GPFR_LIM_PANELS	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, Rates/Elements/Limits FRA, Limits	View the ceilings associated with the variable that is defined on the Rates and Elements page. The ceilings on the Limits page are delivered by PeopleSoft but not maintained by PeopleSoft. You can change the limits for the ceilings on a variable here.

Viewing Groups of Rates for Contributions

Access the Rates and Elements page.

Rates And Elements

Limits

Component Name:

GPFR_ASS_RATES

*Description:

ASSEDIC Rates and Limits

Elements

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

	Entry Type	Element Name	Description		
1	Variable	ASS VR TX RAC TA S	Rate RAC bracket A payee	+	-
2	Variable	ASS VR TX RAC TA E	Rate RAC bracket A employer	+	-
3	Variable	ASS VR TX RAC TB S	Rate RAC bracket B payee	+	-
4	Variable	ASS VR TX RAC TB E	Rate RAC bracket B employer	+	-
5	Variable	ASS VR TX FNGS	Rate FNGS employer	+	-

Rates and Elements page

Component Name The name of the component that contains the variables.

Row for 2nd Set of Elements The system refers to this field for the limits. The limits can be shown in either FRF or EUR. The variables used to store limits for the Ceilings component are listed on the Rates and Elements page. There are two sets of variables: the first is in FRF and the second is in EUR. This field tells the system where the second set of elements is stored.

Elements

Entry Type Select the entry type: *Accumulator* (accumulator), *Deduction*, *Section*, and *Variable*.

Element Name Displays the variable name. Variable names are coded according to the contribution type. For example, *ARC VR TX TI NC S* is the variable that contains the value of the ARRCO contribution for a payee on earnings base T1.

Viewing Ceilings Associated With Variables

Access the Limits page.

Rates And Elements

Limits

Component Name:

GPFR_ASS_RATES

*Description:

ASSEDIC Rates and Limits

Limits

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

	From Ceiling	To Ceiling		
1	Zero	A Ceiling	+	-
2	A Ceiling	B Ceiling	+	-
3	Zero	B Ceiling	+	-

Limits page

Component Name The name of the component that contains the variables.

Limits

From Ceiling Select the minimum salary base for the set of limits that you are defining.

To Ceiling Select the maximum salary base for the set of limits that you are defining.

Working with Ceilings

Ceilings are the earnings limits that define the different contribution rates to organizations, such as URSSAF and ASSEDIC. The Limits page contains ceiling definitions. The monetary values for ceilings appear on the Ceilings page.

You use the Contract Data page in PeopleSoft Human Resources to assign limits to the earnings ceilings and enter complementary HR information specific to France. This information relates to the payee's regime and any related contribution deductions. Any payee eligible for an URSSAF contribution must be associated with a contribution class code (social security code or regime).

Pages Used to View Ceilings and Assign Limits to Those Ceilings

Page Name	Object Name	Navigation	Usage
Ceilings	GPFR_CEILINGS	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, Ceilings FRA	View the different ceilings used to calculate the funding bases for the URSSAF, ASSEDIC, AGIRC/ARRCO, and contingency funds contributions. You can change the values of the ceilings here to comply with changing laws.

Viewing Ceilings

Access the Ceilings page.

Ceilings	Amount
A Ceiling	2352.000
B Ceiling	9408.000
C Ceiling	18816.000
GMP Ceiling	259.420
Ceiling 2 (A Ceiling x 3)	7056.000
Tax on Salaries Ceiling 1	6563.000
Tax on Salaries Ceiling 2	13114.000

Ceilings page

The ceiling name appears in the column on the left. The current monetary values of each ceiling appear in the Amount column. The amounts for the ceilings are monthly amounts in euros.

Defining Ceilings for Amounts That Aren't Monthly

If a payee works only one week during the month, the payee has a segment period equal to one week in the month. You can prorate the ceiling using the number of days of the segment compared to the number of days in the monthly period.

Determining When a Ceiling Has Been Reached

The calculation of the slice is a monthly calculation. This means that you add the gross for the year and compare this sum to the sum of all the monthly ceilings. If the sum of the gross is more than the sum of the ceilings, the annual funding base of the ceiling is limited. The funding base of the previous month on which the payee has already contributed is deducted and the monthly funding base is obtained. A generic formula called GEN FM CALC LIMIT is used for calculating this monthly funding base limited to a ceiling.

Overview of Net Guarantee

French law requires employers to pay a guaranteed percentage of a payee's gross salary during the time that the payee is on sick leave, subject to certain conditions. Alternatively, some collective agreements stipulate a guaranteed percentage of a payee's net salary during a payee's sick leave.

Many collective agreements stipulate that the allowance paid to a payee during the payee's illness, after deduction of the social security daily allowances, cannot result in the payee's net salary exceeding the net salary earned when the payee is not on sick leave. This is called the guarantee on the net salary (*garantie sur le net*).

The law stipulates a guarantee on the gross salary. For companies not bound by a collective agreement, the guarantee on the net salary does not have to be applied. However, most companies in France are bound by a collective agreement. Also, most companies apply the net guarantee rule because it is generally considered a fair way to do business. However, in some cases, such as with small companies without a collective agreement or a collective agreement without any reference to the net guarantee, the net guarantee does not have to be considered.

PeopleSoft Global Payroll for France is delivered with rules to manage the net guarantee calculation.

Note. Most elements created specifically for the net guarantee calculation are named with a prefix of GEN or a suffix of GN. This enables you to easily identify the relevant elements.

Net Guarantee Calculation Method

The net guarantee calculation is managed through a sub-process section (GEN SE GARANTI NET) and the following are the steps in the calculation:

1. The net guarantee sub-process section is triggered if there are some social security daily allowances (*Indemnités Journalières de Sécurité Sociale* or “IJSS”)—that is, if the accumulator GEN AC IJSS GN SG is over zero. The condition formula GEN FM COND NET GA is used to trigger the sub-process section.
2. The formula GEN FM INIT initializes the sub-process section. The formula populates the variable GEN VR IERE ITERAT to indicate that the system is processing the first loop.
3. The processing loop begins. The formula GEN FM NB ITERAT is processed at the beginning of each loop. This formula populates the variable GEN VR NB ITERAT with the value of the number of iterations (for example, GEN VR NB ITERAT will be equal to five during the fifth iteration). To exit the loop, the variable GEN VR EXIT, used in the condition formula GEN FM EXIT, must be equal to FALSE.
4. The net guarantee section GEN SE IJSS AJUST is triggered. This section stores the adjustments that are being calculated iteratively. The section GEN SE IJSS AJUST includes the deduction IJSS AJUST. This section and this deduction are also used during “normal” processing (that is, outside the sub-process section) and IJSS AJUST is equal to the adjustment calculated in the sub-process section.
5. During the first iteration of processing, the modification of the gross salary is calculated. The formula GEN FM MODIF BRUT populates a variable by the amount of the IJSS, and the result of this variable is a member of the accumulator GEN AC BRUT SG. Then the net salary, without the impact of the IJSS, is calculated. This produces a target net salary.
6. The various sections created specifically for the net guarantee calculation are triggered using the same condition formula and in the same order as the regular contributions sections in the process list.
7. The formula GEN FM RAZ VR GN is resolved, and the indicator variables are set to zero. If you create any formulas using the same logic as GEN FM RAZ VR GN, the formula must resolve to set the indicator variable to zero. Your new formula must be inserted into the sub-process section immediately after the formula GEN FM RAZ VR GN. If you create any formulas using the same logic as the one described in the section Understanding Net Guarantee Formulas, the indicator variables you create must be set equal to zero. Such a formula must have the same goal as GEN FM RAZ VR NG (that is, set the indicator variables equal to zero). Your new formula must be inserted into the sub-process section immediately after the formula GEN FM RAZ VR GN.
8. The target net salary is calculated during the first iteration. The formula GEN FM NET GARANT calculates the target net salary and stores the result in the variable GEN VR NET A PAYER. The

target net to pay is equal to net salary calculated during the first iteration (that is, gross salary, without impact of the IJSS, minus the contributions). This net salary is reduced by the amount of the net IJSS, which is the IJSS reduced by the CSG and CRDS.

9. The IJSS adjustment is calculated. The formula GEN FM GARANTI NET calculates the IJSS adjustment if there is still more than one cent of difference between the net salary and the target net salary. The adjustment calculated during each iteration is equal to the difference between the net salary and the target net salary multiplied by a contribution rate stored in the variable GEN VR TAUX FIXE. This amount is added to the previous value of the IJSS adjustment. If the difference between the net salary and the target net salary is lower than the value stored in the variable GEN VR DELTA NET, the variable used as an indicator of the last iteration (GEN VR DERN ITERAT) and the variable used to exit the loop (GEN VR EXIT) are populated.
10. The IJSS adjustment is limited so that the IJSS plus the IJSS adjustment are not greater than the appropriate salary upholding for the month.
11. The sub-process section is stopped, and the normal process list continues processing.

The maximum number of iterations for this process is 15. If the difference between the net salary and the target net salary is higher than the value of GEN VR DELTA NET after the fifteenth iteration, the processing loop is stopped, the IJSS adjustment is set equal to the last amount calculated, and a warning message appears letting you know that the calculation of the IJSS adjustment is inaccurate.

The variable GEN VR CALC GN is used in the condition formula GEN FM COND NET GA to trigger the calculation of the net guarantee sub-process section. By default, GEN VR CALC GN is equal to True (1), which means that the net guarantee is processed when the accumulator GEN AC IJSS GN SG is over zero.

Note. If you want to avoid the calculation of the net guarantee and want to directly enter an amount for the IJSS adjustment, override the variable GEN VR CALC GN to False (0) and enter the value of the adjustment in the variable GEN VR AJUSTEMENT.

If your organization does not want to use the calculation of the net guarantee, there are several possible solutions, some of which are:

- Override the variable GEN VR CALC GN to false (0) at the payee level if you just want to avoid the calculation for one specific payee.
- Override the variable GEN VR CALC GN to false at the pay entity level. Then, the adjustment will not be calculated for organizations where the adjustment does not need to be calculated (for example, when following a collective agreement).
- Create a process list without the sub-process section GEN SE GARANTI NET and use this process list for organizations where the net guarantee does not need to be performed.
- Modify the condition formula GEN FM COND NET GA. This formula is PeopleSoft delivered, but not maintained. Create your own logic to trigger, or not trigger, the net guarantee calculation according to your needs.

Note. PeopleSoft strongly recommends that you define the pay entity equal to companies when using the PeopleSoft Global Payroll for France rules.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Processing Elements,” Using Sections

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Processing Elements,” Using Process Lists

Adding Deductions to the Net Guarantee Calculation

This section addresses the potential need to add deductions to the net guarantee calculation.

Understanding Net Guarantee Formulas

PeopleSoft designed the net guarantee rules to allow the recalculation of elements in the sub-process section without excessive degradation of the system's performance.

The goal of the sub-process section is to create some processing loops (or iterations) for some elements. During each loop, some of the elements have another value and must be recalculated. These elements are therefore defined to always recalculate. The rules use logic that maximizes performance during each processing loop. When formulas are used several times in the process or in the sub-process, their results are stored in variables.

When using these formulas, the system follows these steps:

1. Test if the variable indicator is equal to *True* or *False*.
2. If the variable indicator is equal to *False*, the formula is triggered and its result is stored in a variable.
3. If the variable indicator is equal to *True*, the system does not trigger the formula because the system knows the formulas has already been calculated and the result has already been stored in a variable.
4. The system uses the result stored in the variable (and not the formula itself).
5. At the end of the sub-process section, the variables indicator are set equal to zero by the formula GEN FM RAZ VR GN and are then ready to be recalculated during a new iteration.

For example, the formula ARC FM BRUT ABAT is used to calculate the gross salary, after reduction for specific jobs, used for the ARRCO contributions. This formula needs to be recalculated during each iteration, but is used by the formulas ARC FM CALC BASE A, ARC FM CALC BASE 1, and ARC FM CALC BASE 2. The result of the formula ARC FM BRUT ABAT is stored in the variable ARC VR BRUT ABAT, and the variable indicator ARC VR BRUT ABA DC stores the value *True* (1) when the formula ARC FM BRUT ABAT is calculated.

When we need the gross salary for the ARRCO in the formula ARC FM CALC BASE A, for example, we first test the value of the variable indicator. If this variable is equal to *False*, we trigger the calculation of the formula ARC FM BRUT ABAT and we can then use the result stored in the variable ARC VR BRUT ABAT. If the variable ARC VR BRUT ABA DC retrieves the value *True*, we don't need to again trigger the formula ARC FM BRUT ABAT and can instead use the result already stored in the variable.

Apply the same logic if you create any deductions that need to be included in the net guarantee calculation and need to use formulas triggered several times in the process.

Moreover, if you need to use the results of the formulas AGI FM BRUT ABAT, AGI FM CALC BASE B, ARC FM BRUT ABAT, URS FM BASE A, and URS FM BRUT ABAT, use the same logic PeopleSoft created.

Formula Name	Variable Result	Variable Indicator
AGI FM BRUT ABAT	AGI VR BRUT ABAT	AGI VR BRUT ABA DC
AGI FM CALC BASE B	AGI VR CALC BASE B	AGI VR CAL BA B DC

Formula Name	Variable Result	Variable Indicator
ARC FM BRUT ABAT	ARC VR BRUT ABAT	ARC VR BRUT ABA DC
URS FM BASE A	URS VR BASE A	URS VR BASE A DC
URS FM BRUT ABAT	URS VR BRUT ABA 2	URS VR BRUT ABA DC

If you create new deductions and have formulas that must be recalculated during each iteration, but that are used several times, you can use PeopleSoft logic. But if you need to create a formula having the same use as the formula GEN FM RAZ VR GN (that is, to set the variable indicator equal to zero), insert the new formula in the sub-process section after the formula GEN FM RAZ VR GN.

Creating Sections

You can create your own sections referencing your deduction(s) and then include them in the sub-process section. The deductions that need to be included in the sub-process section are the deductions that impact the net to pay salary. This is the case for a payee's contributions. But this is also the case for some employer's contributions and particularly the deductions used to calculate the contributions exemption limits (rule of 19 and 85 percent).

Understanding the Sub-Process Section

The setup of the sub-process section must reflect the process list defined by you. The sub-process section provided by PeopleSoft is based on the process list REGLEMENTAIRE PAIE. In the sub-process section, the system uses some specific sections (with the suffix GN) patterned after the sections used in the normal process list. The system also uses the same condition formulas.

If you have a process list with some differences in the order of the sections, in the sections themselves, and/or in the condition formulas, update the sub-process section provided by PeopleSoft or create your own sub-process section. If your company has its own unique process list, create sub-process sections that correspond to your own unique process list.

Note. For example, PeopleSoft provides some specific sections to manage the contributions due for the different categories for the retirement and contingency contributions. There are two ways of managing the triggering of the deductions depending on the payee's category (employee, Article 36, or Article 4&4bis) through eligibility groups or through sections.

The process list REGLEMENTAIRE PAYE provided by PeopleSoft uses eligibility group management of the deductions triggering. For companies that choose to manage the triggering through sections, those companies need to create some sub-process sections that follow the same logic as their process lists.

The calculation of some benefits in kind (meal and lodging) depends on the value of the gross salary. Because the gross salary varies during the iterative calculation, if the benefits in kind calculation were included in the net guarantee sub-process section, this could cause some instability for the adjustment calculation. To avoid this, PeopleSoft has placed the benefit in kind section IND SE AVT NATURE after the IJSS section GEN SE IJSS but before the net guarantee sections GEN SE GARANTIN NET and GEN SE IJSS AJUST.

See Also

Chapter 8, “Working with ARRCO, AGIRC, and Contingency Fund Contributions,” page 109

Chapter 5, “Understanding Allowances,” Maintaining Allowances, page 54

Viewing the Delivered Net Guarantee Deduction

PeopleSoft delivers and maintains the deduction element IJSS AJUSTEM to accommodate the net guarantee calculation. This deduction stores the value of the adjustment calculated in the sub-process section. To find out the specifics of an element’s definition, use the PeopleSoft Global Payroll core application online element definition pages to display the element’s definition.

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

See Also

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

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

Reviewing Additional Information for Country Setup

The following section discusses additional information needed to set up PeopleSoft Global Payroll for France.

Funding Base Calculation

This section discusses limits and ceilings.

Progressive Regularization of Contributions

Some contribution types have limit ceilings. For these contributions, PeopleSoft Global Payroll for France applies a progressive regularization of the contributions. This means that in each segment, the system calculates the limited funding base on the annual amounts and obtains the funding month for the segment. The funding base is calculated as follows:

Calculation of the annual funding base limited to a ceiling – annual funding base on which the payee has already contributed = segment funding base limited to a ceiling

The calculation of the annual funding base limited to a ceiling comes from the GEN FM CALC LIMIT formula. To process this formula correctly, different variables must be applied before calculating it. The GEN VR BRUT variable must be equal to the annual base amount, GEN VR MAXI must be equal to the upper ceiling limit, and GEN VR MINI must be equal to the lower ceiling limit.

Ceiling Proration Based on the Number of Segment Days

The ceilings entered on the Ceilings page are monthly ceilings for the URSSAF, ASSEDIC, ARRCO/AGIRC, and Contingency funds contributions. In the case of segmentation, these ceilings are prorated according to the number of days of the current segment being processed. This proration is calculated by the GEN FM NB JR 30IEM formula, based on 30 days per month (*trentième*), for all months of the year (as required by French regulations).

To override the number of days in the current segment retrieved by the GEN FM NB JR 30IEM formula, use the variable GEN VR 30EME FORCE substituting the new value on the Supporting Element Override page. The new value will be used for the calculation of the prorated ceilings. All ceilings calculated by PeopleSoft are affected by this override.

Ceiling Reduction for Payees With Multiple Employers

For payees with multiple employers, enter a multiple employer rate on the Contract Data page. The ceiling reduction is calculated using the value entered in the Multiple Employer Rate field.

Ceiling Proration for Part-Time Payees

You can apply a proration on the ceiling for part-time payees. If these payees work less than the company standard hours, this proration is applied. This proration does not apply if the payee has multiple employers because the law indicates that only one proration can be applied. The ceiling reduction first applies for the multiple employer rate and is never processed for part-time payees if it has been applied for multiple employers.

Gross Reduction Percentage for Specific Job Categories

You can enter a gross reduction value for specific job categories on the Contract Data page. The annual gross reduction cannot be more than 50000 Euros (as of the 1st of January 2000). The generic formula GEN FM ABATT BASE is used to calculate the funding base after reduction with the limitation of the reduction for 50000 for the year 2000.

Overriding Ceiling Values

Several variables can be used in order to override the ceiling value calculated by the application. The ceilings must be overridden individually. The following tables lists the different variables that can be used with the Supporting Element Override functionality to override the ceiling values normally calculated.

Variable	Function
URS VR PLAF A FORC	Overrides the URSSAF A ceiling.
ASS VR PLAF A FORC	Overrides the ASSEDIC A ceiling.
ASS VR PLAF B FORC	Overrides the ASSEDIC B ceiling.
ASS VR PLAF AB FORC	Overrides the ASSEDIC AB ceiling.
ARC VR PLAF A FORC	Overrides the ARRCO A ceiling.

Variable	Function
ARC VR PLAF 1 FORC	Overrides the ARRCO 1 ceiling.
ARC VR PLAF 2 FORC	Overrides the ARRCO 2 ceiling.
AGI VR PLAF A FORC	Overrides the AGIRC A ceiling.
AGI VR PLAF B FORC	Overrides the AGIRC B ceiling.
AGI VR PLAF C FORC	Overrides the URSSAF C ceiling.
AGI VR PL ABC FORC	Overrides the AGIRC ABC ceiling.
AGI VR PL GMP FORC	Overrides the AGIRC GMP ceiling.
PRV VR PLAF A FORC	Overrides the Contingency Funds A ceiling.

See Also

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

Seniority Calculation

PeopleSoft Global Payroll for France delivers three types of seniority calculation:

- The seniority effective at the segment end date of the segment period.
- The seniority prorated after a period of part-time work.
- The seniority calculated at the beginning date of the notice period.

Seniority Effective at the Segment End Date

The seniority effective at the segment end date is calculated from the number of days worked by a payee. The number of days worked is stored in the GEN AC JOUR ANC accumulator. The GEN AC JOUR ANC accumulator is calculated as follows:

GEN AC JOUR ANC = number of days of the segment – the number of absence days + the number of absence days counted as days worked by law + the number of absence days counted as days worked by the collective agreement

Seniority is calculated as follows:

Seniority = segment end date – number of days of seniority

Note. PeopleSoft Global Payroll for France takes into account both leap years and non-leap years in calculating seniority.

Example

If the segment end date is the 31st of December and the number of days of seniority is 365 days, the seniority in years is equal to 1 for a non-leap year and 0 for a leap year. In other words, for a non-leap year, the system returns a value of 1, and for a leap year, the system returns a value of 0.

The seniority calculation is expressed in years plus months plus days.

Example

Segment end date = 31 December 2001 (a non-leap year)

Number of days of seniority for a payee = 401

Seniority = 1 year, 1 month, and 5 days

Note. PeopleSoft Global Payroll for France does not express the seniority in different formats, such as 1 year, 13 months, or 401 days.

The following variables return these corresponding values:

- The GEN VR AN ANC variable returns the value for the number of years.
- The GEN VR MOIS ANC variable returns the value for the additional seniority in months.
- The GEN VR JOUR ANC variable returns the value for the additional seniority in days.

Seniority Prorated After a Period of Part-Time Work

For seniority that is prorated after a period of part-time work, the GEN AC JR ANC PRO accumulator stores the number of days of seniority that are prorated. The results are stored using the same logic as the variables used for seniority at the segment end day.

The following variables return these corresponding values:

- The GEN VR AN ANC PRO variable returns the value for the number of years.
- The GEN VR MOIS ANC PR variable returns the value for the number of months.
- The GEN VR JOUR ANC PR variable returns the value for the number of days.

Seniority Calculated at the Beginning Date of the Notice Period

PeopleSoft Global Payroll for France also provides a seniority type calculated at the date of the beginning of the notice period. The number of days of seniority is stored in the GEN AC JOUR ANC LI accumulator.

The results are stored in the following accumulators:

- GEN AC AN ANC LIC for the years.
- GEN AC MOIS ANC LI for the months.
- GEN AC JOUR ANC LI for the days.

This seniority is calculated only when the date of the beginning of the notice period is included in the segment period. The results are stored in custom accumulators. This means that the result of these accumulators should be calculated only once and that the result is stored and can be retrieved in future pay periods.

Note. When you first set up PeopleSoft Global Payroll, you must populate the GEN AC JOUR ANC, GEN AC JR ANC PRO, and GEN AC JOUR ANC LI accumulators with the number of days of seniority.

Populating Different Accumulators

PeopleSoft Global Payroll for France uses the following rules regarding the population of the GEN AC JOUR ANC, GEN AC JR ANC PRO, and GEN AC JOUR ANC LI accumulators.

Note. The following example discusses the rules for the GEN AC JOUR ANC accumulator, but the logic is the same for the other accumulators.

The GEN AC JOUR ANC accumulator has four members:

- GEN AC JOUR CAL is added and retrieves the number of calendar days of the segment. This accumulator is populated in the pay process.
- GEN AC ABSENCE is subtracted and retrieves the number of absence days of the segment. This accumulator is populated in the absence process and is used to deduct the seniority from the days of absence.
- GEN AC ABS ASS LOI is added and retrieves the number of absence days of the segment counted as days worked by the law. This accumulator is populated in the absence process and is used to decrease the number of absence days when the law indicates that some specific absences are counted as days worked and do not then decrease the seniority.
- GEN AC ABS ASS CC is added and retrieves the number of absence days of the segment counted as days worked by the collective agreement. This accumulator is populated in the absence process and is used to decrease the number of absence days when the collective agreement indicates that some specific absence is counted as days worked and does not then decrease the seniority. Of course, what is counted as days worked is exclusive between the law and the collective agreement.

The different accumulators populated by the absence process are updated with three formulas.

- The GEN FM ABS CAL formula populates the GEN AC ABSENCE accumulator. This formula is processed in a day formula for all absences.
- The GEN FM ABS ASS CAL formula populates the GEN AC ABS ASS LOI accumulator. This formula is processed in a day formula only for absences that are counted as days worked by the law.
- The GEN FM ABS ASS CC formula populates the GEN AC ABS ASS CC accumulator. This formula is processed in a day formula only for absences that are counted as days worked by the collective agreement.

The triggering of the GEN FM ABS ASS CAL and GEN FM ABS ASS CC formulas depends on brackets. The following is an explanation of how these brackets work with the triggering of formulas:

Purpose	Bracket Name	Description
Seniority calculation and absences	ABS BR ANC-ABS LOI ABS BR ANC-ABS CC	These brackets store information about how to consider absences in calculating seniority. The retrieved value in the bracket is either equal to 0 or 1. 0 means that the absence being processed (TAKE CONFIG2) is to be decreased from the number of years of seniority. 1 means that the absence is not decreased from the seniority years. Instead, it is considered as effective work. The bracket dealing with the collective agreement (ABS BR ANC-ABS CC) has another retrieved value stored in a variable (ABS VR J PAYES CC). This bracket indicates, for the absence being processed, whether it has to be paid (the value would be 1) or whether it has to be considered as effective work (the value would be 0). This variable should only be equal to 1 if the value retrieved in the bracket is also 1.

The following tables give a more detailed explanation of the brackets:

ABS BR ANC-ABS LOI	Key: TAKE CONFIG2
Indicates how to consider an absence regarding seniority calculation for the law. Values in the bracket column result: 1 means the absence is considered as effective work by the law. 0 means the absence is considered as an absence by the law.	Return column: ABS BR ANC-ABS LOI

Default values

TAKE CONFIG2	ABS BR ANC_ABS LOI
MAL	0
AT	1
ATRCH	0
MAT	1
ADOPT	0
THERP	0
EVF	0

ABS BR ANC-ABS CC	Keys: TAKE CONFIG2, COLLECTIVE AGREEMENT
Indicates how to consider an absence regarding seniority calculation for collective agreements. Values in the bracket column result : <i>1</i> means the absence is considered as effective work by the collective agreement. <i>0</i> means the absence is considered as an absence by the collective agreement. Values in the ABS VR J PAYES CC column result: <i>1</i> means the absence has to be paid to be considered as effective work by the collective agreement (the variable can only be equal to <i>1</i> if the bracket returns <i>1</i>). <i>0</i> means the absence is considered as an absence by the collective agreement.	Return columns: ABS BR ANC-ABS CC/ ABS VR J PAYES CC

Default values

TAKE CONFIG2	COLLECTIVE AGREEMENT	ABS BR ANC-ABS CC	ABS VR J PAYES CC
MAL	AFB	1	1
AT	AFB	1	0
ATRCH	AFB	0	0
MAT	AFB	1	0
MTSUP	AFB	0	0
ADOPT	AFB	0	0
THERP	AFB	0	0
DIV	AFB	0	0
EVF	AFB	0	0

In the ABS FM ALIM AC ABS formula (used for each absence take calculation), the values retrieved in those two brackets are used to trigger or not trigger some formulas.

If an absence is to be considered as an absence by the law (*I* would therefore be the value retrieved by ABS BR ANC-ABS LOI), and then is to be decreased from the number of seniority days, the GEN FM ABS ASS CAL formula is triggered.

Negative Net-to-Pay Management

In PeopleSoft Global Payroll for France, a special earning and a special deduction have been created to manage cases where the net salary is negative.

The NET NEG AVAN earning receives an amount equal to the net negative amount, so that the final net salary is equal to 0 on the minimum. The NET NEG REPR deduction recovers the advanced amount of the previous month.

The GEN AC NET NEG accumulator stores the salary advance balance to cover the negative net.

Processing Negative Net Salaries

The GEN EG NET NEG element group must be placed in the eligibility groups that you defined in order to process this calculation. The GEN SE NET NEG section must be placed in the process list after the last section that can impact the net salary. This means that you should place the GEN SE NET NEG section after the loans section on the process list provided by PeopleSoft.

SMIC Control

The *Salaire Minimum Interprofessionnel de Croissance* (SMIC) is the minimum salary defined by the government. PeopleSoft Global Payroll for France has a control to check that the salary paid is more than the SMIC. If the salary paid is less than the SMIC, the system increases the funding base used for the contributions because this funding base cannot be less than the SMIC.

Checking for SMIC Control

PeopleSoft Global Payroll for France uses the GEN FM CTRL SMIC formula to process different calculations and controls, including the control for the SMIC. If the salary paid is less than the SMIC, this formula generates a warning message. View this message on the Payee Messages page in the core application.

The SMIC is calculated as follows:

$\text{SMIC} = \text{the number of hours paid} \times \text{the hourly SMIC value.}$

The control is done on the segment and on the month that the system controls if the sum of the different salaries paid during the month is more than the sum of the segment SMICs.

The SIT FM PAYM HRS situation formula is used to indicate whether the payment of the salary is based on the hours and then if the SMIC control can be done.

If the payment is a lump sum and the number of hours cannot be estimated, then you must override the SIT FM PAYM HRS formula with the GP FALSE value, and no SMIC control is applied. By default, the SIT FM PAYM HRS formula is equal to GP TRUE, which means that the control is normally processed.

This control is not checked for a company officer or payees who have the SIT FM MANDATAIRE situation formula equal to TRUE. For the SMIC calculation, the system applies the reduction for specific categories of payees, such as for people under 18 and for specific contracts, such as qualification contracts and orientation contracts.

Increasing the Funding Base for Salaries Less Than the SMIC

Regarding the modification of the funding base, the system calculates the difference between the SMIC and the salary paid. If the salary paid is less than the SMIC, the system adds the difference to the funding base used for the calculation of the contributions. Moreover, the salary compared to the SMIC is the salary after the reductions for professional expenses because these expenses do not count as contributions to a salary that is less than the SMIC.

See Also

Chapter 10, “Understanding Specific Contracts,” page 133

Departure and Departure Notification

Many features in PeopleSoft Global Payroll for France are affected by the departure of a payee. For example, calculations, such as specific allowances and contributions, occur during a payee's departure.

Often, there is a need to identify a payee departure and, in some cases, the reason for the departure. PeopleSoft Global Payroll for France provides elements that you can use for these purposes, instead of creating your own additional rules.

If a payee leaves the company during the segment period, the GEN VR TEST DEPART variable resolves to GP TRUE (or 1). Otherwise, the value of the variable is equal to GP FALSE (or 0). The GEN VR ACTION variable stores the action and the GEN VR MOTIF variable stores the reason of the departure.

In order to populate these three variables, the system uses a generation control element, an earnings element, and a formula element.

The generation control element GEN GC TEST DEPART tests whether the different actions occur during the segment period plus one day. You can modify, delete, or add the action that you want in this generation control element.

If one of the actions listed in the generation control appears in the segment period plus one day, the earning element DEPART is triggered. This earning is not used to retrieve a monetary amount added to the salary. An earning element is used because this is the only way to process a generation control.

If the earning element DEPART is triggered, the GEN FM ACT DEPART formula is resolved. This formula triggers the array that retrieves the action and reason and populates the GEN VR ACTION and GEN VR MOTIF variables. This formula also populates the GEN VR TEST DEPART variable to GP TRUE.

The same logic is used to retrieve the notification of the departure at the beginning of the notice period. The system calculates the seniority at the date of the beginning of the notice period for the calculation of the entitlements for the severance allowance (but not for the allowance amount). Then the system obtains the date of the beginning of notice period. In order to do that, the system uses the GEN GC TEST NOTIF generation control that triggers the NOTIFICATION earning element. The GEN FM DATE NOTIF formula that is referenced in the earning is then resolved and triggers an array that retrieves the date of the beginning of the notice period. The date at the beginning of the notice period is regarded as the date of the notification of the departure. This date is used to calculate the entitlements for the severance allowance.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Calculation Elements,”
Defining Generation Control Elements

Absence During the Whole Month

There are three types of long-term absences that PeopleSoft Global Payroll for France takes into account.

In the case of an unpaid absence during a whole month, the ceilings are considered equal to 0. In order to manage this case, the payee status must be equal to *Leave with Pay* during the whole month.

If the payee status is equal to *Leave with Pay* during the whole month, the URSSAF, ASSEDIC, and Contingency ceilings and the ARRCO ceiling for payees are set equal to 0. Moreover, if the payee depends on the A36 or A4 categories and has more than 90 days of absence following the Avenant A49 rule, the ARRCO/AGIRC ceilings are also set equal to 0.

If users want to avoid setting ceilings equal to 0, they can override the variable GEN VR ANNUL PLAF at the Supporting Element Overrides level with the value 0. Then, even if the status is equal to *Leave with Pay* for the whole month, the ceilings won't be set equal to 0.

In another case, a payee might have an uninterrupted absence that overlaps two calendar years with a status equal to *Leave with Pay*. Then if there is a payment of pay back salaries for the previous year, the system retrieves the last ceiling values for the payee and uses these ceilings to calculate the contributions of the segment.

In the final case, a payee might have an uninterrupted absence that overlaps two calendar years with a status equal to *Leave with Pay*. When the payee comes back (and when his status is no longer equal to *Leave with Pay*), then all the ceilings are set to 0. This means that the system does not use the ceilings if they have been retrieved as described in the previous case.

See Also

Chapter 8, “Working with ARRCO, AGIRC, and Contingency Fund Contributions,” page 109

Hours

PeopleSoft calculates different hours for a segment, such as hours paid and hours worked.

You must first indicate the base hour for the payee in the HR data. You must populate the Paid Hours and the Paid FTE fields. If you don't populate these fields, the process errors when the system needs this information.

Note. The only frequencies that PeopleSoft Global Payroll accepts for the Paid Worked Period field are *A* (annual), *M* (monthly), and *W* (weekly).

When you enter paid hours, the process converts these hours to hours per month. If the paid hours are defined as *monthly*, the variable GEN VR HOR SAL MO retrieves the input value directly. If the paid hours are defined as *weekly*, the variable GEN VR HOR SAL MO retrieves the result of the weekly hours input multiplied by 52 and divided by 12. If the paid hours are defined as *annual*, the variable GEN VR HOR SAL MO retrieves the annual input divided by 12.

The different hours calculated are the following:

- GEN VR HOR CONV retrieves the monthly standard hour of the company (and is equal to Paid Hours Fra divided by the paid FTE).
- GEN VR HOR SAL MO retrieves the monthly theoretical hour of the payee.
- GEN VR HOR LEG MO retrieves the monthly legal hour applied to the company. This hour comes from the GEN VR HR LEG variable where users can enter the weekly legal hour. If this variable is not populated, this hour is considered equal to the monthly standard hour of the payee GEN VR HOR CONV.
- GEN VR HRS TRAV retrieves the hours effectively worked during the segment. This is calculated as the theoretical hour + additional and overtime hours – absence hours.
- GEN VR HRS PAYE retrieves the paid hours of the segment.
- GEN VR HRS PAYE CO retrieves the paid hours of the segment except for the overtime hours that are not added to this variable result.
- GEN AC HRS SMIC SG retrieves the paid hours of the segment, surcharge for additional hours included, and decrease for absence hours included. For example, 1 overtime hour paid at 125 percent counts as 1,25 paid hour. One absence hour paid at only 66 percent counts as 0,66 paid hour.
- GEN VR HRS TRAV-HS retrieves the worked hours limited to the additional hours. This means that the system does not count the overtime hours.

Regarding the calculation of GEN VR HRS PAYE, GEN VR HRS PAYE CO, and GEN AC HRS SMIC SG, these elements are equal to the standard hours of the segment plus the hours over the standard hours (additional and overtime hours) minus the absence hours:

Where:

- Standard Hours are calculated through the formula GEN FM PROR HRS. You maintain this formula and can modify it according to your needs.
- Overtime hours are retrieved by three segment accumulators. GEN AC HRS PLUS SG is used to calculate GEN VR HRS PAYE, GEN AC HRS COMP SG is used to calculate GEN VR HRS PAYE CO, and GEN AC HR CP+SP SG is used to calculate GEN AC HRS SMIC SG.
- Absence hours are calculated using the accumulators EGN AC HRS NPAY MO (to calculate GEN VR HRS PAYE and GEN VR HRS PAYE CO) and GEN AC HNPA VAL MO (to calculate GEN AC HRS SMIC SG). These accumulator values are prorated using the Customer Maintained formula GEN FM PROR ABS.

Note. Some of the elements that retrieve hours are rounded to two decimal places, while some are not rounded. Be sure to use the correct rounding rule.

Rounding Rules for Global Payroll France

Earnings and Deductions provided by Global Payroll France have their results rounded using the rounding rule GP ROUND NEAR 2DEC. Only the result of these earnings and deductions have a rounding rule indicated in their definition. For the components elements (unit, base, rate, percent) of the earnings and deductions delivered, the rounding rules applied are the Pay Group default rounding rules.

CHAPTER 4

Paying Overtime

This chapter provides an overview of overtime payments and discusses how to:

- Provide time off in lieu of compensation.
- Use PeopleSoft Time and Labor.
- Review tips for overtime.
- View overtime delivered earnings.

Understanding Overtime

PeopleSoft Global Payroll for France provides you with the ability to pay for overtime hours. Overtime exists when an eligible payee works more than the standard number of hours during a week stipulated by the French government. If a payee works overtime, an employer is obligated to pay a surcharge on the extra time worked. If the extra time worked exceeds a second limit, then an employer may have to give the payee time off in lieu (*repos compensateur*). Overtime calculations are based on a weekly calculation of hours worked, but in certain situations the standard working hours can be calculated on a yearly basis. This is referred to as the modulation of working hours.

PeopleSoft Global Payroll for France does not calculate the overtime hours. Overtime hour calculations must take place outside of the system. PeopleSoft Global Payroll for France provides the functionality to pay those overtime hours that were calculated outside of the system.

Note. The modulation of working hours can be set up in companies if a collective agreement or a company or establishment agree exists.

There are also some special rules about overtime rates that apply to part-time workers, young people, apprentices, and executive managers.

Note. Some payees, such as executive managers, are not subject to normal overtime rules. Such payees may not be eligible for overtime. PeopleSoft does not control whether overtime must be paid for each category of payee. It is your responsibility to decide whether to input extra hours for these payees.

If your organization uses PeopleSoft Time and Labor, then the calculation for the different types of work hours is done by PeopleSoft Time and Labor, and then that data is passed to PeopleSoft Global Payroll for payroll calculation through an integration. If your organization uses a third-party time and labor application, then the calculation for the different types of work hours is done by that application, and then that data is passed to PeopleSoft Global Payroll for payroll calculation through positive input. If your organization does not use PeopleSoft Time and Labor or a third-party time and labor application, input your hours manually (online) using positive input.

Warning! PeopleSoft does not restrict the input of hours that are over the legal limit. It is up to you to apply the law to your setup. If you want an automated method by which to control the input of hours to ensure that they do not exceed the legal limit, you can use PeopleSoft Time and Labor.

See Also

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

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

Providing Time Off in Lieu of Compensation

Some overtime may be taken as time off in lieu of compensation. These hours are known as *bonus* hours. There are two different types of compensation in lieu of time off:

- *Repos compensateur*: This type of compensation adheres to certain regulatory rules for its calculation. This type stipulates that when a payee works over a weekly hour limit in a week, that payee is entitled to receive some hours paid with a surcharge and to also acquire some compensation in lieu entitlement.
- *Récupération d’heures*: This type is not stipulated by regulations and companies can decide whether to apply this rule. This type enables a payee to take some compensation time off instead of being paid for the overtime.

Variables HR BON 100%, HRS BON 10%, HRS BOS 100%, and HRS BOS 10% are used to store the necessary values to process compensation in lieu of time off. These variables are used as values to process the Récupération d’heures.

Enter the number of hours a payee wants to save for future compensation in lieu using positive input. The hours input in the earnings HRS BOS 100% (earnings that pays the bonus hours at 100 percent) and HRS BOS 10% (earnings that pays the 10 percent surcharge for the bonus hours) are accumulated in the accumulator HRS AC HRS BOS SG. The hours input into HRS AC HRS BOS SG are added to the accumulator for 10 percent of their value as they are only equal to a 10 percent surcharge of the bonus hours.

The earnings HRS BOS 100% and HRS BOS 10% are resolved to zero. They are used to populate the compensation hours accumulators.

Sometimes a payee can take some time off in lieu of compensation by the half-day or complete day. When a payee takes a paid half-day or complete day off, the entitlement is decreased accordingly. A payee is entitled to take compensation in lieu once they accumulate seven hours. Two accumulators manage this entitlement. One accumulator stores any time off in lieu of compensation entitlements that are less than seven hours. The other accumulator stores the time off in lieu of compensation that can be taken by the payee. Each time a payee accumulates seven hours of time off in lieu, the accumulator HRS AC RCOMP EX PP increases by one day and the accumulator HRS AC RCOMP NE PP decreases by seven hours.

Trigger the calculation for time off in lieu using positive input. When entering positive input for the earning HRS REP COMP, indicate as *UNIT* the number of hours that you want to give as entitlement for time off in lieu. These hours are split into different accumulators based on whether the payee can take some time off or if the payee has not yet acquired complete entitlements. The accumulator HRS AC RCOMP EX PP stores the entitlements in days that can be taken. The accumulator HRS AC RCOMP NE PP stores the incomplete entitlements in hours.

A message is printed on payslips notifying payees that a new entitlement is available along with a message indicating the date by which they must take the hours. The date by which they must take the hours is the end of the current pay period plus two months.

Note. PeopleSoft Global Payroll for France does not manage the loss of entitlements if a payee does not take time off in lieu of compensation during the two months following the acquisition of the entitlement.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Calculation Elements,”
Defining Generation Control Elements

Using PeopleSoft Time and Labor

If your organization is using PeopleSoft Time and Labor, the number of overtime hours per payee category comes from PeopleSoft Time and Labor through positive input.

If your organization uses a third-party system to calculate the overtime hours per payee category, this data is also stored as positive input.

Data may also be input manually as positive input. When data is input manually, PeopleSoft Global Payroll assumes that all hours and entitlements are calculated outside of the payroll process. The payroll process calculates only the earnings attached to those hours and updates the correct accumulators.

When entering positive input for the earning HRS REP COMP, indicate the number of overtime hours (unit) that contributes to the entitlement for compensation in lieu of time off.

See Also

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

Reviewing Tips for Overtime

This section provides supplementary information regarding overtime.

Pay Period

It is assumed that the pay period is monthly and that the pay period always starts on the first day of the month. If the pay period is monthly, but the pay period does not start on the first day of the month, you must modify the formula HRS FM PRIMES TX to put the first day of the month in the variable HRS VR PRIM DATE. If the pay period is not monthly, then you must modify the entire PeopleSoft delivered setup to reflect the correct pay period.

Calculation Method

The usual calculation method for overtime earnings is $\text{Unit} \times \text{Rate} \times \text{Percent}$.

Unit is a variable that stores the number of hours.

Rate is a formula that calculates the hourly rate.

Percent is a variable that gives the percentage of surcharge. The percentage is easy to modify if your company is over the legal percentage.

Note. If you want to pay overtime hours at rates different than those stipulated by law, then you can easily modify the earnings elements to do so. In some cases, PeopleSoft has provided delivered element names—for example, HRS SUP 125%—that include the percentage in the name of the element. If you modify the percentage in such a delivered element, then the name of the element and the percentage it represents will not match and this could prove confusing to your payroll personnel. In such cases, PeopleSoft recommends that you create your own elements.

Positive Input and Overtime

It is vital that you fully understand the concept of positive input in order to understand the PeopleSoft Global Payroll for France overtime functionality.

The number of overtime hours to be paid must be calculated outside of the PeopleSoft Global Payroll system and then entered into the system through positive input. If you are using PeopleSoft Time and Labor or a third-party time and labor application, the hours data is fed into the PeopleSoft Global Payroll system through automated positive input functionality. If you are not using a time and labor application to manage your hours data, then you must input the data manually.

Positive input originates from manual data entry on the PeopleSoft Global Payroll Positive Input page, from PeopleSoft Time and Labor or from another third-party time and labor system.

Rate Codes

Rate codes exist for the various types of overtime, but the overtime hours worked by each individual are entered by positive input. If you are using rate codes for the determination of the hourly rate, then you must override the system element RATE AS OF DATE. The rate code value is retrieved with the value active as of this date.

Overtime hours should be paid according to the hourly rate that applies to the week when the overtime hours are worked. Because rate codes are effective-dated, the system can determine the overtime hours with the correct rate for the week.

Enter the number of hours as the *unit* of the positive input to override the value of the system element RATE AS OF DATE by a date. This date is used to retrieve the effective rate code as of the given date. However, salary is not comprised solely of rate codes. For example, the system needs to manage premiums that are paid during the month to properly calculate the hourly rate. Premiums are then added to the rate codes to calculate the hourly rate. Premiums are calculated by the payroll process and apply to the entire month.

You must maintain the formula HRS FM SALBAS TX H indicating the rate codes to take into account and the accumulator HRS AC CAL PRIM SG indicating the premiums that are added to the rate codes.

Note. PeopleSoft Global Payroll for France uses the system element RATE AS OF DATE to retrieve the premiums of the current month or of the previous month. This is because some companies pay the overtime hours with a one-month delay.

See Also

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

Viewing Delivered Overtime Earnings

The following table lists the primary earnings elements that PeopleSoft delivers to accommodate overtime processing. PeopleSoft does not maintain these elements.

All of the delivered overtime rules assume that your PeopleSoft Global Payroll system receives positive input on a weekly basis. If you want to send only one set of positive input per month, then create only one instance of the earnings.

Element	Description
HRS COMP	Number of additional hours paid (100 percent)
HRS COMP 125	Number of additional hours paid (125 percent)
HRS BON 100%	Number of bonus hours paid (100 percent)
HRS BON 10%	Surcharge of 10 percent for bonus hours
HRS BOS 100%	Number of bonus hours saved (100 percent). This earning resolves to zero and is used to populate the bonus hours accumulator.
HRS BOS 10%	Number of bonus hours saved (10 percent). This earning resolves to zero and is used to populate the bonus hours accumulator.
HRS SUP 125%	Number of overtime hours (125 percent)

Element	Description
HRS SUP 150%	Number of overtime hours (150 percent)
HRS DIMANCHE	Number of Sunday hours
HRS DE NUIT	Number of night hours
HRS CONGES	Number of holiday hours
HRS REP COMP	Number of time off in lieu hours. HRS REP COMP resolves to zero and is used to populate the compensation in lieu of time off entitlement accumulator.

There are no generation controls for these earnings. The element group HRS EG OVERTIME includes the earnings used for the overtime hours. The element assignment definition for these earnings is By Payee. This means that these earnings are triggered only if an assignment exists at the payee level (as positive input).

If you use rate codes to determine the hourly rate, for all of the earnings listed in the previous table, except HRS REP COMP, the system expects an override of the system element RATE AS OF DATE. The RATE AS OF DATE system element is used to evaluate the hourly rate used to pay the overtime hours. The system resolves RATE AS OF DATE with the value of the segment end date. If you do not override RATE AS OF DATE, then its value is equal to the segment end date. If you don't override RATE AS OF DATE, the hourly rate is calculated with the value of the rate code active as of the segment end date retrieved by the process. You should also carefully consider any possible salary changes during the pay period month because these change the rate code values used in the calculation of the hourly rate.

The system element RATE AS OF DATE should be defined as the last day of the week if you want the hourly rate to be calculated with the correct effective-dated rate code for the week in which the hours were worked. The system calculates the hourly rate as of this date.

To find out the specifics of an element's definition, use the PeopleSoft Global Payroll core application online element definition pages to display the element's definition.

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

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

Understanding Allowances

This chapter provides an overview of allowances and explains how to:

- Maintain allowances.
- View delivered allowance earnings and deductions.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Data Retrieval Elements”

Understanding Allowance Types

A payee may be entitled to a variety of allowances, paid in addition to the regular salary. These allowances are in four main categories:

- Allowances linked to a breach of contract (termination):
 - Compensation in lieu of paid holidays not yet taken.
 - Severance allowance.
 - End of fixed-term contract allowance.
 - Retirement allowance.
- Transportation allowances:
 - Paris
 - Provinces
 - Mileage allowance

Note. There are different allowance rates for people living in Paris and in the provinces. Motorists may also be entitled to a mileage allowance for driving to work.

- Benefits in kind:
 - Meal benefit in kind.
 - Lodging benefit in kind.
 - Car benefit in kind.
 - Other benefits in kind.
- Meal and travel allowances:

- Meal/travel allowance.
- Meal tickets.

Some allowances are liable for social contributions and taxes and some are not.

See Also

Chapter 5, “Understanding Allowances,” Maintaining Allowances, page 54

Maintaining Allowances

This section is divided into two topics:

- **Search Keys and Return Values:** Contains detailed information about the individual brackets used to calculate and determine eligibility for allowances. It contains tables listing the search keys used in each allowance bracket, as well as the variables that return lookup values. These tables specify which variables you need to maintain and update and indicate how each variable is used. We also provide sample values that you can use as a model for configuring each bracket.
- **Maintaining Allowance Types:** Contains additional information about the brackets used to calculate and determine eligibility for allowances. Because many of the brackets discussed in the first topic on Search Keys and Return Values work together to trigger more than one type of allowance, this second topic discusses how the brackets interact and identifies the earnings or deductions triggered for each allowance. In addition, this topic contains information about PeopleSoft-delivered allowances that do not make use of brackets, such as some benefits in kind.

Search Keys and Return Values

The following tables list the search keys and the return column variables defined for each allowance bracket.

IND BR FIN CONT (End of Contract Entitlements)

This bracket is used to determine entitlement for the following allowances:

- Compensation In Lieu of Paid Holidays not Taken.
- Severance Allowance.
- End of Fixed-Term Contract Allowance.
- Retirement Allowance.

Note. This bracket works in combination with other brackets—including IND BR DT SPEC, IND BR IND LIC, and IND BR DEP RET—to determine entitlement for many of the allowances discussed in this section. Information about how these brackets work together is found in the section about the different allowance types.

Search Keys	Use/Description	Return Columns	Use/Description
GEN VR ACTION	Contains the Action code that triggers the allowance. Note. The value of GEN VR ACTION on the Data page of the Bracket is set to <i>TER</i> or <i>RET</i> because the bracket applies to termination allowances.	IND BR FIN CONT	The value of this element is not used.
GEN VR MOTIF	Contains the Reason code that triggers the allowance. Note. You must update the reason codes in the bracket to indicate the reasons a payee may be entitled to the allowances.	IND VR DT ICCP	This variable is used to trigger the allowance CP ICCP 1A (compensation in lieu of paid holiday) and must be assigned a value of true or false (1 or 0). 1 triggers the allowance, while 0 prevents payment.
		IND VR DT IFC	This variable is used to determine entitlement to the end of fixed-term contract allowance IND FIN CONT and must be assigned a value of true or false (1 or 0). 1 triggers the allowance, while 0 prevents payment.
		IND VR DT LIC	The variable IND VR DT LIC is used to determine entitlement to the severance allowance IND LICENC and IND LICENC 2. If the variable returns a value of true (1), the payee is entitled to the severance allowance as determined by the Action/Reason. If the value returned is equal to false (0), the Action/Reason does not give entitlement to the severance allowance.

Search Keys	Use/Description	Return Columns	Use/Description
		IND VR DT LIC ECO	This variable is used to determine if economic redundancy is the reason for a termination. This variable will be taken into consideration only if the variable IND VR DT LIC returns a value of true (1)—for redundancy termination. If the variable returns a value of true (1), the payee is entitled to have a severance allowance doubled compared to the standard severance allowance (and if the notification of the redundancy occurred after the 7th of May 2002).
		IND VR DT D RET	This variable is used to determine entitlement to the voluntary retirement allowance IND DEP RET and must be assigned a value of true or false (1 or 0). If the variable has a value of true (1), the allowance can be paid.
		IND VR DT M RET	This variable is used to determine entitlement to the obligatory retirement allowance IND MISE RET and must be assigned a value of true or false (1 or 0). If the variable has a value of true (1), the allowance can be paid.

Note. Set the values of this variable for the Action/Reason codes that you define.

The following table displays sample values that you can use as a model for configuring the bracket.

GEN VR ACTION	GEN VR MOTIF	Bracket	IND VR DT ICCP
TER	ATC	1	1
TER	CON	1	1
TER	CDE	1	1
TER	DEA	1	1

Examples

If a payee is laid off and the reason for the payee's departure is gross misconduct (*faute lourde*), the payee is not eligible for the following:

- The severance allowance (the value of the bracket element must be equal to zero).
- The end of fixed-term contract allowance (the return value of the variable IND VR DT IFC must be equal to zero).
- The paid vacation allowances for the current period (the return value of the variable IND VR DT ICCP must be equal to zero).
- The retirement allowances (the return values of the variables IND VR DT M RET and IND VR DT D RET must be equal to zero).
- For a departure reason equal to end of fixed-term contract, the variables IND VR DT IFC and IND VR DT ICCP must be equal to 1.

IND BR DT SPEC (Contract Type Specific Entitlements)

This bracket is used to determine entitlement for the following allowances:

- Severance Allowance.
- End of Fixed-Term Contract Allowance.
- Retirement Allowance.

Note. This bracket works in combination with other brackets—including IND BR FIN CONT, IND BR IND LIC, and IND BR DEP RET—to determine entitlement for a number of different allowances. Information about how these brackets work together is found in the section about the different allowance types.

Search Keys	Use/Description	Return Columns	Use/Description
CONTRACT TYPE	This bracket is for entitlements that vary by contract, so the search key is CONTRACT TYPE. Note. Update the contract type in the bracket to indicate the reasons that a payee may be entitled to the allowances.	IND BR DT SPEC	The bracket element IND BR DT SPEC is used to determine entitlement to the severance allowance IND LICENC and IND LICENC 2. If the bracket element returns a value of true (<i>1</i>), the payee is entitled to the severance allowance as determined by the contract type. If the value returned is equal to false (<i>0</i>), the contract type does not give entitlement to the severance allowance. Note. Set the values of the bracket (1 or 0) for the contract types that you define.
		IND VR DP IFC	This variable serves to determine entitlement for the end of fixed-term contract allowance IND FIN CONT and must be assigned a value of true or false (<i>1</i> or <i>0</i>). <i>1</i> means that the end of fixed term contract allowance can be paid for the type of contract defined. Note. Set the values of this variable for the contract types that you define.

Search Keys	Use/Description	Return Columns	Use/Description
		IND VR DP DEP RET	This variable is used to determine entitlement to the voluntary retirement allowance IND DEP RET and must be assigned a value of true or false (1 or 0). If the variable returns a value of true (1), the allowance can be paid. Note. Set the values of this variable for the contract types that you define.
		IND VR DP MIS RET	The variable IND VR MIS RET is used to determine entitlement to the statutory retirement allowance IND MISE RET and must be assigned a value of true or false (1 or 0). If the variable returns a value of true (1), the allowance can be paid. Note. Set the values of this variable for the contract types that you define.

The following table displays sample values that you can use as a model for configuring the bracket.

CONTRACT TYPE	IND BR DT SPEC	IND VR DP IFC	IND VR DP DEP RET	IND VR DP MIS RET
CDD		1		
CDI	1		1	1

IND BR IND LIC (Severance Allowance Entitlements)

This bracket retrieves values used in the severance allowance calculation.

Note. This bracket works in combination with the brackets IND BR FIN CONT and IND BR DT SPEC to determine the severance allowance. Information about how these brackets work together is found in the section about the severance allowance.

Search Keys	Use/Description	Return Columns	Use/Description
GP TEMP001 CHAR	If you want to define the bracket according to the labor agreement, populate this temporary variable with the labor agreement before the bracket is resolved. Also specify the labor agreement value in the bracket definition and indicate the return values for the labor agreement.	IND BR IND LIC	The bracket element IND BR IND LIC returns a value used to determine the allowance calculation method—or more specifically, the salaries used in the calculation. A return value of 1 indicates that the calculation should use the average salary of the last 12 months. A return value of 2 indicates that the calculation should use the average salary of the last three months. A return value of 3 indicates that the calculation should use the more favorable of the first two methods.
GP TEMP002 CHAR	If you want to define the bracket according to payee categories defined in the labor agreement, populate this temporary variable with the appropriate category before the bracket is resolved. Also specify the payee category value in the bracket definition and indicate the return values for the payee category.	IND VR ANC 1	This variable is used to store the number of years of seniority linked to the entitlement variable IND VR DRT 1.
GEN VR INSTANCE	The variable GEN VR INSTANCE must be equal to 1 to trigger the earning IND LICENC 1 and 2 to trigger the earning IND LICENC 2	IND VR DRT 1	This variable stores the ratio applied to the base salary for the severance calculation for each year of seniority up to the number of years of seniority entered in the variable IND VR ANC 1.
		IND VR ANC 2	This variable stores the number of years of seniority linked to the entitlement variable IND VR DRT2.

Search Keys	Use/Description	Return Columns	Use/Description
		IND VR DRT 2	This variable stores the ratio applied to the base salary for the allowance calculation for each year of seniority up to the number of years of seniority entered in the variable IND VR ANC 2.
		IND VR ANC 3	This variable stores the number of years of seniority linked to the entitlement variable IND VR DRT3.
		IND VR DRT 3	This variable stores the ratio applied to the base salary for the allowance calculation for each year of seniority up to the number of years of seniority entered in entered in the variable IND VR ANC 3.
		IND VR PLAFOND	This variable stores the ceiling, in years, over which entitlement to the severance allowance is no longer calculated.

The following table displays sample values that you can use as a model for configuring the bracket.

GEN VR INSTANCE	IND BR IND LIC	IND VR ANC 1	IND VR DRT 1	IND VR ANC 2	IND VR DRT 2	IND VR ANC 3	IND VR PLAFOND
1	3	10	0.1	99	0.166667		99
2	3	99		99		99	99

Example

Suppose that we have two payees, one with ten years of seniority and another with 15 years of seniority. Both payees' average salary over the past three months is equal to 1677 euros, and the average over the last 12 months is 1524 euros. In order to calculate the severance allowance, you must apply to the base salary (equal to either the average salary for the last three months or the last 12— whichever is highest), a factor of $1/10 \times \text{years of seniority}$ (up to a limit of ten years). After ten years, the factor applied to the base is $(1/10 + 1/15) \times \text{years of seniority over ten years}$.

- Based on this rule, the payee with ten years of seniority (stored in the variable IND VR ANC 1) would have the following severance allowance:

Base salary of 1677 euros $\times 1/10$ (stored in IND VR DRT 1) $\times 10$ years of seniority.

- Based on this rule, the payee with 15 years of seniority (stored in the variable IND VR ANC 1) would have the following severance allowance:

Base salary of 1677 euros $\times 1/10$ (stored in IND VR DRT 1) $\times 10$ years of seniority, plus base salary of 1677 euros $\times (1/10 + 1/15)$ [stored in IND VR DRT 2] $\times 5$ years of seniority.

Note. The values currently specified in the bracket for GEN VR INSTANCE = 1 are the values defined by law. You are responsible for updating these values if they change. If you have a collective agreement with different rules, you can define the different slices (up to three) for the variables IND VR ANC 1, IND VR ANC 2, and IND VR ANC 3, and then define the entitlement for each slice in the variables IND VR DRT 1, 2, and 3.

The values currently specified for GEN VR INSTANCE = 2 are provided as sample data only. You must define and maintain these values yourself.

IND BR DEP RET (Retirement Allowance Entitlements)

This bracket retrieves values used in the retirement allowance calculation.

Note. This bracket works in combination with the brackets IND BR FIN CONT and IND BR DT SPEC to determine the retirement allowance. Information about how these brackets work together is found in the section about the retirement allowance.

Search Keys	Use/Description	Return Columns	Use/Description
LABOR AGREEMENT	LABOR AGREEMENT is one of three search keys in the bracket. If you create specific entitlements that vary by labor agreement, the entitlement retrieved by the bracket depends on the labor agreement. Note. Specify the labor agreements that will return values for the return column variables.	IND BR DEP RET	The value returned by the bracket element IND BR DEP RET is used to determine which method to use to apply for the base of the retirement allowance calculation. The bracket can return one of the following values: If the bracket retrieves 1, it means that the salary taken into account for the allowance calculation is equal to 1/12th of the last 12 salaries. If the bracket retrieves 2, it means that the salary taken into account for the allowance calculation is equal to 1/3rd of the last three salaries. If the bracket retrieves 3, it means that the salary taken into account for the allowance calculation is the highest amount between 1/13rd of the last three salaries and 1/12th of the last 12 salaries. Note. You must supply the value of this variable.

Search Keys	Use/Description	Return Columns	Use/Description
EMPL CTG (Employee Category)	EMPL CTG is one of three search keys in the bracket. If the collective agreement defines different calculations depending on the category of the payees, the entitlement depends on the payee category. Note. Specify the employee categories that will return values for the return column variables.	IND VR DRT 1	The variable IND VR DRT 1 returns the number of months that the allowance should be paid. Note. Supply the value of this variable.
GEN VR INSTANCE (Instance)	GEN VR INSTANCE is one of three search keys in the bracket and represents the number of years of seniority. Regardless of whether the entitlement varies by labor agreement or payee category, the retirement allowance depends on the years of seniority stored in the variable GEN VR INSTANCE. Note. By default, the bracket is only populated with the instance key.		

The following table displays sample values that you can use as a model for configuring the bracket.

GEN VR INSTANCE	IND BR DEP RET	IND VR DRT 1
10	3	0.5
15	3	1
20	3	1.5
30	3	2

IND BR C ORANGE (Paris Transportation Allowance)

This bracket retrieves the values of the different Paris transportation tickets (carte orange).

Search Keys	Use/Description	Return Columns	Use/Description
IND VR CO NZ	The search key IND VR CO NZ represents the area number of the carte orange reimbursed to the payee. Note. Supply the area numbers used in the bracket.	IND BR C ORANGE	The bracket element retrieves the cost of a weekly ticket. Note. Each year, you must update the value of the ticket in this variable.
		IND VR CO MOIS	This variable contains the cost of a monthly ticket. Note. Each year, you must update the value of the ticket in this variable.
		IND VR CO ANNEE	This variable contains the cost of a yearly ticket. Note. Each year, you must update the value of the ticket in this variable.

The following table displays sample values that you can use as a model for configuring the bracket.

IND VR CO NZ	IND BR C ORANGE	IND VR CO MOIS	IND VR CO ANNEE
12	85	285	265
13	113	378	352
23	83	276	258
24	107	359	336

BR TIT REST (Meal Tickets) IND

This bracket retrieves values used in the calculation of meal tickets.

Search Keys	Use/Description	Return Columns	Use/Description
COMPANY	The values returned by this bracket depend on the company. Note. Define the company values used in the search key.	IND BR TIT REST	The bracket element retrieves the amount of the employer's contribution to the meal ticket that is not subject to social contributions. Note. Supply the value of this element. PeopleSoft only provides sample values.
		IND VR TR EMP I	This variable stores the amount of the employer's contribution to the meal ticket that is subject to social contributions. Note. Supply the values of this variable. PeopleSoft only provides sample values.
		IND VR TR SAL NI	This variable stores the amount of the payee's contribution to the meal ticket. Note. Supply the values of this variable. PeopleSoft only provides sample values

The following table displays sample values that you can use as a model for configuring the bracket.

COMPANY	IND BR TIT REST	IND VR TR EMP 1	IND VR TR SAL NI
KF1	28	0	28
KF2	0	29	29

See Also

Chapter 5, "Understanding Allowances," Viewing Delivered Allowance Earnings and Deductions, page 80

Maintaining Allowance Types

This section focuses on how different brackets work together to calculate and determine eligibility for allowances, identifies the earnings and deductions triggered by the different brackets, and presents information about allowances that do not make use of PeopleSoft-delivered brackets. The allowances discussed are:

- Allowances Linked to a Breach of Contract (Termination).

When a contract is terminated, payees may be entitled to one or more of the following allowances:

- Compensation for holidays due but not taken (ICCP).
- Severance allowance.
- End of fixed-term contract allowance.
- Retirement allowance.
- Transportation allowances.
- Independent transportation allowance.
- Benefits in kind.
- Meal allowances.
- Meal tickets.

Compensation in Lieu of Paid Holidays Not Taken

When a contract is terminated, but the payee has not taken his or her vacation entitlement, he or she is entitled to payment in lieu of the holiday entitlement. In the case of termination because of gross misconduct (*fait lourde*), compensation in lieu of paid holidays is not paid for vacation acquired during the current period.

This allowance is paid with the final paycheck.

Two groups of earnings may be triggered. The first group, CP ICCP A2, CP ICCP A1, and CP ICCP A, is triggered by a termination, whatever the reason. The second group consists of the earning CP ICCP 1A (compensation in lieu of holiday) and is triggered if the Action/Reason codes in the bracket IND BR FIN CONT allow it.

Bracket	Use
IND BR FIN CONT	The variable IND VR DT ICCP in the return column of the bracket triggers the allowance CP ICCP 1A and must be assigned a value of true or false (1 or 0). 1 enables the allowance to be processed. Note. Update this bracket to indicate the reasons that a payee may be entitled to the earning CP ICCP 1A. Remember, however, that this earning is not paid for gross misconduct. If the termination reason is gross misconduct, set the variable IND VR DT ICCP equal to 0. This prevents the allowance from being processed.

The earnings CP ICCP A2, CP ICCP A1, and CP ICCP A are used to calculate compensation in lieu of paid holiday up to three years into the past, while the earning CP ICCP 1A is used to calculate compensation for the current vacation year.

Here is an example of how these allowance is calculated.

The earnings CP ICCP A2, CP ICCP A1, and CP ICCP A correspond to past vacation years for which the entitlement can be granted. For example, each vacation year begins on 1 June and ends on 31 May of the following year. If a payee leaves the company on 2 October 2000, the earning CP ICCP A2 retrieves the allowance for vacation not taken during the 1997 vacation year (1 June 1997 through 31 May 1998). The earning CP ICCP A1 retrieves the allowance for vacation not taken during the 1998 vacation year (1 June 1998 through 31 May 1999). And the earning CP ICCP A retrieves the allowance for the 1999 vacation year (1 June 1999 through 31 May 2000). Finally, the earning CP ICCP 1A retrieves the allowance for vacation granted (but not taken) between 1 June 2000 and 2 October 2000 (if and only if the bracket retrieves a value for the variable IND VR DT ICCP equal to 1 for the departure reason).

The amount of compensation in lieu of paid holidays (days not taken) is calculated as follows:

1. The balance for the period is calculated using the 1/10th rule.
2. The balance for the period is calculated using the salary uphold rule.
3. The more favorable of the two balances is used.

Compensation in lieu of paid holidays is liable to social contributions and is taxable.

Severance Allowance

Severance allowance is activated at the time of final pay. There is a statutory minimum severance allowance, but many companies have agreements that pay more than this amount.

The statutory severance allowance is contained in the earning IND LICENC. The salary base for the allowance is the gross salary average of the last three months or the gross salary average of the last 12 months, whichever is greatest.

Beginning 7th of May 2002, the rate of the severance allowance is doubled if termination is for reasons of economic redundancy.

Note. To qualify for this allowance, the payee should be laid off (except for reasons of gross misconduct) and should have had at least two years uninterrupted service with the same employer. Fixed-term contractors, apprenticeship contractors, and other payees with some specific contracts are not eligible for the severance allowance.

A second earning—IND LICENC 2—is provided as sample data. You can use it if you have a severance allowance defined by the collective agreement with rules that differ from the statutory ones. If you decide to use it, you must determine when you want it to be triggered and adapt the calculation to meet your needs.

Three brackets are used to calculate this allowance.

Bracket	Use
IND BR DT SPEC	The bracket element IND BR DT SPEC is used to determine entitlement to the severance allowance IND LICENC and IND LICENC 2. If the bracket element returns a value of true (1), the payee is entitled to the severance allowance as determined by the contract type. If the value returned is equal to false (0), the contract type does not give entitlement to the severance allowance. Note. Set the values of the bracket (1 or 0) for the contract types that you define. Currently, this bracket is defined for only two contract types (CDD and CDI). If you create a new contract type value or want to give entitlement for the severance allowance, you must update the bracket. An additional condition must be satisfied for the allowance to be paid, as determined by the bracket IND BR FIN CONT (see the following entry).
IND BR FIN CONT	The variable IND VR DT LIC in the return column of the bracket is used to determine entitlement to the severance allowance IND LICENC and IND LICENC 2. If the variable returns a value of true (1), the payee is entitled to the severance allowance as determined by the Action/Reason. If the value returned is equal to false (0), the Action/Reason does not give entitlement to the severance allowance. Beginning the 1st of May 2002, the variable IND VR DT LIC ECO must be populated to (1) if the termination is for Economic redundancy and (0) for all other termination reasons. Note. Set the values of this variable (1 or 0) for the Action/Reason codes that you define.
IND BR IND LIC	This bracket retrieves values used in the severance allowance calculation. For a more complete explanation of how this bracket is used in the calculation of the severance allowance, see IND BR IND LIC.

End of Fixed-Term Contract Allowance

This allowance is paid, with certain conditions, at the end of some fixed-term contracts. It does not apply to specific fixed-term contracts, seasonal employment contracts, or contracts for students on vacation.

For cases in which the payee has worked several fixed-term contracts, the allowance is due at the end of each contract. If the last fixed-term contract continues with a contract for a term that is not fixed, the allowance is not paid for the last fixed-term contract. There are other conditions that may prevent the allowance being paid. For example, if the payee refuses to renew a fixed-term contract, when this is written into the existing contract.

This entitlement uses the following 2 brackets.

Beginning in 2002, there are two possible rates that can be applied for the End of Fixed-Term contract allowance. For fixed-term contracts concluded or extended after the 20th of January 2002, the rate of the allowance is 10%; the rate is 6% for other fixed-term contracts.

Bracket	Use
IND BR FIN CONT	The bracket IND BR FIN CONT determines entitlement for the allowance (depending on the action/reason) by returning a value of true (1) or false (0) for the variable IND VR DT IFC. If the variable IND VR DT IFC returns the value true (1), the end of fixed term contract allowance IND FIN CONT can be triggered. However, an additional condition must be satisfied for the allowance to be paid, as determined by the bracket IND BR DT SPEC (see the following entry).
IND BR DT SPEC	This bracket also serves to determine entitlement for the end of fixed-term contract allowance IND FIN CONT. If the variable IND VR DP IFC in the return column of the bracket retrieves the value true (1), then the end of fixed-term contract allowance can be paid for the type of contract defined. The resolution of this bracket depends on the contract type.

Retirement Allowance

The entitlements for retirement are different depending on whether the retirement is the payee's decision or the employer's decision. The payments are triggered with a generation control when the contract end date is included in the pay period. Enter the contract end date in the Contract Data page in PeopleSoft Human Resources.

The following brackets are use to determine entitlement for the retirement allowance.

Bracket	Use
IND BR DT SPEC	The payment of this allowance first depends on the bracket IND BR DT SPEC, which determines, based on the contract type, if the payment of the retirement allowances is possible. The variable IND VR DP DEP RET in the return column of the bracket is used to determine entitlement to the voluntary retirement allowance IND DEP RET. If the variable returns a value of true (1), the allowance can be paid. Note. An additional condition must be satisfied for this allowance to be paid, as determined by the bracket IND BR FIN CONT (see the following entry). The variable IND VR MIS RET in the return column of this bracket is used to determine entitlement to the statutory retirement allowance IND MISE RET. If the variable returns a value of true (1), the allowance can be paid. Note. An additional condition must be satisfied for this allowance to be paid, as determined by the bracket IND BR FIN CONT (see the following entry).
IND BR FIN CONT	This bracket is also used to determine entitlement for the retirement allowance, based on action/reason codes (in other words, the action/reason codes must allow payment of the allowance). The variable IND VR DT D RET in the return column of the bracket is used to determine entitlement to the retirement allowance in case of voluntary retirement. If the variable returns a value of true (1), the allowance can be paid. (The actual allowance for voluntary retirement is stored in the bracket IND BR DEP RET, as explained below.) The variable IND VR D M RET in the return column of this bracket is used to determine entitlement to the retirement allowance in case of statutory retirement. If the variable returns a value of true (1), the allowance can be paid.
IND BR DEP RET	The bracket IND BR DEP RET retrieves the rule for calculating the voluntary retirement allowance IND DEP RET. For additional information about how this bracket is used in the calculation, see IND BR DEP RET. Note. In addition to IND DEP RET, there is a second earning for the retirement allowance: IND MISE RET. This earning is paid when the retirement is determined by the company and uses the same calculation rules and formulas as the severance allowance. This allowance does not use the bracket IND BR DEP RET.

Transportation Allowances

Payees living or working in Paris and the area around Paris (*Région Parisienne*) are entitled to special transportation allowances, based on the number of zones they have to travel through on the way to work. There is no legal transportation allowance for people living and working outside the Paris area.

The transportation allowance for payees living and working in or around Paris is paid at 50 percent of the cost of a weekly, monthly, or annual travel ticket. Payees living outside Paris, but working within it, or living inside and working outside, are entitled to a reduced allowance, as are people living and working outside the city but travelling across it to get to work.

The amount is contained in an earning, CARTE ORANGE, and is triggered either by earning/deduction assignment or by positive input. The calculation rule for this earning is Unit x Rate x Percent.

The number of tickets to reimburse is the *unit* and is entered at the payee level (you must override the unit with the number of tickets that you want to pay back).

In addition to the unit (number of tickets), the calculation of the allowance requires information stored in the following 3 variables.

Note. Use the Supporting Element Overrides page to enter the following variables as overrides.

Variable	Description	How it is Used
IND VR CO NZ	Area number of the Carte Orange	Enter the area number in this variable (this information is required) using the Supporting Element Override page. If you do not enter this value as an override or enter the wrong value, the payment will be in error. The only possible area values are contained in the bracket IND BR C ORANGE (see the following table).

Variable	Description	How it is Used
IND VR CO FA	Frequency of ticket purchase (weekly, monthly, and so on)	IND VR CO FA is used to store the frequency of purchase of the transportation card. The possible values here are <i>S</i> for a weekly transportation ticket and <i>A</i> for a yearly transportation ticket. If this variable is not populated, the process assumes, by default, that the frequency purchase is monthly. This variable is used to select the correct reimbursement amount. The bracket IND BR C ORANGE (as explained in the following table) retrieves the amount (cost) of the weekly, monthly, and yearly transportation ticket. Depending on the frequency stored in the variable IND VR CO FA, the correct ticket cost will be used when calculating the transportation allowance CARTE ORANGE (this cost populates the rate component in the calculation rule of the earning CARTE ORANGE).
IND VR CO%	Reimbursement percentage	The variable IND VR CO% is the percentage used in the calculation rule of the earning CARTE ORANGE (calculation rule = Unit x Rate x Percent). By default, this percentage is equal to 50 percent. However, you can override this percentage using the Supporting Element Override page.

To calculate the transportation allowance, PeopleSoft Global Payroll uses information about ticket costs retrieved from the bracket IND BR C ORANGE.

Bracket	Use
IND BR C ORANGE	This bracket returns the cost of a monthly, weekly, and yearly ticket using the variable IND VR CO NZ (area number) as a search key. The ticket costs are stored in the following elements: IND BR C ORANGE: This bracket element contains the cost of a weekly ticket. Each year, you must update the value of the ticket. IND VR CO MOIS. This variable contains the cost of a monthly ticket. Each year, you must update the value of the ticket. IND VR CO ANNEE: This variable contains the cost of a yearly ticket. Each year, you must update the value of the ticket.

Independent Transportation Allowance

Payees who do not use public transportation may be entitled to these allowances:

- Transportation allowance.

There is no legal obligation for payees living and working outside Paris to receive a transportation allowance. Special rules may be defined by collective agreements.

This allowance is managed using Payee Assignment and is stored in the earning IND TRANSPOR. To trigger the earning IND TRANSPOR, assign it to individual payees using the Earning/Deduction Assignment page. This is because the definition of IND TRANSPOR is *By Payee* in the Allowances element group IND EG TRANSPORT.

Any independent transportation allowance can be stored in the Earning IND TRANSPOR and must be defined by the user. The amount that you want to reimburse must be entered in the amount field of the override if the amount is different from the statutory allowance.

- Mileage allowance.

The mileage allowance is stored in the earning IND KILOMETR. The calculation rule for this earning is rate x unit.

The allowance is determined by multiplying the number of kilometers traveled (unit) by the reimbursement rate (rate).

The payment of the allowance is triggered by positive input and the user must override the unit and rate fields by the amounts needed.

The following table indicates which premiums and reimbursements for transportation expenses are exempt from social security contributions and income tax.

Note. PeopleSoft Global Payroll for France manages only the Paris Carte Orange reimbursement and the reimbursement of independent transport allowance. We do not provide any logic to differentiate between other transportation premiums and reimbursement amounts that are liable or not liable for social security contributions and income tax. You must define the rules yourself.

Premium Reimbursement	Exemption from social security contributions Paris area	Exemption from social security contributions Provinces	Exemption from the income tax (*) and the tax on salaries Paris area	Exemption from the income tax (*) and the tax on salaries Provinces
Payment of the statutory independent transport allowance	Yes	Yes	Yes	Yes
50% reimbursement of the transportation ticket (Paris area)	Yes		Yes	
More than 50% (general case)	Yes, if the company can supply proof of the expenses		Yes, up to a limit of 50% of the transportation ticket.	
Payee applying a fixed deduction for professional expenses	Yes, up to a limit of 50% of the transportation ticket		Yes, up to a limit of 50% of the transportation ticket.	
Total or partial financial liability for transportation expenses (provinces)		Yes, up to the 2 nd class rate (SNCF or other transportation companies).	Yes, up to the limit of the statutory independent transport allowance.	Yes, up to the limit of the statutory independent transport allowance.
Payee applying a fixed deduction for professional expenses		Yes, up to the limit of the statutory independent transport allowance.	Yes, up to the limit of the statutory independent transport allowance.	Yes, up to the limit of the statutory independent transport allowance.

(*) Except if for real professional expenses deduction.

Benefits in Kind

Benefits in kind are goods or services provided by the employer that are not essential for carrying out professional activity.

Each benefit in kind produces an earning included in the gross salary and liable for social security contributions, and a deduction of the same amount, on the net salary.

- Meal benefit in kind.

There are two rates for the meal benefit in kind. The rate that applies depends on the monthly salary's relation to the social security ceiling.

The benefit is recorded in the earning AN NOURRITUR and is triggered by positive input. The calculation rule for this earning is rate x unit, with the unit being entered using positive input.

The Minimum Guaranteed (MG) is the unit, and the rate is displayed in the following table (the table shows the benefits in kind as of 01/07/1999).

Note. * Apprentices are calculated using a specific formula, * 2 241 euros is equal to the social security ceiling of 01/07/1999.

Benefits in kind	Calculation of SS contributions and CSG/CRDS Monthly salary <= 2 241 euros*	Calculation of SS contributions and CSG/CRDS Monthly salary > 2 241 euros*
Meal (two meals)	2 MG = 5,63 euros	3 MG = 8,44 euros
Meal (one meal)	1 MG = 2,81 euros	1,5 MG = 4,22 euros

The deduction to reduce the net salary of the payee is contained in the element AN NOUR DED. This deduction is populated automatically by the process.

The earning AN NOUR REG is used to adjust the meal benefits if the rates change during the year due to changes in the payee's salary. The regularization is usually calculated only once a year: in December or when the payee is leaving the company. The calculation can be made multiple times if the payee leaves a company and is re-hired by the same company.

In December, or at the moment of the departure, the benefit in kind rate is calculated by comparing the total annual salary and the sum of the social security ceilings. If there is a difference between the benefit in kind calculated each month and the benefit in kind calculated on the annual amount, this difference is triggered as a benefit in kind adjustment. This adjustment is made automatically.

The deduction AN NOUR DED value is equal to the benefit in kind AN NOURRITUR plus the adjustment AN NOUR REG calculated during the period.

- Lodging benefit in kind.

Lodging benefit in kind is calculated on the same fixed base as meal benefit in kind, with two rates, depending on the monthly salary

The benefit is recorded in the earning AN LOGEMENT and triggered by positive input. The calculation rule for this earning is rate x unit, with the unit being entered using positive input.

The number of nights is the unit and the rate appear in the following table (the table shows the benefits in kind as of 01/07/1999).

Benefits in kind	Calculation of SS contributions and CSG/CRDS Monthly salary <= 2 241 euros*	Calculation of SS contributions and CSG/CRDS Monthly salary > 2 241 euros*
Lodging (per week)	5 MG = 14,07 euros	5 MG = 14,07 euros **
Lodging (per month)	20 MG = 56,28 euros	20 MG = 56,28 euros **

** Per main room, * Apprentices are calculated using a specific formula, * 2 241 euros is equal to the social security ceiling of 01/07/1999.

The deduction to reduce the net salary of the payee is contained in the element AN LOGE DED. This deduction is populated automatically by the process.

The earning AN LOGEM REG is used to adjust the lodging benefits if their rates change during the year due to changes in the payee's salary. For example, it may initially be greater than the social security ceiling and then fall below the ceiling. The regularization is usually calculated only once a year: in December or when the payee is leaving the company. The calculation can be made several times if the payee leaves a company and is rehired by the same company.

In December, or at the moment of the departure, the benefit in kind rate is calculated by comparing the total annual salary and the sum of the social security ceilings. If there is a difference between the benefit in kind calculated each month and the benefit in kind calculated on the annual amounts, this difference is triggered as a benefit in kind adjustment. This adjustment is made automatically.

The deduction AN LOGE DED value is equal to the benefit in kind AN LOGEMENT plus the adjustment AN LOGEM REG calculated during the period.

- Meal and lodging benefits in kind and net guarantee calculation.

The meal and lodging benefit in kind values vary depending on the gross salary. For the net guarantee calculation, we need to process an iterative calculation. At each iteration, the gross salary varies in order to connect with a target net salary. Then, if the gross salary varies after each iteration over and under the social security ceiling, the benefit in kind could also vary. This could cause instability for the net guarantee calculation that could not produce the expected results. To avoid this situation, the benefit in kind valuation isn't included in the net guarantee iterative process.

The benefits in kind are triggered in the process list after the IJSS section and before the net guarantee calculation section. It means that the benefit in kind that depends on the gross salary will be calculated without taking into account the IJSS adjustment value (the result of the Net Guarantee calculation). If users want to calculate the benefit in kind taking into account the net guarantee calculation, they can place the benefit in kind section IND SE AVT NATURE after the net guarantee sections GEN SE GARANTI NET and GEN SE IJSS AJUST. But in this case, the net guarantee rules can't be guaranteed.

In all cases, PeopleSoft recommends not including the benefit in kind calculation in the net guarantee iterative process. PeopleSoft has chosen to calculate the benefits in kind before processing the net guarantee calculation. Users can decide to process net guarantee before benefits in kind.

- Car benefit in kind.

The real value of a car given to a payee is considered a benefit in kind. If a car belongs to the company, but is allocated to a payee, it is also considered a benefit in kind, calculated with the mileage allowances bracket. This bracket is provided by the tax office and is not managed by PeopleSoft. You must calculate the amount you want to give as a car benefit in kind.

The benefit is recorded in the earning AN VEHICLE and is triggered by positive input. The deduction for this benefit in kind is contained in the element AN VEHI DED. This deduction is populated automatically by the process.

Note. Use the earning AN VEHIC REG to supplement the car benefit in kind using the positive input page.

- Other benefits in kind.

Non-professional travel, company-sponsored lotteries, competitions, and other similar benefits are considered benefits in kind. They are stored in the earning AN AUTRES and triggered by positive input. They are automatically deducted from the net salary using the deduction AN AUTRES DE.

Note. If you want, you can use the earning AN AUTRE REG to supplement the other benefits in kind. To do this, use the positive input page.

Meal Allowances

There are two meal allowances: one for day workers and one for night workers. Because each meal allowance can either be subject or not subject to contributions, PeopleSoft has defined the following four earnings. These four earnings are triggered by positive input.

- The day allowance subject to contributions is recorded in the earning PANIER JOUR I. The day allowance not subject to contributions is contained in the earning PANIER J NI.

To trigger same day meal allowances, you must input a positive input for the earning PANIER JOUR I. The unit of the positive input is equal to the number of meal allowances to be paid. Meal allowances are not submitted to contributions if they are paid based on the guaranteed minimum. If you want to pay meal allowances for a base over the guaranteed minimum, you must override the variable IND VR PANIER J at the Element Override level. If the variable IND VR PANIER J is overridden by an amount over the guaranteed minimum, the portion over this limit is used as the rate of the earning PANIER JOUR I. The earning PANIER JOUR NI has as its unit the number of meals entered in the positive input of the earning PANIER JOUR I and the rate is equal to the guaranteed minimum.

- The night allowance subject to contributions is recorded in the earning PANIER NUIT I. The night allowance not subject to contributions is contained in the earning PANIER N NI.

The night meal allowances are used the same way as day meal allowances. The number of night allowances is entered by positive input for the earning PANIER NI and the rate of the night allowances can be entered as an element override of the variable IND VR PANIER N. The night allowances are not liable to contributions if they are paid base on 1.5 times the guaranteed minimum. Then if the variable IND VR PANIER N is not overridden or the variable is overridden by an amount less than 1.5 times the guaranteed minimum, the night allowances will not be liable to contributions and will be paid by the earning PANIER NI. If the variable IND VR PANIER N is overridden by an amount greater than 1.5 times the guaranteed minimum, the difference between these two values will be used as the rate of the earning PANIER NI.

Note. For the meal allowances, you must enter a positive input for the liable earnings (PANIER JI and PANIER NI), but the process determines if these allowances are liable to contribution depending on the override of variables IND VR PANIER J and IND VR PANIER N.

Here are two examples of how the PANIER JOUR earnings are calculated:

- Example 1:
 - Guaranteed Minimum = 2,85
 - Positive Input on the earning PANIER JOUR I
 - Unit = 2,25
 - Element override on the variable IND VR PANIER J = 4,50
 - In this case, the earning PANIER JOUR I is equal to $2,25 \times (4,50 - 2,85) = 3,71$
 - And the earning PANIER JOUR NI is equal to $2,25 \times 2,85 = 6,41$
 - Example 2:
 - Positive Input on the earning PANIER JOUR I
 - Unit = 2,25
 - No Element override on the variable IND VR PANIER J
 - In this case, the earning PANIER JOUR I is equal to 0
 - And the earning PANIER JOUR NI is equal to $2,25 \times 2,85 = 6,41$
-

Note. If the variable IND VR PANIER J is overridden by an amount under the value of the guaranteed minimum, the allowance paid will be PANIER JOUR NI and the base will be equal to the guaranteed minimum (and not to the amount overridden for the variable IND VR PANIER J).

Meal Tickets

Meal tickets may be issued to employees who can justify taking a meal during working hours. There is an upper limit, and the employer may be exempt from some social security contributions.

The allowance is recorded in the following two earnings:

- TR EMP NI: This earning calculates the number of meal tickets not liable to contributions. This earning uses the bracket IND BR TIT REST to retrieve the amount of the employer's contribution to the meal ticket (stored in the return column variable IND BR TIT REST) that is not subject to social contributions. The earning is triggered by positive input. The number of meal tickets given to the payee is entered through this positive input and is used for the earning TR EMP NI. As this earning calculates the number of meal tickets not liable to contributions, it is not included in the salary nor does it appear on the payslip as the monetary counterpart of the earning.
- TR EMP I: This earning calculates the part of the meal tickets liable to contributions. This earning uses the bracket IND BR TIT REST to retrieve the amount of the employer's contribution to the meal ticket that is subject to social contributions. This amount is stored in the return column variable IND VR TR EMP I. The Unit of this earning is the amount entered as positive input for the earning TR EMP NI. If the employer does not have to pay a contribution for the meal tickets given, the bracket IND BR TIT REST should retrieve 0 as the value of the variable IND VR TR EMP I.

There are two deductions corresponding to these two earnings:

- **TR EMP I DED:** This deduction calculates the number of meal tickets liable to contribution. The meal tickets liable to contribution are included in and increase the gross salary. To offset this increase, you must subtract the monetary amount of the meal ticket from the net salary to avoid doubling this payment. This deduction uses the bracket IND BR TIT REST to retrieve the amount of the employer's contribution (stored in the return column variable IND VR TR EMP I) that is subject to social contributions and deducts it from the net salary. The unit of this deduction is the amount entered as positive input of the earning TR EMP NI.
- **TR SAL DED:** This deduction retrieves the part of the meal tickets that is paid directly by the payee. This deduction uses the bracket IND BR TIT REST to retrieve the payee's contribution to the meal ticket (variable IND VR TR SAL NI) and deducts it from the net salary. The unit of this deduction is the amount entered as positive input of the earning TR EMP NI.

The following table describes the values returned by the bracket IND BR TIT REST for use in calculating the meal ticket allowance.

Bracket	Use
IND BR TIT REST	This bracket returns values for the following elements using Company as the search key: IND BR TIT REST: This bracket element returns the amount of the employer's contribution not subject to social contributions. IND VR TR EMP I: This variable stores the amount of the employer's contribution to the meal ticket subject to social contributions. IND VR TR SAL NI: This variable stores the payee's contribution to the meal ticket. Note. Supply the values of the variables used in the calculation of the meal ticket allowance.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Setting Up Overrides"

PeopleSoft 8.8 Global Payroll PeopleBook, "Working With Positive Input"

[Chapter 14, "Introducing AFB Rules," page 169](#)

[Chapter 3, "Setting Up Country Data," Overview of Net Guarantee, page 30](#)

Viewing Delivered Allowance Earnings and Deductions

The following tables contain information about the earnings and deductions PeopleSoft Global Payroll for France delivers to calculate allowances.

Earning/Deduction	Description
CP ICCP A2	Compensation in lieu of paid holidays A-2
CP ICCP A1	Compensation in lieu of paid holidays A-1
CP ICCP A	Compensation in lieu of paid holidays A
CP ICCP 1A	Compensation in lieu of paid holidays A+1
CP ICCP MC	Additional amount for compensation in lieu of paid holidays
IND LICENC	First severance allowance
IND LICENC 2	Second severance allowance
IND FIN CONT	End of fixed-term contract allowance
IND MISE RET	Obligatory retirement allowance
IND DEP RET	Voluntary retirement allowance
CARTE ORANGE	Paris transportation allowance
IND TRANSPOR	Transportation allowance
IND KILOMETR	Mileage allowance
AN NOURRITUR	Meal benefit in kind
AN LOGEMENT	Lodging benefit in kind
AN VEHICULE	Car benefit in kind
AN AUTRES	Other benefits in kind
AN NOURR REG	Meal benefit in kind
AN LOGEM REG	Lodging benefit in kind

Earning/Deduction	Description
AN VEHIC REG	Car benefit in kind
AN AUTRE REG	Other benefits in kind
PANIER JOUR I	Meal allowance liable to contributions
PANIER NUIT I	Night meal allowance liable to contributions
PANIER J NI	Meal allowance not liable to contributions
PANIER N NI	Night meal allowance not liable to contributions
AN NOUR DED	Meal benefit in kind
AN LOGE DED	Lodging benefit in kind
AN VEHI DED	Car benefit in kind
AN AUTRES DE	Other benefits in kind
TR EMP NI	Meal ticket: employer's contribution not liable
TR EMP I	Meal ticket: employer's contribution liable
TR EMP I DED	Meal ticket: employer's contribution liable (deduction)
TR SAL DED	Meal ticket: payee's contribution (deduction)

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

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 6

Defining URSSAF Contributions

This chapter provides an overview of URSSAF contributions and explains how to:

- View and modify URSSAF rates and ceilings.
- Trigger URSSAF deductions.
- Calculate the payee's contribution base.
- Understand reductions to URSSAF contributions.
- Define rates for accidents at work.
- Create the *Tableau Récapitulatif des Cotisations* (TRC) report.
- View delivered URSSAF deductions.

Understanding URSSAF

URSSAF are regular contributions paid by both the payee and employer to cover retirement, sickness, workplace accidents, family benefits, widows' benefits, and FNAL. Most URSSAF contributions are calculated as a percentage of a *funding base* (calculation rule = percentage x base). In some cases, contributions may apply to a reduced base, and some contribution classes may qualify for reduced rates or exemption from paying contributions.

Following are terms used in the URSSAF discussion.

Bases

The funding base for URSSAF deductions is derived from the Gross Pay Accumulator (URS AC BRUT SG); however, the funding base is defined not as an accumulator but as a formula or variable and may differ in value from the Gross Pay Accumulator. For example, in the case of journalists, the formula used to calculate URSSAF contributions can reduce the funding base below the amount of the Gross Pay Accumulator. And in cases where deductions are limited to a ceiling, formulas can be used to limit the funding base to the ceiling.

Rates

The contribution rates for URSSAF vary according to the contribution class and are defined as variables. Although PeopleSoft delivers these variables with predefined values, you must maintain these variables on the URSSAF Rates page.

The following table lists the current contribution rates for employees and employers defined as part of the *general* or *common* contribution class (code 100) as of 1 January 2000. The table also specifies the normal funding base and indicates whether the contribution rate is limited to a ceiling (Ceiling A).

Contribution	Payee's Rate (<i>general régime</i>)	Employer's Rate (<i>general régime</i>)	Funding Base (<i>assiette</i>)
Illness, Maternity	0.75	12.80	Gross salary
Widow	0.10		Gross salary
Work Accident		Variable	Gross salary
Old Age (no ceiling limit)	6.55	1.60	Gross salary
Old Age (with ceiling)		8.20	Ceiling A
Family allowances		5.40	Gross salary
FNAL (for all companies)		0.10	Ceiling A
FNAL (companies > 9 payees)		0.40	Gross Salary

Ceilings

Some URSSAF contributions are based only on the portion of a payee's salary that falls within a limit referred to as a *ceiling*. In other words, these contributions are calculated using a reduced base so that if a salary is over the ceiling, the contribution is calculated only on the ceiling.

Note. To view the ceilings for the different contribution classes, use the URSSAF Rates page. To modify a ceiling level, use the Ceilings page described in the Country Setup topic.

Contribution Classes

The contribution class for each payee is determined by factors, such as where the payee works, what type of work is being done, and the employee's age. The different contribution classes for payees are identified in PeopleSoft Global Payroll for France by a set of codes defined by URSSAF. Except in a few cases (such as for trainees), any payee who is eligible for URSSAF must be associated with a contribution class code (or social security code) on the Contract page. Use these codes to access the URSSAF Rates and URSSAF Additional Setup pages described in this section.

The codes for the various contribution classes PeopleSoft manages are listed in the following table.

Note. You can create classes that are not managed by PeopleSoft. If you do so, ensure that the URSSAF contributions are correctly calculated.

Social Security Code	Description
100	<i>General régime</i>
101	<i>General régime Alsace-Moselle</i>
102	<i>General régime</i> without AT contribution
103	<i>General régime</i> without AT AM
104	<i>General régime</i> without payee contribution
106	<i>Régime</i> without payee contribution and AT
128	Apprentice
129	Apprentice Alsace-Moselle
336	Doctors
337	Doctors Alsace-Moselle
386	Orientation contract
387	Orientation contract Alsace-Moselle
392	Part-time employee: 30 percent reduction
393	Part-time in Alsace-Moselle
914	Qualification contract
915	Qualification contract AM
944	CRE: unlimited exemption
945	CRE unlimited exception Alsace-Moselle
956	CIE general case

Social Security Code	Description
957	CIE general case Alsace-Moselle
960	CIE more than 50
961	CIE more than 50 years Alsace-Moselle

Standard Versus Non-Standard Classes

In the case of certain contracts, when payees' earnings exceed a specific limit, they may no longer be eligible for the special URSSAF rate assigned to their class. When these limits are broken, they pay another rate, assigned to another contribution class. This new class is referred to as the *standard class* because it does not contain the exempted rates of the original class but the *normal* rates of the standard (*régimes*)

To calculate the maximum payees can make and still remain within their normal régime, PeopleSoft uses the variable GEN VR SMIC L VG P. To calculate the earnings ceiling, PeopleSoft Global Payroll multiplies the value of this variable (which is equal to the hourly SMIC) by the number of paid hours. If earnings go over this amount, a change in régime is triggered. The payee then moves to the standard (*régime*) and deductions are made at the new rate for earnings over the ceiling.

Note. The value of the variable GEN VR SMIC L VG P appears in the Upper Limit field of the URSSAF Additional Setup page.

The following table lists all non-standard classes with an associated standard class.

Social Security Code	Description
914	Qualification contract
915	Qualification contract AM
944	CRE: unlimited exemption
945	CRE unlimited exception Alsace-Moselle
956	CIE general case
957	CIE general case Alsace-Moselle
960	CIE more than 50
961	CIE more than 50 years Alsace-Moselle

See Also

[Chapter 6, “Defining URSSAF Contributions,” Calculating the Payee’s Contribution Base, page 93](#)

Viewing and Modifying URSSAF Rates and Ceilings

In PeopleSoft Global Payroll for France, the rates for the different URSSAF contributions (widow, illness, family allowance, and so on) are defined as variables. Although PeopleSoft defines and delivers the rates associated with these variables—as well as the ceilings that apply to the base used to calculate these contributions—you can adjust ceiling values and contribution rates to comply with changing laws and regulations. In this section, we discuss where you can go to view the delivered rates and ceilings for URSSAF. We also explain how you can adjust these values if necessary.

To view and adjust ceilings and rates:

1. View URSSAF ceilings.

On the Limits page, view the ceilings associated with URSSAF contributions. The ceilings that appear on this page (URSSAF uses only Ceiling A) also appear on the URSSAF Rates page with the actual ceiling values.

2. View and maintain the ceilings for the URSSAF contribution rates.

Many URSSAF contribution rates apply only to a portion of an employee’s funding base—in other words, they apply to the portion of the funding base that falls within a limit or ceiling. PeopleSoft has defined a specific variable to store the ceiling used in URSSAF: Ceiling A. However, you are responsible for maintaining the value of Ceiling A and adjusting it if necessary on the Ceilings page.

3. View and maintain the rates for the different contribution classes.

Once you have reviewed and (if necessary) adjusted the ceilings used for URSSAF, go to the URSSAF Rates page to view and adjust the actual contribution rates for the different contribution classes. This page is discussed in detail in the subsequent topic on the URSSAF Rates page.

4. View and maintain additional URSSAF values on the Variables by Category page.

View and maintain variables (other than those updated on the URSSAF Rates page) that store entry values used in URSSAF calculations. To update these variables, use the Variables by Category page discussed in the Understanding Country Setup for France chapter.

Update the following variables on this page:

Variable	Use
URS VR REDUC MAX	This variable is used to calculate the maximum ceiling when working out a low salary reduction. Note. To trigger the low salary deduction, use the URSSAF Additional Setup page. To maintain the ceiling used to calculate this deduction, use the Variables by Category page.

Variable	Use
URS VR TX REDUC1	This variable is used to calculate the low salary deduction, in cases where the gross salary is less than SMIC. Note. To trigger the low salary deduction, use the URSSAF Additional Setup page. To maintain the rate used to calculate this deduction, use the Variables by Category page.
URS VR TX REDUC2	This variable is used to calculate the low salary deduction, in cases where the gross salary is more than SMIC.
URS VR TX FNA DP E	This variable stores the FNAL rate (no ceiling). Note. FNAL rates limited to Ceiling A are maintained on the URSSAF Rates page.
URS VR TX FND EX E	This variable stores the exempt FNAL rate (no ceiling). Note. FNAL rates limited to Ceiling A are maintained on the URSSAF Rates page.
URS VR AUB RED	This variable is used to calculate the Aubry II reduction (global reduction).
URS VR AUB MINI	This variable is used to calculate the Aubry II ceiling.
URS VR AUB RD 1	This variable is used to calculate the Aubry II standard cut reduction. It stores an amount that decreases the AUBRY II reduction.
URS VR AUB RD 2	This variable stores a second amount that decreases the AUBRY II reduction when the company applies the Aubry I.
URS VR AUB RD 3	This variable stores a third amount that decreases the AUBRY II reduction when the company applies the Aubry I and when the company standard hours are under 32.
URS VR AUB I MT	This variable stores the maximum yearly Aubry I reduction amount.

See Also

Chapter 3, “Setting Up Country Data,” page 23

Chapter 6, “Defining URSSAF Contributions,” Defining URSSAF Rates, page 89

Chapter 6, “Defining URSSAF Contributions,” Understanding Reductions to URSSAF Contributions, page 94

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Calculation Elements,” Viewing or Updating the Values of Variables in the Same Category

Pages Used to View and Modify URSSAF Rates

Page Name	Object Name	Navigation	Usage
URSSAF Rates	GPFR_URS_RATES	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, URSSAF Rates FRA	Review the URSSAF rates for illness, widow, family benefits, FNAL Employer, and Retirement rates
URSSAF Additional Setup	GPFR_URS_GENERAL	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, URSSAF Rates FRA, URSSAF Additional Setup	View (and if necessary, modify) additional URSSAF parameters. Note. PeopleSoft delivers the rates that appear on the URSSAF Rates page. However, you must maintain these rates and adjust them if necessary to meet legal requirements.

Defining URSSAF Rates

Access the URSSAF Rates page.

URSSAF Rates		URSSAF Additional Setup									
Social Security Code: 129											
Rates Find View All First 1 of 1 Last											
*Eff Date:	01/01/2000	*Status:	Active								
*Description: Apprentice Alsace-Moselle											
<table border="1" style="width: 100%;"> <tr> <th colspan="2">Illness Rate</th> </tr> <tr> <td></td> <td>Payee Employer</td> </tr> <tr> <td>No limit</td> <td>0.000 0.000</td> </tr> </table>				Illness Rate			Payee Employer	No limit	0.000 0.000		
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	Payee Employer										
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Widow Rate											
	Payee										
No limit	0.000										
<table border="1" style="width: 100%;"> <tr> <th colspan="2">Family Allowance</th> </tr> <tr> <td></td> <td>Employer</td> </tr> <tr> <td>No limit</td> <td>0.000</td> </tr> </table>				Family Allowance			Employer	No limit	0.000		
Family Allowance											
	Employer										
No limit	0.000										
<table border="1" style="width: 100%;"> <tr> <th colspan="2">FNAL Employer Rate</th> </tr> <tr> <td></td> <td>Employer</td> </tr> <tr> <td>From 0 To 2241</td> <td>0.500</td> </tr> </table>				FNAL Employer Rate			Employer	From 0 To 2241	0.500		
FNAL Employer Rate											
	Employer										
From 0 To 2241	0.500										
<table border="1" style="width: 100%;"> <tr> <th colspan="2">Retirement Rate</th> </tr> <tr> <td></td> <td>Payee Employer</td> </tr> <tr> <td>No limit</td> <td>0.000 0.000</td> </tr> <tr> <td>From 0 To 2241</td> <td>0.000 0.000</td> </tr> </table>				Retirement Rate			Payee Employer	No limit	0.000 0.000	From 0 To 2241	0.000 0.000
Retirement Rate											
	Payee Employer										
No limit	0.000 0.000										
From 0 To 2241	0.000 0.000										

URSSAF Rates page

Illness Rate

The illness contribution rates for Payee and Employer.

Widow Rate

The contribution rate for widows' benefits.

Family Allowance

The rate for family allowance.

FNAL Employer Rate

This rate applies to a funding base limited to Ceiling A. The actual rate is displayed opposite From 0 to 2241.

Note. FNAL contributions not limited to Ceiling A are maintained on the Variables By Category page. Only FNAL contributions limited to Ceiling A are maintained on the URSSAF Rates page.

Retirement Rate

There are two contributions towards the retirement rate. The employer pays a rate based on the entire funding base. This is displayed opposite No Limit under Employer.

The second contribution, paid by both payee and employer, is applied to a funding base limited to the Ceiling A. These rates are displayed opposite From 0 to 2241.

Note. 2241 euros is the monthly limit of the Ceiling A at the time of writing. The ceiling is determined by the value assigned to the Ceiling A variable. This is done on the Ceilings page of the Country Setup feature.

Note. Several of the contribution sections on this page display the comment No limit. This means that the contributions for each section are not based on an earnings ceiling. They are calculated from the entire funding base, with no limit.

See Also

Chapter 6, “Defining URSSAF Contributions,” Viewing and Modifying URSSAF Rates and Ceilings, page 87

Viewing and Modifying URSSAF Parameters

Access the URSSAF Additional Setup page.

URSSAF Additional Setup page

Once you’ve reviewed—and if necessary, updated—the rates on the URSSAF Rates page, you can view the following additional information about the contribution class on the URSSAF Additional Setup page.

- You can see whether an AT (work accident) reduction applies to the contribution class.
- You can determine what the “standard class” is for payees (if any)—that is, the contribution class to which payees are automatically associated if they earn above a certain limit.
- You can determine the earnings limit that triggers a change in the contribution class from the original class to the associated “standard class” (payees earning above the limit are automatically associated with the standard class).

You’ll also use this panel to trigger a low salary reduction for payees earning less than 130 percent of the legal minimum salary.

As noted earlier, in PeopleSoft Global Payroll for France, each payee is assigned a contribution class or régime, based on their contracts, where they work, and the types of jobs. In some special cases, when a payee’s earnings, or time at work, exceed a certain limit, they are no longer eligible for the special URSSAF rate assigned to their class. When these limits are broken, they pay another rate, assigned to another contribution class. This class is referred to in this section as the *standard class*.

Social Security Code	The payees' existing contribution class—not that of the standard class.
Low Salary Reduction	Select this check box to trigger a reduced contribution if the payee earns a low salary. However, the employer may already pay a reduced contribution because the payee is in a special régime—for example, if there is a “<i>contrat de qualification</i>.” If this is the case, no further reductions are available, so this check box should not be selected. Selecting this check box triggers calculation of the special low salary variable URS BAS SAL. The result of this deduction can be 0 if the payee's salary is above a specific limit. Note. Several variables used to calculate the low salary deduction can, if necessary, be modified on the Variables by Category page.
AT Reduction	If the contribution class (<i>régime</i>) qualifies for a reduction in the work accident rate, this field displays the percentage amount of the reduction. (You can adjust this amount if necessary.) For example, <i>régime</i> number 392 carries a rate reduction of 30 percent compared to the <i>general régime</i> 100. Note. The work accident rate is entered at the establishment level in PeopleSoft Human Resources. The rate is the same for all payees of the establishment, except for payees belonging to the <i>régime</i> that carries the specific reduction.
Standard Class	The standard class to which payees are assigned if they become ineligible for their original class. For example, payees in some contribution classes (<i>régime</i> 914) contribute using the rates for their class only as long as their monthly salary is less than or equal to the SMIC (minimum monthly salary). When payees belonging to one of these classes earn more than the SMIC, they automatically begin contributing using the rates in effect for the new standard class. These rates apply only to the portion of the salary that exceeds the earnings limit.
Upper Limit	The value of the variable (GEN VR SMIC L VG P) storing the hourly SMIC rate. To calculate the maximum payees can make and still remain within their normal <i>régime</i> , PeopleSoft Global Payroll for France multiplies the value of this variable by the number of paid hours. If earnings go over this amount, a change in régime is triggered. The payee then moves to the rates for the standard class (as previously defined) and deductions are made at the new rate for earnings over the limit.

See Also

[Chapter 6, “Defining URSSAF Contributions,” Defining Rates for Accidents at Work, page 96](#)

[Chapter 6, “Defining URSSAF Contributions,” Viewing and Modifying URSSAF Rates and Ceilings, page 87](#)

Triggering URSSAF Deductions

The triggering of URSSAF deductions is based on the variable URS VR REGIME. This variable retrieves the value of the social security code entered in the Contract page. If the payee has no social security code (that is, if the variable is not populated), then the URSSAF contributions are not triggered.

Triggering URSSAF in the Case of Trainees

There is one exception to the rule for triggering URSSAF that applies to trainees. Users don't have to enter a social security code for trainees because this code is determined by the system. The reason for this is that the contributions paid by trainees depend on their kind of training (mandatory or not, with work accident coverage or not) and on the salary level. In some cases, trainees don't have to pay URSSAF contributions at all (if the salary is under 30 percent of the minimum salary in case of mandatory training with work accident coverage). In this case, the system doesn't assign a value to the social security code (it doesn't populate the variable URS VR REGIME) and URSSAF contributions are not triggered.

See Also

Chapter 10, "Understanding Specific Contracts," page 133

Calculating the Payee's Contribution Base

This section contains information about how the URSSAF contribution base is calculated.

Funding Bases Limited to a Ceiling

Some funding bases are limited to a ceiling—in other words, contributions are calculated as a percentage of a limited funding base, rather than applying to the entire base. The calculation used to determine when the ceiling has been reached is a monthly calculation. The system adds all the gross of the year and compares this sum to the sum of all the monthly ceilings. If the sum of the gross is greater than the sum of the ceilings, the system limits the annual funding base to the ceiling. The system then deducts the funding base of the previous month on which the payee has already contributed to obtain the monthly funding base. PeopleSoft Global Payroll for France uses a generic formula GEN FM CALC LIMIT to calculate the monthly funding base limited to a ceiling.

When a Payee Moves From a Non-Standard Class to a Standard Class

When payees move into a standard class from a non-standard class because they have exceeded the earnings limit for the original class, the standard rates apply only to earnings over the limit. In other words, the funding base for the new, standard class is not the complete salary base, but only the amount over the limit.

Lump Sum Bases

Some specific categories of employees contribute to URSSAF based on lump-sum bases. For example, this applies to instructors in vacation centers, apprentices, trainees, taxi drivers, and some other categories of employees.

Important! PeopleSoft manages only lump-sum bases in the case of apprentices and trainees. It does not manage other cases.

See Also

[Chapter 10, “Understanding Specific Contracts,” page 133](#)

Understanding Reductions to URSSAF Contributions

In addition to reduced contribution rates that apply to some contribution classes as a whole (for example, the rates for payees having a qualification contract is generally zero), there may be reductions within a class for low salaries and reductions related to the Aubry I and Aubry II deductions.

Note. There are some additional reductions of the funding base ceiling (using proration) for part-time payees and payees with more than one employer.

See Also

[Chapter 3, “Setting Up Country Data,” page 23](#)

Low-Salary Reduction of Contributions

To apply the low-salary reduction for URSSAF, select the Low Salary Reduction check box on the URSSAF Additional Setup page. Doing so triggers a special contribution reduction for certain payees with low salaries. This reduction is contained in the URSSAF element URS BAS SAL.

The low-salary element is not applied continuously. Reductions follow the low-salary contribution rules.

Some contribution classes don't have a low-salary reduction option. In the groups that do have this option, only some payees who earn less than 1.3 of the minimum salary (monthly SMIC) are eligible.

The variable URS VAR REDUC MAX stores the rate (1.3), which is applied to the SMIC to determine the limit under which the low-salary reduction applies. You can update this variable on the Variables by Category page.

Note. To trigger the correct rates for a specific contribution class (*régime*), enter the corresponding régime code for the payee on the Contract page. To trigger the correct reduction for low salary, select the Low Salary Reduction check box on the URSSAF Additional Setup page.

Aubry I and II Reductions

The following two deductions have been created for Aubry I and II:

- Aubry 1: URS FM AUB 1
- Aubry 2: URS FM AUB 2

To trigger the Aubry I or Aubry II reduction for URSSAF, assign the Aubry I or II deduction to individual payees using the Earning/Deduction Assignment page. This is because the definition of these deductions is By Payee in the URSSAF element group (URS EG COTISATIONS).

Several key variables used to calculate the Aubry I and II reductions must be maintained on the Variables by Category page. This topic provides an overview of the variables used in the Aubry calculations so that you can understand how they are used, as well as the effect of modifying them.

Note. The values of the variables discussed in this topic are effective as of 1 July 2000. These values might change.

Aubry I Reduction

The Aubry I reduction is calculated each month and is deducted from the social security contributions of payees who have signed an agreement with the French Social Security agency. The monthly reduction is equal to 1/12 of the annual reduction, rounding to the highest franc, for each payee present on the last day of the month.

The variable URS VR AUB I MT stores the annual reduction for the year 2000 for the agreements signed between 1 January 1998 and 30 June 1999. It is your responsibility to update this variable (using the Variables by Category page). For example, the annual reduction can be increased if working hours at your company are reduced by 15 percent, the workforce number grows by 9 percent, and your company creates or preserves employment under difficult circumstances. If this is the case, you might need to modify the value of the variable URS VR AUB I MT to record the reduction that applies to you.

Aubry II Reduction

The Aubry II reduction calculation is allowed if your company has a labor agreement, a company agreement, or an establishment agreement that reduces working hours to less than or equal to 35 hours per week, or less than or equal to 1600 hours per year.

The Aubry II reduction is incompatible with other contribution reductions, except for the Aubry I reduction and the “De Robien” reduction.

Note. PeopleSoft does not manage the *De Robien* reduction. You must set up and manage this reduction if you want to apply it.

The standard calculation formula as of 1 July 2000 (in euros) is as follows:

$$\text{AUBRY II Reduction} = (6\,418 \times (1\,064 / \text{Payee's monthly salary}) - 3\,093) / 12$$

The variable URS VR AUB RED stores the amount of 6418 euros.

The variable URS VR AUB RD 1 stores the amount of 3093 euros.

The result of the calculation $1064 / \text{Monthly Salary of the Payee}$ is limited to the value of 1.

In this formula, the cut reduction of 3093 euros can be increased in the following cases:

- If the company has the Aubry I or de Robien reduction, the cut reduction can be increased by 619 euros (value stored in the variable URS VR AUB RD 2). The cut reduction would then be equal to 3712 euros.
- If the company has the Aubry I or de Robien reduction and work hours are set to less than 32 hours, the cut reduction can be increased by 541 euros (value stored in the variable URS VR AUB RED 3). The cut reduction would then be equal to 4253 euros.

Moreover, some increases of the reduction can be granted in particular cases. These increases can be stored in the variable URS VR AUB RA.

Proration of the Aubry II reductions can occur if the payee works part-time or has absences. If the calculation gives a result under the minimum fixed by the government, the minimum reduction is applied. This minimum reduction is stored in the variable URS VR AUB MINI with an annual value of 619 euros as of 1 July 2000. The monthly minimum reduction is equal to 619 euros / 12.

Use Generic Report FRPAY007 to view employees eligible for Aubry II reductions as well as parameters used in the reduction calculation.

Note. If necessary, you can modify the variables discussed in this section on the Variables by Category page.

See Also

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

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Overrides,” Defining Payee Overrides

Defining Rates for Accidents at Work

One of the URSSAF contributions is the work accident (AT) contribution. The employer pays this contribution, based on the URSSAF funding base, with the rate corresponding to the amount of risk in the workplace.

To define the risk code on which the contribution is based, use the following procedure.

To define the work accident rate:

1. Define the risk at the establishment level.

To define the work accident rate, enter the following data on the Establishment Address page in PeopleSoft Human Resources:

- Enter the risk code.
- Complete the work accident section (AT Section).
- Specify the standard rate associated with the work accident section.

Different risk codes can be defined for a single establishment corresponding to the different levels of risk within the organization (for example, different departments within a single establishment may pay different rates if the level of risk varies from department to department).

2. Select the risk code for the department.

On the Department Profile page, select the appropriate risk code for the department from the list of codes defined at the establishment level.

If a department has no associated establishment, the establishment indicated in the JOB table is used.

3. Select the risk for the payee (if necessary).

If a payee is associated with a department, and the work accident risk doesn't match the risk for the payee, then the correct risk can be specified at the payee level. To specify the risk at the payee level, override the variable URS VR CODE RISK E with the risk applying to the payee. This is done on the Supporting Element Overrides page.

When the system defines the risk code for a payee, it first determines whether the risk code is specified at the payee level. If so, the system retrieves the work accident (AT) rate linked to the risk code for the payee. If the risk code is specified at the department level, the system retrieves the work accident rate and applies it to all payees linked to the department (except payees having a risk code specified at payee level). If there is no risk code specified at the department level, the system applies the risk code in the work accident section “00” (AT Section “00”) defined at the establishment level.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Organization Foundation Tables”

Reports for URSSAF

Reports available for URSSAF are:

- DUCS reports.
- Tax Reduction for Low Salaries report (generic report FRPAY006).
- Aubry II Reduction of Contributions report (generic report FRPAY007).

Creating the TRC Annual Report

The *Tableau Récapitulatif des Cotisations* summarizes the previous year’s URSSAF contributions. The report is organized by establishment, and enables URSSAF to recalculate the annual contributions and acknowledge any over- or underpayments.

Because most of the data needed for this report is produced in the DUCS process, PeopleSoft Global Payroll for France uses the DUCS Declaration Type and DUCS Definition pages to create the report. PeopleSoft enables you to update the data extracted for the TRC report on the Update DUCS File page. It then uses the DUCS Run Control and DUCS File Generation pages to run the TRC report.

Viewing the TRC Declaration Type

Access the Declaration Type page to view the TRC file types used to generate TRC data through the DUCS process

File Type	Select 915 for TRC for one establishment, or 916 for TRC for several establishments.

See Also

Chapter 20, “Generating DUCS,” Setting Declaration Type Parameters for DUCS Types, page 315

Creating a TRC Declaration Definition

Access the DUCS Definition page to create a specific DUCS declaration definition for TRC processing. Reproduce the setup created for monthly URSSAF DUCS, ignoring the payment type and source bank fields.

Establishment List	Enter the DUCS Establishment List data. These are the establishments you want to declare through your DUCS definition.

See Also

Chapter 20, “Generating DUCS,” Defining the DUCS Structure, page 322

Setting Up TRC Data Extraction

Access the DUCS Preparation Run Control page to establish which data is extracted for the TRC report.

Period Format Select *Yearly Qualifier*.

See Also

[Chapter 20, “Generating DUCS,” Extracting Data for DUCS Files, page 324](#)

Generating the TRC Report File

Access the DUCS File Generation page to generate the TRC report file.

Output Select *Report*. The system can prepare the TRC DUCS file, but it is not currently accepted by URSSAF.

See Also

[Chapter 20, “Generating DUCS,” Generating a DUCS File, page 326](#)

Reviewing Delivered URSSAF Deductions

The following tables contain information about the deductions PeopleSoft Global Payroll for France delivers to calculate URSSAF contributions.

- Table 1 contains the deductions created for the standard contribution classes—those that do not carry a rate exemption.
- Table 2 lists deductions for the contribution classes that carry a rate exemption.
- Table 3 lists the deductions created for the Aubry 1 and 2 reductions, as well as the deduction used for the low salary reduction.

Table 1: Deductions for Standard Classes

Deduction	Description
URS MAL S	Illness without ceiling - Payee
URS MAL E	Illness without ceiling - Employer
URS VEUV S	Widow - Payee
URS AT E	Work Accident - Employer
URS AF E	Family Allowance - Employer

Deduction	Description
URS VIE TA S	Old age with ceiling - Payee
URS VIE TA E	Old age with ceiling - Employer
URS VIE DP E	Old age without ceiling - Employer
URS FNAL A E	FNAL with ceiling - Employer
URS FNAL D E	FNAL without ceiling - Employer

Table 2: Deductions for Classes Carrying Rate Exemptions

Deduction	Description
URS MAL EX S	Illness without ceiling - Associated Régime - Payee
URS MAL EX E	Illness - Associated Régime - Employer
URS VEU EX S	Widow - Associated Régime - Payee
URS AT EX E	Work Accident - Associate Régime - Employer
URS AF EX E	Family Allowance - Associate Régime- Employer
URS V A EX S	Old age with ceiling - Associated Régime - Payee
URS V A EX E	Old age - Associated Régime - Employer
URS VIE EX E	Old age without ceiling - Employer
URS FNP EX E	FNAL with ceiling - Associate Régime - Employer
URS FND EX E	FNAL without ceiling - Associate Régime - Employer

Table 3: Additional Deductions for Aubry 1 and 2 and Low Salary

Deduction	Description
URS AUB I R	Aubry 1 deduction
URS AUB II R	Aubry 2 deduction
URS BAS SAL	Tax reduction for low salary

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

See Also

Chapter 6, “Defining URSSAF Contributions,” Viewing and Modifying URSSAF Parameters, page 91

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

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

CHAPTER 7

Working with ASSEDIC Contributions

This chapter provides an overview of ASSEDIC contributions and explains how to:

- Set Up Rates for ASSEDIC Contributions.
- Calculate the funding bases.
- Make ASSEDIC contributions.
- Create the *Bordereau de Déclaration Annuelle* (BDA) report.
- View delivered ASSEDIC deductions.

Understanding ASSEDIC Rates, Limits, and Ceilings

ASSEDIC (or GARP in Paris) contributions are paid to the state unemployment fund (UNEDIC), which finances unemployment insurance (*Régime d'Assurance Chomage* or RAC) and salary guarantee (*Fond National de Garantie des Salaires* or FNGS). PeopleSoft Global Payroll for France offers complete ASSEDIC functionality, enabling you to do the following:

- Enter and maintain rates using the ASSEDIC Rates component.
- Create regulatory reports and make payments to collector institutions using the DUCS component.

Create ASSEDIC certificates upon employee termination in three steps using three components (ASSEDIC Data Retrieval, ASSEDIC Certificate, and ASSEDIC Printing Process).

PeopleSoft delivers current contribution rate percentages for RAC and FNGS contributions on the ASSEDIC Rates component, but you must update and maintain this information yourself as the government issues new rate changes. The contribution percentages vary depending on gross monthly salary as reflected in government-mandated ceilings, which you enter on the Ceilings page.

The fields on the ASSEDIC Rates page are dynamically displayed based on these ceilings. For example, if you enter a new ceiling, this data changes when you view ASSEDIC rates.

In addition to ceilings, PeopleSoft Global Payroll for France also uses rates and limits to determine ASSEDIC contributions. PeopleSoft delivers this data, but you should verify it before proceeding with ASSEDIC processing.

You can do the following:

- Use the Ceilings page to view and update the monetary value of these limits, which the system uses to calculate the funding bases for ASSEDIC contributions.

- Use the Rates and Elements page to view the variables that pertain to ASSEDIC, which are listed under the GPFR_ASS_RATES component.
- Use the Limits page to view the ceilings associated with the rate variables. ASSEDIC contributions are based on earnings limits.

Setting up Rates for ASSEDIC Contributions

Use the ASSEDIC Rates page to set up the rates used to process ASSEDIC contributions.

Page Used to Set up Rates for ASSEDIC Contributions

Page Name	Object Name	Navigation	Usage
ASSEDIC Rates	GPFR_ASS_RATES	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, ASSEDIC Rates	Set up rates for ASSEDIC contributions. PeopleSoft initially delivers these rates, but you must maintain them when the government issues updates.

Setting Up Rates

Access the ASSEDIC Rates page.

ASSEDIC Rates

Rates Find View All First 1 of 6 Last

*Eff Date: 01/07/2002 Status: Active

Unemployment Insurance Contr.

	Payee	Employer
From 0 To 2352	2.100	3.700
From 2352 To 9408	2.100	3.700

Salary Guarantee Association

	Employer
From 0 To 9408	0.300

ASSEDIC Rates page

Unemployment Insurance Contr. (unemployment insurance contributions)

From 0 to 2352

The Payee and Employer contribution percentages for the portion of gross salary below the A ceiling.

From 2352 to 9408

The Payee and Employer contribution percentages for the portion of gross salary below the B ceiling but above the A ceiling.

Note. The field names From 0 to 2352 and From 2352 to 9408 are dynamically displayed based on the values entered on the Ceilings page. These values change each year; the values shown are valid as of 1st January 2002.

Salary Guarantee Association

From 0 to 9408

The Employer contribution percentage for FNGS.

Note. There is only an employer contribution percentage for FNGS, not one for payees. This rate is based on the B ceiling, which is displayed dynamically. If a gross salary is over this limit, the contribution is still based on the B ceiling.

Calculating the Funding Bases

The funding bases for ASSEDIC contributions are the following:

- Base A: Gross salary limited to Ceiling A as defined on the Ceilings component.
- Base B: Part of the gross salary between Ceiling A and Ceiling A x 3.
- Base A+B: Part of the gross salary included between Ceiling A x 4.

Note. The rules concerning funding base calculation for ASSEDIC are identical to those for URSSAF. URSSAF actually determines these rules and, generally, ASSEDIC also follows them.

See Also

Chapter 3, “Setting Up Country Data,” page 23

Chapter 6, “Defining URSSAF Contributions,” page 83

Calculating Base A

For ASSEDIC contributions limited to Ceiling A (such as RAC), the contribution is calculated based only on Ceiling A if the gross salary is more than Ceiling A. If the gross salary is less than Ceiling A, the contribution is calculated based on the gross salary.

Calculating Base B

For ASSEDIC contributions limited to Ceiling B (such as RAC), the contribution is calculated only on the difference between the gross salary and Ceiling A if the gross salary is more than Ceiling A but less than Ceiling B. If the gross salary is more than Ceiling B, the contribution is calculated based on the portion between Ceilings A and B. If the gross salary is less than Ceiling A, no contribution on base B is required.

Note. As of the 1st of January 2001, the RAC contributions on Base A and on Base B have the same rate. The contributions could be calculated on only one slice (slice A + B), however, PeopleSoft will continue to split the contributions on the two slices (A and B) in case rates differ again in the future.

Handling Prorations

Ceilings A and B are prorated by the number of calendar days in the period to take into consideration hires and terminations during that period, the part-time rate (calculated in the payroll process), and the multiple employer rate. Payees who have multiple employers are not considered part-time, so only one proration is calculated.

Calculating Base A+B

For the ASSEDIC contribution limited to Ceiling A+B (such as AGS), the contribution is calculated based on only Ceiling B if the gross salary is more than Ceiling B. If the gross salary is less than Ceiling B, the contribution is calculated based on the gross salary. The upper limit is Ceiling B.

Note. These calculations are done on a monthly basis, but the comparisons are based on annual amounts. An annual gross salary is calculated from the monthly salary, and annual ceilings are calculated from the monthly ceilings.

Prorating Contributions at Age 65

Payees turning 65 during a pay period pay a prorated ASSEDIC contribution only for the period of time before their 65th birthdays. This is accomplished by triggering the section ASSEDIC if the payee isn't 65 years old at the beginning of the calendar period. The system prorates the ASSEDIC funding base if the payee turns 65 before the end date of the calendar period. The proration is equal to the amount of time the payee is still 64 years old within the calendar period divided by the calendar period duration. Ceilings A and B are not prorated; only the funding base is prorated. After a payee's 65th birthday, if the birthday does not occur during the current calculated segment period, ASSEDIC contributions are no longer paid.

Understanding Contribution Exceptions

There are exceptions to ASSEDIC contributions depending on the classification of the payee or a payee's specific contract. Some payees, for example, are not eligible to contribute to ASSEDIC: expatriates, people over the age of 65, apprentices for companies with less than 10 payees, and trainees. The triggering of the section ASS SE COTISATION is based on the condition formula ASS FM DECLENCHEMENT.

There are some additional exceptions that affect specific contributions. For example, employee contributions are not paid for apprentices working for companies with more than 10 payees. PeopleSoft Global Payroll for France uses generation control to trigger the appropriate contributions in these special cases, described in the ASSEDIC Triggers section of this chapter.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining General Element Information,"
Working With Calculation Elements

Chapter 10, "Understanding Specific Contracts," page 133

Making ASSEDIC Contributions

Although ASSEDIC contributions are based on annual income, PeopleSoft Global Payroll for France calculates contributions monthly. The system also produces a monthly report, detailing the contributions for the period. You can create and produce all required regulatory reports through the DUCS components in PeopleSoft Global Payroll for France.

See Also

Chapter 20, “Generating DUCS,” page 311

Creating the BDA Annual Report

The *Bordereau de Déclaration Annuelle* summarizes the previous year’s ASSEDIC contributions. This section explains how to set up and run the BDA annual report.

PeopleSoft Global Payroll for France uses the DUCS pages to set up the BDA reporting process. The system generates BDA data by running the DUCS process with the DUCS declaration type set for BDA. It then uses the DUCS Run Control and DUCS File Generation pages to create the BDA report.

Viewing the BDA Declaration Type

Access the Declaration Type page to view the BDA file type used to generate BDA data through the DUCS process.

File Type	Select 922 for BDA for one establishment, or 923 for BDA for several establishments.

See Also

Chapter 20, “Generating DUCS,” Setting Declaration Type Parameters for DUCS Types, page 315

Creating a BDA Declaration Definition

Access the DUCS Definition page to create a specific DUCS declaration definition for BDA processing. Reproduce the setup created for monthly ASSEDIC DUCS, ignoring the payment type and source bank fields.

Establishment List	Enter the DUCS Establishment list data. These are the establishments you want to declare through your DUCS definition.

See Also

Chapter 20, “Generating DUCS,” Defining the DUCS Structure, page 322

Setting up BDA Data Extraction

Access the DUCS Preparation Run Control page to establish which data is extracted for the BDA report.

Period Format Select *Yearly Qualifier*.

See Also

Chapter 20, “Generating DUCS,” Extracting Data for DUCS Files, page 324

Generating the BDA Report File

Access the DUCS File Generation page to generate the BDA report file.

Output Select *Report*. The system can prepare the BDA DUCS file, but it is not currently accepted by URSSAF. Use the report to complete the original BDA form.

See Also

Chapter 20, “Generating DUCS,” Generating a DUCS File, page 326

Viewing Delivered ASSEDIC Deductions

The following table contains information about the deductions PeopleSoft Global Payroll for France delivers to calculate ASSEDIC contributions.

Deduction	Description
ASS RAC TA S	RAC on Ceiling A, payee
ASS RAC TA E	RAC on Ceiling A, employer
ASS RAC TB S	RAC on Ceiling B, payee
ASS RAC TB E	RAC on Ceiling B, employer
ASS ASF TA S	ASF on Ceiling A, payee. This deduction is inactive as of the 1st of January 2001.
ASS ASF TA E	ASF on Ceiling A, employer. This deduction is inactive as of the 1st of January 2001.
ASS ASF TB S	ASF on Ceiling B, payee. This deduction is inactive as of the 1st of January 2001.

Deduction	Description
ASS ASF TB E	ASF on Ceiling B, employer. This deduction is inactive as of the 1st of January 2001.
ASS FNGS	FNGS

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

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 ARRCO, AGIRC, and Contingency Fund Contributions

This chapter provides an overview of ARRCO, AGIRC, and contingency fund contributions and explains how to:

- View and maintain ARRCO, AGIRC, and contingency fund rates.
- View delivered ARRCO, AGIRC, and contingency fund deductions.

Understanding ARRCO, AGIRC, and Contingency Fund Contributions

Both the *Association des Régimes de Retraites Complémentaires* (ARRCO) and *Association Générale des Institutions de Retraite des Cadres* (AGIRC) manage pension funds. Each comprises employer and payee contributions. Most payees, except for apprentices and trainees, for example, are liable for contributions to ARRCO or AGIRC funds.

Contributions to ARRCO and AGIRC are based on the same funding bases as for URSSAF and ASSEDIC, with one difference. If the employer contributions for retirement and contingency submitted to URSSAF exceed 85 percent of the social security ceiling A (or 19 percent for the contingency only contributions), the part of the contributions over these ceilings are included in the URSSAF funding base, but are not included in the ARRCO/AGIRC funding bases.

Because contributions paid to the *Association Pour l'Emploi des Cadres* (APEC) are first paid to AGIRC and then paid to APEC, they are managed with the other AGIRC contributions. These include lump sum APEC contributions and the APEC contribution base on slice B.

Because *Contribution Exceptionnelle de Solidarité* (CET) and AGFF contributions are paid to AGIRC, it is also managed with the other AGIRC contributions.

Contingency funds supplement the standard social security (URSSAF) payments. There is a single mandatory payment, paid by all companies, for employees categorized in *Article 36* or *Article 4/4 bis*. All other payments are voluntary. Each organization deals with contingency contributions in its own way and needs to set up its own rules to handle its calculations. For mandatory contributions to contingency funds, there is one exemption. If the employer contributions for retirement and contingency submitted to URSSAF exceed 85 percent of the social security ceiling A (or 19 percent for the contingency only contributions), the part of the contributions over these ceilings are included in the URSSAF funding base, but are not included in the contingency funding base.

See Also

Chapter 8, “Working with ARRCO, AGIRC, and Contingency Fund Contributions,” Contribution Exception Limits, page 110

Chapter 6, “Defining URSSAF Contributions,” page 83

Chapter 7, “Working with ASSEDIC Contributions,” page 101

ARRCO/AGIRC/Contingency Rates, Limits, and Ceilings

PeopleSoft Global Payroll for France uses rates, limits, and ceilings to determine ARRCO, AGIRC, and contingency contributions. PeopleSoft delivers this data, but you should verify it before proceeding with ARRCO, AGIRC, and contingency processing.

- Use the Rates, Elements, and Limits component to view the variables that pertain to the contributions to these funds.
- Use the Ceilings page to view the monetary value of these limits, which the system uses to calculate the funding bases for ARRCO, AGIRC, and contingency contributions.
- Use the ARRCO/AGIRC/Contingency Rates component to enter the numeric values for the various contribution rates. The ceilings appearing on this page are dynamically displayed based on the values on the Ceilings page. For example, if you enter a new ceiling on the Ceilings page, the ceiling data also changes when you view the ARRCO/AGIRC/Contingency Rates component.

See Also

Chapter 3, “Setting Up Country Data,” page 23

Contribution Exception Limits

The government sets the annual social security contribution ceiling. If the employer contributions to contingency funds and additional pension funds (ARRCO and AGIRC) are less than 85 percent of the annual social security ceiling, then these contributions are exempted from social security contributions. If the employer contribution to contingency funds is only less than 19 percent of the social security ceiling, these are also exempt from contributions. If both the 85 percent limit and the 19 percent limit are exceeded, the largest excess amount is added to the URSSAF and ASSEDIC accumulators and reintegrated into the social security base. This has no impact on the pension fund contribution.

For CSG and CRDS, only the mandatory contributions to the complementary pension funds are compared to the 85 percent limit of the annual ceiling.

Three calculations are required to determine the limits:

- Contributions to contingency funds and additional pension funds are checked against the limit of 85 percent of the annual social security ceiling. Any excess is paid into the social security base.
- Contributions to contingency funds only are compared to 19 percent of the total funding base. Excess is paid into the social security fund.

Note. If both the 19 and 85 percent limits are exceeded, only the largest excess is reintegrated into the social security and ASSEDIC base.

- Mandatory, complementary pension fund contributions are compared to the 85 percent of the annual ceiling limit. Excess is paid into the CSG and CRDS base. This calculation is applied even if the rate for retirement contribution is over the minimum rate.

These calculations are performed by the formula PRV FM REINT SOCIA, which is triggered by section PRV SE SOCIAL. The formula performs the calculation for departing employees or during the month of December.

Tax and Limits

There are two systems of taxation applied to contingency and additional pension funds. One applies to mandatory contributions and the other applies to voluntary contributions.

The exemption limit is calculated once a year, in the case of departure, or in December. It is then triggered at the same time as the 19 and 85 percent exemptions. The calculation of the tax limits is done by the formula PRV FM REINT FISCA, which is a member of section PRV SE FISCAL.

Voluntary Contributions to Contingency Funds and Additional Pension Funds

In the case of voluntary contributions, both the payee and employer contributions are liable to tax. The payee contributions are not deducted from the taxable net salary and the employer contributions are added to the taxable net salary. PeopleSoft does not manage voluntary contributions; you must update the accumulators.

Mandatory Contributions

If contributions are mandatory, they are not subject to tax if they are below the legal limits. There are two limits: one for contingency and pension funds, the other for contingency funds only. The first limit is for contributions to contingency funds and pension funds. If the contributions from payee and employer do not exceed 19 percent of the annual social security ceiling multiplied by 8, they are not liable to tax. The second limit is for contributions to contingency funds only. If the payee and employer contributions do not exceed 3 percent of the annual social security ceiling multiplied by 8, they are not liable to contributions. If contributions go over either limit, the surplus is reintegrated back into the taxable base and is liable for tax. If contributions go over both limits, the largest surplus is added to the net salary. PeopleSoft provides the accumulators PRV AC 19% FIS SG and PRV AC 3% FIS SG to calculate these limits in formula PRV FM REINT FISCA. It is your responsibility to update these accumulators.

There are two retirement contribution rates: the contractual rate and the calling rate. The difference between these two rates corresponds to contributions that will not give entitlements for pension points. For the reinstatement of retirement contributions over the tax limits, we use the calling rate to compare the retirement contribution to the limits. The contributions are reinstated in the taxable salary depending on their contractual rate. This is because contributions that do not give entitlements to pension points are not reinstated in the taxable salary.

The employer contributions to contingency and retirement that are over the 3 or 19 percent limits are also included in the levy on salary funding base. The amount that is added to the levy on salary funding base is calculated as described below.

- If the limit is only exceeded by the contingency contributions (3 percent limit):

The amount over the limit is prorated and is calculated depending on the employer's and payee's contingency contributions.

The calculation is equal to:

The amount over the limit $\times$ employer's contingency contributions / employer's + payee's contingency contributions.

- If the limit is only exceeded by the contingency + retirement contributions (19 percent limit):

The amount over the limit is prorated depending on the employer's and payee's retirement contributions.

The calculation is equal to the amount over the limit $\times$ employer's retirement contribution / employer's + payee's retirement contributions.

- If both of the limits (3 and 19 percent) are exceeded:

The highest amount over the limits is prorated depending on the total contributions to contingency and retirement funds.

The calculation is equal to the highest amount over the limit $\times$ employer's contingency + retirement contributions / employer's and payee's contingency + retirement contributions.

See Also

Chapter 9, "Working with Levies," Establishing Levy Rates on Salaries, page 128

Viewing and Maintaining ARRCO, AGIRC, and Contingency Fund Rates

Use the ARRCO/AGIRC/Contingency Rates Component to view and maintain associated rates.

Pages Used to View and Maintain ARRCO, AGIRC, and Contingency Rates

Page Name	Object Name	Navigation	Usage
ARRCO Rates	GPFR_ARC_RATES	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, ARRCO/ AGIRC/ Contingency Rt FRA, ARRCO Rates	View the contribution rates for ARRCO. PeopleSoft initially delivers these rates, but you must maintain them when the government issues changes.
AGIRC Rates	GPFR_AGI_RATES	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, ARRCO/ AGIRC/ Contingency Rt FRA, AGIRC Rates	View the contribution rates for AGIRC, CET, and APEC. AGIRC contributions are for the non-management pension fund, CET contributions are paid into a special AGIRC fund, and APEC contributions are paid into a managers unemployment benefit fund. PeopleSoft initially delivers these rates, but you must maintain them when the government issues changes.
APEC	GPFR_APEC	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, ARRCO/ AGIRC/ Contingency Rt FRA, APEC	View the APEC Flat Amount for Managers. PeopleSoft initially delivers these rates, but you must maintain them when the government issues changes.
AGFF Rates	GPFR_AGFF_RATES	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, ARRCO/ AGIRC/ Contingency Rt FRA, AGFF Rates	View the AGFF rates for employees (based on Slice 1 and 2), and for Article 36 and Managers (based on Slice A and B).
Contingency Rates	GPFR_CONT_RATES	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, ARRCO/ AGIRC/ Contingency Rt FRA, Contingency Rates	View the mandatory rates for contingency funds paid by the employer for management classes <i>Article 36</i> and <i>Article 4/4 bis</i> . PeopleSoft initially delivers these rates, but you must maintain them when the government issues changes.

Viewing Contribution Rates for ARRCO

Access the ARRCO Rates page.

Rates		
*Eff Date:	Status:	
01/01/2002	Active	
Non Managers Slice 1		
From 0 To 2352	Payee	Employer
	3.000	4.500
Non Managers Slice 2		
From 2352 To 7056	Payee	Employer
	6.000	9.000
Article 36 & 4/4bis Slice A		
From 0 To 2352	Payee	Employer
	3.000	4.500

ARRCO Rates page

Non-Managers Slice 1

The contribution rates for the pension fund for both employer and payee. The rates are expressed as a percentage of the payee's gross funding base.

The Non-Managers Slice 1 rate is applied to funding bases below the A ceiling. The A ceiling is populated from the Ceiling page.

Non-Managers Slice 2

The second rate of the pension fund contribution is applied to non-management payees when the gross salary is between the A ceiling and the A ceiling multiplied by three, known as slice 2.

Article 36 and 4/4bis Slice A

The contribution rates for slice A paid to ARRCO by those payees categorized by *Article 36* and *Article 4/4 bis*. This rate also applies to payees with salaries below the A Ceiling.

Note. The field names From x to xxxx dynamically appear based on what is entered on the Ceilings page. Ceiling values are in euros. These ceilings shown are current as of 1 January 2002.

See Also

[Chapter 3, "Setting Up Country Data," Viewing Ceilings Associated With Variables, page 28](#)

[Chapter 3, "Setting Up Country Data," Viewing Ceilings, page 29](#)

Viewing Contribution Rates for AGIRC and CET

Access the AGIRC Rates page.

ARRCO Rates		AGIRC Rates		APEC		AGEF Rates		Contingency Rates	
Rates Find View All First 1 of 4 Last									
*Eff Date:		01/01/2002		Status:		Active		+ -	
Slice B+GMP+Isolated Amounts									
From 2352 To 9408				Payee		Employer			
				7.500		12.500			
Slice C+Isolated Amounts									
From 9408 To 18816				Payee		Employer			
				7.500		12.500			
C.E.T. Slice ABC									
From 0 To 18816				Payee		Employer			
				0.130		0.220			

AGIRC Rates page

Slice B+GMP+Isolated Amounts

The AGIRC contribution rates for both employer and payee, for those payees with earnings between the A and B ceilings or on the specific GMP slice. The rates are expressed as a percentage of the payee's gross funding base.

These rates apply to payees classified by *Article 36* and *Article 4/4 bis*.

Note. GMP contributions are for the Minimum Guarantee of Points. Payees earning below the GMP limit pay a minimum contribution as if they were earning the same as the limit. Although the GMP contribution is based on an annual amount, the PeopleSoft system performs the calculation monthly and adjusts the contributions accordingly. The GMP ceiling is defined on the Ceilings page. The calculation of the GMP base is done by the base formula of the GMP deduction.

Isolated Amounts are payments in lieu of a payee leaving a company. They are isolated from the funding base and do not accumulate contribution points towards the payee's retirement fund. They are liable for contributions, regardless of upper and lower limits. They include compensation in lieu of paid vacation; retirement allowance for an amount exceeding 3049 euros; and salary, premium, or bonus payments paid after departure.

Slice C+Isolated Amounts

AGIRC contribution rates for both payee and employer, for payees with a gross funding base between slice B and slice C.

These rates apply to payees classified by *Article 36* and *Article 4/4 bis*.

C.E.T. Slice ABC

Payees and employers pay the CET contribution on a gross funding base up to the C ceiling.

These rates apply to payees classified by *Article 36* and *Article 4/4 bis*.

See Also

Chapter 3, “Setting Up Country Data,” Viewing Ceilings Associated With Variables, page 28

Viewing APEC Rates and Flat Amount for Managers

Access the APEC page.

Rates		
*Eff Date:	01/01/2002	Status: Active
APEC for Managers Slice B		
From 2352 To 9408	Payee: 0.024	Employer: 0.036
APEC Flat Amount for Managers		
March Fixed Amount	Payee: 6.770	Employer: 10.160

APEC page

APEC for Managers Slice B Manager and employer contributions are paid monthly, if the manager has a funding base between the A and B ceilings.

These rates apply to payees classified by Article 4/4 bis.

Note. The field names From 2352 to 9408 and so on dynamically appear based on what is entered on the Ceilings page. The ceilings shown are current as of 1 January 2002.

APEC Flat Amount for Managers

This is a fixed, annual contribution paid every March by employer and payee for those payees in employment during that month.

See Also

Chapter 3, “Setting Up Country Data,” Viewing Ceilings, page 29

Viewing AGFF Rates

Access the AGFF Rates page.

Rates		
Find View All First 1 of 4 Last		
*Eff Date:	01/01/2002	Status: Active
Non Managers Slice 1		
From 0 To 2352	Payee 0.800	Employer 1.200
Non Managers Slice 2		
From 2352 To 7056	Payee 0.900	Employer 1.300
Article 36 & 4/4bis Slice A		
From 0 To 2352	Payee 0.800	Employer 1.200
Article 36 & 4/4bis Slice B		
From 2352 To 9408	Payee 0.900	Employer 1.300

AGFF Rates page

Non Managers Slice 1

The contribution rates paid on the Slice 1 for the AGFF contribution for both employer and payee. The Non-Managers Slice 1 rate is applied to funding bases below the A ceiling.

Non Managers Slice 2

The second rate of the AGFF contribution is applied to non-management payees when the gross funding base is between the A ceiling and the A ceiling multiplied by three, known as Slice 2.

Article 36 \& 4/4bis Slice A

The AGFF contribution rates for slice A paid by payees categorized as *Article 36* and *Article 4/4 bis*.

Article 36 \& 4/4bis Slice A

The AGFF contributions rates for Slice B paid by payees categorized as *Article 36* and *Article 4/4bis*.

Viewing Mandatory Rates for Contingency Funds Paid by Employers

Access the Contingency Rates page.

The screenshot shows the 'Contingency Rates' page. At the top, there are tabs for 'ARRCO Rates', 'AGIRC Rates', 'APEC', 'AGFF Rates', and 'Contingency Rates'. The 'Contingency Rates' tab is selected. Below the tabs, there is a 'Rates' section. It includes a 'Find | View All' button and navigation controls showing '1 of 4' records. The '*Eff Date:' is set to '01/01/2002' and the 'Status:' is 'Active'. A table titled 'Contribution Art 36 & 4/4bis' is displayed with two columns: 'From 0 To 2352' and 'Employer'. The 'Employer' column shows a value of '1.500'.

Contingency Rates page

Contribution Art 36 \& 4/4bis (contribution Articles 36 and 4/4 bis)

The mandatory employer contribution to the contingency fund for payees in management class *Article 36* and *Article 4/4 bis*. The contributions are limited to salaries below the A ceiling.

The employer contribution is included in the funding base of CSG, CRDS, and the 8 percent contingency levy. The contribution base is the same as for URSSAF, with the exception of the reintegration of amounts over the 85 percent and 19 percent exemption limits. The payment is made to a registered organization and linked to a contract number.

Note. The field name From 0 to 2352 dynamically appears based on what is entered on the Ceilings page. The ceiling shown is current as of 1 January 2002.

Note. Use the DUCS functionality to generate reports for ARRCO/AGRIC.

See Also

Chapter 8, “Working with ARRCO, AGIRC, and Contingency Fund Contributions,” Contribution Exception Limits, page 110

Chapter 3, “Setting Up Country Data,” Viewing Ceilings, page 29

Chapter 20, “Generating DUCS,” page 311

Viewing Delivered ARRCO, AGIRC, and Contingency Fund Elements

This section contains information about the deductions PeopleSoft Global Payroll for France delivers to handle ARRCO, AGIRC, and contingency fund contributions.

ARRCO/AGIRC Deductions

The following tables list the ARRCO and AGIRC deductions.

Table 1: ARRCO Contributions

ARRCO Contribution	Description
ARC T1 NC S	Payee ARRCO contribution for non-manager on slice 1
ARC T1 NC E	Employer ARRCO contribution for non-manager on slice 2
ARC T2 NC S	Payee ARRCO contribution for non-manager on slice 2
ARC T2 NC E	Employer ARRCO contribution for non-manager on slice 2
ARC TA A36 S	Payee ARRCO contribution for Article 36 on slice A
ARC TA A36 E	Employer ARRCO contribution for Article 36 on slice A
ARC TA A4 S	Payee ARRCO contribution for Article 4 on slice A
ARC TA A4 E	Employer ARRCO contribution for Article 4 on slice A

Table 2: AGIRC Contributions

AGIRC Contribution	Description
AGI TB A36 S	Payee AGIRC contribution for Article 36 on slice B
AGI TB A36 E	Employer AGIRC contribution for Article 36 on slice B
AGI TC A36 S	Payee AGIRC contribution for Article 36 on slice C

AGIRC Contribution	Description
AGI TC A36 E	Employer AGIRC contribution for Article 36 on slice C
SI TB A36 S	Payee AGIRC Isolated Amounts contribution for Article 36 on slice B
SI TB A36 E	Employer AGIRC Isolated Amounts contribution for Article 36 on slice B
SI TC A36 S	Payee AGIRC Isolated Amounts contribution for Article 36 on slice C
SI TC A36 E	Employer AGIRC Isolated Amounts contribution for Article 36 on slice C
AGI TB A4 S	Payee AGIRC contribution for Article 4 on slice B
AGI TB A4 E	Employer AGIRC contribution for Article 4 on slice B
AGI TC A4 S	Payee AGIRC contribution for Article 4 on slice C
AGI TC A4 E	Employer AGIRC contribution for Article 4 on slice C
SI TB A4 S	Payee AGIRC Isolated Amounts for Article 4 on slice B
SI TB A4 E	Employee AGIRC Isolated Amounts for Article 4 on slice B
SI TC A4 S	Payee AGIRC Isolated Amounts for Article 4 on slice C
SI TC A4 E	Employee AGIRC Isolated Amount for Article 4 on slice C
AGI GMP S	Payee GMP contribution for Article 36 and 4
AGI GMP E	Employer GMP contribution for Article 36 and 4
AGI CET S	Payee C.E.T. contribution for Article 4 on slice ABC
AGI CET E	Employer C.E.T. contribution for Article 4 on slice ABC

Table 3: APEC Contributions

APEC Contribution	Description
APEC TB A4 S	Payee APEC contribution for Article 4 on slice B
APEC TB A4 E	Employer APEC contribution for Article 4 on slice B
APEC FF A4 S	Payee flat amount APEC contribution for Article 4
APEC FF A4 E	Employer flat amount APEC contribution for Article 4
SI APEC TB S	Payee APEC slice B on Isolated Amounts.
SI APEC TB E	Employer APEC slice B on Isolated Amounts.

Table 4: AGFF Contributions

AGFF Contribution	Description
AGFF T1 NC E	Employer AGFF Contribution for non manager on slice 1.
AGFF T1 NC S	Payee AGFF contribution for non manager on slice 1.
AGFF T2 NC E	Employer AGFF contribution for non manager on slice 2.
AGFF T2 NC S	Payee AGFF contribution for non manager on slice 2.
AGFF TA A36E	Employer AGFF contribution for Article 36 on slice A.
AGFF TA A36S	Payee AGFF contribution for Article 36 on slice A.
AGFF TB A36E	Employer AGFF contribution for Article 36 on slice B.
AGFF TB A36S	Payee AGFF contribution for Article 36 on slice B.
AGFF SI A36E	Employer AGFF contribution for Article 36 on isolated amounts.
AGFF SI A36S	Payee AGFF contribution for Article 36 on isolated amounts.

AGFF Contribution	Description
AGFF TA A4 E	Employer AGFF contribution for Article 4 on slice A.
AGFF TA A4 S	Payee AGFF contribution for Article 4 on slice A.
AGFF TB A4 E	Employer AGFF contribution for Article 4 on slice B.
AGFF TB A4 S	Payee AGFF contribution for Article 4 on slice B.
AGFF SI A4 E	Employer AGFF contribution for Article 4 on isolated amounts.
AGFF SI A4 S	Payee AGFF contribution for Article 4 on isolated amounts.

See Also

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

Contingency Fund Deductions

PeopleSoft Global Payroll for France delivers the following contingency fund deductions.

Contingency Fund Deduction	Description
PRV OB A36 E	Contingency mandatory contribution for Article 36 employees
PRV OB A4 E	Contingency mandatory contribution for Article 4 managers

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

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

Working with Levies

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

- Establish levy rates.
- Understand the Works Council levy.
- Look at tips for levies.
- View delivered levy deductions.

Understanding Levies

Levies are deductions that don't fall into obvious categories, such as URSSAF, ASSEDIC, or AGIRC. Levies are paid to several organizations with different funding bases, with different conditions, and on different dates. They cover things like training, transport, apprenticeships, CSG and CRDS contributions, and the Levy on Salaries. Some of these levies are often grouped under *Other Employers Deductions* on the pay slip.

The levies addressed in the PeopleSoft Global Payroll for France functionality are as follows:

Levy	Description
Levy on Contingency Funds	This levy is based on an employer's contributions to the non-mandatory contingency funds. So this is a contribution on contributions. This levy is paid to the URSSAF and is paid by employers with more than nine payees.
Professional Training	Employers must allocate a percentage of their total payroll to professional training. The levy rates vary depending on whether the employer has less than ten payees or ten or more payees. There is a specific contribution paid by organizations that have contractual employees. The funding base for this levy is gross salary. Levy rates vary depending on whether the employer has less than ten payees, ten or more payees, or has contractual payees.

Levy	Description
Transportation	This levy applies to employers with more than nine payees in the same transportation area (<i>Syndicat de transport</i>). The rate can vary, depending on the transportation area, and the funding base is gross salary. Payment is made on the same date as URSSAF contributions and is paid to the URSSAF. The levy is only paid for areas where a transportation levy is applicable. Note. This rate is recorded at the establishment level.
Participation of the Construction Effort	This levy applies to employers with ten or more payees, and the funding base is gross salary. It is paid to a registered collector organization or the employer manages it. The levy is paid at the end of the year and is based on salaries paid during the previous 12 months.
Apprenticeship	The funding base of this levy is gross salary. The rate of this levy is based on region (Alsace-Moselle or other regions) and is paid to the tax office. The postal code of the establishment is used to determine which rate must be applied.
CSG and CRDS	Most payees are subject to this levy. The rate is based on whether the levy is CSG taxable, CSG non-taxable, or CRDS and the funding base is 95 percent of the gross salary plus the employer's contributions to the contingency fund. Payments are made to the URSSAF at the same time as other URSSAF contributions.
Levy on Salaries	Only employers that do not, in whole or in part, pay Value Added Tax (VAT) pay this levy. The rate varies by established brackets, and it is paid to the tax office.
Participation in the Works Council	Generally, an employer with more than 50 payees has a Works Council, but this situation varies amongst employers. The payee's and employer's rates vary, as does the funding base. The levy is paid to the Works Council.

Note. PeopleSoft Global Payroll for France delivers a set of levy rates to you with the application. However, PeopleSoft is not responsible for the accuracy of these rates. If regulations change, or you need to modify the levy rates for any reason, use the pages described elsewhere in this section to modify those rates.

See Also

[Chapter 8, “Working with ARRCO, AGIRC, and Contingency Fund Contributions,” page 109](#)

[Chapter 6, “Defining URSSAF Contributions,” page 83](#)

Establishing Levy Rates

This section discusses how to:

- Establish levy rates for levies on contingency funds and professional training.
- Establish levy rates for apprenticeship, participation of the construction effort, CSG, and CRDS levels.
- Establish levy rates on salaries.

Pages Used to Establish Levy Rates

Page Name	Object Name	Navigation	Usage
General Rates 1	GPFR_TAX_RATES	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, Levy Rates FRA, General Rates 1	Establish the levy rates for levies on contingency funds and professional training.
General Rates 2	GPFR_TAX_RATES2	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, Levy Rates FRA, General Rates 2	Establish the levy rates for the apprenticeship, Participation of the Construction Effort, CSG, and CRDS levies.
Levy on Salaries Rates	GPFR_TAX_RATES3	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, Levy Rates FRA, Levy on Salaries Rates	Establish the levy rate on salaries for organizations that do not pay VAT or pay VAT on only less than 10 percent of sales (such as banks and insurers).

Establishing Levy Rates for Levies on Contingency Funds and Professional Training

Access the General Rates 1 page.

General Rates 1 | General Rates 2 | Levy on Salaries Rates

Rates Find | View All First 1 of 1 Last

*Eff Date: 01/01/2000 Status: Active

Levy on Contingency Funds

Contributions	8.000

Professional Training

More than 10 payees	
Capital Formation-Time	0.100
Individual Formation Time-off	0.100
Cooperative Education	0.400
Training of the Employees	0.900
Less than 10 payees	
Professional Training	0.150
Supplement Rate	0.100
Professional Training for Contractors	1.000

General Rates 1 page

The Contingency levy is paid only by organizations with more than ten payees.

There are two sets of contribution rates for the various training funds: one is for organizations with more than 10 payees and the other rates are for organizations with less than ten payees.

The levy for Professional Training for Contractors is for all organizations that employ contractors, regardless of the number of payees in the organization.

Note. PeopleSoft delivers these rates, but does not maintain them.

Levy on Contingency Funds

The employer's contribution levy on Contingency funds appear here. The amount is based on the employer's contribution to non-mandatory contingency funds. The levy applies only to organizations with more than ten payees. Each organization must, if they have some non-mandatory contingency fund contributions, update the funding base on the Levy on Contingency fund. It is the employer's responsibility to include these contributions in the base for calculating the contingency levy. These contributions should be added to the accumulator used by this levy (the TAX AC BAS PREV SG accumulator).

Professional Training

More than 10 Payees

This levy is divided between four different contributions used for different purposes: Capital Formation–Time, Individual Formation Time-off, Cooperative Education, and Training of the Employees.

Less than 10 payees

The Employer pays a mandatory levy to Professional Training and Supplement Rate.

Professional Training for Contractors

This levy is paid by organizations employing contractors, regardless of the size of the organization. The employer pays the levy at the rate indicated.

Note. Remember to add the correct contingency funds deduction elements to the base accumulator used by the contingency funds levy.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Earnings and Deduction Elements,” Understanding Automatically Generated Accumulators

Establishing Levy Rates for Apprenticeship, Participation of the Construction Effort, CSG, and CRDS Levels

Access the General Rates 2 page.

General Rates 2

Find | View All First 1 of 1 Last

*Eff Date: 01/01/2000 Status: Active

Apprenticeship Levy	
Other Regions	0.500
Alsace-Moselle	0.200

Other	
Participation of the Construction Effort	0.450
C.S.G. non Taxable	5.100
C.S.G. Taxable	2.400
C.R.D.S.	0.500

General Rates 2 page

Apprenticeship Levy

The employer pays a contribution for financing apprenticeships. This rate is indicated opposite Other Regions. The Alsace-Moselle region has its own rate of contribution, which is indicated opposite Alsace-Moselle. The rate for the apprenticeship levy depends on the postal code of the establishment to which the payee is linked.

Other

The remaining levies appear here. The employer pays the Participation of the Construction Effort levy. The payee pays both the CSG levies and the CRDS levy.

The funding base for the CSG and CRDS levies consists of the gross salary, the employer's contribution to the contingency fund, and departure or modification allowances that exceed a predefined amount.

Only the employer pays participation of the Construction Effort levy. The rate is a percentage of the gross funding base.

CSG levies are paid by all payees to finance social security and retirement funds. Part of the CSG levy is taxable and part of it is exempt. The taxable rate appears opposite C.S.G. Taxable, as a percentage. The non-taxable rate appears opposite C.S.G. non Taxable, as a percentage.

The rate for the CRDS levy appears here. This levy is taxable.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Data Retrieval Elements," Defining Brackets

Establishing Levy Rates on Salaries

Access the Levy on Salaries Rates page.

The screenshot displays the 'Levy on Salaries Rates' page. At the top, there are tabs for 'General Rates 1', 'General Rates 2', and 'Levy on Salaries Rates'. Below the tabs, the 'Rates' section is visible. It includes a search bar with 'Find | View All' and navigation buttons for 'First', '1 of 1', and 'Last'. The 'Eff Date' is set to '01/01/2000' and the 'Status' is 'Active'. There are also '+' and '-' buttons. The main content area shows three annual brackets:

Annual Bracket	Rate
Annual Bracket 1 No limit	4.250
Annual Bracket 2 From 6369.32 To 12726.44	4.250
Annual Bracket 3 From 12726.44	9.350

Levy on Salaries Rates page

The funding base for this levy is the gross salary and employer contributions to retirement and contingency funds, where applicable. There may also be a deduction for organizations that partially pay VAT. Those employer contributions to retirement and contingency funds greater than the tax limits of 19 percent and 3 percent are included in the levy on the salary funding base.

There are three rates of contribution to this levy. The rates are expressed as a percentage of the funding base. The monetary amount ranges and limits appear to the left of the rate.

Annual Bracket 1	The rate for the salary levy for earnings within annual bracket 1.
Annual Bracket 2	The rate for the salary levy for earnings within annual bracket 2.
Annual Bracket 3	The rate for the salary levy for earnings within annual bracket 3.

See Also

Chapter 8, “Working with ARRCO, AGIRC, and Contingency Fund Contributions,” Tax and Limits, page 111

Chapter 3, “Setting Up Country Data,” Working with Ceilings, page 29

Special VAT-Exempt Element Group

A special element group (TAX EG TAXSAL) has been created to indicate which organizations are exempt from VAT contributions and are therefore liable to pay the salary levy.

Understanding the Works Council Levy

Contributions to the Works Council budget vary from organization to organization and depend on rates, funding bases, employee participation, and so on. Contributions, paid by both the employer and employee, are based on a percentage of the gross salary, profit, or revenue.

Because this levy is different for different employers, PeopleSoft does not maintain an element to manage it. PeopleSoft does, however, offer two elements that contain sample contributions, indicating rates and funding bases.

You may activate these elements and adapt them for your own use. It is your responsibility to maintain these elements.

See Also

Chapter 3, “Setting Up Country Data,” Working with Ceilings, page 29

Looking at Tips for Levies

This section provides additional information regarding levies.

Headcount Limits and Rates

Some levy rates are based upon the headcount of your organization.

The system calculates the headcount of a organization after the payroll process. The headcount results are used during payroll processing for the following month. Therefore, your headcount might be inaccurate for your current month and you might have to override the value.

For example, during the month of May you might have eight payees and then hire four payees in June. The system uses the headcount calculated in May to determine whether your organization is eligible for specific contributions (for example, the Levy on Contingency contributions paid by organizations with more than ten payees). Then, in June, the system does not trigger the Levy on Contingency contributions even though this contribution should be triggered. The best solution in such a case is to override the variable that stores the headcount. This variable is GEN VR EFFECTIF SO; you can override it at the pay entity or pay group level.

Note. PeopleSoft strongly recommends that you define your pay entity to be equal to your organization.

If Your Organization Isn't Liable for a Levy

Each levy rate for organizations with less than nine payees is stored as a rate to be used by all organizations. If your organization is not liable for a certain levy, override the variable GEN VR EFFECTIF SO if you think that the levies depending on your headcount are not going to be triggered correctly.

Note. Modifying GEN VR EFFECTIF SO impacts all of the contributions (and perhaps some other elements) that use the headcount.

PeopleSoft strongly recommends that you define your pay entity to be equal to your organization.

Transportation Levy

The transportation rate is stored at the establishment level. Because the payroll process does not manage the headcount, you must manage whether the levy is due. Record a rate if the levy is due or record a rate equal to zero if it is not due.

If a payee is an itinerant worker with a transportation rate that is different than the rate applied to the establishment to which the payee is linked, override the rate at the payee level.

Note. Update the rates at the establishment level.

DUCS Considerations

The following levies appear on the URSSAF Report and their DUCS codes and descriptions are as follows:

- Transportation.
- Eight percent on employers' contribution to contingency funds.
- CSG taxable, non-taxable, and CRDS.

See Also

[Chapter 21, "Counting Employees," page 329](#)

[Chapter 20, "Generating DUCS," page 311](#)

Reviewing Delivered Levy Deductions

This section details the primary deduction elements that PeopleSoft delivers to accommodate levies processing. The following table lists the delivered elements, their descriptions, and the generation control applied, if any. PeopleSoft does not maintain these elements.

Deduction	Description
TAX 8% PREV	8 percent contingency funds tax
TAX FOCAPTEM	Capital education tax
TAX CGFORIND	Individual education tax
TAX FORALTER	Sandwich course tax
TAX FORMSAL	Employee education tax
TAX FORMSUPL	Additional education tax
TAX FORMCDD	CDD education tax
TAX TRANSPOR	Tax on transportation
TAX CONSTRUC	Tax on construction
TAX APPRENTI	Tax for apprenticeship - all institutions
TAX CSG IMPO	Taxable CSG tax
TAX CSG NIMP	Non-taxable CSG tax
TAX CRDS	CRDS tax
TAX SALAIRE1	Salary tax on bracket 1
TAX SALAIRE2	Salary tax on bracket 2
TAX SALAIRE3	Salary tax on bracket 3

Deduction	Description
TAX BGT CE S	Works Council tax – payee
TAX BGT CD E	Works Council tax – employer

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

See Also

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

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

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining General Element Information”

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Calculation Elements,”
Defining Generation Control Elements

CHAPTER 10

Understanding Specific Contracts

This chapter provides an overview of:

- Apprentices.
- Trainees.
- Qualification contracts.
- Orientation contracts.
- Adaptation contracts.
- Work initiative contracts (*Contrat Initiative Emploi*).
- Special part-time contracts.
- Fixed-term contracts.
- Specific categories of payees.
- SIT FM formulas.

Overview of Specific Contracts

Specific contracts give exemptions on contributions. Usually they are set up between an employer and a government department or between an employer and payee, subject to controls from the DDTE (regional government organization responsible for employment laws). PeopleSoft delivers rules for some common exemptions regarding some fixed-term contracts, specific exempted contracts, and specific categories of payees.

There are a few rules that have been developed that relate directly to specific contracts. Specific contracts have an impact on many areas of the payroll process. At the end of this section is an explanation of the effect on each contribution. Sometimes the information needed to determine a contribution is not available from PeopleSoft Human Resources. In these cases, the formula SIT FM assigns a default value. During the implementation of your system, you can create fields to manage the values not currently provided by PeopleSoft Human Resources. Then you can create any needed elements (arrays, for example) to update the formula SIT FM.

Special earnings have been developed for apprentices and trainees. Rules also exist to manage deductions for other specific contracts. Specific contracts also affect both the payee's and the employer's contributions to social funds and have an impact on counting employees.

Apprentices

Apprentices, by law, may not earn less than a set percentage of the SMIC (legal minimum salary). The percentage depends on the age of the apprentice and the year of the contract. You enter the apprentice's salary and a control checks whether the earning is below the legal minimum. If this is the case, a warning message appears.

The bracket APP BR REMUN stores the minimum percentages to apply to the SMIC according to the year of contract and the age of the payee. The appropriate percentage is retrieved and checked with the standard SMIC control.

The age of the payee is calculated using the payee date of birth in PERSONAL_DATA. The year of the contract is calculated using the contract begin date in the contract data.

Year of contract	Minimum salary equal to a percentage of the SMIC apprentices under 18	Minimum salary equal to a percentage of the SMIC apprentices between 18 and 20	Minimum salary equal to a percentage of the SMIC or of the conventional salary apprentices over 21
1 st year	25 %	41 %	53 %
2 nd year	37 %	49 %	61 %
3 rd year	53 %	65 %	78 %

Note. The system does not calculate the minimum salary; it does check that the salary you entered is greater than the minimum required by law. Because the system does not manage the conventional salary (that is, the minimum salary required by the collective agreement) for apprentices over the age of 21, the system applies the percentages in the previous table on the SMIC only.

Bracket for Specific Contract Compensation Scale

The bracket APP BR REMUN returns values for the specific contract compensation scale. It returns values for the apprenticeship contract and also for the qualification and orientation contract. The keys for this bracket are CONTRACT TYPE and APP VR ANNEE CONT, and the return column is APP BR REMUN. The variables APP VR REM-21 and APP VR REM+21 are populated based on the key.

It's important that you understand the definition of this bracket because PeopleSoft delivers, but does not maintain, this bracket. You must maintain this bracket to ensure that your setup functions properly.

The following table contains the sample values delivered with PeopleSoft Global Payroll for France.

- The bracket APP BR REMUN retrieves the percentage for payees under 18 years old.
- The variable APP VR REM-21 retrieves the percentage for payees between 18 and 21 years old.
- The variable APP VR REM+21 retrieves the percentage for payees over 21 years old.

CONTRACT TYPE (Key)	APP VR ANNEE CONT (Key)	APP BR REMUN (Return)	APP VR REM-21 (Variable)	APP VR REM+ 21 (Variable)
APP	1	25	41	53
APP	2	37	49	61
APP	3	53	65	78
QUA	1	30	50	65
QUA	2	40	60	75
ORI		30	50	65

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Data Retrieval Elements,” Defining Brackets

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Calculation Elements,” Defining Variable Elements

Extending the Apprenticeship

The normal length of an apprenticeship is two years. However, in some circumstances this may be extended to three years. In this case, the variable GEN VR ANC REINT enables you to subtract or add a period of time from the contract begin date to compensate for the extension of the apprenticeship period.

There may be times when you need to modify the number of years for a contract calculated between the contract begin date and the first day of the period. You can override the variable GEN VR ANC REINT by the number of days to add or subtract for the calculation of the year of the contract.

URSSAF Contributions

Payees are assigned to a particular contribution class (*régime*) that determines their URSSAF contributions. Apprentices in organizations with more than ten payees have a specific contribution class of their own—*régime* code 128.

The funding base percentage for apprentices is a lump-sum amount determined by the government. This percentage varies according to the age of the payee and the year of the contract. The bracket APP BR BASE stores the lump-sum funding base in euros. You should update this bracket to comply with the law and to meet your particular needs.

For organizations with less than ten payees, neither employer nor payee is liable to pay URSSAF contributions for apprentices. No *régime* code is entered and no deductions are made.

The lump-sum funding base calculated for apprentices is not used in the base for the ceiling regularization. The contributions are paid each month based on the lump-sum funding base. If an apprentice ends his apprenticeship contract and continues his work for the same organization under a new contract type, the salaries he received during his apprenticeship contract won't be used in the annual ceiling regularization.

Bracket for Specific Contract Contribution Bases

The bracket APP BR BASE returns values for specific contract wages contribution bases. The key for this bracket is APP VR % BASE, and the return column is APP BR BASE. The variable APP VR BASE EUR is populated based on the key.

It's important that you understand the definition of this bracket because PeopleSoft delivers, but does not maintain, this bracket. You must maintain this bracket to ensure that your setup functions properly.

The following table contains the sample values delivered with PeopleSoft Global Payroll for France.

- The bracket APP BR BASE retrieves the lump sum funding base in euros.
- The payroll process uses one or the other value following the processing currency defined.

APP VR % BASE (Key)	APP BR BASE (Return as of 1 January 2001)
14	147
26	273
29	304
30	315

The value returned by the bracket APP BR REMUN is used to determine if the minimum salary is correctly applied to the apprentice. This value is also used as the funding base for all the contributions paid. This value is calculated for a payee who is present for the entire month. The apprentice funding base is prorated depending on the number of days present during the period and depending on the paid hours of the payee.

If users don't want to apply this last proration or if they want to apply a different proration, they can modify the formula APP FM PRORAT BASE (defined as Customer Maintained) that is used to prorate the apprentice funding base following the number of paid hours.

See Also

[Chapter 6, "Defining URSSAF Contributions," page 83](#)

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Data Retrieval Elements," Defining Brackets

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Calculation Elements," Defining Variable Elements

ASSEDIC Contributions

As with URSSAF, for organizations with less than ten payees, neither employer nor payee is liable to pay ASSEDIC contributions for apprentices. No deductions are triggered.

For organizations with more than ten payees, ASSEDIC deductions are triggered, but they are subject to a generation control. Payee contributions are not triggered if the payee is an apprentice. No controls are managed for the employer's contribution.

Note. The system checks the contract type to determine whether a payee is an apprentice. Therefore, during setup, it's important to consider updating the contract type with the correct value.

Levies

This set of contributions is not triggered for apprentices in organizations with less than ten payees.

For organizations with more than ten payees, these deductions are triggered. There are no CSG and CRDS deductions for apprentices.

The funding base percentage for apprentices is a lump-sum amount determined by the government. This percentage varies according to the age of the payee and the year of the contract. The bracket APP BR BASE stores the lump-sum funding base in euros. You should update this bracket to comply with the law and meet your particular needs.

See Also

Chapter 10, "Understanding Specific Contracts," URSSAF Contributions, page 135

ARRCO/AGIRC

Payees do not pay the ARRCO/AGIRC contributions if they are apprentices. And if a payee is an apprentice, the ARRCO/AGIRC employer's contributions are due only if the organization has more than ten payees and these contributions are triggered.

Contingency Funds

Contingency fund contributions follow the same rules as for ARRCO/AGIRC. For organizations with more than ten payees, there is only a single contribution from the employer. For organizations with less than ten payees, no contribution is triggered.

Counting Employees

Apprentices are not included in the head count of employees. This may have an impact on contributions that depend on the number of employees in the organization (that is, more or less than ten).

See Also

Chapter 21, "Counting Employees," page 329

Trainees

Trainees are identified using the formula SIT FM STG URSSAF. If this formula retrieves the value GP TRUE (or 1), the payee is considered a trainee. If this formula retrieves the value GP FALSE (or 0), the payee is not considered a trainee.

Trainees are not covered by a work contract because they are not classed as salaried employees.

The training establishment may or may not be covered for work accident insurance (RT), and the training may or may not be mandatory. Both of these factors affect the trainees' earnings and contributions.

Use different earnings to identify whether the establishment is covered for work accident insurance. For example, if you enter the salary in the earning STG OBL NAT, it means that this salary applies to a trainee in mandatory training, but without work accident coverage.

In case of mandatory training, the following table presents the different contributions due.

Description	Social Security Contributions: Payee's Part	Social Security Contributions: Employer's Part	CSG / CRDS
Compensation $\leq$ 30% of the SMIC:			
AT risk covered	Non-labile	Non-labile	Non-labile
AT risk not covered	Non-labile	Liabe on 25% of the SMIC	Non-labile
Compensation $>$ 30% of the SMIC:			
AT risk covered	Liabe	Liabe except AT deduction	Liabe
AT risk not covered	Liabe	Liabe	Liabe

Some contributions can be paid on 25 percent of the SMIC even if the payee doesn't receive any compensation.

In case of non-mandatory training, the following table presents the different contributions due.

Description	Social Security contributions: Payee's Part	Social Security contributions: Employer's Part	CSG / CRDS
Training not compensated	No contributions	Liabe on 25% of the SMIC	No contributions
Training compensated:			
compensation $\leq$ 25% of the SMIC	Non-labile	Liabe on 25% of the SMIC + benefits in kind	Non-labile Liabe
compensation $\geq$ 25% of the SMIC	Liabe	Liabe	

In this case, the AT contributions are paid when the compensation is liable to employers' contributions on 25 percent of the SMIC or on the complete compensation.

Note. URSSAF contributions are not calculated if the régime class is not indicated on the French Contract Data page, with an exception for trainees. For trainees, the régime class does not have to be entered because the *régime* depends on the compensation level, if the training is mandatory or not, and on the work accident coverage. The system triggers the correct régime class according to the situations described in the preceding two tables.

Earnings

Three earnings have been created to cater for the different classes of trainee. Ensure that you populate the correct one.

Earning	Description
STG OBL AT	For trainees undergoing mandatory training with AT coverage.
STG OBL NAT	For trainees undergoing mandatory training without AT coverage.
STG NOBL	For trainees undergoing non-mandatory training.
GEN VR STAG NB M	The number of months corresponds to an allowance, stored in GEN VR STAG NB M. The default value is 1.
GEN VR STG NSIR	The value is 1 for mandatory training with a duration equal to, or less than, three months.

Note. GEN VR STAG NB M and GEN VR STG NSIR are not used if there is no compensation.

All three earnings feed the accumulator GEN AC BRUT SG.

The rules compare the earnings to the minimum salary or relevant percentage of the minimum salary.

If a payee has no compensation, in certain cases, some contributions must be paid. Because there is no salary input, and therefore the earnings in the preceding table are not populated, we use five variables in order to indicate the specific situations in which there is no compensation.

Variable	Description
GEN VR STG O AT	Used to indicate a mandatory training with work accident coverage.

Variable	Description
GEN VR STG ONAT	Used to indicate a mandatory training without work accident coverage.
GEN VR STG NOBL	Used to indicate a non-mandatory training.

You can override these variables using the Supporting Element Override page.

The variable GEN VR STAG NSIR is used to indicate whether the training lasts more or less than three months. This information is used to determine whether the compensation paid to the trainee is submitted to income tax (that is, if the accumulator GEN AC NET FISCAL is populated by the compensation or not). By default, the variable GEN VR STAG NSIR stores a value indicating that the training lasts less than three months. If you want to indicate that the training lasts more than three months, override the variable GEN VR STAG NSIR by assigning the value zero (0) or by using the variable GP FALSE.

The variable GEN VR STAG NB M can be used if you pay all of the compensations of several months for trainees in only one payroll. In such cases, the system needs to control this compensation within the limits given by the law multiplied by the number of months. For example, suppose that a trainee stays with an organization for two months for a mandatory training, knowing that school is covered for the work accident risk. The trainee earns 534 euros. This compensation is compared to 30 percent of the SMIC multiplied by two because it is derived from two months of work. By default, the variable has one month as its value (meaning that the compensation is paid each month). You can override this variable by the number of months that the compensation refers if this compensation is not paid each month.

Social Security Contributions

All trainees are liable to pay URSSAF, transportation, and CSG/CRDS contributions. URSSAF contributions are based on régime codes, but for trainees it is not necessary to enter the code. The correct code is triggered by the rules.

Trainees are not liable for contributions to ASSEDIC, ARRCO/AGIRC, contingency funds, training tax, or levies.

At first, all the deductions are triggered. Then, a generation control for each contribution checks whether the payee is a trainee. Payment is not triggered for non-liable contributions. Transportation contributions are triggered by a check of whether URSSAF contributions are being paid, because both have the same conditions of eligibility.

Example 1: Mandatory Training, Four Months, With Insurance

Suppose that a payee is taking mandatory training and is covered for work accident insurance by the employer. Training lasts for four months and the payment is 152 euros per month.

- The compensation needs to be entered into the earning STG OBL AT.
- The work accident coverage is deducted from the same earning.
- The variable GEN VR STG NSIR should be updated, because the training period is longer than three months.
- The salary becomes liable to income tax when the training exceeds three months.

Example 2: Mandatory Training, Five Months, No Compensation or Insurance

Suppose that a payee is taking mandatory training and is not covered for work accident insurance by the employer. Training lasts for five months and there is no payment.

- In this case, the employer is liable for some contributions. These are calculated on 25 percent of the SMIC.
- Because there is no compensation, it is not necessary to update any earnings or deductions.
- The user should set the value of the variable GEN VR STG ONAT to 1 (TRUE).
- There are no CSG/GRDS contributions.
- The result of the process is that there are no payee contributions.

Qualification Contract

The qualification contract is for payees between the ages of 16 and 26. It allows the payee periods of study as part of a sandwich course (*formation en alternance*). It is a fixed-term contract for a period between six months and two years. It does not give entitlement to an end-of-contract allowance.

There is an Adult Qualification contract for payees over the age of 26. PeopleSoft does not manage this.

PeopleSoft checks that the contract does not exceed two years and displays an error message if it exceeds this limit.

See Also

[Chapter 5, “Understanding Allowances,” page 53](#)

Remuneration

The system does not calculate any base salary earnings because such information is retrieved from PeopleSoft Human Resources data. Therefore, the earning for the qualification contract, which is based on a percentage of the SMIC, is not calculated.

This percentage varies according to age and the year of contract.

Age	Remuneration 1st year of contract	Remuneration 2nd year of contract
< 18	30% of the SMIC	45% of the SMIC
≥ 18 and < 21	50% of the SMIC	60% of the SMIC
≥ 21	65%*	75%*

* Percentage of the SMIC or of the minimum conventional salary corresponding to the job held.

Note. A warning message appears if the base salary is less than the minimum salary defined by law. The system does not determine whether the salary is over the conventional salary for apprenticeship contracts because the system does not manage the conventional salary.

Exemption on Contributions

If payees are on a qualification contract, there are employers' exemptions on illness, maternity, disability, death and the old age deductions, and on some URSSAF contributions.

The exemption is applied to the part of the salary that does not exceed the SMIC. The part greater than the SMIC is then liable for all contributions. The *régime* definition and setup manage this mechanism.

The qualification contract is managed by the *régime* 914, except in Alsace-Moselle, where it is 915.

The limit for the contribution exemption is equal to the hourly SMIC value multiplied by the number of paid hours, that is, standard hours – absences + additional hours (without supplementary hours).

See Also

Chapter 6, “Defining URSSAF Contributions,” page 83

Other Considerations

Payees with qualification contracts are not included in the organization head count. They are not included in the social and fiscal staff limits (*seuils d'effectif fiscal et social*), with the exception of the work accident rate.

Example 1: Payee on Qualification Contract Exceeding SMIC Limit

Suppose that a payee is on a qualification contract. You do not need to enter or update anything in this case. This example illustrates how the results are obtained. The employer is exempt from contributions on earnings below the SMIC. When the earnings go over the limit, contributions are due on the excess amount.

Suppose that the salary is 3811 euros and the payee is paid for 150 hours per month.

The limit for employers contribution exemption (SMIC) is calculated as $150 \times 6,83 = 1024,50$ euros (SMIC value as of the 1st of July 2002).

Under this limit, contributions are based on contribution régimes 914 and 915 (Alsace-Moselle)

Note. Over the SMIC limit, the régimes change to 100 and 101 (Alsace-Moselle).

URSSAF contributions limited to the A ceiling are calculated between 1024.51 euros and the A ceiling limit (2352 euros as of the 1st of July 2002). URSSAF contributions not limited to a ceiling are calculated over the SMIC limit of 1024,50.

Note. A qualification contract is identified within a rule by the contract type and by entering the correct régime class. The bracket APP BR REMUN is used to return values for the qualification contract.

See Also

[Chapter 6, “Defining URSSAF Contributions,” page 83](#)

[Chapter 10, “Understanding Specific Contracts,” Trainees, page 137](#)

Orientation Contract

The orientation contract is available for payees between the ages of 16 and 26 years old. It is a fixed-term contract for no more than six months. The duration may be extended to a maximum of nine months for people under the age of 22 who do not have any qualifications. There is no control on the contract duration because this duration has no impact on the compensation. It is based on a percentage of the SMIC according to the payee’s age.

Remuneration

The minimum remuneration depends on the age of the payee. In case of a change of age slice, the new percentage is applied the first day of the month following the birthday. The salaries are defined as percentages of the SMIC.

Age	Remuneration
< 18	30% of the SMIC
≥ 18 and < 21	50% of the SMIC
≥ 21	65% of the SMIC

As for the apprenticeship and qualification contract, a supplementary salary must be paid to maintain the compensation. PeopleSoft checks only that the compensation is above the statutory minimum based on the percentage of the SMIC. If the salary is less than the salary, as defined in the preceding table, a warning message appears.

Exemption on Contributions

There are entitlements for a reduction in the employers’ social security contributions during the contract. The contributions exempted are the illness, maternity, disability, and death and old age deductions. The exemptions are not submitted to limits and are managed by the régime code.

The qualification contract is managed by the *régime* code 386, except in Alsace-Moselle, where it is 387.

Other Considerations

Payees with orientation contracts are not included in the organization head count. They are not included in the social and fiscal staff limits (*seuils d’effectif fiscal et social*) with the exception of the work accident rate.

The training periods are paid and are included in the working time of the payees. No end-of-contract allowances are due when the contracts terminate.

The rules for the benefits-in-kind are the same as for apprentices.

Note. An orientation contract is identified within a rule by the contract type and by entering the correct régime class. The bracket APP BR REMUN is used to return values for the orientation contract.

See Also

Chapter 5, “Understanding Allowances,” page 53

Chapter 10, “Understanding Specific Contracts,” Apprentices, page 134

Adaptation Contract

The adaptation contract helps payees between the ages of 16 and 26 adapt themselves to their jobs by providing special training periods.

There are no exemptions on contributions for adaptation contracts.

Fixed and Unfixed Terms

The contract may or may not run for a fixed term. No end-of-contract allowance is paid at the end of a fixed-term adaptation contract. The duration of a fixed-term adaptation contract is between six months and one year. After two years, payees on an adaptation contract without a fixed term are classified as regular employees.

There are two values in the Contract Type table for adaptation contract. The first one is Adaptation Contract (ADA) for adaptation contracts with no limits. The second is Fixed-Term Adaptation Contract (ADD) for fixed-term contracts. For the contract ADA, you must modify the contract value at the end of the two years. The new contract type value can then be CDI for unlimited contract.

Remuneration

For contracts of both fixed and unfixed terms, remuneration is equal to 80 percent of the conventional minimum salary for the job and may not be less than the SMIC. The only control is a check that the salary is not less than the SMIC.

For payees under the age of 18, the salary minimum remuneration is based on a percentage of the SMIC.

There is no control to check whether the remuneration is equal to 80 percent of the SMIC.

Counting Employees

People on adaptation contracts are not included in the organization head count.

For fixed-term contracts, the end-of-contract allowance is not due.

See Also

Chapter 5, “Understanding Allowances,” page 53

Work Initiative Contract (*Contrat Initiative Emploi*)

The *Contrat Initiative Emploi* (CIE) assists unemployed people with returning to work. The payees eligible for this contract must meet certain requirements. Depending on the situation of the payee, the employer is entitled to help and exemptions from contributions.

There are two PeopleSoft Human Resources values in the Contract Type table used to identify the CIE contract. INE is the value for CIE without a fixed term, and IND is the value for CIE with a fixed term.

CIE and Return-to-Work Contract (*Contrat de Retour à l'Emploi*)

Before the CIE contract was created, there was a similar contract that helped the unemployed return to work called the *Contrat de Retour à l'Emploi* (CRE). When the CIE was introduced, many payees continued to work under old CRE contracts. Payees who are still working with CRE contracts follow the same rules as payees under CIE. The only difference is the régime code managing the URSSAF contributions for these two contracts.

For the CRE, the régime code used is the code 944 (945 for Alsace-Moselle) and is applied to payees over 50 years of age and unemployed for more than one year when they signed their contracts. For the CIE, two régime codes may be used: 956 for the general case and 960 for contracts concluded with people over 50 years of age (957 and 961 for Alsace-Moselle).

Fixed and Unfixed Term Contracts

The CIE may be a fixed-term contract (CDD) or a contract without term (CDI). CDD contracts are for a minimum of 12 months and a maximum of 24 months.

At the end of the CDD, the payee is not eligible for the end-of-contract allowance.

See Also

Chapter 5, “Understanding Allowances,” page 53

Exemptions

Employers hiring people under CIE are entitled to exemption from social security contributions for illness, maternity, disability, and death and old age deductions. The exemption is applied to the part of the salary that does not exceed the SMIC. The part greater than the SMIC is then subject to the normal contributions based on the associated régime. The régime definition and setup manage this mechanism.

The CIE is managed by the régime code 956 for the normal case and by the *régime* code 960 for payees over 50 years of age, subject to certain conditions. Another régime code is used for Alsace-Moselle. The codes are 957 and 961 for Alsace-Moselle.

The limit for the exemption contribution is equal to the hourly SMIC value multiplied by the number of paid hours.

The exemption is granted for the duration of the contract for the CDD with a maximum of 24 months. The exemption is granted for 24 months for the CDI. For payees over 50 years of age and some other specific categories, the exemptions are granted for the complete duration of their contracts.

At the end of the two years exemption limit, you must modify the *régime* codes at the payee level for payees under 50 years of age. Payees that were over 50 years of age when their contracts were signed are still entitled to exemptions after two years, so you do not need to change their *régime* codes.

See Also

Chapter 6, “Defining URSSAF Contributions,” page 83

Counting Employees

Payees with CIE contracts are not included in the organization head count, except for the valuation of the work accident rate made by the Social Security. Payees with fixed-term contracts are not counted until the end of the contract. Payees without fixed-term contracts are not counted for two years after the hiring date.

The system does not count the payees having the contract types INE or IND. Payees without fixed-term contracts are not counted in the staff of the organization until their contract type value equals INE. The system does not check whether the contracts last more than two years.

Special Part-Time Contracts

Special part-time contracts may be agreed upon between an employer and some government departments (URSSAF and DDTE). They are not work contracts. The payee and the employer are bound by a part-time employment contract that allows the employer some exemptions in contributions.

Social security for illness, age, family allowances, and work accidents are reduced by 30 percent. The deductions are granted for payees whose theoretical working week is between 18 and 32 hours. These limits may be expressed in monthly or yearly values. The calculation of the limits in yearly values is subordinate to a work time reduction agreement.

The exemptions and a control on the weekly hour limits are managed by a specific *régime* code. It is your responsibility to enter the *régime* code and ensure that the hours worked are within the 18 to 32-hour limit.

Note. The *régime* classes that must be used to manage this case are 392 in the current case and 393 for Alsace-Moselle.

See Also

Chapter 6, “Defining URSSAF Contributions,” page 83

Fixed-Term Contracts

The fixed-term contract (or CDD) is for a duration specified in advance. The standard work contract in France is the contract without term (CDI), and the CDD is regarded as an exception. The CDD is limited to specific cases determined by law.

The fixed-term contract is liable for the same contributions as a contract without a fixed term.

Training Contribution

The fixed-term contract makes the employer liable for an extra contribution for training. The contribution is called TAX FORMCDD. A generation control triggers this contribution, checking that the contract is CDD.

See Also

Chapter 9, “Working with Levies,” page 123

End-of-Contract Allowance

The payee receives an allowance at the end of a fixed-term contract equivalent to 6 percent of the gross earnings during the duration of the contract. The allowance is not paid if the contract ends prematurely.

See Also

Chapter 5, “Understanding Allowances,” page 53

Paid Vacation

There are some special rules regarding paid vacation for payees on fixed-term contracts. Usually a payee has to work for 28 days before entitlement, but this qualification period is waived for fixed-term contracts.

See Also

Chapter 15, “Defining French Absence Rules,” page 181

Fixed-Term Contracts for Students

A special fixed-term contract exists for students. The only difference from a regular CDD contract is that there is no allowance paid at the end of the contract.

Use the same contract type for current CDDs as for fixed-term contracts for students. To prevent the payment of the end-of-contract allowance, you must create a contract type value for this kind of contract. Then update the bracket IND BR DT SPEC by indicating a different allowance entitlement for this kind of contract. In this case, the variable IND VR DP IFC populated by this bracket must be set equal to zero to avoid the triggering of the end-of-contract allowance.

See Also

Chapter 5, “Understanding Allowances,” page 53

Seasonal and Custom Contracts

Some special CDD contracts are defined for seasonal activity, and some custom contracts are defined for special industries, such as show business. As with fixed-term contracts for students, there is no end-of-contract allowance paid.

The triggering of the end-of-contract allowance should be prevented. PeopleSoft Human Resources provides as sample data the value Seasonal Contract in the Contract Type table. But you must update the bracket IND BR DT SPEC to manage this case.

See Also

Chapter 5, “Understanding Allowances,” page 53

Specific Categories of Payees

There are some specific categories that have special rules applied to their contributions.

Payees Under 18

There is a different minimum wage (SMIC) for payees under the age of 18 who have spent less than six months with their employers. They may earn 80 percent of the SMIC if they are under 17 years of age and 90 percent of the SMIC if they are between the ages of 17 and 18.

In these cases, you should enter the earning. The system then checks the age of the payee, and if it is below 18, the system checks that the earning is not below the statutory percentage of the SMIC.

Assignees

Payees are classified as assignees in PeopleSoft Human Resources if they are assigned to another organization (secondee) and work outside of France.

Note. Update the Employee Class field. By updating this field with the value *Assignee*, the system updates the formula SIT FM DETACHE used by the rules.

Secondees pay the same contributions as other payees, except for the AGIRC contribution for managers and the CSG/CRDS contribution.

A situation has been created to allow a payee's salary to be treated as an expatriate and to allow a secondee to opt out of ARRCO/AGIRC contributions.

The formula SIT FM DETACHE AGI triggers the contributions for expat secondees. By default, this formula is equal to GP TRUE, which means that the payee pays ARRCO/AGIRC contributions. If the payee is considered an expatriate by the ARRCO/AGIRC, update this formula to GP FALSE (or 0), and the retirement contributions aren't triggered.

If the secondee is fiscally domiciled out of France, the secondee does not have to pay the CSG/CRDS contributions. You must override the formula SIT FM DOMICILE FR with GP FALSE to indicate that the payee is not domiciled in France and does not have to pay CSG/CRDS contributions.

Organization Managers or Officials

The formula SIT FM MANDATAIRE is used to identify organization managers. The formula SIT FM MANDATAIRE is equal to True (1) if the field Employee Professional Status in Contract Data information is equal to *Company Officer*.

The formula SIT FM MANDAT RETR is used for ARRCO/AGIRC contributions. You must manage the formula SIT FM MANDAT RETR. If the condition in the formula SIT FM MANDAT RETR is TRUE, retirement contributions are triggered. SIT FM MANDAT RETR is used to trigger the retirement contributions when a payee is a organization officer. By default, this formula is equal to GP TRUE, which means that the retirement contributions are triggered. You can override this formula to avoid calculating the retirement contributions. Payees are classified as non-managers by default (condition FALSE, value zero). You can change this value to classify a payee as a organization official. Organization officials are not liable to ASSEDIC contributions. The formula SIT FM MANDATAIRE is used to trigger ASSEDIC.

If an organization manager is not affiliated with URSSAF, set up your own rules to manage the situation. If the manager is affiliated with URSSAF, enter the régime code.

There is no ceiling proration for managers that are classified as part-time employees or who work for multiple employers. The formula SIT FM MANDATAIRE is used to avoid the triggering of the ceiling proration. By default, the formula retrieves the value GP FALSE; you can override this formula with GP TRUE if a payee is an organization officer.

Organization managers are not classified as employees and do not have any contract data. This means that they cannot be assigned URSSAF régime codes by the rules, in the usual way. There is a contract type called *No work contract*, which is assigned to managers to allow régime codes to be assigned.

See Also

[Chapter 6, “Defining URSSAF Contributions,” page 83](#)

Doctors

The situation formula SIT FM DOCTEUR has the default value FALSE. You can override it at the payee level to indicate that a payee is a doctor.

When you override the formula to be TRUE, you are indicating that the payee is a doctor and that no ceiling proration (for part-time or multiple employers) should be applied to the ceilings. The URSSAF régime class to enter for a doctor is 336, or 337 for a doctor in Alsace-Moselle.

SIT FM Formulas

PeopleSoft Human Resources tables provide some of the data needed by PeopleSoft Global Payroll for France. PeopleSoft Global Payroll tables provide other necessary data. Sometimes, however, the information needed to verify a particular situation does not exist in the tables or there are no fields to manage some cases. In such instances, PeopleSoft has created formulas with the prefix SIT. PeopleSoft does not maintain these formulas. You can update these formulas to meet the specific needs of your organization.

You can update these formulas in one of two ways:

- If you want to automate the resolution of the information, update the table where the information is missing or create the needed missing field. Then you can use system elements, if they exist, to retrieve the new values (for example, if the new value created is in the Contract Type table, the system element Contract Type retrieves it). Or, you can create an array to retrieve the value of the field you created. This solution can be useful if the situation occurs often so that you do not have to manually update the formulas.

- If you do not want to automate the resolution of the information, you must override, when needed, the formulas with the correct value. This solution is best for cases that do not occur often.

CHAPTER 11

Setting Up Garnishments

This chapter provides an overview of how to:

- Review garnishment types and priorities.
- Review attachable and unattachable earnings.
- Review garnishment brackets.
- Set up garnishments.
- Stop, remove, and delete garnishments.
- Change a garnishment balance.
- Generate a garnishment report.

Reviewing Garnishment Types and Priorities

When a payee owes money to a third-party for alimony, tax debts, or other obligations, the employer may be required to deduct part of what is owed before the payee receives payment. The deduction, known as a garnishment, is taken every month, according to national guidelines. The size of the deduction depends on the payee's earnings and the number of dependents.

There are two types of garnishments: alimony and other debts. Alimony deductions take priority over other debts when a payee's earnings are not sufficient to cover multiple garnishments.

Other debts fall into the following three categories, which are listed in the order of priority:

1. Tax debts
2. Penal sentences
3. Ordinary debts

In cases where there is more than one garnishment for the same type of debt (for example, three deductions for alimony), the system prioritizes deductions in the order in which you enter them, rather than deducting a prorated amount for each debt.

You can define up to three deductions for each garnishment type (alimony, tax debt, penal sentence, and ordinary debt) in the same pay run.

Reviewing Attachable and Unattachable Earnings

An attachable amount of a payee's income is the part that may be garnished. A payee's earnings may be split into three amounts:

- Obligatory attachable amount.

The obligatory attachable amount includes severance allowance, retirement pay over the taxable limit of 3049 euros, and a profit-sharing allowance. These amounts are completely attachable and do not follow the usual garnishment calculation rules.

- Obligatory unattachable amount.

The obligatory unattachable amount consists of reimbursements of professional expenses (not including creditors), family allowances paid by the employer (not including creditors), and the RMI (legal minimum subsistence wage), which the government sets annually.

If there is not enough money to pay alimony from the attachable portion of the salary, it may be taken from the unattachable amount, provided the payee's salary doesn't fall below the RMI. Only alimony payments may be taken from this portion of the salary.

- Attachable amount.

Always place a garnishment against the attachable amount of the earnings. The system uses a bracket element to calculate the attachable portion of the payee's earnings.

Reviewing Garnishment Brackets

Garnishment calculations are based on a payee's net taxable earnings. The attachable portion is calculated as a fraction of net taxable earnings and is adjusted if the payee has dependents. The government sets annual ceilings each year, which appear on the Garnishment Bracket page. PeopleSoft delivers the values in the garnishment bracket.

Note. To see the name of the variables that store the values in the garnishment bracket, access the Rates and Elements page using the component name GPFR_GAR_RATES.

Page Used to Update Salary Ceilings for Garnishments

Page Name	Object Name	Navigation	Usage
Garnishment Bracket	GPFR_GAR_RATES	Set Up HRMS, Product Related, Global Payroll, Garnishments/Court Orders, Bracket FRA, Garnishment Bracket	View and update the salary ceilings for garnishments.

Updating Garnishment Salary Ceilings

Access the Garnishment Bracket page.

Garnishment Bracket

Rates Find | View All First 1 of 3 Last

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

Salary Slice (Ceilings)	
	Amount
1/20	3000.000
1/10	5920.000
1/5	8880.000
1/4	11800.000
1/3	14730.000
2/3	17700.000

Other	
	Amount
Increase per dependant person	1120.000
Monthly unattachable portion ("RMI")	405.620

Garnishment Bracket page

Salary Slice (Ceilings)

The fraction of a payee's salary that is attachable varies according to the salary limits set by the government. The fraction that corresponds to each salary limit is listed under Salary Slice (Ceilings). To the right, the corresponding salary limit appears in euros.

For example, payees with a salary between 3000 euros and 5920 euros can have up to 1/20 of their salary garnished.

Other

Increase per dependant person

The statutory amount here indicates the increase in the salary slice, or range, for each dependent person. If a payee has one dependent, for example, the bottom salary slice increases by the amount in this field. If the payee has three dependents, the slice increases by three times the amount in this field.

Note. The system counts only those dependents for whom the Garnishment check box is selected on the Dependent Information - Personal Profile page in Workforce Administration.

Monthly unattachable portion ("RMI")

This is the statutory minimum wage, adjusted for the number of dependants.

See Also

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

Setting Up Garnishments

Use the Garnishment Data page to create a new garnishment. Enter the garnishment amount, the start date and end date, the type of garnishment, and other instructions.

When you save the garnishment data, the system does two things:

- Assigns a deduction to the payee. (View the assignment on the Earnings/Deduction Assignment page.)
- Creates a section override for the payee section named SAI SE SAISIES (the garnishments section). The override instructions appear on the Section Overrides page.

For the garnishment instructions to be processed, you must add the section, SAI SE SAISIES, to the process list that you use to calculate the payee's pay.

Note. To see the names of the deduction elements used for garnishment processing and the names of the variables that store the garnishment ID, start date, and initial amount, access the Rates and Elements page using the component name, GPFR_GAR_DAT.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Overrides,” Defining Element Definition Overrides

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Processing Elements,” Setting Up Sections

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Processing Elements,” Payee Sections

Page Used to Set Up Garnishments

Page Name	Object Name	Navigation	Usage
Garnishment Data	GPFR_GAR_DAT	Global Payroll, Payee Data, Garnishments/Court Orders, Assign Garnishments FRA, Garnishment Data	Set up a new garnishment or display the details of an existing garnishment.

Setting Up Garnishments

Access the Garnishment Data page.

Garnishment Data

EmpID: KF0033 Morin, Mélanie Empl Rcd#: 0

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

Garnishment Identification Status Elements

Garnishment ID	Type	Start Date	Amount
GARN01_2002	Alimony	16/04/2002	100

Garnishment Data page: Garnishment Identification tab

Garnishment Identification Tab

Garnishment ID	Enter the garnishment number on the garnishment notification. Enter up to 19 alphanumeric characters.
Type	Select the type of garnishment: <i>Alimony</i> , <i>Other</i> , <i>Penal</i> , or <i>Tax</i> .
Note. Enter up to three garnishments of each type for the same payee.	
Start Date	(Required). Enter the date on which the payee's earnings become subject to garnishment. The date should fall within the current processing period. You cannot change this date once the system processes the first garnishment amount. If you enter a start date that falls within an earlier processing period, the system will not begin to calculate the garnishment until you process a retroactive pay run. In addition, the results may be unpredictable and may require manual adjustment.
Amount	If the garnishment is for alimony, enter the amount of the monthly payment. In all other cases, enter the initial amount of the garnishment. That is, enter the total amount owed according to the garnishment notice. If you need to change the amount of the garnishment later, use positive input. See Changing a Garnishment Balance later in this section for more information.

Status Tab

Remove	Select this check box only if you want to remove a garnishment. To delete the garnishment, you must remove it first, save the page, and then click the minus (-) button to the right.
End Date	Enter the final payment date.
Status	The system automatically displays the status. Valid values are the following: <i>Created:</i> Appears when you click the plus (+) button to add a new row. <i>Processed:</i> Indicates that the system has created a section override for the payee. The status is set to <i>Processed</i> when you save the garnishment data. <i>Updated:</i> Indicates that you modified the garnishment data. <i>Removed:</i> Indicates that the system has deleted the deduction for the payee and has updated the section override (or deleted it if there are no other garnishments). <i>Error:</i> Indicates that the system could not assign the deduction to the payee or create a section override due to a technical problem.

Elements Tab

Element Name

Once you save the garnishment data, the system displays the name of the deduction element that returns the garnishment amount during processing. The following are valid names:

PENSION AL 1, PENSION AL 2, PENSION AL 3 (alimony deductions)

COND PENAL 1, COND PENAL 2, COND PENAL 3 (penal sentence deductions)

IMPOT 1, IMPOT 2, IMPOT 3 (tax debt deductions)

CREANCE 1, CREANCE 2, CREANCE 3 (ordinary debt deductions)

Stopping, Removing, and Deleting Garnishments

You can stop or remove a garnishment, when necessary.

To stop a garnishment:

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

To close a garnishment:

1. Access the Garnishment Data page for the payee.
2. Select the Remove check box and save your change.

The system removes the deduction assigned to the payee and updates or deletes the section override for the payee. You cannot make additional changes to the garnishment.

To delete a garnishment:

1. Close the garnishment according to the instructions for closing a garnishment.
2. Click the minus (-) button that appears to the right of the garnishment on any of the Garnishment Data pages, and save your change.

The system removes the garnishment from the database.

Changing a Garnishment Balance

If you need to adjust a payee's garnishment balance, do so using positive input. For example, if you receive a notice from the court stating that a garnishment has been cancelled or reduced, use the Assign Garnishment page to enter the amount of the adjustment.

To enter the adjustment:

1. Access the Assign Garnishment page. In the Elements tab, note the name of the deductions used for deducting the specific garnishment you want to update. Check with the list below which variable corresponds to the garnishment you want to update.
2. Access the Supporting Element page. Select the variable corresponding the garnishment deduction you want to update.
3. Enter the begin date and end date of the period for which the adjustment must be taken into account. It is very important to enter an end date here equal to the end of the period for which you want to update the garnishment, or else the adjustment will be taken into account for several periods. Exception to this rule is if you want to increase (or decrease) an Alimony Pension for several periods, enter an end date equal to the end of the modification Alimony pension amount. In all cases, the adjustment is taken into account only on the first segment of the period processed.
4. Enter the monetary amount that will increase (if the value input is positive) or decrease (if the value is negative) the garnishment.

The following table lists the variables used to adjust garnishments.

Note. The use of one variable is exclusive for one deduction only.

Variable	Usage
SAI VR AJUST ALI1	Variable used to adjust the balance of the alimony pension PENSION AL 1.
SAI VR AJUST ALI2	Variable used to adjust the balance of the alimony pension PENSION AL 2.
SAI VR AJUST ALI3	Variable used to adjust the balance of the alimony pension PENSION AL 3.
SAI VR AJUST IMP1	Variable used to adjust the balance of the tax debt IMPOT 1.
SAI VR AJUST IMP2	Variable used to adjust the balance of the tax debt IMPOT 2.
SAI VR AJUST IMP3	Variable used to adjust the balance of the tax debt IMPOT 3.
SAI VR AJUST CRE1	Variable used to adjust the balance of the ordinary debt CREANCE 1.
SAI VR AJUST CRE2	Variable used to adjust the balance of the ordinary debt CREANCE 2
SAI VR AJUST CRE3	Variable used to adjust the balance of the ordinary debt CREANCE 3
SAI VR AJUST PEN1	Variable used to adjust the balance of the penal sentence debt COND PENAL 1.

Variable	Usage
SAI VR AJUST PEN2	Variable used to adjust the balance of the penal sentence debt COND PENAL 2.
SAI VR AJUST PEN3	Variable used to adjust the balance of the penal sentence debt COND PENAL 3.

See Also

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

Generating a Garnishment Report

Use the Generic Report component to produce the garnishment report named FRPAY004.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up and Running Generic Reports”

CHAPTER 12

Working with Loans and Advances

This chapter provides an overview of employee loans and advances and explains:

- How to set up loans and advances.
- The reimbursement terms of loans and advances.
- How to view delivered loan and advance deductions.

Understanding Loans and Advances

The employer may agree to pay the payee before the payee's pay date or agree to pay the payee more than the payee has earned.

Defining Key Terms

The employer has four options: issue a loan, salary advance, permanent salary advance, or advance on salary.

Loan	A payment that is expected to be paid back over several months with interest. The system allows each payee to have up to three loans at a given time.
Salary advance (<i>avance</i>)	An advanced payment of salary that has not been earned yet. The amount advanced may not exceed the monthly salary and can be considered an interest-free loan. It is paid back over one or more months. The system allows a payee to have up to three salary advances at a given time.
Permanent salary advance	Similar to a salary advance, except that the payee repays the entire amount all at once. For example, many payees repay this amount when they leave the organization. A payee can have more than one permanent salary advance; however, the system accepts only one per pay period. If you want to add more than one permanent advance for the same pay period, add the new permanent salary advance amount to the balances of any existing permanent salary advances and enter this result as one permanent advance for the pay period.
Advance on salary (<i>acompte</i>)	A partial payment for work already done, which is paid in advance of the regular payment date for the pay period. The amount advanced cannot be more than the amount earned. The law or collective agreement defines the rules that give the entitlement for a payee to have an advance on salary. It's up to the employer to manage those entitlements.

Setting Up Loans and Advances

Set up permanent salary advances and advances on salary on the Positive Input page. The purpose of the Positive Input page is to override elements for a single period. When you want to enter the amount of an advance on salary, use the Positive Input page to override the amount for the deduction RETENUE ACOM. If you want to modify the balance of the permanent salary advance, use the Positive Input page to override the amount for the variable PRE VR CAPITAL.

For each loan, PeopleCode automatically generates positive input for the following elements:

- Deduction name (RETENUE PR1, RETENUE PR2 or RETENUE PR3).
- Calendar ID.
- Instance.
- Deduction's base (which is set to the reimbursement amount).
- Loan identification PIN (PRE VR IDENTIFIANT).
- Start date of the loan (PRE VR DATE DEBUT).
- Loan initial capital (PRE VR CAPITAL).

For each salary advance, PeopleCode automatically generates positive input for the following elements:

- Deduction name (RETENUE AV1, RETENUE AV2, or RETENUE AV3).
- Calendar ID.
- Instance.
- Deduction's base (which is set to the reimbursement amount).
- Salary advance identification PIN (PRE VR IDENTIFIANT).
- Start date of the salary advance (PRE VR DATE DEBUT).
- Salary advance initial capital (PRE VR CAPITAL).

Setting Up Permanent Salary Advances

Set up a permanent salary advance using the Positive Input page. Create a positive input of the deduction RETENUE AVPE, and then use the Element Override link on the Positive Input page to override the variable PRE VR CAPITAL. By doing so, you are letting the system know the initial amount of the advance.

View the balance of the permanent salary advance by viewing the value of the accumulator PRE AC AVPE. To modify this balance, use the Positive Input page.

Setting Up Advances on Salary

Set up an advance on salary using the Positive Input page. Create a positive input for the deduction RETENUE ACOM.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Working With Positive Input," Entering Positive Input

Pages Used to Set Up Loans and Advances

Page Name	Object Name	Navigation	Usage
Loans and Salary Advances	GPFR_LOANS	Global Payroll, Payee Data, Loans, Request Advances/Loans FRA, Loans and Salary Advances	Enter loan or salary advance details, create and modify the reimbursement schedule, and view past and current loan/salary advance balances.

Setting Up Loans and Salary Advances

Access the Loans and Salary Advances page.

The screenshot displays the 'Loans and Salary Advances' page. At the top, there's a header bar with the page title. Below it, the 'Loan' tab is active, showing various input fields. The 'Loan Identification' field contains 'BERGER ADV'. The 'Period Begin Date' is set to '01/01/2002'. The 'Payback Amount' is '500.00'. The 'Pay Group' is 'GFGPMEN10'. The 'Loan or Advance' dropdown is set to 'Loan'. The 'Loan Initial Amount' is '2000.00' with a currency of 'EUR'. There are buttons for 'Create Schedule' and 'Remove'. Below the 'Loan' tab is the 'Schedule' tab, which has sub-tabs for 'Amounts' and 'Balances'. The 'Amounts' sub-tab is active, showing a table with columns: '*Pay Group', '*Calendar ID', 'Skip', and 'Amount'. The table has one row with '*Pay Group' as 'KFGMONTHLY' and '*Calendar ID' as 'KFGMJAN01P'. There are also '+' and '-' buttons for the 'Amount' column.

Loans and Salary Advances page

Common Page Information

Once you click the Create Schedule button, it is not possible to change any data in the Loan group box; instead, adjust data on the Amounts and Balances tabs, which are located in the Schedule group box.

Loan Identification

Enter a loan or salary advance ID here. This is a character field, which is generated as supporting element override in the positive input. This field is mandatory and must be unique to each payee.

Loan or Advance

Select *Loan* if you want to create a loan. *Loan* is the default value.

Select *Advance* if you want to create a salary advance.

Period Begin Date

Enter the date that the loan or salary advance commences. This date cannot be before the next calendar ID. The period begin date is generated as a supporting element override for positive input.

Loan Initial Amount

Enter the amount of the loan or salary advance. Also specify the currency. The initial amount is generated as a supporting element override for positive input.

Payback Amount	Enter the amount of each payback installment. After you create the schedule, this payback amount populates the Amount field in the Schedule group box. The Payback Periods field in the Loan group box must remain empty if you enter a payback amount in this field.
Payback Periods	Enter the number of payback periods here. If you enter the number of payback periods, the system divides the initial loan amount by the number of payback periods to determine the payback amount for each period. The payback amount is calculated and populated in the Amount field in the Schedule group box. The Payback Amount field in the Loan group box must remain empty if you enter the number of payback periods in this field.
Pay Group	Select the payee's pay group. This field is used to generate the schedule, but it is not required for entry.
Deduction	The system assigns the first free deduction element and displays it here. If you are setting up a loan, the three possible deduction elements are RETENUE PR1, RETENUE PR2, and RETENUE PR3. If you are setting up a salary advance, the three possible deduction elements are RETENUE AV1, RETENUE AV2, and RETENUE AV3. This is the name that appears on the payslip.
Create Schedule	Click this button to create the reimbursement schedule automatically. The system splits the initial loan amount into segments, using either the payback amount or the number of periods. It starts from the begin date and retrieves the different calendars available for the pay group listed. If more than one calendar has the same begin date and is available to the same pay group, the system uses the calendar that was created first; the other calendar is not be used. After creating the schedule, all changes must be made in the Amounts and Balances tabs. This button is not mandatory for creating the reimbursement schedule. You can also create the schedule row by row. For example, if the payee changes his pay group, then you must manually change the schedule for each row affected.
Remove	Select this check box to remove a loan or advance from the system.
Status	The system displays Removed when the loan has been created (saved) and then removed.
Pay Group	The pay group entered in the Loan group box appears here. Overwrite the pay group by selecting a new pay group.
Calendar ID	The calendar ID for each reimbursement appears here. Change the calendar ID any time that the value in the Status field equals <i>Created</i> , <i>Updated</i> , or <i>Awaiting</i> .

Amounts Tab

The Amounts tab displays the payback amounts and their associated calendar IDs.

Skip Select if you want to suspend a reimbursement for the calendar period.

Note. If you skip a reimbursement, ensure that the total amounts of all non-skipped reimbursements add up to the initial loan amount. Hence, when you skip a reimbursement, you must increase the amounts of the remaining payments to ensure that the full amount of the loan is scheduled to be paid. Or, you can add an extra monthly payment for the same amount as the skipped one.

Amount

The amount of each reimbursement appears here. The system evenly distributes the initial loan amount over the number of payback periods to obtain the payback amount for each period. The sum of all the amounts listed in the Amount fields must equal the Loan Initial Amount value in the top half of the page. Thus, if you change the amount of one of the payments, check to make sure that all of your scheduled payments add up to the total amount of the loan. If the amounts do not equal the initial loan amount, the system does not validate the information. It also issues an error message and explains what to do to fix the error.

Balances Tab

The Balance tab displays reimbursement balance information.

Balance

The balance at the end of the calendar ID date.

Status

The system displays one of the following values:

Created appears if the schedule row has been created, but the page has not been saved yet; thus, no positive input exists in the system for this row.

Awaiting appears if a positive input has been created and saved and is ready for the payroll.

Processed appears if a positive input has been created and the payroll is finalized. You cannot update the row. In order to determine whether the positive input has been processed, when the loan page starts, the application reads the pay results and checks if the pay run for each corresponding pay group and calendar have been finalized. If a row has a status of *Awaiting* and the pay run is finalized, the status changes to *Processed*. This information is recorded in the database when you save the data.

Error appears if the schedule row is not synchronized with the positive input that was updated manually. Thus, the row is not updated. In this situation, you must create a new payroll.

Updated appears if the row has been modified since its creation. This may happen even if a positive input has already been generated.

Updated appears if one of the following is true:

- The calendar is changed. If previously created, the old positive input is deleted and a new one is created.
- The amount is changed. If previously created, the positive input is automatically updated.
- A payment is skipped. If previously created, the positive input is deleted.

Removed appears if the positive input was generated and then removed before the pay run was finalized. This status appears for the cases when the positive input has been deleted. For example, when the row is created, the page is saved and then the row is skipped, or when the loan is created, saved, and then removed.

Understanding How to Delete a Loan

There are two aspects to deleting a loan. You must first remove the loan. To remove a loan from the system and cancel the positive input, select the Remove check box and then save the page. By removing the loan, the definition of the loan still exists in the system, but the positive inputs are deleted. The second aspect is to delete the loan details. To delete the loan details, click the minus sign in the top right area of the page.

Understanding Reimbursement Terms

There are different rules and regulations that govern the reimbursement terms. PeopleSoft Global Payroll for France is designed to manage many of them. In addition to what the system already offers, you can also reconfigure the system to meet further needs, if necessary.

Reimbursements for Loans and Salary Advances

Loan and salary advance payback is usually set up to be due once a month; therefore, the payback is triggered once a month. If there are multiple segments within the month, the system triggers the payback during the first segment of that month. In addition, according to regulations, the deduction for reimbursement of a salary advance or loan is limited to a maximum of 10 percent of the net salary each month. If you request that the system deduct more than 10 percent of the payee's net salary, it issues an error stating that the payment amount exceeds the 10 percent regulation. This message is sent to the user and can appear on the Payee Message page.

If multiple salary advances and loans are owed, the system pays loans and salary advances in a set order. The priority for reimbursements for loans and salary advances is as follows:

1. Loan (RETENUE PR1)
2. Loan (RETENUE PR2)
3. Loan (RETENUE PR3)
4. Salary Advance (RETENUE AV1)
5. Salary Advance (RETENUE AV2)
6. Salary Advance (RETENUE AV3)

When the system takes the deduction payments for loans and salary advances, the system does not consider the order in which the loans and salary advances were created. It always pays each loan and salary advance reimbursement based on this list of priorities.

Special Circumstances for Reimbursement of Loans and Salary Advances

In the case of departure, the 10 percent limitation is applied to the notice allowance (*indemnité compensatrice de congés payés*) and vacation allowance ("*indemnité compensatrice de congés payés*") but is not applied to the severance pay and to all the elements that are damages (*dommages et intérêts*).

If the payee leaves the organization and the balance of his or her advance or loan is more than 1/10th of his or her net salary, the system accommodates this scenario. The system allows any amount to be deducted from the payee's salary. Thus, in this case, the system allows the full payment for the loan or salary advance; however, the system issues a warning stating that the payment amount is more than 1/10th of the payee's net salary. At that point, it is up to the organization to change the amount of payback to follow regulation.

Sometimes a payee is transferred to an affiliated organization, that is, an organization whose payees are paid using the same payroll system, and the payee's net salary from the former organization cannot cover the balance of the loan or salary advance. In this circumstance, the organization can process the last deduction from the former organization payslip and roll over the balance owed to the new organization.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Payroll Processing," Viewing Payee Messages

Reimbursement of Permanent Salary Advances

The permanent advance is set up to be recovered when the payee leaves the organization. However, if you want to recover the permanent advance sooner (regardless of whether it's complete), use the Positive Input page and override the variable PRE VR REMB AVPE with the value that you want to recover. In this positive input, the user must override at Element Override level the amount paid back for the permanent advance in the variable PRE VR REMB AVPE. Then, if the amount entered at the Positive Input level in the variable PRE VR REMB AVPE is more than the balance of the permanent advance, the process puts the payment in error. The reason is that the payback cannot be more than the advance given. If you want to know the amount of the balance for the permanent advance, look at the accumulator PRE AC AVPE calculated during the previous payroll.

Reimbursement of Advances on Salary

When a payee receives an advance on salary, the payee receives an amount in cash, not by check, before the payroll payment. The system then reduces the payee's next payslip by the amount already paid in advance.

Special Circumstance for Reimbursement of Advances on Salary

The process first calculates garnishments, which are based on the salary of the payee and, therefore, do not produce a negative salary. However, after the deduction of garnishments of the salary, the loans and advance reimbursement payments are calculated. If the salary, after garnishments, is not enough to pay all owed reimbursements, the payee has a negative salary. The system resolves this issue by paying as many higher priority reimbursements as possible and then leaves the remaining reimbursements to be paid during the next pay period.

See Also

Chapter 3, "Setting Up Country Data," Negative Net-to-Pay Management, page 42

Generating a Loans Report

PeopleSoft Global Payroll for France provides a generic Loans and Advances report. This report is based on a definition set up using the Generic Reports component. Navigate to this component as follows: Global Payroll, Absence and Payroll Processing, Create Generic Report, Generic Report

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up and Running Generic Reports”

Viewing Delivered Loan and Advance Deductions

This table contains information about the deductions PeopleSoft Global Payroll for France delivers for handling loan and advance reimbursements.

Name	Description
RETENUE ACOM	Advance on salary – Acompte
RETENUE AV1	Salary advance 1 – Advance
RETENUE AV2	Salary advance 2 – Advance
RETENUE AV3	Salary advance 3 – Advance
RETENUE PR1	Loan 1
RETENUE PR2	Loan 2
RETENUE PR3	Loan 3
RETENUE AVPE	Permanent advance
RETEN AVPE D	Permanent advance – departure

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

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

Understanding Accruals

This chapter provides an overview of:

- 2483 training accruals calculations.
- Paid vacation accruals calculations.

Understanding Accruals

PeopleSoft Global Payroll for France manages two accruals: the 2483 Annual Training report and paid vacation.

The 2483 report, which PeopleSoft Human Resources generates and manages, reclaims a statutory training allowance and contains details of a payee's hourly rate of pay and the number of hours spent training.

Note. The calculation of the levy for professional training is not used in the 2483 report. PeopleSoft Human Resources retrieves the total salaries from the DADS report to calculate the contribution.

PeopleSoft Global Payroll for France provides the calculation of two elements: a monthly hourly rate and an annual hourly rate. These two rates are calculated in formulas, and PeopleSoft Human Resources subsequently retrieves the results of those formulas to create the report.

Two different paid vacation accruals are calculated: the paid vacation accruals of the current accounting year and the accruals of the balance paid vacation of past accounting years. These accruals are considered future earnings of the payees during their vacations. The accruals calculation also includes the future contributions paid on these vacations.

PeopleSoft delivers, but doesn't maintain, the elements, formulas, accumulators, and sections used in the accruals process. You must ensure that the rules comply with regulations and with your company's needs.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Calculation Elements," Defining Formula Elements

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

Chapter 9, "Working with Levies," page 123

2483 Training Accruals Calculations

A monthly hourly rate and a yearly hourly rate are calculated for each payee and each month. The hourly rates are calculated from the payment gross plus the employer's contributions divided by the paid hours (surcharges and reductions included).

The value of the accrual is produced by two formulas. PRO FM CAL 2483 MO produces the monthly value and PRO FM CAL 2483 AN produces an annual value.

These formulas are included in section PRO SE PROVISION. PRO SE PROVISION is triggered (including the formulas in the section) on the last active segment, which depends on the resolution of the condition formula GP CHK LST ACT SEG.

The accumulator PRO AC HRS 2483 MO stores the paid hours, including surcharges and reductions, per month. The accumulator PRO AC HRS 2483 AN stores the paid hours, including surcharges and reductions, per year.

The accumulators PRO AC SAL 2483 MO and PRO AC SAL 2483 AN store the gross salary plus the employer's contributions (per month or per year, respectively). Then, the two formulas PRO FM CAL 2483 MO and PRO FM CAL 2483 AN retrieve the result of the division of the salary accumulator by the hour accumulator to arrive at the monthly rate and the hourly rate.

Paid Vacation Accruals Calculations

There are two accruals associated with a paid vacation: one for the current year and one for previous years. The formula PRO FM EC CP+CHARG retrieves the paid vacation accruals plus the theoretical contributions that apply to it for the current year (that is, for the paid vacation entitlements calculated from 1 June).

The formula PRO FM EP CP+CHARG retrieves the paid vacation accruals plus the theoretical contributions that apply to it for the previous years.

The calculation for determining the accrual compares one-tenth of the annual salary to a calculation based on the Salary Uphold rule and accepts the most favorable amount.

The formula PRO FM TX CHARGES calculates the employer's contribution rate based on the payee's gross salary.

To apply a lump-sum contribution rate for all payees while not calculating a different rate for all payees, override the formula PRO FM TX CHARGES by indicating in the override the rate you want to apply.

The calculation involves two formulas. PRO FM EC CP+CHARG produces the paid vacation accruals for the current year and PRO FM EP CP+CHARG calculates paid vacation accruals for the previous three years.

See Also

Chapter 5, "Understanding Allowances," page 53

CHAPTER 14

Introducing AFB Rules

This chapter provides an overview of:

- AFB rules
- Compensation
- Transport allowances
- End of contract severance allowances
- Retirement allowances

Understanding AFB Rules

Many industries have developed special working and payment arrangements for their employees, usually offering benefits above the statutory minimum. This chapter explains the working arrangements adopted by banks that are members of the *Association Française des Banques* (AFB). It doesn't cover AFB absences and contingency contributions, but provides links to relevant sections.

See Also

[Chapter 8, “Working with ARRCO, AGIRC, and Contingency Fund Contributions,” page 109](#)

[Chapter 15, “Defining French Absence Rules,” page 181](#)

AFB Sections

AFB sections are triggered in the process list if the payee has an AFB collective agreement in the payee's human resources information. This is verified by using the condition formula AFB FM TEST CC, which is delivered as sample data and which you may modify to suit your needs.

Note. The formula AFB FM TEST CC determines whether the system element LABOR AGREEMENT is equal to the variable AFB VR VALUE. By default, the value of the variable AFB VR VALUE is equal to *AFB* (AFB VR VALUE is a variable with a character format). Then, if the value of the system element LABOR AGREEMENT is equal to *AFB*, the sections managing the AFB rules are triggered. PeopleSoft does not provide the AFB collective agreement value in the HR table. There are two solutions to handle this situation. You can create a labor agreement with a value equal to *AFB* for the banking collective agreement. Or, you can create the banking collective agreement with the value that you want, but you must modify the value of the variable AFB VR VALUE in order to have this value equal to the labor agreement name.

Base Salary

Three earnings are developed as sample data. The calculation of the thirteenth month is based on accumulators that you populate.

Transportation Premium

The premium is triggered through a payee assignment.

Diploma Premium

The premium is triggered through a payee assignment.

Note. PeopleSoft Global Payroll for France manages the severance and retirement allowance defined by the AFB labor agreement.

Compensation

The collective agreement stipulates that the annual salary for a payee must be paid in 12 monthly payments, along with an additional amount for the thirteenth month, which is usually paid during the December payroll. However, companies can decide to pay the annual salary using 12 identical payments (rather than using the thirteenth amount). Earnings elements have been created for each case.

Earnings Element	Description
AFB SAL 13 M	Used to pay the 12 payments when a payee is paid using thirteen amounts.
AFB SAL 13EM	Used to pay the thirteenth payment.
AFB SAL 12M	Used if the payee is paid using 12 identical amounts.

PeopleSoft does not maintain these earnings. The calculation rules and proration rules have been specified by PeopleSoft, but you may change them to fit your own requirements.

Note. One instance where you might want to modify the proration rules is for the proration applied to the calculation of the thirteenth month. The formula ABS FM BASE 13EME calculates the amount of the thirteenth-month payment.

PeopleSoft does not check whether earnings are below the statutory minimum. Statutory minimum earnings are defined by the collective agreement according to the defined category of the employee. PeopleSoft also does not check whether earnings paid comply with the salary scale stipulated by the collective agreement.

The Thirteenth Payment

There is an extra earnings element for the thirteenth salary amount: AFB SAL 13EM. This earning is triggered by a generation control when the payee leaves, or when the thirteenth payment becomes due. Payees choose in which month they want to receive the payment.

The earning is prorated, based on calendar days, calendar half days, and hours worked in the year. These prorations depend on accumulators, which are listed in the following table:

Accumulator	Description
AFB AC JR CAL AN	Stores the number of calendar days of the year. This accumulator is populated only by the calendar days included in the segment period paid.
AFB AC JR NPAY AN	Stores the number of calendar days unpaid. Populate this accumulator based on how your organization defines an unpaid day.
AFB AC JR DPAY AN	Stores the calendar days half paid. Populate this accumulator based on how your organization defines a half-paid day.
AFB AC HR THEO	Populated by the number of theoretical hours of the segments of the year.
AFB AC HR ABS AN	Stores the number of hours of absences.

The accumulators in the preceding table are used in the formula AFB FM BASE 13EME to calculate the thirteenth payment following some prorations, depending on the presence of the payee in your company during the year.

The payment date is stored in the variable AFB VR DAT PAY 13M. The payment of the thirteenth month is triggered when the date that you indicate in this variable is included in the segment period.

Diploma Premium

A payee may be granted an extra earning, called a diploma premium. The earning, PRM DIPL AFB, is entered as positive input and is liable for contributions and income tax.

Note. All elements are delivered as sample data and are not maintained by PeopleSoft. You may modify the rules for these earnings as required by your company's needs. The only exception is the earning Diploma Premium, which is maintained by PeopleSoft.

Transport Allowance

There are two transport allowance amounts. One is for large cities (Paris and large cities listed in the labor agreement), and the other is for smaller cities (cities with more than 100,000 inhabitants listed in the labor agreement). The allowance amounts have two associated earnings elements: PRM TR 1 NC and PRM TR 2 NC.

Using an Earnings/Deductions Assignment, enter the earning PRM TR 1 NC for Paris and large cities. Using an Earnings/Deductions Assignment, also enter the earning PRM TR 2 NC for cities with more than 100,000 inhabitants.

A payee is allowed to receive only one of these two allowances, so the two earnings are exclusive and should not be triggered for the same payee. The system does not control whether the two earnings are entered simultaneously. It is your responsibility to manage this process.

The earnings for smaller cities are not liable to tax or social security contributions because the limit is equal to the earnings. The other earnings are split into an amount liable to contributions and an amount not liable to contributions.

You assign the allowance to the payee. PeopleSoft does not check whether the allowance for a large city is being paid to a payee working in a small city. However, the system does check whether the earning is liable for social security contributions and tax.

Other Transport Benefits

Payees may receive other transport benefits. For example, someone may work in Paris and receive an allowance for a *Carte Orange*.

Some payees may receive a car benefit in kind. A payee receiving an allowance for a *Carte Orange*, or a transport benefit in kind, is not liable to receive a Premium 1 or Premium 2 transport allowance.

A generation control verifies whether either of these allowances is being paid, and if either is being paid, a Premium 1 or Premium 2 allowance is not triggered, even if requested by the user.

End of Contract Allowances

When a payee's contract is terminated prematurely for a non-disciplinary or economic reason (that is, the payee is laid off), the payee is entitled to a severance allowance as defined by the collective agreement. The allowance is paid in one payment and depends on various conditions, such as term of service and the reason for the layoff. The allowance amount depends on the salary base, years of service, and the payee's category.

Payees dismissed for disciplinary reasons, including being sentenced in court, receive the statutory allowance defined by the government because this is more favorable than the allowance defined by the collective agreement.

The severance allowance for a non-disciplinary or economic reason is triggered in the IND LIC AFB earning.

See Also

Chapter 5, "Understanding Allowances," page 53

Severance Allowance Calculation

The bracket AFB BR IND LIC contains various elements that are used in the severance allowance calculation. The entitlement depends on the reason that triggered the action. There are a variety of reason codes available in the core application, but only two are used in the bracket calculation: termination for economic reasons or non-disciplinary reasons. Modify this bracket to meet your needs.

If you require additional reason codes, you must include those reason codes in the calculation, within the bracket.

There must be a link between the bracket and the generation control, which triggers the allowance. This is why the generation control AFB GC IND LIC CC should contain the same reasons as those indicated in the bracket.

The bracket allows for seven values to be retrieved. One value is retrieved by the bracket itself and six are retrieved in the variables listed in the following table.

Note. Three of the variables in the following table relate to changes being introduced in the year 2002.

The payee classification triggers the correct ceiling for severance allowances paid before 2002. The formula SIT FM CLASSIF AFB stores the value *0* if the payee is a technician and *1* if the payee is a manager. Because PeopleSoft does not know how and where companies store the payee's category, you must update the formula.

Element Name	Usage
AFB VR LIMIT TECH	Stores the entitlement limit used in the severance allowance calculation for banking technicians.
AFB VR LIMIT CADR	Stores the entitlement limit used in the severance allowance calculation for banking managers.
AFB VR LIMIT > 02	Stores the entitlement limit for all payee categories after 2002.
AFB VR TX LIC < 02	Stores the rate applied to calculate the severance allowance before 2002.
AFB VR TX LIC > 02	Stores the rate applied to calculate the severance allowance after 2002.
AFB BR IND LIC	Stores the multiplier applied to the annual salary (1 for a non-disciplinary reason and 13/12 for an economic reason).
GEN VR IND LIC CC	Stores an indicator with the value of <i>1</i> if the bracket is resolved (that is, if the severance allowance defined by the collective agreement is paid). This variable is checked to avoid the payment of the legal severance allowance if the labor agreement severance allowance has already been paid.

Bracket for AFB Labor Agreement Severance Allowance Parameters

The bracket AFB BR IND LIC returns values for AFB labor agreement severance allowance parameters. The key for this bracket is GEN VR MOTIF, and the return column is AFB BR IND LIC. The variables AFB VR LIMIT TECH, AFB VR LIMIT CADR, AFB VR LIMIT > 02, AFB VR TX LIC < 02, AFB VR TX LIC > 02, and GEN VR IND LIC CC are populated based on the key.

It is important that you understand the definition of this bracket because PeopleSoft delivers, but does not maintain, this bracket. You must maintain this bracket to ensure that your setup functions properly.

If your organization applies the AFB collective agreement, use the sample values for this bracket and the AFB BR IND DEP RET bracket for the setup of your AFB collective agreement in order to manage your severance and retirement allowances. If you have a collective agreement other than AFB, don't use these brackets.

If you are applying the AFB collective agreement, and the AFB collective agreement defines new values to calculate the allowance, you may need to change the parameters of the brackets, but you do not need to create any new brackets for this allowance. If are applying the AFB collective agreement, use the brackets delivered by PeopleSoft (AFB BR IND LIC and AFB BR IND DEP RET).

Note. If you use the AFB BR IND LIC bracket, make sure the variable GEN VR IND LIC CC is set to *1*. This variable, along with variable GEN VR IND RET CC used by the bracket AFB BR IND DEP RET, enable the system to know that the allowances are being calculated through a labor agreement brackets setup and that it should not be calculated again by legal setup.

The following table contains the sample values delivered with PeopleSoft Global Payroll for France.

GEN VR MOTIF (Key)	AFB BR IND LIC (Return)	AFB VR LIMIT TECH Variable	AFB VR LIMIT CADR Variable	AFB VR LIMIT > 02 Variable	AFB VR TX LIC < 02 Variable	AFB VR TX LIC > 02 Variable	GEN VR IND LIC CC Variable
INS	1	21,517241	16,137931	15	0,448275	0,2	1
RED	1,083333	24	18	18	0,5	0,25	1

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Data Retrieval Elements,” Defining Brackets

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Calculation Elements,” Defining Variable Elements

Seniority and 2002

The entitlement used to calculate severance allowance changes in 2002. The previous seniority values were frozen at the end of 2001, so the formula containing payee classification automatically switches to a new effective date and calculate the new entitlements when the changes are introduced.

The HR files do not tell us if a person is classified as a technician or a manager. The formula SIT FM CLASSIF AFB stores the value *0* if the payee is a technician and *1* if the payee is a manager.

Note. The system will use the formula SIT FM CLASSIF AFB until then end of the year 2001 and for retro calculations. For calculating allowances in 2002 onwards, the system does not use this formula.

You maintain the formula, so the formula needs to be populated so that it can retrieve a value for the payee's category. By default, the value in the formula is set to 0. This means that if the formula is not updated, it will retrieve values for technicians only.

Severance Allowance Calculations

The following tables detail the calculation parameters for the severance allowance.

Severance Allowance for No Disciplinary Dismissal

	Managers	Technicians
Seniority required	The payee must have one year of seniority to have severance allowance.	Same as managers.
Base for calculation	Base = 1/13 of the annual basic salary the payee had or would have had during the last 12 months.	Same as managers.
Semester calculation	The entitlements must be calculated for two periods as follows: The semester must be complete; from 15/09/2002 to 15/03/2003 is a complete semester. From 16/09/2002 to 15/03/2003 is not a complete semester. In case of unpaid absences, the length of service must be reduced for the corresponding calendar days. In case of the semester overlapping 01/01/2002, this semester is a complete semester, and the corresponding allowance is calculated in two parts: the part corresponding to the period before 01/01/2002 and the part from 01/01/2002.	Same as managers.
Complete semester acquired before 01/01/2002	$\frac{1}{2} \times (13/14,50)$ for each complete semester acquired before this date. This value is retrieved by the variable AFB VR TX LIC < 02.	Same as managers.

	Managers	Technicians
Complete semester acquired from 01/01/2002	1/5 for each complete semester acquired from this date. This value is retrieved by the variable AFB VR TX LIC > O2.	Same as managers.
Ceilings	The ceiling is the upper limit for the two-semester sum; the ceiling varies with the hire date. In case of part-time periods, the ceiling is calculated in proportion.	Same as managers.
Hired before 12/31/1999	$24 \times (13 / 14,50) = 21,51724$ This value is retrieved by the variable AFB VR LIMIT CADR.	$18 \times (13 / 14,50) = 16,13793$ This value is retrieved by the variable AFB VR LIMIT TECH.
Hired from 01/01/2000	15 This value is retrieved by the variable AFB VR LIMIT > O2.	Same as managers.
Severance allowance amount	Base for calculation x semester number. The part-time periods must be considered for the calculation. The part-time periods must be considered before the 01/01/2002 and from 01/01/2002.	Same as managers.

Severance Allowance in Case of (Economic) Redundancy

	Managers	Technicians
Seniority required	The payee must have one year of seniority to have severance allowance.	Same as managers.
Base for calculation	Base = 1/12 of the annual basic salary the payee had or would have had during the last 12 months. In case of an incomplete year, the annual salary must be rebuilt.	Same as managers.

	Managers	Technicians
Semester calculation	The entitlements must be calculated for two periods as follows: The semester must be complete; from 15/09/2002 to 15/03/2003 is a complete semester; from 16/09/2002 to 15/03/2003 is not a complete semester. In case of unpaid absences, the length of service must be reduced for the corresponding calendar days. In case of semester the overlapping 01/01/2002, this semester is a complete semester and the corresponding allowance is calculated in two parts: the part corresponding to the period before 01/01/2002 and the part from 01/01/2002.	Same as managers.
Complete semester acquired before 01/01/2002	$\frac{1}{2} \times \text{Base}$ for each complete semester acquired before this date. This value is retrieved by the variable AFB VR TX LIC < O2.	Same as managers.
Complete semester acquired from 01/01/2002	$\frac{1}{4} \times \text{Base} \times \text{Base}$ for each complete semester acquired from this date. This value is retrieved by the variable AFB VR TX LIC > O2.	Same as managers.
Ceilings	The ceiling is the upper limit for the two-semester sum; the ceiling varies with the hire date. In case of part-time periods, the ceiling is calculated in proportion.	Same as managers.
Hired before 12/31/1999	24 This value is retrieved by the variable AFB VR LIMIT CADR.	18 This value is retrieved by the variable AFB VR LIMIT TECH.

	Managers	Technicians
Hired from 01/01/2000	18 This value is retrieved by the variable AFB VR LIMIT > O2.	Same as managers.
Severance allowance amount	Base for calculation x semester number. The part-time periods must be considered for the calculation. The part-time periods must be considered before the 01/01/2002 and from 01/01/2002.	Same as managers.

Retirement Allowances

The AFB labor agreement defines some entitlements for the calculation of the retirement allowance. In cases of voluntary retirement, the allowance defined by the collective agreement supersedes the one defined by law. In cases of compulsory retirement, the legal retirement allowance supersedes the allowance defined by the labor agreement, in which case only the legal allowance is calculated. The earning used for the retirement allowance for AFB is IND DRET AFB.

Some retirement entitlement is retrieved from the bracket AFB BR IND DEP RET. The bracket resolves itself to a value for the retirement rate. The search keys are GEN VR MOTIF (that is, the departure reason and GEN VR AN ANC, the number of years of seniority). If the values in these two variables match with the search keys (using the *Use next lower* interpolation method in the look-up rules page of the bracket) the values of the return column are populated by the values indicated in the bracket. The bracket AFB BR IND DEP RET retrieves the rate applied to the average salary of the last 12 months. The variable GEN VR IND RET CC retrieves the value 1 and is used to not trigger the legal retirement allowance (because if the bracket retrieves some values, it means that the retirement allowance for AFB will be paid and then the system should not trigger the legal allowance).

Update the bracket if you want to add some new reason to retrieve the values used for calculating the AFB retirement allowance.

A retirement allowance is triggered by the generation control AFB IND DRET CC. The generation control triggers the retirement allowance calculation for the action/reason indicated in it. The reasons listed in this generation control must be the same as the reasons used as search keys in the bracket AFB BR IND DEP RET.

You maintain the generation control, so you need to populate it with whatever action/reasons are required.

In cases of compulsory retirement, the law defines allowances. In such cases, the AFB allowance is not triggered.

See Also

Chapter 5, “Understanding Allowances,” page 53

Bracket for AFB Labor Agreement Retirement Allowance Parameters

The bracket AFB BR IND DEP RET returns values for the AFB labor agreement retirement allowance parameters. The keys for this bracket are GEN VR MOTIF and GEN VR AN ANC CONT, and the return column is AFB BR IND DEP RET. The variable GEN VR IND RET CC is populated based on the key.

It is important that you understand the definition of this bracket because PeopleSoft delivers, but does not maintain, this bracket. You must maintain this bracket to ensure that your setup functions properly.

If your organization applies the AFB collective agreement, use the sample values for this bracket and the AFB BR IND LIC bracket for the setup of your AFB collective agreement in order to manage your severance and retirement allowances. If you have a collective agreement other than AFB, don't use these brackets.

Note. If you are applying the AFB collective agreement, and the AFB collective agreement defines new values to calculate the allowance, you may need to change the parameters of the brackets, but you do not need to create any new brackets for this allowance. If are applying the AFB collective agreement, use the brackets delivered by PeopleSoft (AFB BR IND LIC and AFB BR IND DEP RET).

If you use the AFB BR IND DEP RET bracket, make sure the variable GEN VR IND RET CC is set to 1. This variable, along with variable GEN VR IND LIC CC used by the bracket AFB BR IND LIC, enable the system to know that the allowances are being calculated through a labor agreement brackets setup and that it should not be calculated again by legal setup.

The following table contains the sample values delivered with PeopleSoft Global Payroll for France.

GEN VR MOTIF (Key)	GEN VR AN ANC (Key)	AFB BR IND DEP RET (Return)	GEN VR IND RET CC (Variable)
VRE	10	0,666666	1
VRE	15	1,25	1
VRE	20	2,5	1
VRE	30	2,5	1

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Data Retrieval Elements,” Defining Brackets

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Calculation Elements,” Defining Variable Elements

CHAPTER 15

Defining French Absence Rules

PeopleSoft delivers predefined rules for processing absences due to vacation, illness, maternity, work accidents, and other reasons. We've designed these rules in accordance with French statutory requirements. You can easily modify many of these rules to reflect absence policies that are specific to your organization or to collective agreements that may be in force for your employees.

This chapter provides an overview of:

- Absence setup steps for France.
- Absence rules for paid vacation.
- Absence rules for illness, maternity, and work accidents.
- Absence rules for other absences.
- User-defined (TAKE CONFIG) fields.
- How to calculate worked days.
- How to assign absence elements to payees and process lists.
- How to enter absences.
- Absence calculations.
- Absence take elements.

Note. This chapter supplements the absence documentation provided in the *PeopleSoft Global Payroll PeopleBook*. Before you read about French absence functionality, we recommend that you read the Working with Absences chapter to acquaint yourself with the absence features offered by PeopleSoft Global Payroll and to develop a basic understanding of the concepts behind absence processing in PeopleSoft Global Payroll.

Absence Setup Steps for France

Before you can enter and process absences, you must complete various setup tasks. Refer to the *PeopleSoft Global Payroll PeopleBook* for the general setup steps. This chapter describes the specific steps applicable to PeopleSoft Global Payroll for France.

1. Define work schedules and assign a schedule to each payee.
2. Define holiday schedules.
3. Run the Build Work Days by Week process to count the working days in each week.
4. Modify the delivered absence take and absence entitlement elements or create new absence elements, as needed.

A complete list of the absence take and absence entitlement elements that we deliver with PeopleSoft Global Payroll for France appears at the end of 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 organisation. We explain how to do this in this section.

In most cases, modifying a delivered absence rule involves updating variable or bracket elements the system uses to resolve the absence entitlement or take rules. The Variables by Category page offers a quick way to update several variable elements at the same time. To update bracket elements, use the Bracket component described in the *PeopleSoft Global Payroll PeopleBook*.

If you plan to create your own absence rules, use any of the supporting elements described in this section.

5. Assign absence elements to payees and process lists.

As with all primary elements, 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"

[Chapter 15, "Defining French Absence Rules," Calculating Worked Days, page 212](#)

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Absence Elements"

Absence Rules for Paid Vacation

We deliver the following absence entitlement and absence take rules (elements) for paid vacation. Modify some of these absence rules by updating the variables and brackets described in this section.

Absence Reason	Take Element	Entitlement Element
Standard paid vacation	CPT CG PAYES	CPE CG PAYES
Split vacation days	CPT FRACTMT	CPE FRACTMT
Seniority paid vacation	CPT ANCIENTE	CPE ANCIENTE
Anticipated paid vacation	CPT CG ANTICIP	CPE CG PAYES
Other paid vacations	CPT AUTRES	CPE AUTRES

Modifying Entitlement Rules for Paid Vacations

The variables and brackets that you can update for paid vacation, along with the sample values we deliver, are listed in the following table. After the table, we provide a short discussion of each of these elements. The Category column identifies the category you should select if you use the Variables by Category page to update the variable.

Element Name	Use	Delivered Value	Category
CPA VR MOIS DEB REF	Reference period. Stores the number of the starting month of the reference period.	6	CPA
CPA VR MAX PD DAYS	Maximum entitlement. Stores the maximum number of paid vacation days that an employee can accumulate during the reference period. The value of this variable should be consistent with the value entered for CPA VR JRS/1 SEM described later in this table.	30 (working days)	CPA
CPA VR GEST FRACT	Split vacation days (<i>conges payes pour fractionnement</i>). Specifies whether the system should track split vacation days. (1 = yes; 0 = no)	1	CPA
CPA VR JRS/1 SEM	Day weight. Stores the number of days to be decreased when an employee takes one week of vacation. This enables you to specify if you want to use business days or working days as the basis for counting paid vacation days.	6 working days	CPA
CPA VR J JNE MERE	Extra paid vacation days. Specifies the number of extra days of paid vacation available to employees (for example, young mothers).	0	CPA

Element Name	Use	Delivered Value	Category
CPA VR C 1/10	Comparison of 1/10 rule to salary upholding. Tells the system when to perform the comparison. 1 = compare at each take; 2 = compare at the last take (when all entitlement has been taken).	1	CPA
CPA VR 4 SEM	Tells the system how to consider the periods of four worked weeks for the calculation of paid vacation entitlements: either in calendar days or in business days.	JO	CPA
CPA BR DRTS	Stores the number of days of paid vacation to which an employee is entitled for a number of periods of four worked weeks.	2,5 working days and 2,08 business days for each period of 4 weeks	Not applicable
ABS BR ASS TRV LOI, ABS BR ASS TRAV CC	Identifies which types of absences are considered as effective work days when calculating entitlement and the period of time that a payee must work before eligible to accrue entitlement.	See Defining Effective Work Days.	Not applicable
CPA BR JRS ANCIEN	Seniority. Stores the number of days of paid vacation to which an employee is entitled according to years of seniority.	See Defining Extra Paid Vacation Days for Seniority	Not applicable
ABS BR ANC_ABS LOI, ABS BR ANC_ABS CC	Identifies which types of absences are considered as effective work days when calculating seniority.	See Defining Effective Work Days for Seniority Accrual and Defining Effective Work Days	Not applicable

Changing the Reference Period (CPA VR MOIS DEB REF)

Entitlement for paid vacation is based on a *reference* year. The reference year, usually 1 June to 31 May, represents the 12 previous, consecutive months during which an employee accumulates entitlement to paid vacation. Employees can use the accrued entitlement only after completing the reference year.

When you receive PeopleSoft Global Payroll for France, the reference year is set to 6 to represent 1 June, the legal begin date that applies in most cases. If you want to change the reference year, update the value of the CPA VR MOIS DEB REF variable element.

Defining Maximum Entitlement for Paid Vacation (CPA VR MAX PD DAYS)

You can specify the maximum number of paid vacation days an employee can accumulate during the reference period. When entitlement exceeds the limit, the system rounds entitlement to the maximum value.

The maximum entitlement value is set to 30 when PeopleSoft Global Payroll for France is delivered. To change this number, update the value of the variable element CPA VR MAX PD DAYS.

Note. The values stored by CPA VR MAX PD DAYS and CPA VR JRS/1 SEM should represent the same type of days—business days or working days.

Tracking Split Vacation Days (CPA VR GEST FRACT)

Employees may be eligible for up to two extra days of paid vacation or split vacation days (*conges payes pour fractionnement*), when they split their principal paid vacation and take some vacation days after the end of the legal vacation period (1 May and 31 October). To be granted the split vacation days, a person must take more than 12 and less than 24 consecutive paid vacation days during the legal vacation period.

If you want the system to calculate extra days of vacation for employees who qualify for split vacation entitlement, set the value of the CPA VR GEST FRACT variable to 1. Otherwise, set the value to 0. (You must also assign the entitlement element CPE FRACTMT to eligible payees.)

The entitlements for Split Vacation Days (CPE FRACTMT) is either triggered in November, or if the payee is not included in the November payroll run, it is triggered in the payee's next payroll run.

Changing the Day Weight (CPA VR JRS/1 SEM)

When a payee takes one week of paid vacation, the system can decrease entitlement by six working days (*jours ouvrables*) or five business days (*jours ouvrés*), depending on the value of the variable element CPA VR JRS/1 SEM. The variable is set to 6 when we deliver PeopleSoft Global Payroll for France.

The system uses the value of CPA VR JRS/1 SEM as a weighting factor so that it can correctly reduce paid vacation entitlement for both full-time and part-time employees. It also uses CPA VR JRS/1 SEM to determine the denominator for the rate it applies when calculating positive input for the earnings and deductions associated with the absence. For example, if CPA VR JRS/1 SEM is set to 5 (for business days), the system calculates the payee's earnings for each paid vacation day by dividing the monthly base salary by the number of business days in the month. If you enter 6, the valuation is in working days.

The values stored by CPA VR JRS/1 SEM and CPA VR MAX PD DAYS should represent the same type of days—business days or working days.

Note. When a paid vacation day falls on a holiday that is normally a work day, the system first adds the weighted value to the paid days and also adds the weighted value of the vacation day to the entitlement balance.

Warning! You can choose between business days or working days only once. If you change your selection later, the consequences may be unpredictable. In addition, if you transfer entitlement accumulators from one company to another within your organisation and the companies use different calculation methods for paid vacation, the entitlement results will not be accurate.

- Example 1: Company counts paid vacation in working days (CPA VR JRS/1 SEM = 6).

Assume that a payee normally works two days per week. The weighting for each day is three (or 6/2). Each time that the payee takes one vacation day, the system deducts three days (the weighting factor of 3 x 1 absent day).

- Example 2: Company counts paid vacation in business days (CPA VR JRS/1 SEM = 5).

Assume that a payee normally works one day a week. The weighting factor for each worked day for the payee is 5/1 or 5. When the payee takes one day of paid vacation, the system deducts five days of entitlement (5 x 1 day).

If the entitlement balance is greater than 0 and the absence take weight exceeds the balance, the system replaces the take weight with the balance accumulator. In other words, if the take exceeds the entitlement balance, the system reduces the balance to 0. For example, if the entitlement balance is 0.85 days and the payee takes a vacation day with a weight of 1.66, the balance replaces the absence weight. The balance accumulator value after this absence is then equal to 0.

Defining Extra Paid Vacation Days (CPA VR J JNE MERE)

If you want to grant extra days of paid vacation to employees, use the variable element CPA VR J JNE MERE to specify the number of extra days. Use the element to define extra days of paid vacation for young mothers, or to grant extra paid vacation for any other reason.

CPA VR J JNE MERE returns the entitlement amount for CPE AUTRES, the entitlement element that you use to record other paid vacation take. The value of CPA VR J JNE MERE is set to 0 when you receive PeopleSoft Global Payroll for France.

Unused entitlement for extra days of paid vacation is not carried forward at year-end.

Note. If you enter a value for CPA VR J JNE MERE, every person to whom the entitlement element CPE AUTRES is assigned accrues entitlement regardless of the person's age or gender.

Comparing the 1/10 Rule and Salary Upholding Rule (CPA VR C 1/10)

The allowance for paid vacation is determined by comparing two calculations: the 1/10 rule and the salary upholding rule. For the 1/10 rule, the basis for calculating paid vacation is one-tenth of the payee's earnings in the previous year. For the salary upholding rule, the basis is the payee's current year earnings.

Use the variable element CPA VR C 1/10 to specify whether you want the system to compare the two calculation methods for each absence take or for the last take only—the take that reduces the entitlement balance to 0.

- Set CPA VR C 1/10 to 1 to compare the calculation methods for each take and to apply the most favorable outcome to the payee. This is the delivered value.
- Set CPA VR C 1/10 to 2 to do the comparison only when the last absence occurs.

Defining the Four-week Period Day Count (CPA VR 4 SEM)

By law, employees are entitled to 2,5 working days (*jours ouvrables*) or 2,08 business days of paid vacation for each period of four weeks of work. Working days include all weekdays except the legal day off, usually Sunday.

Determine how you want to consider the four weeks period count in days through the variable element CPA VR 4 SEM. Set this variable element to JC to calculate the period and the absence days in calendar days. Selecting JO, the system's default, forces the system to calculate the period in business days. Also, when you choose JO, each absence business day is multiplied by 28/20/FTE (full time equivalent). The number of worked days during the reference period is then divided by 28.

Defining Entitlement for Four-week Periods (CPA BR DRTS)

Store entitlement values for paid vacation in the bracket element CPA BR DRTS. The keys to this bracket are CPA FM CALC DRTS and LABOR AGREEMENT. For each combination of these two keys, the bracket returns the number of working days of entitlement (in the bracket, itself) and the number of business days of entitlement (in the variable CPA VR DRT OUVRES).

Note. The value of CPA VR JRS/1 SEM determines whether the system retrieves entitlement in working days (CPA VR JRS/1 SEM = 6) or business days (CPA VR JRS/1 SEM = 5).

You can update the bracket with the values for each valid combination of keys in your organization. The entitlement values that you enter should represent four-week periods. For example: 1 period of 4 weeks = 2,5 working days or 2,08 business days; 2 periods of 4 weeks = 5 days working days and 4,16 business days, and so on, up to 30 working days or 25 business days (depending on the value of the variable CPA VR MAX PD DAYS).

Sample values we deliver with CPA BR DRTS:

CPA FM CALC DRTS (key)	LABOR AGREEMENT (key)	CPA BR DRTS (return column for working days)	CPA VR DRT OUVRES (return column for business days)
1		2,5	2,08
2		5	4,16
3		7,5	6,24

The system uses proration to calculate the exact number of paid vacation days to which the payee is entitled at the end of the reference year and when an employee leaves your organization.

Defining Effective Work Days (ABS BR ASS TRV LOI, ABS BR ASS TRAV CC)

Two periods of time affect entitlement for paid vacation:

- The period of time that an employee must work (four weeks) before he can begin to accumulate entitlement. We also refer to this as the *opening* of entitlement.
- The reference period upon which entitlement calculations are based.

These two periods of time do not use the same definition of working days. For example, certain absences that are treated as effective work days when calculating entitlement are not considered effective work days when determining whether the four-week period has been met.

PeopleSoft delivers two bracket elements that you can update, if necessary, to specify which absences the system should interpret as effective workdays in each of these cases.

- ABS BR ASS TRV LOI specifies which absences the system should interpret as effective workdays according to the law.

The key for the bracket is TAKE CONFIG2. For each value of TAKE CONFIG2, the bracket returns two values: one for the bracket itself and one for the variable element ABS VR CP OUV LOI (0 = count as effective working day; 1 = do not count as an effective work day). The first value returned for the bracket tells the system how to interpret absences for entitlement calculations (0 = count as effective work day). The second value tells the system how to interpret absences for the opening of entitlement (the 28-day period). For the list of valid TAKE CONFIG2 values, see Understanding the User-Defined (TAKE CONFIG) Fields.

Sample values we deliver for ABS BR ASS TRV LOI:

TAKE CONFIG2 (key)	ABS BR ASS TRV LOI (return column for entitlement calculations)	ABS VR OUV CP LOI (return column for opening of entitlement)
MAL	1	1
AT	0	1
ATRCH	1	1

- ABS BR ASS TRAV CC specifies which absences the system should interpret as effective work days according to collective agreements.
- The keys for this bracket are TAKE CONFIG2 and LABOR AGREEMENT. For each combination of these keys, the bracket returns two values: one for the bracket itself and one for the variable element ABS VR CP OUV CC. The first value returned for the bracket tells the system how to interpret absences for entitlement calculations. The second value tells the system how to interpret absences for the opening of entitlement (the 28-day period). For example, suppose that you want to interpret sick days as effective working days when calculating the opening of entitlement for collective agreement XYZ. In this case, access the bracket element ABS BR ASS TRAV CC, and for the combination of the keys TAKE CONFIG2 = MAL and Labor Agreement = XYZ, set the value returned in the variable ABS VR CP OUV CC to 0.
- Sample values we deliver for ABS BR ASS TRAV CC:

TAKE CONFIG2 (key)	LABOR AGREEMENT (key)	ABS BR ASS TRAV CC (return column for entitlement calculations)	ABS VR OUV CP CC (return column for opening of entitlement)
MAL	AFB	1	1
ATRCH	AFB	1	1
AT	AFB	0	1

Defining Extra Paid Vacation Days for Seniority (CPA BR JRS ANCIEN)

The entitlement element CPE ANCIENTE defines rules for granting extra days of paid vacation to payees based on seniority (*conges payes anciennete*). The bracket element CPA BR JRS ANCIEN returns the appropriate entitlement value for CPE ANCIENTE.

CPA BR JRS ANCIEN has the following keys:

- ABS AC RECUP ANC, an accumulator element that stores years of service.
- LABOR AGREEMENT, a system element that identifies the collective agreement.

For each combination of these keys, the bracket returns the number of business days of entitlement (in the bracket itself).

The following table shows the sample entitlement values PeopleSoft delivers with CPA BR JRS ANCIEN. You can change these values and specify seniority entitlement by collective agreement, if applicable.

Sample values for CPA BR JRS ANCIEN:

ABS AC RECUP ANC (Key: Years of Seniority)	LABOR AGREEMENT (Key: Labor Agreement)	CPA BR JRS ANCIEN (Return column: Entitlement)
2		2
3		3
6		6

Note. When calculating entitlement, the system refers to the payee's years of service as of the first day of the absence. If the payee crosses a seniority boundary during his absence, the system does not increase entitlement for that absence.

Defining Effective Work Days for Seniority Accrual (ABS BR ANC_ABS LOI, ABS BR ANC_ABS CC)

Two bracket elements define how the system should consider a payee's absences when calculating years of seniority. One bracket (ABS BR ANC_ABS LOI) specifies the legal requirements; the second (ABS BR ANC_ABS CC) specifies the requirements by collective agreement.

ABS BR ANC_ABS LOI uses the system element TAKE CONFIG2 as the key. The bracket returns one of the following values:

- 0 if the absence is not considered an effective work day.
- 1 if the absence is considered an effective work day.
- Or 0,5 if only half of the absent days are considered as effective work days (designed for a specific leave of absence).

Sample values we deliver for ABS BR ANC_ABS LOI:

TAKE CONFIG2 (key)	ABS BR ANC-ABS LOI (return column)
MAL	0
AT	1
ATRCH	0

ABS BR ANC_ABS CC uses the system elements TAKE CONFIG2 and LABOR AGREEMENT as keys. For each combination of these two values it returns one value for the bracket element itself (0 or 1) and one value for the variable ABS VR J PAYES CC (0 or 1).

Possible values returned by the bracket element:

- 1 if the absence is considered as effective work by the collective agreement.
- 0 if the absence is not considered as effective work by the collective agreement.

The value returned by ABS VR J PAYES CC is relevant only when the bracket returns a value of 1. Valid values returned by ABS VR J PAYES CC:

- 1 if the absence is considered as an effective work day only if it is paid.
- 0 if the absence is considered an effective work day regardless of whether it is paid.

Sample values we deliver for ABS BR ANC ABS CC:

TAKE CONFIG2 (key)	LABOR AGREEMENT (key)	ABS BR ANC-ABS CC (return column)	ABS VR J PAYES CC (return column)
MAL	AFB	1	1
AT	AFB	1	1
ATRCH	AFB	1	1

The Minimum Work Period

Legally, the minimum work period required before a payee can begin to earn entitlement for paid vacation is one month or four weeks of work. This is equivalent to 28 calendar days, the number that the system uses to determine when a payee meets the minimum work period. This number is stored in the element CPA VR OUV DTS; do not change it.

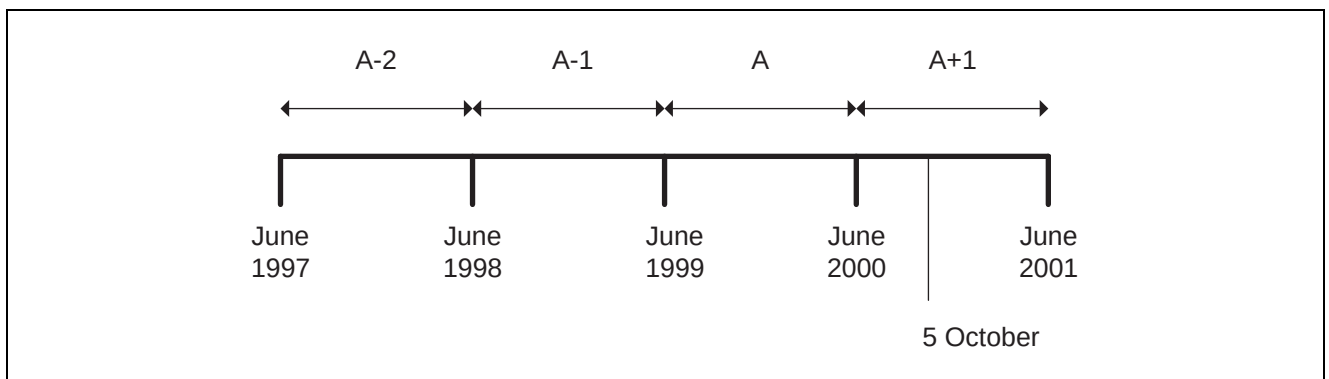
Fixed-Term Contracts

The delivered entitlement rules for paid vacation take into account the requirements specific to persons with fixed-term contracts (CDD). The system identifies these employees through the contract information maintained in PeopleSoft Human Resources.

Accumulation Periods for Paid Vacation (CPE CG PAYES)

Period	Period Name	Comments
Current reference period	A+1	Current period of accumulation.
Current period (for taking vacation).	A	Entitlement calculated in A+1 is transferred to A each 31 May or 1 June.
The period before the previous period.	A-1	The balance for the current period is transferred to A-1 each 31 May or 1 June.
The period before A-1.	A-2	The balance for A-1 is transferred to A-2 each 31 May or 1 June.

Example: Assume today is 5 October 2000. If the reference period is 1 June to 31 May, then the relevant accumulation periods appear in the following diagram:



The four accumulation periods for paid vacation entitlement

We track four totals for each accumulation period: entitlement earned, entitlement balance, take, and adjustments. For each, the accumulation period is set to *Year To Date*. By default, the Begin Option date is 1 June, meaning that the accumulation period runs from 1 June to 31 May of the following year.

Change the beginning month of the reference period by updating the variable CPA VR MOIS DEB REF. The Begin Option field refers to CPA VR MOIS DEB REF for the month. So, if the variable is set to 1, the accumulation period begins in January; if it is set to 5, the period begins in May, and so on.

Note. If you change the reference year by updating the variable element CPA VR MOIS DEB REF, the system automatically updates the accumulator periods for CPE CG PAYES.

Paid Vacation In-Lieu Allowance: Upon leaving a company, a payee is entitled to compensation in-lieu of any unused paid vacation days. PeopleSoft Global Payroll for France automatically calculates the correct earnings for terminated payees, generating earnings for each day of unused paid vacation, seniority paid vacation, split vacation days, and other paid vacation days for which the employee is entitled to receive compensation.

Generation control triggers the calculation of allowances for paid vacation in-lieu. The system can generate up to four earnings for each period of paid vacation (if any days remain in the previous periods): A-2, A-1, A, and A+1. (The four accumulation periods are described in the previous topic.)

The system does not pay entitlement earned during the current reference period (A+1) when you select *Termination* in the Action/Reason field in Job Data, and then select misconduct (*CON*) or gross misconduct (*GMI*).

Absence Rules for Illness, Maternity, and Work Accidents

PeopleSoft delivers absence entitlement and absence take rules for illness, maternity, and work accidents. You can modify some of these absence rules by updating the variables and brackets described in this section.

Entitlement for the elements discussed in this section is calculated per absence—that is, at the time of each absence event, not at a regular frequency.

The following tables present a partial list of the take elements and corresponding entitlement elements delivered for illness, maternity, and work accidents. We list only those take elements that you enter when recording absences on the Absence Event Entry page. When required, the system uses the mapping and negative entitlement features of PeopleSoft Global Payroll to trigger the resolution of other take rules during processing.

For example, if you enter the absence take element MLT MALADIE to record sick time, once entitlement for this element has been depleted, the system automatically uses the entitlement for MLT MALADIE 2, which contains the appropriate compensation rate for the second absence period. When entitlement for MLT MALADIE 2 is depleted, the system uses the entitlement associated with MLT MALADIE 3, and so on.

See [Chapter 15, “Defining French Absence Rules,” List of Absence Take Elements, page 222](#).

Illness Rules

Absence Reason	Take Element	Entitlement Element
Illness take 1	MLT MALADIE	MLE MALADIE
Therapeutic part time	MLT MT THERP	MLE MT THERP
Authorized unpaid therapeutic	MLT MT THER N P	None
Long period illness	MLT LG MALADIE	MLE LG MALAD
Unpaid course of treatment	MLT CURE NP	None
Paid course of treatment 1	MLT CURE PAYEE	MLE CURE

Maternity Rules

Absence Reason	Take Element	Entitlement Element
Paid maternity	MTT MATERN PAYEE	MTE MAT PAY
Unpaid maternity	MTT MATERN NON PAY	None
Paid adoption	MTT ADOPTION	MTE ADOPTION
Unpaid adoption	MTT ADOPTION NON PAY	None
Pathological leave 1	MTT PATHOLOGIQ	MLE MALADIE
Pathological leave before maternity 1	MTT PATHO AV	MLE MALADIE
Additional maternity absence	MTT CG SUP	MTE CG SUP
Paternity Leave	MTT PATERNITE	MTE PATERN

Work Accident Rules

Absence Reason	Take Element	Entitlement Element
Work accident - take 1	ATT TRAVAIL	ATE TRAVAIL
Accident on way to work 1	ATT TRAJET	ATE TRAJET
Work accident relapse 1	ATT RECHUTE TRAV	ATE TRAVAIL
Accident on way to work: relapse 1	ATT RECHUTE TRAJ	ATE TRAJET
Professional disease 1	MLT PROFESSL	MLE PROFESSL
Relapse of professional disease 1	MLT PRO RECHUTE	MLE PROFESSL

Modifying Absence Rules for Illness, Maternity, and Work Accidents

The following table lists the variable, bracket, and accumulator elements that you can update for illness, maternity, and work accidents, along with the sample values PeopleSoft delivers. After the table, we provide a short discussion of these elements. The Category column identifies the category you should select if you use the Variables by Category page to update the variable.

Element Name	Use	Delivered Values	Category
ABS BR ABS VALO	Specifies whether to generate positive input for earnings and deductions in hours, business days, or calendar days.	See Defining Units for Earnings and Deduction Calculations	Not applicable
ABS BR IJSS DTS/TX, ABS BR IJSS MN/MX	IJSS entitlement. Returns entitlement values for IJSS calculations and specifies the minimum and maximum entitlement rate or amount.	See IJSS Entitlement and Percent Calculation	Not applicable
ABS VR ENF LIM IJ	Illness – IJSS entitlement calculation. Specifies the number of children that triggers a change in entitlement and rates for IJSS calculation. Works with the Dependent Data page in PeopleSoft Human Resources.	3	MAL
MAL VR CARENCE IJ	Illness waiting period. Specifies the waiting period for social security daily allowance in the event of illness.	3	MAL
MAL VR CARENCE MT	Illness waiting period. Specifies the waiting period for salary upholding because of illness.	10	MAL
ATR VR CARENCE IJ	Work accident waiting period. Specifies the waiting period for social security daily allowance in the event of a work accident.	0	ATR

Element Name	Use	Delivered Values	Category
ATR VR CARENCE MT	Work accident waiting period. Specifies the waiting period for salary upholding in the event of a work accident.	1	ATR
ABS BR MT SAL LOI	Salary upholding. Specifies the legal salary upholding rates for illness and work accidents.	See Defining Entitlement for Salary Upholding.	Not applicable
ABS BR MT SAL AFB	Salary upholding for AFB. Specifies the AFB salary upholding rates for illness and work accidents.	See Defining Entitlement for Salary Upholding.	Not applicable
MAL VR CARENCE AFB	Illness. Specifies the maximum number of absences due to illness without a waiting period for salary upholding. For AFB only.	3	MAL
ABS VR ENF LIM AFB	Illness – entitlement calculation for AFB. Specifies the number of children that triggers a change in entitlement. Works with the Dependent Data page in PeopleSoft Human Resources. Only dependents for which the Status 9 check box is selected are counted as children.	1	MAL
ABS VR PENS INVALIDI	Long-term illness (IJSS amount). The annual amount for the disability pension.	2807.72 euros as of the 01/01/2002	ABS
ABS VR DTS MATERN	Maternity. Specifies the number of days of paid time off to which payees are entitled for maternity. Enter the value via a supporting element override.	See Entering Absences for Maternity and Adoption	MAT

Element Name	Use	Delivered Values	Category
MAT VR DTS ADOPT	Maternity. Specifies the number of days of paid time off to which payees are entitled for adoption.	42 (calendar days)	MAT
MAT VR DTS IJ	Maternity. Specifies the number of days of social security daily allowances for maternity.	Value is 9999. (that is, no limits)	MAT
ATR AC SAL BASE	Work accident certificates. Specifies which earnings elements contribute to the accumulator for the base salary that the system uses to produce work accident certificates.	Accumulator members: SAL BASE AFB SAL 12M AFB SAL 13M	Not applicable
ATR AC AV NAT	Work accident certificate. Identifies the earnings elements that contribute to the payments-in-kind amount that the system uses when preparing work accident certificates. This amount appears in the Adv Kind & Tips field on the Frames A and B page (Salary Accessories tab). You can change the elements that are members of the accumulator.	Accumulator members: AN NOURRITUR AN LOGEMENT AN VEHICULE AN AUTRES	Not applicable
ATR AC PRIMES ATR AC FP SOUMIS ATR AC RAPPELS ATR AC PRIME TRIM ATR AC PRIME AN	Work accident certificate. Identifies the earnings or deduction elements that contribute to the allowances amount (including premiums and gratuities) that the system uses when preparing work accident certificates. This amount appears in the Allowances field on the Frames A and B page (Salary Accessories tab). You can select the members of the accumulator.	None. PeopleSoft does not deliver any earnings or deduction elements for allowances.	Not applicable

Defining Units for Earnings and Deduction Calculations (ABS BR ABS VALO)

When you run the Take process, the system creates positive input for the earnings or deduction elements associated with the absence take element that was used to record the payee's absence. Although the absence event is stored in units of days or hours, you can instruct the system to use hours, business days, or calendar days when generating the positive input. For each type of absence, use the ABS BR ABS VALO bracket to define the type of units that you want to use for earnings and deductions. (The unit type must be the same for earnings and deductions.)

The key to ABS BR ABS VALO is the system element TAKE CONFIG2, which identifies the absence type (for example MAL for illness, AT for work accident, and so on).

The return columns for the bracket:

- ABS VR VALO HEURES: hours.
- ABS VR VALO JO: business days.
- ABS VR VALO JC: calendar days.

To select the units that you want the system to use, set the value of corresponding variable to 1. Set the value of the other two variables to 0.

Sample values delivered with ABS BR ABS VALO:

TAKE CONFIG2 (key)	ABS VR VALO HEURES (return column)	ABS VR VALO JO (return column)	ABS VR VALO JC (return column)
MAL			1
AT			1
ATRCH			1

Note. When you enter a value of 0 in a return column, the field appears empty. For this reason, we do not show zeros in the previous table.

IJSS and Salary Upholding

When an employee is eligible to receive a daily IJSS allowance during an absence, the employer must *uphold* the employee's salary—that is, the employer must pay the current salary minus the amount of the allowance.

The take elements that PeopleSoft delivers for illness, work accidents, and maternity are all mapped to take elements that automatically trigger IJSS calculations, when appropriate. When you record the absence on the Absence Event Entry page, the system checks to see whether the payee meets the requirements for receiving an IJSS allowance. If the payee does meet the requirements, the system applies salary upholding.

The system calculates a payee's eligibility for IJSS entitlement only once, at the original begin date of the absence. If a payee is not eligible for IJSS, the system does not calculate IJSS, nor does it uphold the employee's salary.

Should you need to, you can manually update the opening of entitlement for employees by entering a supporting element override that sets the formula that triggers the opening of IJSS (ABS FM TEST OUV IJ) to *I*.

The system calculates a payee's daily allowance for IJSS until entitlement for salary upholding is depleted.

Some employers can choose to receive an employee's daily social security allowance and then pay the allowance to the payee with the payee's salary. We use the term *subrogation* to refer to this method of paying IJSS. PeopleSoft Global Payroll for France does not manage subrogation of IJSS allowances.

The system uses two bracket elements for IJSS calculations, ABS BR IJSS DTS/TX and ABS BR IJSS MN/MX.

The ABS BR IJSS DTS/TX bracket stores the number of days of entitlement due to an employee based on the type of absence and the number of children the employee has. One of the two keys for this bracket is the variable ABS VR NOM PRISE, which is populated by a formula and stores the name of the absence that's being processed (MALADIE for illness, LG MALADIE for long term illness, TRAVAIL for work accident, CURE for course of treatment, PATHOAV for pathological leave before maternity, and PATHOAP for pathological leave after maternity). The other key is the formula ABS FM ENF BR IJ, which returns either 0 or 3 (entitlement changes when a payee has over three children). For each combination of the two keys, the bracket returns the number of days of entitlement and the appropriate percent to apply. It can store up to three entitlement amounts and three percentages for each combination of keys. The return columns for the bracket are as follows:

- ABS BR IJSS DTS/TX (the bracket itself): the number of days of entitlement for the first rate applicable to IJSS.
- ABS VR IJ TX1: the first rate.
- ABS VR IJ DTS2: the number of days of entitlements for the second rate.
- ABS VR IJ TX2: the second rate.
- ABS VR IJ DTS3: the number of days of entitlements for the third rate.
- ABS VR IJ TX3: the third rate.

Sample values delivered with ABS BR IJSS DTS/TX:

ABS VR NOM PRISE (key)	ABS FM ENF BR IJ (key)	ABS BR IJSS DTS/TX	ABS VR IJ TX1	ABS VR IJ DTS2	ABS VR IJ TX2	ABS VR IJ DTS3	ABS VR IJ TX3
MALADIE	0	30	50	150	50	999	51.49
MALADIE	3	30	50	150	66.66	999	68.66
LG MALADIE	0	900					
LG MALADIE	3	900					

The ABS BR IJSS MN/MX uses the same keys as ABS BR IJSS DTS/TX, but returns for each combination of these keys the maximum and minimum limits to apply to the daily allowance. Limits are stated as rates or amounts, as defined by law. The return columns for the bracket are as follows:

- ABS BR IJSS MN/MX (the bracket itself): the minimum rate for the first entitlement rate applicable to IJSS.
- ABS BR IJ MAXI1: the maximum for the first entitlement rate (it calculates the daily allowance as follows: ABS BR IJ MAXI1 x theoretical A ceiling x 12).
- ABS VR IJ MINI2: the minimum for the second entitlement rate.
- ABS VR IJ MAXI2: the maximum for the second entitlement rate (it calculates the daily allowance as follows: ABS BR IJ MAXI2 x theoretical A ceiling x 12).
- ABS VR IJ MINI3: the minimum for the third entitlement rate (a monetary variable).
- ABS VR IJ MAXI3: the maximum for the third entitlement rate (it calculates the daily allowance as follows: ABS BR IJ MAXI3 x theoretical A ceiling x 12).

Sample values delivered with ABS BR IJSS MN/MX:

ABS VR NOM PRISE (key)	ABS FM ENF BR IJ (key)	ABS BR IJSS MN/MX	ABS VR IJ MAXI1	ABS VR IJ MINI2	ABS VR IJ MAXI2	ABS VR IJ MINI3	ABS VR IJ MAXI3
MALADIE	0	0	0,001389	0	0,001389	7.692383 euros as of the 1st of January 2002	0.001429
MALADIE	3	0	0,001852	0	0,001852	10.256511 euros	0.001905

IJSS allowances are based, in part, on the number of children that are dependent on the payee. A child is considered a dependent until age 16 (age 18 if the child is an apprentice, age 20 if the child is a student).

Use the Dependent Information - Personal Profile page to indicate which children qualifies as a dependent. If you update dependent information during the time that a payee is absent, the system automatically adjusts the calculation for the IJSS allowance.

To identify dependent children who meet the criteria for IJSS entitlement:

1. Access the Dependent Information - Personal Profile page in PeopleSoft Human Resources.

The navigation to this page is Workforce Administration, Personal Information, Dependent Information.

2. Select the French flag at the bottom of the page to display additional fields for France.
3. Select the IJSS Calc check box.

The variable element ABS VR ENF LIM IJ specifies the number of dependent children that triggers a change in the calculations for IJSS entitlement. The variable is set to 3 when delivered. You can update the number if the legal limit changes.

In most cases, separate waiting periods must be met before IJSS allowances are paid and salary upholding begins. PeopleSoft uses variable elements to define the waiting periods. The delivered values are shown in the table at the beginning of the section entitled Modifying Absence Rules for Illness, Maternity, and Work Accidents. You can update the values if the legal limits change.

PeopleSoft delivers two bracket elements that define the rates that apply, by seniority, to salary upholding for illness and work accidents: ABS BR MT SAL LOI, which identifies the legal requirements, and ABS BR MT SAL AFB, which specifies the AFB requirements. These elements are not maintained by PeopleSoft, so you can update either one, if necessary.

If you have additional collective agreements, you can create new brackets, using the delivered brackets as models. Name each bracket ABS BR MT SAL XXX (where XXX represents the code for your collective agreement). Use the same return columns as those used by the ABS BR MT SAL LOI and ABS BR MT SAL AFB:

- ABS BR MT SAL XXX (XXX represents your collective agreement): stores the number of days of entitlement for the first applicable percent for salary upholding.
- ABS VR MAINT %1: stores the first applicable percent for salary upholding.
- ABS VR MAINT JRS2: stores the number of days of entitlement for the second applicable percent for salary upholding.
- ABS VR MAINT %2: stores the second applicable percent for salary upholding.
- ABS VR MAINT JRS3: stores the number of days of entitlement for the third applicable percent for salary upholding.
- ABS VR MAINT %3: stores the third applicable percent for salary upholding.
- ABS VR MAINT JRS4: stores the number of days of entitlement for the fourth applicable percent for salary upholding.
- ABS VR MAINT %4: stores the fourth applicable percent for salary upholding.

Sample values delivered with ABS BR MT SAL LOI:

ABS VR NOM PRISE (Key)	GEN VR AN ANC (Key)	ABS BR MT SAL LOI	ABS VR MAINT %1	ABS VR MAINT JRS2	ABS VR MAINT %2
MALADIE	0	0	90	0	66,66
MALADIE	3	30	90	30	66,66
MALADIE	8	40	90	40	66,66

Note. No sample data is delivered for ABS VR MAINT JRS3, ABS VR MAINT %3, ABS VR MAINT JRS4, or ABS VR MAINT %4

Sample values delivered with ABS BR MT SAL AFB:

ABS VR NOM PRISE (Key)	ABS VR ENF<16 (Key)	GEN VR AN ANC (Key)	ABS BR MT LAL LOI	ABS VR MAINT %1	ABS VR MAINT JRS2	ABS VR MAINT %2
MALADIE			0	100	0	50
MALADIE		1	60	100	60	50
MALADIE		5	90	100	90	50
MALADIE	1	0	0	100	0	50
MALADIE	1	1	60	100	150	50
MALADIE	1	5	90	100	180	50

Note. No sample data is delivered for ABS VR MAINT JRS3, ABS VR MAINT %3, ABS VR MAINT JRS4, or ABS VR MAINT %4.

We deliver (but do not maintain) the formula element ABS FM BRACK DTS, which enables you to tell the system which bracket should return the upholding rates for the collective agreement. To update the formula, add the following rows to the end of it:

IF LABOR AGREEMENT = XXX (where XXX equals the code for the collective agreement) THEN ABS BR MT SAL XXX >> ABS FM BRACK DTS ELSE ABS BR MT SAL LOI >> ABS FM BRACK DTS END IF

After a payee receives an IJSS allowance for six consecutive months, Social Security requires some additional information from the employer to determine if the payee remains eligible for payments. Provide this information by producing a certificate for Social Security.

If CPAM reclassifies an illness leave as long term, use the Absence Event Entry page to change the end date of the first absence event to the date before the start of the long-term illness period. Enter the long-term illness with the correct begin date and end date (if already known), which triggers retroactive processing when you run the payroll process for the affected payroll periods.

AFB Rules

This topic applies only if your organization is a member of the *Association Française des Banques* (AFB). It describes absence rules specific to the AFB collective agreement that PeopleSoft Global Payroll for France supports.

According to the AFB collective agreement, a payee becomes subject to a waiting period for absences due to illness only after reporting a certain number of absence events. The variable MAL VR CARENCE AFB identifies this number and is set to 3 when delivered. You can update this number if the legal limit changes.

Use the Dependent Information - Personal Profile page to indicate which children qualify as dependents according to AFB rules.

To identify dependent children who meet the criteria for AFB entitlements:

1. Access the Dependent Information - Personal Profile page in PeopleSoft Human Resources.

The navigation to this page is Workforce Administration, Personal Information, Dependent Information.

2. Enter the correct birthdate.
3. Select the French flag at the bottom of the page to display additional fields for France.
4. Select the Collective Agmt check box.

The AFB collective agreement institutes an additional paid leave after the maternity leave. The additional leave is equal to 45 days upheld at 100 percent of the base salary or to 90 days upheld at 50 percent. Use the take element MTT CG SUP to record the absence on the Absence Event Entry page. Once entitlement for the 45 days has been used, the system automatically uses the entitlement balance for the take element MTT CG SUP2.

See Also

Chapter 15, “Defining French Absence Rules,” Understanding the User-Defined (TAKE CONFIG) Fields, page 211

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Calculation Elements,” Defining Formula Elements

Chapter 16, “Producing Wage Certificates for Absences,” page 245

Rules for Other Absences

This topic describes the absence entitlement and take elements that PeopleSoft delivers for absences due to special family leaves, unpaid absences, public holidays, AFB absences, time-off entitlements for staff representatives, and other absences.

Family Leave and Other Personal Leave Rules

Absence Reason	Take Element	Entitlement Element
Birth leave	EVT NAIS/ADOP	EVE NAIS/ADO
Payee’s marriage	EVT MAR SAL	EVE MAR SAL
Marriage of payee’s child	EVT MAR ENF	EVE MAR ENF
Death of child	EVT DEC ENFANT	EVE DEC ENFA
Death of husband or wife	EVT DEC CONJOINT	EVE DEC CONJ
Death of parent	EVT DEC PARENT	EVE DEC PARE

Absence Reason	Take Element	Entitlement Element
Death of brother or sister	EVT DEC COLLATERAU	EVE DEC FRER
Death of step parent	EVT DEC BEAUX PARE	EVE DEC BPA
Child illness	EVT ENF MAL	EVE ENF MALA
Child illness AFB	EVT ENF MAL AFB	EVE EML AFB
Breast feeding	EVT ALLAITEMENT	EVE ALLAITEM
Moving	EVT DEMENAGEMENT	EVE DEMENAGE
Unpaid sabbatical training	ABT CIF NONPAYE	None

Unpaid Absence Rules

Absence Reason	Take Element	Entitlement Element
Unauthorized unpaid absence	ABT AB N AUT N PAY	None
Authorized unpaid leave (<i>conge sans solde</i>)	ABT AUT NON PAYEE	None
Suspension for protective reason (<i>mise a pied conservatoire</i>)	ABT MAP CONSER	None
Suspension for disciplinary reason (<i>mise a pied disciplinaire</i>)	ABT MAP DISCIPLI	None
Strike	ABT GREVE	None
Parental childcare - unpaid	ABT CONGE PARENTAL	None
Adoption	ABT ADOPTION	None

Work Council, Union, and Staff Representative Rules

Absence Reason	Take Element	Entitlement Element
Work council without entitlement	REP CE SS DT	None
Work council time off	REP CE	REE CE
Staff representative hours	REP DELEGUE PERSON	REE DELEGUE
CHSCT member hours	REP CHSCT	REE CHSCT
Trade union representative hours	REP DEL SYNDICAL	REE DEL SYND

Other Rules

Absence Reason	Take Element	Entitlement Element
Authorized paid absence	ABT AUT ABS PAYEES	ABE AUT ABS PAYEE
Paid sabbatical training	ABT CIF PAYE	None
Sabbatical leave	ABT SABBATIQ	None
Time off in lieu	ABT REP COMP	ABE REP COMP

Modifying Absence Rules for Other Absences

In some cases, you can modify the rules that PeopleSoft delivers for other time off. The following table lists the supporting elements that you can update, along with the delivered values, where applicable. The Category column identifies the category you should select if you use the Variables by Category page to update the variable.

Element Name	Use	Delivered Values	Category
GEN AC JOUR ANC	Enables you to adjust a payee's seniority for absences recorded in PeopleSoft Human Resources.	None	Not applicable

Element Name	Use	Delivered Values	Category
ABS BR C.FAMIL1	Specifies days of entitlement for death of a family member, by collective agreement.	See Family Leave and Personal Leave.	Not applicable
ABS BR C.FAMIL2	Specifies days of entitlement for births, weddings, and other family-related events by collective agreement.	See Family Leave and Personal Leave.	Not applicable
EVE VR DEC ASCENDA	Specifies the legal minimum days of entitlement for death of a parent.	1	ABS
EVE VR DEC B,PAREN	Specifies the legal minimum days of entitlement for death of a step-parent.	1	ABS
EVE VR DEC CONJOIN	Specifies the legal minimum days of entitlement for death of a spouse.	2	ABS
EVE VR DEC ENFANT	Specifies the legal minimum days of entitlement for death of a child.	2	ABS
EVE VR DEC FRERE	Specifies the legal minimum days of entitlement for death of a brother or sister.	1	ABS
EVE VR MAR SAL	Specifies the legal minimum days of entitlement for payee's wedding.	4	ABS
EVE VR MAR ENF	Specifies the legal minimum days of entitlement for wedding of payee's son or daughter.	1	ABS

Element Name	Use	Delivered Values	Category
EVE VR NAIS/ADOP	Specifies the legal minimum days of entitlement for birth or adoption.	3	ABS
EVE VR EVE MAL DN	Specifies the legal minimum standard days of entitlement for child's illness.	3	ABS
EVE VR EVE MAL DM	Specifies additional days of entitlement for child's illness.	5	ABS
EVE VR DEMENAGEMEN	Specifies days of entitlement for moving	0	ABS
REE VR CE	Specifies the number of paid hours allowed for work council obligations.	20	ABS
REE VR CHSCT	Specifies the number of paid hours allowed for CHSCT obligations.	10	ABS
REE VR DEL SYNDICA	Specifies the number of paid hours allowed for trade union representative obligations.	20	ABS
REE VR DELEGUE PER	Specifies the number of paid hours allowed for staff representative obligations.	15	ABS

Adjusting Seniority for Absences Entered in PeopleSoft Human Resources (GEN AC JOUR ANC)

Entitlement for certain types of absences covered in this section is based on a payee's seniority. When the system determines a payee's seniority, it does not take into account any absences that you enter only through PeopleSoft Human Resources, such as leave with pay. If you want the system to adjust seniority to reflect these absences, adjust the accumulator GEN AC JOUR ANC, which stores the number of days that a payee is present during a segment.

Family Leave and Personal Leave (ABS BR C.FAMIL1 and ABS BR C.FAMIL2)

We deliver two bracket elements that store entitlement values, by collective agreement, for family events, such as births, adoptions, weddings, and deaths: ABS BR C.FAMIL1 and ABS BR C.FAMIL2. The key to these brackets is LABOR AGREEMENT.

The sample entitlement values delivered with the brackets represent AFB requirements. AFB entitlement applies only to payees who have completed at least one year of service. Employees with less than one year of service accrue the minimum legal entitlement that is defined by the variables (that begin with EVE VR) listed in the previous table. Use the Variables by Category page to adjust the legal values if they change.

When it retrieves entitlement for a family-related absence event, the system checks to see if the AFB collective agreement applies. If it applies, the system triggers the appropriate bracket listed above, which overrides the existing values of the variables. If there is no AFB collective agreement, the system retrieves the existing value of the same variable (for example, EVE VR MAR SAL).

Add entitlement values for other collective agreements, as needed.

ABS BR C.FAMIL1 returns entitlement values for death of a family member:

- EVE VR DEC ASCENDA: death of a parent
- EVE VR DEC B.PAREN: death of a mother-in-law or father-in-law
- EVE VR DEC CONJOIN: death of spouse
- EVE VR DEC ENFANT: death of a son or daughter
- EVE VR DEC FRERE: death of a brother or sister.

Sample AFB entitlement values delivered for ABS BR C.FAMIL 1:

LABOR AGREEMENT (key)	EVE VR DEC ASCENDA (return column)	EVE VR DEC B.PAREN (return column)	EVE VR DEC CONJOIN (return column)	EVE VR DEC ENFANT (return column)	EVE VR DEC FRERE (return column)
AFB	3	3	5	5	2

ABS BR C.FAMIL2 returns entitlement values for births, marriage, moving, and child illness:

- EVE VR MAR SAL: payee's wedding
- EVE VR MAR ENF: wedding of payee's son or daughter
- EVE VR NAIS/ADOP: birth or adoption
- EVE VR ENF MAL DN: standard entitlement for child's illness (AFB specific)
- EVE VR ENF MAL DM: increased entitlement for child's illness (AFB specific)
- EVE VR DEMENAGEMEN: moving

Sample AFB entitlement values delivered with ABS BR C.FAMIL 2:

LABOR AGREEMENT (key)	EVE VR MAR SAL (return column)	EVE VR MAR ENF (return column)	EVE VR NAIS /ADOP (return column)	EVE VR ENF MAL DN (return column)	EVE VR ENF MAL DM (return column)	EVE VR DEMENAGEMENT (return column)
AFB	5	2	3	3		2

Note. The system does not check whether payees meet the three-month seniority requirement for paid time off due to the death of a brother, sister, or in-law.

- Child's Illness

Parents are entitled to one unpaid absence leave per calendar year to take care of sick children. Entitlement is as follows:

- 3 days for employees who have 1 dependant child under age 14.
- 6 days for employees who have 2 dependant children under age 14.
- 9 days for employees who have 3 or more dependant children under age 14.

- Hospitalization of Child (AFB)

Two additional paid days are granted during the calendar year if a dependant child under age 14 is hospitalized. Before recording the absence, use the Supporting Element Overrides page to enter the value for EVE VR ENF MAL HOS. Use the take element EVT ENF MAL AFB to enter this absence.

- Breast-feeding period (*période d'allaitement*)

Young mothers who breastfeed a child up to one year after the child's birth are eligible for one paid hour per worked day for breastfeeding. Use the take element EVT ALLAITEMENT to record paid time off taken for breastfeeding.

Unpaid Leave

PeopleSoft delivers several absence rules for unpaid leave:

- Childcare Leave (*congé parental d'éducation*)

Employees with more than one year of seniority at the birth or adoption of their children are eligible for unpaid parental childcare leave, which is granted until the child's third birthday. When you use the absence take ABT CONGE PARENTAL to record the absence, the system generates positive input for the parental deduction PAR DED JC, PAR DED JO, or PAR DED H (depending on the units you selected for valuation).

During childcare leave, the payee acquires half of his absence period as entitlement for the seniority calculation.

During childcare leave, half of the payee's absence period is considered as effective work time when determining entitlement for seniority.

- Adoption Leave

Parents who adopt children who are over age 3 may be eligible for unpaid parental adoption leave. Use the absence take element ABT ADOPTION to enter these absences. The system generates positive input for the authorized unpaid leave deduction CSS RET XX (where XX represents JC, JO, or H, depending on whether you are using calendar days, working days, or hours as units).

The system does not verify the child's age; however, it does require that you select the Manager Approved check box when entering the absence on the Absence Event Entry page.

- **Authorized Unpaid Absences**

Use the ABT AUT NON PAYEE take element to record the following types of unpaid absences:

- Jury duty (*juré d'assises*)
- Ability assessment (*bilan de compétence*)
- Councilor of the employees (*conseiller des salariés*)
- Absence for company creation (*absence création d'entreprise*)
- Absence for being with an end-life patient (*congé d'accompagnement fin de vie*)

Work Council, Union, and Staff Representative Obligations (REE VR CE, REE VR CHSCT, REE VR DEL SYNDICA, REE VR DELEGUE PER)

Staff representatives (*délégués du personnel*), members of the work council (*comité d'entreprise*), trade union representatives (*délégués syndicaux*), and members of the CHSCT are entitled to some paid hours for executing their mandates. PeopleSoft identifies these hours on the subsidiary payslip, but not on the payslip itself.

If the number of hours taken exceeds entitlement, a regularization earning element (RPP VAL RG H) calculates the complement. This earning does not appear on the payslip, but does appear on the supplementary payslip.

You can update the entitlement hours for work council (REE VR CE), CHSCT (REE VR CHSCT), trade union representative (REE VR DEL SYNDICA), or staff representative (REE VR DELEGUE PER), if necessary.

Travel time (*délai de route*) and specific meetings do not decrease entitlement. The Take Config1 field is populated in the event take with *DL* for journey duration and specific meetings.

Given that few employees have that kind of mandate, in the element group ABS EG AUTRES, all the entitlements and takes related to those absences (listed below) have been set to the By Payee element assignment.

Entitlements	Takes
	REP CE SS DT
REE CE	REP CE
REE DEL PERS	REP DELEGUE PERSO
REE CHSCT	REP CHSCT
REE DEL SYND	REP DEL SYNDICAL

For those employees who have one of those mandates, assign the correct element and entitlement (if any) corresponding to the desired mandate to allow their calculations by the system. This assignment is done on the Entitlement/Take Assignment page. Use the date of the mandate as the begin and end dates.

Note. In case of an absence leave, also enter your absence take in the Absence Event Entry page.

Other Absences

Descriptions of other absence rules delivered with PeopleSoft Global Payroll for France:

- Authorized Paid Leave

When you cannot or do not want to identify the reason for a paid absence, use the absence take element ABT AUT ABS PAYEE. The entitlement element ABE AUT ABS PAYEE retrieves 1 for each day of the absence so that each day is paid.

- Sabbatical Leave (*congé sabbatique*)

Payees with more than three years seniority in their company and more than six years of professional activity are eligible for unpaid sabbatical leave. Sabbatical leave cannot be less than 6 months or over 11 months. Use the absence take element ABT SABBATIQ to enter these absences. The system generates positive input for the Authorized Unpaid Leave deduction; however, it does not check to see whether the payee meets the requirements for years of seniority or professional activity, nor does it monitor the length of the sabbatical.

Payees do not earn entitlement for the seniority calculation during a sabbatical leave.

- Sabbatical Training (*congé individuel de formation*)

During a sabbatical taken for training, a payee receives some compensation from his employer, who is then reimbursed by the FONGECIF. The payee is entitled to paid vacation during the sabbatical training and his seniority is not reduced by the amount of time spent on sabbatical.

If the FONGECIF compensates only part of the payee's salary, part of the absence may be unpaid. In this case, you may want to create a second employee record number for the payee. For the first record number, set up a part-time schedule for the payee; for the second employee record number, set up a part-time schedule for sabbatical training.

Enter the take for sabbatical training using the employee record number dedicated to sabbatical training. Then, when the employee takes a paid vacation, enter the vacation take using the employee record number dedicated to the regular part-time schedule.

- Time Off in Lieu of Compensation

When an eligible payee works more than a standard number of hours per week, employers are obligated to pay overtime on the extra time worked. If the extra time exceeds a second limit, the employer may have to give the payee time off in lieu of payment (*repos compensateur*).

The entitlement element ABE REP COMP, which stores the bonus hours that an employee can recover in time off rather than pay, is populated automatically by the accumulator HRS AC RCOMP EX PP, which stores days and not hours. The accumulator is first fed, the entitlement is equal to the value in the accumulator. Then when additional days are added to the accumulator, only the difference between the previous value and the new value is triggered as the new entitlements.

Employees can take time off in lieu in increments of half days or full days.

Use the take element ABT REP COMP to record time off on the Absence Event Entry page. Select the Half Day check box when reporting half-day absences; otherwise, entitlement is reduced by one day.

In case of termination, the payment of the unused completed and uncompleted hours is automatically triggered. The earning element RCL VAL JO is used in this allowance.

Note. The system does not manage the loss of entitlement if a payee does not take time off in lieu of compensation during the two months following the acquisition of the entitlement. You can use adjustments to manage this point.

Notice Period Not Worked

During a notice period, employers can pay an employee for time that is not worked. During this period, the employee continues to accrue entitlement for paid vacation, seniority calculation, and other time off. Premiums and allowances that depend on the payee's presence, such as transportation premiums and meal tickets (ticket restaurant), are not given to the payee during the non-worked period. To record a notice not worked absence, use the absence take element ABT PREAV N F.

See Also

Chapter 4, "Paying Overtime," page 47

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.

Although you should not modify the user-defined fields for the take elements delivered with PeopleSoft Global Payroll for France, you may want to follow the same usage conventions if you define your own take elements.

- TAKE CONFIG1 identifies the type of take followed by the sequence number of the take if other takes are used when the entitlement balance reaches 0 (the Take with Other Absence field on the take element's Negative page identifies these take elements). For example, the first take element for illness, MLT MALADIE, has the code MAL1.

The TAKE CONFIG1 field works in conjunction with the offset formula identified on the Day Formula page. The offset formula decreases the beginning entitlement balance by the number of units that have already been paid for the same type of absence. For example, suppose that a payee who is entitled to 30 paid days for illness is ill for 15 days. He uses 15 days of entitlement. Two months later, the payee is out sick again for 20 days. When the system processes the second absence, it retrieves the 30 days of entitlement, then decreases it by the number of days that have already been paid for illness during the past 12 months. (It does not decrease entitlement for absences due to work accidents, family events, or any reason other than illness.) It determines the number of days to decrease entitlement by looking for absence takes where the TAKE CONFIG1 field is set to *MAL1*.

- TAKE CONFIG2 identifies the absence type (*MAL* for illness, *AT* for work accident, *MAT* for maternity, and so on). These codes are used in several brackets related to seniority calculations (ABS BR ANC-ABS LOI and ABS BR ANC-ABS CC) and paid vacation calculations (ABS BR ASS TRV LOI and ABS BR ASS TRAV CC). They are also used within ABS BR ABS VAL, the bracket that designates the units you want the system to use when generating positive input for earnings and deductions.

- TAKE CONFIG3 identifies which absence take the system is processing: the first in a sequence, the last in a sequence, or a single take, if there is only one.

For example, we deliver a sequence of four absence take elements for illness. The first take, MLT MALADIE, has a TAKE CONFIG3 code of *I* and the last take, MLT MALADIE4, has a code of *DER*. As another example, take element EVT MAR SAL has a code of *IDER* to indicate that it is the only take element for this type of absence.

The formula ABS FM ALIM AC ABS uses the value in the TAKE CONFIG3 field to trigger other formulas. For example, if TAKE CONFIG3 equals *I* or *IDER*, the formula ABS FM ALIM AC NTR is triggered. This formula calculates the unworked units (hours, business days, and calendar days) and stores the units in accumulators.

If TAKE CONFIG3 equals *DER* or *IDER*, the formula ABS FM ALIM AC NPA is triggered. This formula calculates the unpaid units (hours, business days, and calendar days) and stores them in accumulators.

See Also

Chapter 15, “Defining French Absence Rules,” List of Absence Take Elements, page 222

Calculating Worked Days

The Build Worked Days by Week process (GPFR_WRK_AE) calculates the number of business days for each week that falls within the dates that you specify. The system considers that a day has been worked if the number of scheduled hours is greater than zero. The paid vacation absence process uses the number of business days per week to calculate the day weight used to process paid vacation take.

Before you can run this process, you must create schedules in PeopleSoft Global Payroll or PeopleSoft Time and Labor and run the Build Schedule Calendar process.

Typically, you run this process only after you run the Build Schedule Calendar process. For example, if you build schedule calendars at the beginning of the year for 1 January to 31 December, you should run the Build Worked Days by Week process for the same period. If you update schedules during the year and rebuild the calendars, run the Build Worked Days by Week process again so that the system always has an accurate description of all work days.

Run the Build Worked Days by Week process for every schedule.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Using Schedules”

PeopleSoft 8.8 Time and Labor PeopleBook, “Defining Work Schedules”

Pages Used to Calculate Worked Days

Page Name	Object Name	Navigation	Usage
Build Worked Days	GPFR_WRK_RUNCTL	Set Up HRMS, Product Related, Global Payroll, Schedules, Weigh Weekly Work Days FRA, Build Worked Days	Launch the GPFR_WRK_AE process that determines the number of worked days in each week for the period of time that you specify.
Worked Days	GPFR_WORKED_DAYS	Set Up HRMS, Product Related, Global Payroll, Schedules, Maintain Work Day Weights FRA, Worked Days	View the number of worked days for the period that you selected to run the Build Worked Days by Week process.

Launching the GPFR_WRK_AE Process

Access the Build Worked Days page.

Build Worked Days page

Schedule ID	Enter the schedule that you want the system to read when calculating the number of worked days per week.
From date	Enter the date of the first Monday that you want the system to include in the count of worked days.
To date	Enter the date of the last Monday that you want the system to include in the count of worked days.

Viewing Number of Worked Days

Access the Worked Days page.

Worked Days

Schedule ID: GFNORMAL01

Worked Days

Customize | Find | View All | 

First  1 of 1  Last

	Effective Date	Worked Days of the Week		
1	27/12/1999 	5		

Worked Days page

Effective date	Identifies the beginning of the week for which work days were counted. The effective date must fall on a Monday.
	Note. You see one row of data if each week within the schedule has the same number of work days. If the schedule includes work weeks of varying lengths (such as a three-day work week followed by a five-day work week), a separate row of data appears whenever the length of the work week changes.
Worked Days of the Week	The number of work days for the week indicated. Changing the number of worked days in this field may cause unintended results.

Assigning Absence Elements to Payees and Process Lists

To resolve absence elements during processing, you must associate absence elements with payees and the process lists you use to run the absence process.

Associating Absence Elements With Payees

Associate absence elements with payees, with the exception of entitlement elements that are resolved per absence. Individually assign the take and entitlement elements delivered with PeopleSoft Global Payroll for France directly to payees using the Entitlement/Take Assignment page, or assign element groups that contain the absence elements to the eligibility groups that are associated with payees' pay groups.

PeopleSoft delivers, but does not maintain, three element groups for absences. Use these groups as they are delivered or modify them to meet your needs. To view a list of the elements within each element group, use the Element Groups component.

Element Groups for Absences

Description of Element Group	Name
Paid vacation	CPA EG CG PAYES
Illness, work accident, and maternity	ABS EG MAL/AT/MAT
Other absences	ABS EG AUTRES

Note. The element group GEN EG IJSS includes the deduction elements used for calculating IJSS allowances and should be assigned to payees that are eligible to receive IJSS allowances for absences.

General Guidelines for Assigning Absence Elements

The following guidelines apply:

- Senior executives (*mandataires sociaux*) that do not have working contracts are not entitled to paid vacation. Do not assign these individuals to an eligibility group that includes entitlement elements for paid vacations.
- Employees that work in discontinuous jobs may not be eligible for the standard rules for paid vacation if they receive entitlement for paid vacation through certain funds (*caisses de congés payés*). Do not assign these payees to an eligibility group that includes entitlement elements for paid vacation. PeopleSoft does not deliver rules to manage contributions to *caisses de congés payés*.

Associating Absence Elements With Process Lists

PeopleSoft delivers a process list named ABS PROCESS LIST that you can use to run the absence process. The delivered process list combines the entitlement and take processes.

Use ABS PROCESS LIST as is, modify the list to meet your needs, or create your own process lists for absence processing.

The following table lists the sections that make up ABS PROCESS LIST, in the order in which they are executed. To see the members of each section, access the Section-Definition page.

Purpose	Section Name
Initialization	AB SE INT
Paid vacation	CPA SE CG PAYES
Paid vacation - positive input	CPA SE CG PAYES PI
Illness, work accident, maternity	ABS SE MAL/AT/MAT

Purpose	Section Name
Illness, work accident, maternity - positive input	ABS SE MAL/AT/MT PI
Other absences	ABS SE AUTRES
Other absences - positive input	ABS SE AUT PI

Note. The section ABS SE RET VAL, which is included in the delivered payroll process list REGLEMENTAIRE PAIE, includes the earnings and deduction elements associated with the delivered absence take elements. The section IND SE FIN CONTR includes the earnings elements for paid vacation that are resolved when a payee is terminated.

Entering Absences

Enter all absences on the Absence Event Entry component, as described in the *PeopleSoft Global Payroll PeopleBook*. Here we provide additional instructions that are specific to France.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up and Running Generic Reports”

Entering Absences Due to Illness

When you enter an absence due to illness, always select MLT MALADIE as the take element and enter the begin and end dates for the entire absence event. The system automatically does the following:

- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using MLT MAL IJSS for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next illness take element in the sequence (MLT MALADIE 2, MLT MALADIE 3, then MLT MALADIE 4).

When IJSS Allowance is Not Paid

If social security does not pay the IJSS allowance to the payee, do one of the following:

- Use the take element for unpaid authorized absences, ABT AUT N PAYEE, to record the absence.
- Use the take element for illness, MLT MALADIE, and the system creates a deduction for the absence, but does not create earnings.

The advantage of the second solution is that the payslip shows the true reason for the absence—that is, illness—whereas the other take only identifies the absence as authorized and unpaid.

If you uphold a payee’s salary and are later informed of the non-payment of IJSS, you can change the reason for the absence. This triggers retroactive processing the next time that you run the absence process.

Entering Absences Due to Work Accident

When you enter an absence due to a work accident, always select ATT TRAVAIL as the take element and enter the begin and end dates for the entire absence event. The system automatically does the following:

- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using ATT TRAV IJ for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next take element in the sequence (ATT TRAVAIL 2, ATT TRAVAIL 3, then ATT TRAVAIL 4).

For accidents on the way to work, always select ATT TRAJET as the take when entering the absence and enter the begin and end dates for the entire absence event. The system automatically does the following:

- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using ATT TRAV IJ for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next take element in the sequence (ATT TRAJET 2, ATT TRAJET 3, then ATT TRAJET 4).

For absences due to occupational disease, select MLT PROFESSL as the take element and enter the begin and end dates for the entire absence. The system automatically does the following:

- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using ATT TRAV IJ for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next take element in the sequence (MLT PROFESS 2, MLT PROFESS 3, then MLT PROFESS 4).

Entering Absences Due to a Relapse

Employees who suffer a relapse from a work accident, an accident on the way to work, or occupational illness may be eligible for additional entitlements for the daily allowance. The relapse may also affect the calculation of effective work days for seniority and paid vacation calculations. Use the absence take elements designed specifically for relapses to record these absences.

For a relapse related to a work accident, use the take element ATT RECHUTE TRAV. The system automatically does the following:

- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using ATT TRV IJ RECH1 for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next take elements in the sequence (ATT RECHUT TR2, ATT RECHUT TR 3, then ATT RECHUT TR 4).

For a relapse related to an accident on the way to work, use the take element ATT RECHUTE TRAJ. The system automatically does the following:

- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using ATT TRV IJ RECH1 for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next take element in the sequence (ATT RECHUT TJ2, ATT RECHUT TJ 3, then ATT RECHUT TJ 4).

For a relapse related to an occupational disease, use the take element MLT PRO RECHUTE. The system automatically does the following:

- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using ATT TRV IJ RECH1 for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next take element in the sequence (MLT PRO RECH2, MLT PRO RECH 3, then MLT PRO RECH 4).

Entering Absences for Pathological Leave

Although we deliver ten take elements for pathological leave, you need to use only two of these elements to record absences on the Absence Event Entry page:

- To record a pathological leave before maternity, use the take element MTT PATHO AV.
MTT PATHO AV is mapped to the take element MTT PATHO IJ AV, which automatically triggers the calculation of the daily social security allowance.
- To record a pathological leave after maternity, use the take element MTT PATHOLOGIQ.
MTT PATHOLOGIQ is mapped to the take element MTT PATHO IJAP1, which automatically triggers the calculation of the daily social security allowance.

Entering Absences for Maternity and Adoption (ABS VR DTS MATERN)

A woman who has been employed nine months or longer at the time she gives birth or adopts a child is eligible for paid maternity or adoption leave, as applicable.

Because entitlement for paid maternity or adoption leave is based on the number of children that the employee already has and whether the absence is before or after the birth, the system does not calculate entitlement automatically. Before entering the absence on the Absence Event Entry page, use the Supporting Element Overrides page to enter the correct number of calendar days to which the payee is entitled. Enter the override for the variable element ABS VR DTS MATERN (maternity) or MAT VR DTS ADOPT (adoption).

The take element you use to record a maternity or adoption leave depends on whether the payee is entitled to an IJSS allowance:

- For paid maternity or adoption leave, use MTT MATERN PAYEE or MTT ADOPTION.
Use these take elements when the payee's salary exceeds the social security ceiling. The system calculates IJSS allowances automatically.
- For unpaid maternity or adoption leave, use MTT MATERN NON PAY or MTT ADOPTION NON PAY.

Entering Absences That Occur During Public Holidays

You do not need to enter public holidays as absence events. Instead, define holidays on the Holiday Schedule page, and the system automatically takes these days into account when calculating absence take and entitlement.

If you want to differentiate between paid and unpaid holidays, use the unpaid absence take element (ABT AUT NON PAYEE), or create your own absence take rules to determine whether holidays should be paid.

Note. If a payee is absent during a period that includes a public holiday, the first absence reason is taken into account. For example, suppose that Easter falls during the period when a payee is out sick. For the payee, the Easter holiday is not compensated as a public holiday but as an illness. This is true for most absences where the payee's contract is suspended (for example, maternity and strike).

Entering Extra Days Off Before or After a Public Holiday

If you give employees paid time off (*les ponts*) on the days before or after a public holiday, use the absence take element Authorized Paid Absence (ABT AUT ABS PAYEES) to record the extra days off. These extra days off are compensated by the earnings element for other paid absences (AAP VAL H).

Entering Absences for Anticipated Paid Vacation

Use the take element for anticipated paid vacation, CPT CG ANTICIP, to record an absence only if a payee has depleted the entitlement balance (CPE CG PAYES_SOLD) for the current period.

Absences That Require Manager Approval

Select the Manager Approved check box on the Absence Event Entry Detail page when you enter an absence for any of the following take elements. The system processes the absence only if the check box is selected.

- ABT ADOPTION
- ABT AUT ABS PAYEES
- ABT AUT NON PAYEE
- ABT CIF NONPAYE
- ABT CONGE PARENTAL
- ABT REP COMP
- ABT SABBATIQ
- CPT ANCIENTE
- CPT AUTRES
- CPT CG ANTICIP
- CPT CG PAYES
- CPT FRACTMT
- EVT DEMENAGEMENT
- EVT MAR ENF
- EVT MAR SAL
- EVT NAIS/ADOP
- MLT CURE PAYEE
- MTT CG SUP

Selecting the Half Day Box

For some absences, it is necessary to select the Half Day check box to enter the absence event. However, the delivered absence setup does not allow you to enter two absences for the same day. Multiple entries are prohibited by the overlapping control. To change this, you must permit duplicates and prioritize each combination of absence takes that you can have on an absence day.

Half-day functionality enables the system to count half calendar days or half business days, whichever unit you use. If calculations are done in hours, the system automatically retrieves the number of hours of the day divided by two.

Note. This functionality has not been applied to any absence for which there might be either a waiting period or social security daily allowances, such as illness absences, work accident absences, and maternity. You may use the Half Day check box for these instances, but it is not a factor in rules calculation.

Use the Half Day check box for the following take elements:

- ABT AB N AUT N PAY
- ABT ADOPTION
- ABT AUT ABS PAYEES
- ABT AUT NON PAYEE
- ABT CONGE PARENTAL
- ABT GREVE
- ABT MAP CONSER
- ABT MAP DISCIPLI
- ABT PREAV N F
- ABT REP COMP
- ABT SABBATIQ
- EVT ALLAITEMENT
- EVT DEC BEAUX PARE
- EVT DEC COLLATERAU
- EVT DEC CONJOINT
- EVT DEC ENFANT
- EVT DEC PARENT
- EVT DEMENAGEMENT
- EVT ENF MAL
- EVT MAR ENF
- EVT MAR SAL
- EVT NAIS/ADOP
- EVT ENF MAL AFB

Absence Calculations

In this section, we discuss absence calculations.

Absence Units

When entering absences on the Absence Event Entry page, specify the from and to dates of each absence.

Later, when you run the Absence process, the system calculates the number of paid and unpaid units of time that the absence represents. During the payroll process, the system uses these units to determine the appropriate rate to apply when resolving the earnings and deduction amounts associated with the absence.

The units associated with the take elements delivered with PeopleSoft Global Payroll for France are initially set as follows:

Type of Absence	Delivered Setting for Units	Valid Options
Paid vacation	Working days	Working days, business days
Staff representative, work council, CHSCT, and union time	Hours	Hours
All other absences	Calendar days	Hours, business days, calendar days

For example, the system uses calendar days to determine the compensation rate that applies when an employee takes paid time off for family leave. The rate equals the employee's monthly base salary divided by the number of calendar days in the month.

You can change the units for all absences except staff representatives, work council, CHSCT, and union time. For paid vacation, you can select business days or working days by updating the variable element CPA VR JRS/1 SEM, as explained in *Changing the Day Weight (CPA VR JRS/1 SEM)*.

For other absences, you can select hours, business days, or calendar days. Make this selection by updating the bracket ABS BS ABS VALO as described in *Defining Units for Earnings and Deduction Calculations (ABS BR ABS VALO)*.

When you run the payroll process, the system uses the selected units to calculate the rate it applies to resolve the deduction and earnings elements.

Base

You can change the base salary that the system uses to calculate the compensation rate by updating the formula element ABS FM SAL BA THEO.

Percent

The Day Formula page for each take element includes fields that define the percent that the system applies to the earnings and deduction amounts calculated for an absence.

For example, the first 30 days of an absence due to illness can be compensated at 90 percent, the next 30 days can be compensated at 66,66 percent, and so on. Percentages are predefined for the illness and work accident take elements delivered with PeopleSoft Global Payroll for France.

List of Absence Take Elements

The following table lists the take elements delivered with PeopleSoft Global Payroll for France, along with the associated earnings and deduction elements. Also presented in the table are the name of the elements that retrieve the units and the percent that the system uses to calculate positive input.

The last three columns identify the codes that appear in the User Defined 1, 2, and 3 fields on the take element's Calculation page. (These values are stored by the TAKE CONFIG 1, TAKE CONFIG 2, and TAKE CONFIG 3 system elements.)

Take Elements/ Miscellaneous	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-defined Fields
ABT AB N AUT N PAY	ANA DED H ANA DED JO ANA DED JC	ABS VR JC S SOLDE ABS VR JO S SOLDE ABS VR HR S SOLDE		TC2: DIV TC3: 1DER
ABT ADOPTION	CSS RET JC CSS RET JO CSS RET H	ABS VR JC S SOLDE ABS VR JO S SOLDE ABS VR HR S SOLDE		TC2: EVF TC3: 1DER
ABT AUT ABS PAYEES	AAP RET H AAP VAL H AAP RET JO AAP VAL JO AAP RET JC AAP VAL JC	ABS VR HR DED ABS FM GEN HRS ABS VR JO DED ABS FM GEN JO ABS VR JC DED ABS FM GEN JC		TC2: DIV TC3: 1DER

Take Elements/ Miscellaneous	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-defined Fields
ABT AUT NON PAYEE	CSS RET JC CSS RET JO CSS RET H	ABS VR JC S SOLDE ABS VR JO S SOLDE ABS VR HR S SOLDE		TC2: DIV
ABT CIF NONPAYE	CIF RET H	ABS VR CIF HRS		TC2: CIF TC3: 1DER
ABT CIF PAYE	CIF RET H CIF VAL H	ABS VR CIF HRS ABS VR CIF HRS		TC2: CIF TC3: 1DER
ABT CONGE PARENTAL	PAR DED JC PAR DED JO PAR DED H	ABS VR JC S SOLDE ABS VR JO S SOLDE ABS VR HR S SOLDE		TC2: PAR TC3: 1DER
ABT GREVE	GREVE RET H GREVE RET JO GREVE RET JC	ABS VR HR S SOLDE ABS VR JO S SOLDE ABS VR JC S SOLDE		TC2: DIV TC3: 1DER
ABT MAP CONSER	MAP CO DE H MAP CO DE JO MAP CO DE JC	ABS VR HR S SOLDE ABS VR JO S SOLDE ABS VR JC S SOLDE		TC2: DIV TC3: 1DER

Take Elements/ Miscellaneous	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-defined Fields
ABT MAP DISCIPLI	MAP DI DE H MAP DI DE JO MAP DI DE JC	ABS VR HR S SOLDE ABS VR JO S SOLDE ABS VR JC S SOLDE		TC2: DIV TC3: 1DER
ABT PREAV N F	PRE NE VAL H PRE NE RET H PRE NE VA JO PRE NE RE JO PRE NE VA JC PRE NE RE JC	ABS VR HR S SOLDE ABS VR HR S SOLDE ABS VR JO S SOLDE ABS VR JO S SOLDE ABS VR JC S SOLDE ABS VR JC S SOLDE		TC2: PREAV TC3: 1DER
ABT REP COMP	RCL VAL H RCL RET H RCL VAL JO RCL RET JO RCL VAL JC RCL RET JC	ABS FM GEN HRS ABS VR HR DED ABS FM GEN JO ABS VR JO DED ABS FM GEN JC ABS VR JC DED		TC2: REPOS TC3: 1DER
ABT SABBATIQ	CSS RET JC CSS RET JO CSS RET H	ABS VR JC S SOLDE ABS VR JO S SOLDE ABS VR HR S SOLDE		TC2: SABB TC3: 1DER

Take Elements / Miscellaneous	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-defined Fields
ATT TRAVAIL	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %1 ABS VR MAINT %1 ABS VR MAINT %1	TC1: ATRV1 TC2: AT TC3: 1
ATT TRAVAIL2	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %2 ABS VR MAINT %2 ABS VR MAINT %2	TC1: ATRV2 TC2: AT
ATT TRAVAIL3	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %3 ABS VR MAINT %3 ABS VR MAINT %3	TC1: ATRV3 TC2: AT
ATT TRAVAIL4	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %4 ABS VR MAINT %4 ABS VR MAINT %4	TC1: ATRV4 TC2: AT TC3: DER

Take Elements / Miscellaneous	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-defined Fields
ATT TRAJET	ACT TJ VA H ACT TJ DE H ACT TJ VA JO ACT TJ DE JO ACT TJ VA JC ACT TJ DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %1 ABS VR MAINT %1 ABS VR MAINT %1	TC1:ATRV1 TC2:AT TC3:1
ATT TRAJET2	ACT TJ VA H ACT TJ DE H ACT TJ VA JO ACT TJ DE JO ACT TJ VA JC ACT TJ DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %2 ABS VR MAINT %2 ABS VR MAINT %2	TC1:ATRV2 TC2:AT
ATT TRAJET3	ACT TJ VA H ACT TJ DE H ACT TJ VA JO ACT TJ DE JO ACT TJ VA JC ACT TJ DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %3 ABS VR MAINT %3 ABS VR MAINT %3	TC1:ATRV3 TC2:AT
ATT TRAJET4	ACT TJ VA H ACT TJ DE H ACT TJ VA JO ACT TJ DE JO ACT TJ VA JC ACT TJ DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %4 ABS VR MAINT %4 ABS VR MAINT %4	TC1:ATRV4 TC2:AT TC3:DER

Take Elements / Miscellaneous	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-defined Fields
MLT PROFESSL	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %1 ABS VR MAINT %1 ABS VR MAINT %1	TC1:ATRV1 TC2:AT TC3:1
MLT PROFESS2	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %2 ABS VR MAINT %2 ABS VR MAINT %2	TC1:ATRV2 TC2:AT
MLT PROFESS3	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %3 ABS VR MAINT %3 ABS VR MAINT %3	TC1:ATRV3 TC2:AT
MLT PROFESS4	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %4 ABS VR MAINT %4 ABS VR MAINT %4	TC1:ATRV4 TC2:AT TC3:DER

Take Element / Work Accident Relapse	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
<i>ATT RECHUTE TRAV</i>	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %1 ABS VR MAINT %1 ABS VR MAINT %1	<i>TC1: ATRV1 TC2: ATRCH TC3: 1</i>
ATT RECHUT TR2	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %2 ABS VR MAINT %2 ABS VR MAINT %2	<i>TC1: ATRV2 TC2: ATRCH</i>
ATT RECHUT TR3	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %3 ABS VR MAINT %3 ABS VR MAINT %3	<i>TC1: ATRV3 TC2: ATRCH</i>
ATT RECHUT TR4	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %4 ABS VR MAINT %4 ABS VR MAINT %4	<i>TC1: ATRV4 TC2: ATRCH TC3: DER</i>

Take Element / Work Accident Relapse	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
ATT RECHUTE TRAJ	ACT TJ VA H ACT TJ DE H ACT TJ VA JO ACT TJ DE JO ACT TJ VA JC ACT TJ DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %1 ABS VR MAINT %1 ABS VR MAINT %1	TC1: ATRV1 TC2: ATRCH TC3: 1
ATT RECHUTE TJ2	ACT TJ VA H ACT TJ DE H ACT TJ VA JO ACT TJ DE JO ACT TJ VA JC ACT TJ DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %2 ABS VR MAINT %2 ABS VR MAINT %2	TC1: ATRV2 TC2: ATRCH
ATT RECHUTE TJ3	ACT TJ VA H ACT TJ DE H ACT TJ VA JO ACT TJ DE JO ACT TJ VA JC ACT TJ DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %3 ABS VR MAINT %3 ABS VR MAINT %3	TC1: ATRV3 TC2: ATRCH
ATT RECHUTE TJ4	ACT TJ VA H ACT TJ DE H ACT TJ VA JO ACT TJ DE JO ACT TJ VA JC ACT TJ DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %4 ABS VR MAINT %4 ABS VR MAINT %4	TC1: ATRV4 TC2: ATRCH TC2: DER

Take Element / Work Accident Relapse	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
MLT PRO RECHUTE	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %1 ABS VR MAINT %1 ABS VR MAINT %1	TC1: ATRV1 TC2: ATRCH TC3: 1
MLT PRO RECH2	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %2 ABS VR MAINT %2 ABS VR MAINT %2	TC1: ATRV2 TC2: ATRCH
MLT PRO RECH3	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %3 ABS VR MAINT %3 ABS VR MAINT %3	TC1: ATRV3 TC2: ATRCH
MLT PRO RECH4	ACT TR VA H ACT TR DE H ACT TR VA JO ACT TR DE JO ACT TR VA JC ACT TR DE JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %4 ABS VR MAINT %4 ABS VR MAINT %4	TC1: ATRV4 TC2: ATRCH TC3: DER
ATT TRAV IJ	ATR DED IJ 1	DAY COUNT PD		TC1: ATIJ1
ATT TRAV IJ2	ATR DED IJ 2	DAY COUNT PD		TC1: DERN

Take Element / Work Accident Relapse	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
ATT TRV IJ RECH1	ATR DED IJR1	DAY COUNT PD		<i>TC1:</i> ATRC1
ATT TRV IJ RECH2	ATR DED IJR2	DAY COUNT PD		<i>TC1:</i> DERN

Take Element / Paid Vacation	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
CPT ANCIENTE	CP VAL A J CP DED A	DAY COUNT PD DAY COUNT PD		<i>TC2:</i> CP
CPT AUTRES	CP DED A CP VAL A J	DAY COUNT PD DAY COUNT PD		<i>TC2:</i> CP
CPT CG ANTICIP	CP DED 1A CP VAL 1AJ	CPA VR J A+1 CPA VR J A+1		<i>TC2:</i> CP
CPT CG PAYES	CP DED A2 CP VAL A2J CP REG SA A2 CP DED A1 CP VAL A1J CP REG SA A1 CP DED A CP VAL A CP REG SA A	CPA VR J A-2 CPA VR J A-2 CPA VR J A-2 CPA VR J A-1 CPA VR J A-1 CPA VR J A-1 CPA VR J A CPA VR J A CPA VR J A		<i>TC2:</i> CP
CPT FRACTMT	CP VAL A J CP DED A	DAY COUNT PD DAY COUNT PD		<i>TC2:</i> CP

Take Element / Family Events	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
EVT ALLAITEMENT	ALL RET JC ALL VAL JC ALL RET JO ALL VAL JO ALL RET H ALL VAL H	ABS VR JC DED ABD FM GEN JC ABS VR JO DED ABS FM GEN JO ABS VR HR DED ABS FM GEN HRS		TC1: ALLAI TC2: EVF TC3: 1DER
EVT DEC BEAUX PARE	CPE VAL D H CPE RET D H CPE VAL D JO CPE RET D JO CPE VAL D JC CPE RET D JC	ABS FM GEN HRS ABS VR HR DED ABS FM GEN JO ABS VR JO DED ABS FM GEN JC ABS VR JC DED		TC2: EVF TC3: 1DER
EVT DEC COLLATERAU	CPE VAL D H CPE RET D H CPE VAL D JO CPE RET D JO CPE VAL D JC CPE RET D JC	ABS FM GEN HRS ABS VR HR DED ABS FM GEN JO ABS VR JO DED ABS FM GEN JC ABS VR JC DED		TC2: EVF TC3: 1DER
EVT DEC CONJOINT	CPE VAL D H CPE RET D H CPE VAL D JO CPE RET D JO CPE VAL D JC CPE RET D JC	ABS FM GEN HRS ABS VR HR DED ABS FM GEN JO ABS VR JO DED ABS FM GEN JC ABS VR JC DED		TC2: EVF TC3: 1DER

Take Element / Family Events	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
EVT DEC ENFANT	CPE VAL D H CPE RET D H CPE VAL D JO CPE RET D JO CPE VAL D JC CPE RET D JC	ABS FM GEN HRS ABS VR HR DED ABS FM GEN JO ABS VR JO DED ABS FM GEN JC ABS VR JC DED		TC2: EVF TC3: 1DER
EVT DEC PARENT	CPE VAL D H CPE RET D H CPE VAL D JO CPE RET D JO CPE VAL D JC CPE RET D JC	ABS FM GEN HRS ABS VR HR DED ABS FM GEN JO ABS VR JO DED ABS FM GEN JC ABS VR JC DED		TC2: EVF TC3: 1DER
EVT DEMENAGEMENT	CPE VAL DM H CPE RET DM H CPE VAL DM J CPE RET DM J CPE VL DM JC CPE RT DM JC	ABS FM GEN HRS ABS VR HR DED ABS FM GEN JO ABS VR JO DED ABS FM GEN JC ABS VR JC DED		TC1: DEMEN TC2: EVF TC3: 1DER
EVT ENF MAL	CPE RET E H CPE RET E JO CPE RET E JC	ABS VR HR S SOLDE ABS VR JO S SOLDE ABS VR JC S SOLDE		TC2: EVF TC3: 1DER

Take Element / Family Events	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
EVT ENF MAL AFB	CPE VAL E H CPE RET E H CPE VAL E JO CPE RET E JO CPE VAL E JC CPE RET E JC	ABS FM GEN HRS ABS VR HR DED ABS FM GEN JO ABS VR JO DED ABS FM GEN JC ABS VR JC DED		TC1: EM TC2: EVF TC3: 1DER
EVT MAR ENF	CPE VAL M H CPE RET M H CPE VAL M JO CPE RET M JO CPE VAL M JC CPE RET M JC	ABS FM GEN HRS ABS VR HR DED ABS FM GEN JO ABS VR JO DED ABS FM GEN JC ABS VR JC DED		TC2: EVF TC3: 1DER
EVT MAR SAL	CPE VAL M H CPE RET M H CPE VAL M JO CPE RET M JO CPE VAL M JC CPE RET M JC	ABS FM GEN HRS ABS VR HR DED ABS FM GEN JO ABS VR JO DED ABS FM GEN JC ABS VR JC DED		TC2: EVF TC3: 1DER
EVT NAIS/ADOP	CPE VAL N H CPE RET N H CPE VAL N JO CPE RET N JO CPE VAL N JC CPE RET N JC	ABS FM GEN HRS ABS VR HR DED ABS FM GEN JO ABS VR JO DED ABS FM GEN JC ABS VR JC DED		TC2: ADOPT TC3: 1DER

Element / Illness	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
MLT MALADIE	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %1 ABS VR MAINT %1 ABS VR MAINT %1	<i>TC1</i> : MAL1 <i>TC2</i> : MAL <i>TC3</i> : 1
MLT MALADIE 2	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %2 ABS VR MAINT %2 ABS VR MAINT %2	<i>TC1</i> : MAL2 <i>TC2</i> : MAL
MLT MALADIE 3	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %3 ABS VR MAINT %3 ABS VR MAINT %3	<i>TC1</i> : MAL3 <i>TC2</i> : MAL
MLT MALADIE 4	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %4 ABS VR MAINT %4 ABS VR MAINT %4	<i>TC1</i> : MAL4 <i>TC2</i> : MAL <i>TC3</i> : DER

Element / Illness	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
MLT LG MALADIE	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %1 ABS VR MAINT %1 ABS VR MAINT %1	TC1: LGM1 TC2: MAL TC3: 1
MLT LG MALAD2	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %2 ABS VR MAINT %2 ABS VR MAINT %2	TC1:LGM2 TC2:MAL TC3:DER
MLT MT THERP	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %1 ABS VR MAINT %1 ABS VR MAINT %1	TC1:MAL1 TC2:THERP TC3:1
MLT MT THRP2	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %2 ABS VR MAINT %2 ABS VR MAINT %2	TC1:MAL2 TC2:THERP

Element / Illness	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
MLT MT THRP3	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %3 ABS VR MAINT %3 ABS VR MAINT %3	TC1:MAL3 TC2:THERP
MLT MT THRP4	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %4 ABS VR MAINT %4 ABS VR MAINT %4	TC1:MAL4 TC2:THERP TC3:DER
MLT THER N P	CSS RET H	ABS VR HR S SOLDE		TC2:THERP TC3:1DER
MLT CURE PAYEE	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %1 ABS VR MAINT %1 ABS VR MAINT %1	TC1:MAL1 TC2:MAL
MLT CURE PAY2	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %2 ABS VR MAINT %2 ABS VR MAINT %2	TC1:MAL2 TC2:MAL TC3:1

Element / Illness	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
MLT CURE PAY3	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %3 ABS VR MAINT %3 ABS VR MAINT %3	TC1:MAL3 TC2:MAL
MLT CURE PAY4	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %4 ABS VR MAINT %4 ABS VR MAINT %4	TC1:MAL4 TC2:MAL TC3:DER
MLT CURE NP	MAL DED H MAL DED JO MAL DED JC	ABS VR HR DED ABS VR JO DED ABS VR JC DED		TC2:MAL TC3:1DER
MLT MAL IJSS	MAL DED IJ 1	DAY COUNT PD		TC1:IJ1 TC2:MAL
MLT MAL IJ2	MAL DED IJ 2	DAY COUNT PD		TC1:IJ2 TC2:MAL
MLT MAL IJ3	MAL DED IJ3	DAY COUNT PD		TC1:DERN TC2:MAL
MLT LG MAL IJ	MAL DED LGM	DAY COUNT PD		TC1:LGIJ TC2:MAL
MLT CURE IJSS	CUR DED IJSS	DAY COUNT PD	ABS VR MAINT %1	TC1:IJCR

Take Element / Maternity	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
MTT MATERN PAYEE	MAT VAL H MAT DED H MAT VAL JO MAT DED JO MAT VAL JC MAT DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED		TC1:MAT1 TC2:MAT TC3:1DER
MTT MATERN NON PAY	MAT DED H MAT DED JO MAT DED JC	ABS VR HR S SOLDE ABS VR JO S SOLDE ABS VR JC S SOLDE		TC1:MAT1 TC2:MAT TC3:1DER
MTT PATERNITE	PAT VAL H PAT DED H PAT VAL JO PAT DED JO PAT VAL JC PAT DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CA ABS VR JC DED		TC1:MAT1 TC2:PATER TC3:1DER
MTT ADOPTION	MAT VAL H MAT DED H MAT VAL JO MAT DED JO MAT VAL JC MAT DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED		TC2:ADOPT TC3:1DER

Take Element / Maternity	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
MTT CG SUP	MAT VAL H MAT DED H MAT VAL JO MAT DED JO MAT VAL JC MAT DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %1 ABS VR MAINT %1 ABS VR MAINT %1	TC1:MAT1 TC2:MTSUP TC3: 1
MTT CG SUP2	MAT VAL H MAT DED H MAT VAL JO MAT DED JO MAT VAL JC MAT DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %2 ABS VR MAINT %2 ABS VR MAINT %2	TC1:MAT2 TC2:MTSUP TC3:DER
MTT MATERN IJSS	MAT DED IJSS	DAY COUNT		TC1: DERN
MTT PATHO AV	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %1 ABS VR MAINT %1 ABS VR MAINT %1	TC1:MAL1 TC2:MAL TC3:1
MTT PATHO AV 2	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %2 ABS VR MAINT %2 ABS VR MAINT %2	TC1:MAL2 TC2:MAL

Take Element / Maternity	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
MTT PATHO AV 3	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %3 ABS VR MAINT %3 ABS VR MAINT %3	TC1: MAL3 TC2: MAL
MTT PATHO AV 4	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %4 ABS VR MAINT %4 ABS VR MAINT %4	TC1: MAL4 TC2: MAL TC3: DER
MTT PATHOLOGIQ	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %1 ABS VR MAINT %1 ABS VR MAINT %1	TC1: MAL1 TC2: MAL TC3: 1
MTT PATHOLOGIQ2	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %2 ABS VR MAINT %2 ABS VR MAINT %2	TC1: MAL2 TC2: MAL

Take Element / Maternity	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
MTT PATHOLOGIQ3	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %3 ABS VR MAINT %3 ABS VR MAINT %3	TC1: MAL3 TC2: MAL
MTT PATHOLOGIQ4	MAL VAL H MAL DED H MAL VAL JO MAL DED JO MAL VAL JC MAL DED JC	ABS FM HEURES ABS VR HR DED ABS FM JRS OUV ABS VR JO DED ABS FM JRS CAL ABS VR JC DED	ABS VR MAINT %4 ABS VR MAINT %4 ABS VR MAINT %4	TC1: MAL4 TC2: MAL TC3: DER
MTT PATHO IJ AV	MAT DED IJSS	DAY COUNT		TC1: DERN
MTT PATHO IJ AP1	MAL DED IJ 1	DAY COUNT PD		
MTT PATHO IJ AP2	MAL DED IJ 2	DAY COUNT PD		
MTT PATHO IJ AP3	MAL DED IJ 3	DAY COUNT PD		TC1: DERN

Take Element / Staff Represent.	Earnings / Deduction Elements	Element that Retrieves Units for Positive Input	Element that Retrieves Percent for Positive Input	User-Defined Fields
REP CE	RPP RET H RPP VAL H RPP VAL RG H	DAY COUNT DAY COUNT PD DAY COUNT UNP		<i>TC1</i> : DL <i>TC2</i> : REP <i>TC3</i> : 1DER
REP CE SS DT	RPP RET H RPP VAL H	DAY COUNT DAY COUNT		<i>TC2</i> : REP <i>TC3</i> : 1DER
REP CHSCT	RPP RET H RPP VAL H RPP VAL RG H	DAY COUNT DAY COUNT PD DAY COUNT UNP		<i>TC1</i> : DL <i>TC2</i> : REP <i>TC3</i> : 1DER
REP DEL SYNDICAL	RPP RET H RPP VAL H RPP VAL RG H	DAY COUNT DAY COUNT PD DAY COUNT UNP		<i>TC1</i> : DL <i>TC2</i> : REP <i>TC3</i> : 1DER
REP DELEGUE PERSON	RPP RET H RPP VAL H RPP VAL RG H	DAY COUNT DAY COUNT PD DAY COUNT UNP		<i>TC1</i> : DL <i>TC2</i> : REP <i>TC3</i> : 1DER

See Also

Chapter 15, “Defining French Absence Rules,” Understanding the User-Defined (TAKE CONFIG) Fields, page 211

CHAPTER 16

Producing Wage Certificates for Absences

Wage certificates are official *Cerfa* documents that provide proof that a payee is entitled to receive social security payments for sick leave, maternity leave, work accidents, or occupational illness. This chapter describes how to generate those wage certificates.

Understanding the Wage Certificates Process

In this section, we discuss the set up and generation of wage certificates.

To generate wage certificates:

1. Use the Elements for Reports page to update the elements to be printed on the certificates, if necessary.
PeopleSoft delivers the list of element codes that the system uses when printing certificates. Each element code is linked to an element—typically an accumulator. For example, if gross salary is required on a certificate, it is linked to the accumulator element for gross salary. Use the Elements for Reports page to see to which element a code is linked. You can also change the linked element, when necessary.
2. Use the Pay-slip Absence Codes page to create any absence codes that you need to print on the certificates.
PeopleSoft delivers absence codes that the system can use when printing certificates. Use the Pay-slip Absence Codes page to see to which elements these codes are linked. You can also change the codes.
3. Enter absences through the Absence Event Entry page.
4. Use the Certificates Data Retrieval page to launch a process that retrieves the data for the certificate.
5. Use the Illness/Maternity Certificate component or the AT/MP Certificate component, as appropriate, to display the data retrieved for the certificates and to add or update data, if necessary.
6. Use the Certificates Printing Process page to print the certificates.

See Also

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

[Appendix A, “PeopleSoft Global Payroll for France Reports,” page 351](#)

Common Elements Used in This Chapter

From	The begin date of the period on which contributions were based.
	The reference period starts three months before the month in which the absence begins. For example, if the absence begins in October

	2000, the reference period is from July 2000 through September 2000, so <i>01/07/2000</i> appears in this field.
To	The end date of the period on which contributions were based.
Print Requested	Indicates if the certificate has already been printed.
Printing Process	If you are ready to print the certificates, select this check box. A Launch button appears.
Launch	Select this button to access the Certificates Printing Process Details, where you can launch the printing process. If you prefer to print certificates for more than one employee at a time, navigate to the page as follows: Global Payroll France, Report, Certificates Printing Process. The Launch button appears only when you select the Printing Process check box.
Place for Signature	The name of the city or other location where the certificate will be signed.
Date of Signature	The date that the certificate will be signed.
Name	The name of the person who will sign the certificate on behalf of the employer.
Status of Signer	The signer's position in the company: <i>Accountant, Compulsory Liquidator, Director, Manager, Managing Director, Other, Personnel Manager, or Receiver.</i>

Setting Up Wage Certificates

In this section, we discuss the setup of wage certificates.

Pages Used to Set Up Wage Certificates

Page Name	Object Name	Navigation	Usage
Pay-slip Absence Codes	GPFR_ABS_TAKEN	Set Up HRMS, Product Related, Global Payroll, Reports, Absence Take Mapping Codes FRA, Pay-slip Absence Codes	When you produce payslips, attachments to payslips (annexes), and certificates for illnesses or work accidents, the system identifies the reason for a payee's absence by printing codes, rather than the names of the take elements, on the documents. Use the page to view or change these codes. We deliver sample codes with PeopleSoft Global Payroll for France.
Run Control	GPFR_ILL_RNCTL	Global Payroll, Social Security/Insurance, Extract Certificates Data FRA, Run Control	Initiate the GPFR_ILL_AE process, which retrieves data for the wage certificates that you want to generate for maternity and illness leave.
Certification	GPFR_AT_CERTIF_SEC	Click the Certification by the Employer link on the Certificates Data Retrieval page.	Enter the default information for the signature that will be generated for all certificates. If you do not complete this page, you must enter this information for each certificate before printing it.

Defining Absence Codes Used in Reports

Access the Pay-slip Absence Codes page.

Pay-slip Absence Codes	
Element Name:	MLT PROFESS4
Description:	Professnl disease take 4
Edition on Payslip / Annexe	
Payslip Absence Code:	MP
Annexe Absence Code:	MP
Edition in the Certificates	
Edition in the Column 6 of the Illness/Maternity/Paternity Certificate	AT
Edition in the Column 14 of the Work Accident Certificate	AT
Production of a Certificate	
Absence Type:	Occ Diseas
DADS	
DADS Absence Code:	
☐ Unpaid Leave	

Pay-slip Absence Codes page

Payslip Absence Code

The code that prints on the payslip schedule to identify the reason for the absence. Codes can consist of up to two characters.

Annexe Absence Code

The code that prints on the annex (payslip attachment) to identify the reason for the absence. Codes can consist of up to two characters.

Edition in the Column 6 of the Illness/Maternity Certificate

The code that prints in column 6 of the illness certificate to identify the reason for the absence. Codes can consist of up to seven characters.

Edition in the Column 14 of the Work Accident Certificate

The code that prints in column 14 of the work accident certificate to identify the reason for the absence. Codes can consist of up to seven characters.

Retrieving Data for Certificates

Access the Certificates Data Retrieval - Run Control page.

Run Control

Run Control ID: TC1 [Report Manager](#) [Process Monitor](#) [Run](#)

Selection Criteria

☒ Illness/Maternity/Paternity ☒ Work Accident [Certification by the Employer](#)

Group Build

*Group ID: KF0006 [All employees in Company KF1](#)

Group As Of Date: 18/11/2002 [Grp generation](#)

Refinement Date: 18/11/2002

Beginning of the ref period: [Select](#) End of the Ref Period: [Select](#)

Select Result [Customize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

	Retrieval	Print Requested	EmplID	Name	Absence Take	Original Begin Date	Begin Date	End Date
1	☐	☐						

Certificates Data Retrieval - Run Control page

**Illness/ Maternity/
Paternity**

Select this check box if you want to generate data for wage certificates for illness, maternity, paternity, and long-term illness.

Work Accident

Select this check box if you want to generate data for wage certificates for work accidents and occupational disease.

**Certification by the
Employer**

Click this link to access the Certification page, where you can enter the name of the person who will sign the certificate on behalf of the employer, the person's position, the name of the location where the certificate will be signed, and the date.

Group ID

Select the group for which you want to generate certificates. Define groups in PeopleSoft Human Resources.

Group As Of Date

If you want to rebuild the group before generating the certificates, enter the date that you want the system to use to identify group members.

Refinement Date

If you want to rebuild the group before generating the certificates, enter the refinement date here.

Grp generation (group
generation)

Click this button if you want to rebuild the group before generating data for the certificates.

**Beginning of the ref
period** (beginning of the
refinement period)

Enter the start date of the period for which the system will search for absences.

The system looks only for absences that begin and end during the period of time you specify. That is, it looks for absences that begin on or after the date you enter in this field and end on or before the date you enter in the next field.

End of the Ref Period (end
of the refinement period)

Enter the end date of the period for which the system will search for absences.

The system looks only for absences that begin and end during the period of time you specify.

Select

When you click this button, the system searches for the payees that meet your selection criteria and displays them in the Select Result section of the page.

Select Result

Retrieval	Select if you want the system to retrieve data for the payee named to the right. The check box is selected automatically if data for this absence has not been retrieved before.
Print Requested	This check box is selected automatically if a certificate has already been printed for this absence.
Absence Take	The name of the absence take element that was used to record the payee's absence on the Absence Event Entry page.
Begin Date	The begin date of the absence as entered on the Absence Event Entry page.
End Date	The end date of the absence as entered on the Absence Event Entry page.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Working With Groups”

Viewing and Updating Data for Illness and Maternity Certificates

The Certificate of Wages, registered under the number 11135-02, provides proof that a payee is entitled to receive social security payments for sick leave or maternity leave. Payees are entitled to these benefits if they worked the statutory minimum period during the reference period preceding the absence or if they paid the sickness contribution on the minimum number of SMIC hours.

The Illness/Maternity Certificates component consists of five pages that display the data that the system retrieved when you launched the Certificates Data Retrieval process. This is the same data that is printed on the certificates. Add or update information on these pages, as needed.

The information that you enter is reflected on the certificates but does not update the PeopleSoft Global Payroll or Human Resources database.

Pages Used to View or Update Data for Illness and Maternity Certificates

Page Name	Object Name	Navigation	Usage
Admin Information	GPFR_ILLNESS_1	Global Payroll, Social Security / Insurance, Update Ill/Mat Certifs FRA, Admin Information	View or update the basic administrative information that will appear on certificates for illness, maternity, and paternity.
Right Study	GPFR_ILLNESS_2	Global Payroll, Social Security / Insurance, Update Ill/Mat Certifs FRA, Right Study	View or update information about the absences due to maternity or illness. This page does not apply to long-term illness.
Reference Salaries	GPFR_ILLNESS_3	Global Payroll, Social Security / Insurance, Update Ill/Mat Certifs FRA, Reference Salaries	View or update the reference salaries. The page displays the employee's gross pay for the last three months before the leave date. This page does not apply to long-term illness.
Subrogation	GPFR_ILLNESS_4	Global Payroll, Social Security / Insurance, Update Ill/Mat Certifs FRA, Subrogation	Enter the information that the social security agency needs to pay the social security allowance to your organization, rather than directly to the payee.
Long-Term Illness	GPFR_ILLNESS_5	Global Payroll, Social Security / Insurance, Update Ill/Mat Certifs FRA, Long-Term Illness	Enter the total insurance contributions and number of worked hours for a payee with a long-term illness. Use this page for long-term illnesses only.

Updating Administrative Information

Access the Admin Information page.

Admin Information	Right Study	Reference Salaries	Subrogation	Long-Term Illness
Employer				
Establishment ID:	GF8AR		Etbl 8 Administration Address	
Phone Number	01 88 88 11			
SIRET:	88888888888881	☐ Temporary Work Agency		
Employee				
National ID:	1660881673975	70	*EmplID:	GF100ME811
First and Last Name	DUHAMEL, Philippe Address			
Job or Professional Category	GFJO04		Consultant Senior	
Data has been overwritten				
☐ Data has been overwritten				

Illness/Maternity Certificates - Admin Information page

Employer

Establishment ID	The establishment with which the employee was associated on the original date of the absence.
Address	Click this link to access the Company Address page, which displays the address of the establishment that you selected.
Phone Number	The phone number for the establishment.
SIRET	The SIRET identification number for the establishment.
Temporary Work Agency	Select if the employer is a temporary work agency.

Employee

National ID	The payee's national ID followed by the key.
Address	Click this link to access the Employee Address page, which displays the payee's address.
Job or Professional Category	The employee's job or professional category.

Data has been overwritten

Data has been overwritten	Select if you want to enter any information about the employer that differs from the information already stored in the PeopleSoft Human Resources (HR) database. The information only prints on the current certificate; the HR database is not updated.

Updating Absences Information

Access the Right Study page.

Right Study page

Last Date Worked	Enter the date of the last paid day on which the employee worked.
Reason for Leaving	The reason for the employee's absence as entered on the Absence Event Entry page: <i>Illness</i> or <i>Maternity</i> .
Situation at the Date of Leave	If the employee was unemployed, on vacation, in military service, or absent for some reason other than illness or maternity on the last date worked preceding the leave, enter the reason for the absence. Enter up to 30 characters.
Resume Work Dt (resume work date)	Enter the date that the employee will return to work.
No Work Resumption at this Day	If the payee is has not yet returned from the absence, select this check box.
Work Resumption Partial Time	If the employee will resume work on a part-time basis, enter the reason for working part time: <i>Medical Reason</i> or <i>Personal Reason</i> .
Cases	Relates to the contribution amount and hours. The system automatically selects <i>General</i> . Select <i>Particular</i> for seasonal workers, employees who work at home, and so on. Then manually enter the contribution amount and hours.
Amount of the Contribution	If <i>General</i> appears in the Case field, the amount of the contribution represents total contributions for sickness insurance, maternity insurance, disability insurance, and death insurance based on the wages earned during the six calendar months preceding the leave date. If you select <i>Particular</i> in the Case field, enter the same information for the wages earned during the 12 preceding calendar months.

More Than 200 Worked Hours

This field appears only when *General* is displayed in the Case field.

If the payee worked at least 200 hours during the last 3 calendar months or the last 90 consecutive days, the system automatically selects this check box and clears the Amount of the Contribution field.

More Than 800 Worked Hours

This field appears only when you select *Particular* in the Case field. Select this check box if the payee worked more than 800 hours within the 12 calendar months or 365 consecutive days preceding the leave date.

From Date for the Period

The begin date of the period of validity for the previous four fields. Typically, the period is 3, 6, or 12 months.

To

The end date of the period of validity. Typically the period is 3, 6, or 12 months.

Updating Reference Salaries

Access the Reference Salaries page.

Admin Information Right Study **Reference Salaries** Subrogation Long-Term Illness

ID: GF100ME811 DUHAMEL,Philippe

Original Begin Date: 05/07/2002 Begin Date: 05/07/2002 End Date: 18/07/2002

Reference Salary Customize | Find | View All | First 1-3 of 3 Last

	From	To	Gross pay	Euro		
1	01/06/2002	30/06/2002	2598.15	☒	+	-
2	01/05/2002	31/05/2002	2598.15	☒	+	-
3	01/04/2002	30/04/2002	2598.15	☒	+	-

Reference Salaries page: Base Salary tab

Gross Pay

The gross amount of the employee's earnings on which contributions to sickness, maternity, disability, and death insurance were based. CSG and other mandatory contributions are also deducted for maternity leave.

Euro

This check box is selected automatically if the salary is paid in euros.

Reference Salaries: Regularization of Contributions Tab

Access the Regularization of Contributions tab.

Reference Salary Customize | Find | View All | First 1-3 of 3 Last

	From	To	Period 1 Amount	Period 2 Amount		
1	01/06/2002	30/06/2002			+	-
2	01/05/2002	31/05/2002			+	-
3	01/04/2002	30/04/2002			+	-

Reference Salaries page: Regularization of Contributions tab

Period 1 Amount

The system does not populate this field. Enter an amount here only if you made retroactive adjustments (outside of PeopleSoft Global Payroll) to a payee's contributions during the calendar year that precedes the reference period indicated in the From and To fields.

Do not enter the amount of retroactive adjustments that were made by PeopleSoft Global Payroll. When PeopleSoft Global Payroll calculates contribution amounts each month, it automatically adds or subtracts any retroactive adjustments, as applicable. Thus, the current period contributions already reflect any retro adjustments that may have been made.

Period 2 Amount

The system does not populate this field. If necessary, you can enter the retroactive amount applicable to period 2 here. (Period 2 is the calendar year that began two years before the reference period indicated in the From and To fields.)

Reference Salaries: Not Full Time Period Tab

Access the Not Full Time Period tab.

Reference Salary										
Base Salary		Regularization of Contributions		Not Full Time Period						
	From	To	Absence Code	Worked Hours	Full Time Hours	Calculated Wage	Euro			
1	01/06/2002	30/06/2002					☐		+	-
2	01/05/2002	31/05/2002					☐		+	-
3	01/04/2002	30/04/2002					☐		+	-

Reference Salaries page: Not Full Time Period tab

The Not Full Time Period tab appears data only if the payee worked part time during the reference period.

Absence Code

The absence code associated with the absence.

Worked Hours

The actual number of hours worked.

Full Time Hours

The number of hours that the payee would have worked if able to work all of the full-time schedule.

Calculated Wage

The full-time equivalent wage.

Euro

This check box is selected automatically if the salary is paid in euros.

See Also

Chapter 16, "Producing Wage Certificates for Absences," [Defining Absence Codes Used in Reports](#), page 247

Entering Social Security Information

Access the Subrogation page.

Admin Information	Right Study	Reference Salaries	Subrogation	Long-Term Illness

ID: GF100ME811 DUHAMEL,Philippe

Original Begin Date: 05/07/2002 Begin Date: 05/07/2002 End Date: 18/07/2002

Subrogation

Beginning of the Subrogation: To:

Account of the employer

Title of the Account ☐ Payment in Euro

Certification

Place for Signature: PARIS Date of Signature: 19/11/2002

Name: LILLY

Status of Signer: Manager

Printing Process

☐ Print Requested ☐ Printing Process

Subrogation page

Beginning of the Subrogation Enter the begin date for which you are submitting a claim for subrogation.

To Enter the end date for which you are submitting a claim for subrogation.

Account of the employer

Bank Code Enter the bank code that the social security agency should use to deposit the funds.

Agency code Enter the agency code that the social security agency should use to deposit the funds.

Account number Enter the account number that the social security agency should use to deposit the funds.

Account number's key Enter the company's key number for the account that the social security agency should use to deposit the funds.

Title of the Account Enter the title of the company's bank account into which the funds are to be deposited.

Payment in Euro Select if you want to receive the allowance in euros.

Entering Total Insurance Contributions and Work Hours

Access the Long-Term Illness page.

Admin Information	Right Study	Reference Salaries	Subrogation	Long-Term Illness
ID: GF100ME811 DUHAMEL,Philippe				
Original Begin Date: 05/07/2002 Begin Date: 05/07/2002 End Date: 18/07/2002				
Long-Term Illness				
☐ Long-Term Illness Last Date Worked:				
Contribution Amounts				
Amount of contributions paid for the sickness, maternity, disability and death insurances:				
- based on the earnings of the employee during the 12 calendar months preceding the date of absence: 179.56 ☒ Euro				
- based on the earnings during the first 6 months of this same period: 179.56 ☒ Euro				
Number of Worked Hours				
Nbr of working hours salaried or similar during				
- The 12 calendar months or 365 days preceding the date of absence 140.00				
- The 3 months preceding the absence 140.00				
Printing Process				
☐ Print Requested ☐ Printing Process				

Long-Term Illness page

Long Term Illness

Long Term Illness

Select if you want to prepare a certificate for a long-term illness (absences entered with the take element MLT LG MALADIE).

Last Date Worked

Enter the last day that the employee worked.

Contribution Amounts

In this group box, enter the amount of health insurance contributions that have been deducted from the employee's earnings in either the top or bottom field, as appropriate. If the amount that you enter represents euros, select the *Euro* check box.

Number of Worked Hours

In this group box, enter the total number of paid hours that the payee worked in either the top or bottom field, as appropriate.

Viewing and Updating Data for Work Accidents and Occupational Illness Certificates

Wage certificates for the payment of a daily allowance for industrial accidents or occupational illness are printed on *Cerfa* documents registered under the number 11137-01 and published by the Ministry for Employment and Solidarity (CNAMTS).

Note. For payees who join or leave the company mid-year, manually enter the data necessary to produce the certificate.

Pages Used for Work Accidents and Occupational Illness Certificates

Page Name	Object Name	Navigation	Usage
Admin Information	GPFR_ATMP_1	Global Payroll, Social Security / Insurance, Update ACC/MP Certifs FRA, Admin Information	Generate the data needed to produce certificates for work accidents and occupational illness.
Frames A and B	GPFR_ATMP_2	Global Payroll, Social Security / Insurance, Update ACC/MP Certifs FRA, Frames A and B	Display the payee's earnings during the reference period. This page pertains to industrial accidents and occupational illness.
Frames C and D	GPFR_ATMP_3	Global Payroll, Social Security / Insurance, Update ACC/MP Certifs FRA, Frames C and D	Display and update information about salary upholding, apprenticeships, and lost wages for industrial accidents and occupational illness.
Subrogation and Certification	GPFR_ATMP_4	Global Payroll, Social Security / Insurance, Update ACC/MP Certifs FRA, Subrogation and Certification	Enter the information that the social security agency needs to pay the social security allowance to your organization, rather than directly to the payee. This information applies to industrial accidents and occupational illness.

Generating Data for Certificates

Access the Admin Information page.

Admin Information	Frames A and B	Frames C and D	Subrogation and Certification
Company			
Company: GF8		Société Française 8 Address	
Phone Number			
Establishment			
Establishment ID: GF8PR		Etbl 8 Production Address	
SIRET: 8888888888882		Risk Code: 882PR	
Phone Number 01 88 88 22			
Employee			
National ID: 2680165254896 87		Sex: Female	Birthdate: 05/01/1968
Nationality: French			
First and Last Name: RODRIGUEZ,Françoise		Address	
Hire Date: 01/01/2000		Job Code: GFJO08 Data Analyst	
Employee Category:		Professional Experience Date:	
☐ Are There Other Victims ?			

ACC/MP Certificate - Admin Information page

Company

Company

The payee's company on the date of the accident.

Phone Number

The phone number for the company.

Address

Click this link to access the Company Address page, which displays the address of the establishment that you selected.

Establishment

This group box displays information about the establishment at which the employee works, as entered in PeopleSoft Human Resources.

Establishment ID

The establishment with which the employee was associated on the original date of the absence.

Address

Click this link to access the Establishment Address page, which displays the address of the establishment that you selected.

SIRET

The SIRET identification number for the establishment.

Risk Code

The risk code for the establishment.

Phone Number

The establishment's phone number.

Employee

National ID

The payee's national ID followed by the key.

Sex	The payee's gender: <i>Female</i> , <i>Male</i> , or <i>Unknown</i> .
Birthdate	The payee's date of birth.
Nationality	The payee's nationality: <i>EEC Resident</i> , <i>French</i> , or <i>Other</i> .
Address	Click this link to access the Employee Address page, which displays the employee's address.
Hire Date	The date on which the employee was hired.
Job Code	The employee's job code.
Employee Category	<i>Executive</i> , <i>Manager</i> , or <i>Workman</i> .
Professional Experience Date	The employee's years of seniority in the job.
Are There Other Victims?	For work accidents, select this check box if another person was injured during the accident.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Setting Up Organization Foundation Tables," Defining Establishments

Displaying a Payee's Earnings

Access the Frames A and B page.

Admin Information	Frames A and B	Frames C and D	Subrogation and Certification

ID: GF100ME852 RODRIGUEZ,Françoise

Original Begin Date: 04/04/2002 Begin Date: 04/04/2002 End Date: 19/04/2002

Occupational Health Data

Name && Address:

Stop of Work

Date of the Accident / Illness: Last Date Worked:

Return Date: ☐ No Work Resumption at this Day

Reason for Absence:

Frame A: Reference Period Basic Salary and Accessories. [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Base Salary	Salary Accessories					
	From	To	Date of Pay	Gross pay	Euro	
1	01/03/2002	31/03/2002	31/03/2002	3000.00	☒	

Frame B: Back Wages & Different periods [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

	From	To	Date of Pay	Gross pay	Euro	Wage Share	
1					☐		

Frames A and B page: Base Salary tab

Common Page Information

Date of the Accident/Illness	The date of the accident or the first medical observation (for an occupational illness). This is the same date entered in the Original Begin Date field on the Absence Event Entry page.
Last Date Worked	Enter the last date that the payee worked.
Return Date	Enter the date on which the payee returned to work, if applicable.
No Work Resumption at this Day	If the payee has not yet returned from the absence, select this check box.
Reason for Absence	The reason for the absence as recorded on the Absence Event Entry page: <i>Industrial Accident</i> or <i>Occupational Illness</i> .

Frame A: Reference Period Basic Salary and Accessories

Frame A displays the payee's monthly gross earnings for each month.

Base Salary Tab

The base salary represents the paid and unpaid earnings during the reference period, including any wages that were upheld during this period.

From	The begin date of the earliest segment in the selected period.

To	The end date of the latest segment of the selected period.
Date of Pay	The date on which the payee was paid.
Gross Pay	The employee's gross pay.
Euro	This check box is selected automatically if the salary is paid in euros.

Salary Accessories Tab

Access the Salary Accessories tab.

Frame A: Reference Period Basic Salary and Accessories.									
Customize Find View All First 1 of 1 Last									
Base Salary		Salary Accessories							
	From	To	Adv. Kind Tips	Allowances	Wage Share	Bus Expenses	Ded Sup %		
1	01/03/2002	31/03/2002			624.882000				+ -

Frames A and B page: Salary Accessories tab

From	The begin date of the earliest segment in the selected period.
To	The end date of the latest segment of the selected period.
Adv Kind Tips (advantages in kind and tips)	The advantages in kind (<i>avantages en nature</i>) and tips (<i>pourboires</i>) not included in the base gross salary.
Allowances	Any allowances, premiums, or gratuities not included in the base gross salary.
Wage Share	The wage share of the contributions that correspond to the gross amount declared in columns 4, 5, and 6 of the certificate.
Bus Expenses (business expenses)	The previously paid business expenses that are subject to contributions (that is, that are not part of the payee's standard gross pay).
Ded Sup % (supplemental deduction percent)	If the payee's job qualifies for an additional deduction (journalists, for example), the supplemental deduction percentage appears here.

Frame B: Back Wages & Different Periods Wages

Frame B displays any back wages or wages that were paid to the payee at different intervals than the basic pay. For example, it might show a quarterly allowance (earned during the period from 1 January to 31 March) that was paid in the March payroll.

From	The begin date of the period to which the amount in the Gross Pay field applies.
To	The end date of the period to which the amount in the Gross Pay field applies.
Date of Pay	The date on which the payee was paid the processed gross.
Gross Pay	The gross amount of the employee's earnings.
Euro	This check box is selected automatically if the salary is paid in euros.
Wage Share	The wage share of the contributions that correspond to the gross amount declared in column 12 of the certificate.

See Also

Chapter 15, “Defining French Absence Rules,” [Modifying Absence Rules for Illness, Maternity, and Work Accidents](#), page 194

Updating Salary, Upholding, Apprenticeship, and Lost Wages Information

Access the Frames C and D page.

Frames C and D page

Space D: Particular Cases

Minimum Wage of Apprentices

If the payee is an apprentice or trainee, enter the minimum wage for the category, level, or qualified employment in which the apprentice or the trainee would normally have been classified at the end of the training period or apprenticeship.

Contract Number and Date

If the payee is an apprentice, enter the number and date of the employment contract.

Space C: Upholding the Salary

Upholding the Salary

Select this check box if you upheld the payee's salary.

Upholding

If the Upholding the Salary check box is selected, indicate the type of salary upholding that was done: *Integral Upholding* or *Partial Upholding*.

Frame C: If the Reference Period Was Not Fully Completed

Frame C displays information only if the reference period was not completed because of the absence.

Print

Select to print the row.

Absence code	The reason for the absence. (The code corresponds to the code that appears in the Absence Code 14 field of the Pay-slip Absence Codes page.) The following are valid values: <i>MAL</i>: illness <i>MLD</i>: long-term illness <i>AT</i>: industrial accident <i>MAT</i>: maternity <i>CHOM</i>: total unemployment <i>FERM</i>: closing of establishment <i>COP</i>: vacation pay <i>ABS AUT</i>: authorized unpaid vacation <i>SN</i>: national service <i>ABA</i>: authorized absence Other absence codes you have defined.
From	The begin date of the leave.
To	The end date of the leave.
Lost of Wage	The wages lost during the absence period, if the salary was not upheld for this absence.
Euro	This check box is selected automatically if the salary is paid in euros.
Wage Share	Represents the portion of the employee's contributions that were lost because of the leave.

Entering Social Security Information

Access the Subrogation and Certification page.

Admin Information	Frames A and B	Frames C and D	Subrogation and Certification
ID: GF100ME852 RODRIGUEZ,Françoise			
Original Begin Date: 04/04/2002 Begin Date: 04/04/2002 End Date: 19/04/2002			
Subrogation			
Beginning of the Subrogation: To: Upholding:			
Account of the employer			
Title of the Account ☐ Payment in Euro			
Certification			
Place for Signature: PARIS Date of Signature: 19/11/2002			
Name: LILLY			
Status of Signer: Manager			
Printing Process			
☐ Print Requested ☐ Printing Process			

Subrogation and Certification page

Subrogation

Beginning of the Subrogation	Enter the begin date for which you are submitting a claim for subrogation.
To	Enter the end date for which you are submitting a claim for subrogation.
Upholding of the Salary	<i>Integral Upholding and Partial Upholding.</i>

Account of the employer

Bank Code	Enter the bank code that the social security agency should use to deposit the funds.
Agency code	Enter the agency code that the social security agency should use to deposit the funds.
Account number	Enter the account number that the social security agency should use to deposit the funds.
Account number's key	Enter the company's key number for the account that the social security agency should use to deposit the funds.
Title of the Account	Enter the title of the bank account into which the funds are to be transferred.
Payment in Euro	Select if you want to receive the allowance in euros.

Printing Wage Certificates

Once you have reviewed the employee data for the wage certificates, you can print the certificates.

Page Used to Generate Wage Certificates

Page Name	Object Name	Navigation	Usage
Certificates Printing Process	GPFR_ILL_AT_RNCTL	Global Payroll, Social Security/Insurance, Certificates Report FRA, Certificates Printing Process	Use this page to generate these reports: • Work Accident/Occupational Disease Certificate (GPFRATMP). • Illness/Maternity /Paternity Certificate (GPFRILL) • Long-Term Illness Certificate (GPFRLT)

CHAPTER 17

Setting Up and Printing Payslips for France

This chapter provides an overview of the payslip processes and describes how to:

- Set up payslips.
- Enter payslip comments.
- Insert GPFR absence codes.
- View payslips.

Setting up Payslips

The payslip displays elements such as earnings, deductions, absence hours, current and year-to-date totals, as well as a daily record. When setting up the payslip, you must define which of these elements to print on the payslip and define the format of the payslip. You must do the following:

- Assign at least one pay group to each payslip, using the Payslip/Pay Group page.
- Define the sort-order keys that will be used to sort the payslip's forms. Use the Payslip Sort Keys page.
- Select and define elements (earnings, deductions, and accumulators) to be printed on the payslip. You must also put the earning and deduction elements in the order in which they should appear in the body of the payslip or annex.

Use the Payslip Lines page.

- Select the elements that must have totals printed on the payslip.

Use the Payslip Totals page.

When you install PeopleSoft Global Payroll for France, the default installation refers to the delivered payroll elements.

Note. By law, some information is not allowed to appear on the payslip (*bulletin de paie*). If this information is relevant to a payee, it is printed on another form, called an annex (*annexe*). You are responsible for determining which information belongs on each form.

Pages Used to Set up Payslips

Page Name	Object Name	Navigation	Usage
Payslip/Pay Group	GPFR_P_SLIP_GRP	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates FRA, Payslip/Pay Group	Associate pay groups with an individual payslip. Payslips must be associated with at least one pay group before they are included in a pay run.
Payslip Sort Keys	GPFR_P_SLIP_SK	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates FRA, Payslip Sort Keys	Set up the methods and order for sorting the different payslip forms.
Payslip Lines	GPFR_PAY_SLIP_1	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates FRA, Payslip Lines	Determine what is printed on each line of the body of the payslip.
Payslip Totals	GPFR_PAY_SLIP_2	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates FRA, Payslip Totals	Determine which accumulators to display in the footer of the payslip form.

Associating Pay Groups With Payslips

Access the Payslip/Pay Group page.

Payslip/PayGroup | Payslip Sort keys | Payslip Lines | Payslip Totals

Payslip ID: GPFR01

Payslip / Paygroups
Customize | Find | View All | First 1-10 of 27 Last

	Pay Group	Description		
1	GFPGDUCS01	Pay Group DUCS 01	+	-
2	GFPGDUCS02	Pay Group DUCS 02	+	-
3	GFPGDUCS03	Pay Group DUCS 03	+	-
4	GFPGDUCS04	Pay Group DUCS04	+	-
5	GFPGMEN10	Pay Group GF1-1	+	-
6	GFPGMEN10	Pay Group GF1-2	+	-
7	GFPGMEN10	Pay Group GF1-3	+	-
8	GFPGMEN20	Pay Group GF2-1	+	-
9	GFPGMEN20	Pay Group GF2-2	+	-
10	GFPGMEN20	Pay Group GF2-3	+	-

Payslip/Pay Group page

Payslip ID

The payslip ID that you entered appears here. If you are using this page to create a new payslip ID, enter a description in the field next to the payslip ID.

Payslip/Paygroups**Pay Group**

Select the pay group. Each payslip can have multiple pay groups. However, you can associate each pay group with only one payslip.

If you want to reassign a pay group to a new payslip ID, first click the Delete button to delete the pay group from the payslip with which it is initially associated. Then add the pay group to a different payslip ID.

Setting Up Sorting Methods and Order

Access the Payslip Sort Keys page.

Payslip ID: GPFR01 Standard Payslip 04/19/2002

Sort Key	Field	A/D
Sort Key 1:	REP VR PS COMPANY	ASC
Sort Key 2:	REP VR PS ESTABID	ASC
Sort Key 3:		
Sort key 4:		
Sort Key 5:		

Payslip Sort Keys page

Each payee receives a payslip form per pay segment. The payee may also receive an annex, if necessary. The payslip and annex may be associated with up to five sort keys that are then used to sort the payslips.

Sort Key 1–5

Select the sort keys. You can select up to five sort keys, defined by variables. The information is sorted in the following order: Sort Key 1, Sort Key 2, Sort Key 3, Sort Key 4, and Sort Key 5. For example, if you select the variable *REP VR PS COMPANY* (company ID) for Sort Key 1 and *REP VR PS ESTABID* (establishment ID) for Sort Key 2, the payslips are sorted first by company and then by establishment.

Note. Variables that you select must be defined as stored elements in the element definition.

A/D (ascending/descending)

Enables you to specify the sort order. To sort in ascending order, select *ASC*. To sort in descending order, select *DSC*. For example, if you select ascending order, values appear in alphabetical order (A to Z) or numerical order (smallest to biggest).

Determining Printed Information

Access the Payslip Lines page.

Payslip/PayGroup Payslip Sort keys **Payslip Lines** Payslip Totals

Payslip ID: GPFR01 Standard Payslip 04/19/2002

Body of the Payslip Customize | Find | View 100 First 1-8 of 319 Last

Elements	Description	Retro	Spaces				
Payslip / Annex	Print Order	EE Element Type	Element Name	ER Element Type	Element Name		
1 Pay-slip	100.00	Earnings	SALAIRE BASE			+	-
2 Pay-slip	200.00	Earnings	STG OBL AT			+	-
3 Pay-slip	210.00	Earnings	STG OBL NAT			+	-
4 Pay-slip	220.00	Earnings	STG NOBL			+	-
5 Pay-slip	1000.00	Earnings	AFB SAL 12M			+	-
6 Pay-slip	1010.00	Earnings	AFB SAL 13M			+	-
7 Pay-slip	1020.00	Earnings	AFB SAL 13EM			+	-
8 Pay-slip	5000.00	Earnings	HRS COMP			+	-

Payslip Lines page: Elements tab

Common Page Information

Payslip/Annex

Select the document on which you want the elements to print: *Pay-slip* (*Bulletin de paie*) or *Annex* (*Annexe*).

Print Order

Determines the order in which elements are printed on the payslip. All earnings and deduction elements delivered by PeopleSoft print in the following order:

- Salary
- Other Gross (overtime, premium, allowances, absences, and so on)
- URSSAF Contributions
- ASSEDIC Contributions
- AGIRC/ARRCO Contribution
- Other Contributions
- Other Net

You may reorder the elements. When reordering, use decimal points for the print order if there are no whole numbers available. For example, if Element A has print order 100.00 and Element B has print order 101.00, and you want element Element C to print between the other two elements, assign it print order 100.50.

Elements Tab

Use this tab to specify and order earnings and deductions that are printed on the payslip.

Note. The rows on each tab correspond directly to the rows on all other tabs. For example, the element referenced in row 1 of the Retro tab is the same as the element in row 1 of the Description tab.

EE Element Type
(employee element type)

Select the element type for the payee's column in the payslip's body: *Earnings* or *Deductions*.

Element Name

Select a payee's earning or deduction element. If you specify *Earnings* in the EE Element Type field, you may select only earnings elements. If you specify *Deductions*, you may select only deduction elements.

ER Element Type (employer element type)

Select the element type for the employer's column in the payslip's body: *Earnings* or *Deductions*. The employer's earning and deduction elements also appear on the payslip. The name of each element appears in the second Element Name field.

Element Name

Select an employer's earning or deduction element. If you specify *Earnings* in the ER Element Type field, you may select only earnings elements. If you specify *Deductions*, you may select only deduction elements.

Description Tab

Access the Description tab.

Payslip/PayGroup Payslip Sort keys **Payslip Lines** Payslip Totals

Payslip ID: GPFR01 Standard Payslip 04/19/2002

Body of the Payslip Customize | Find | View 100 | First 1-8 of 319 Last

Elements	Description	Retro	Spaces
*Payslip / Annex	*Print Order	*Take Description from:	*Description
1 Pay-slip	100.00	Employee Element	Base salary
2 Pay-slip	200.00	Employee Element	Mandatory training allowance
3 Pay-slip	210.00	Employee Element	Mandatory training allowance
4 Pay-slip	220.00	Employee Element	No mandatory training allowanc
5 Pay-slip	1000.00	Employee Element	Base salary paid with 12months
6 Pay-slip	1010.00	Employee Element	Base salary paid with 13months
7 Pay-slip	1020.00	Employee Element	13th month paid
8 Pay-slip	5000.00	Employee Element	Additional hours 100%

Payslip Lines page: Description tab

Use this page to view or change descriptions of earnings or deduction elements.

Take Description from

Select one of these values:

Employee Element to extract the payee element's description from the GP_PIN table.

Employer Element to extract the employer element's description from the GP_PIN table.

Select *Description* to enter your own description.

Description

If you select *Description* in the Take Description from field, enter the description for the element here. If you enter a new description here, it prints on the payslip. It does not, however, update the GP_PIN table.

Retro Tab

Access the Retro tab.

Payslip/PayGroup Payslip Sort keys **Payslip Lines** Payslip Totals

Payslip ID: GPFR01 Standard Payslip 04/19/2002

Body of the Payslip Customize | Find | View 100 | First 1-8 of 319 Last

	Elements	Description	Retro	Spaces			
	*Payslip / Annex	*Print Order	Description	*Retro Type	Detailed Instances		
1	Pay-slip	100.00	Base salary	Current and Deltas	☐		+ -
2	Pay-slip	200.00	Mandatory training allowance	Current and Deltas	☐		+ -
3	Pay-slip	210.00	Mandatory training allowance	Current and Deltas	☐		+ -
4	Pay-slip	220.00	No mandatory training allowance	Current and Deltas	☐		+ -
5	Pay-slip	1000.00	Base salary paid with 12 months	Current and Deltas	☐		+ -
6	Pay-slip	1010.00	Base salary paid with 13 months	Current and Deltas	☐		+ -
7	Pay-slip	1020.00	13th month paid	Current and Deltas	☐		+ -
8	Pay-slip	5000.00	Additional hours 100%	Current and Deltas	☐		+ -

Payslip Lines page: Retro tab

Use this page to select the method for printing retro earnings and deductions.

Retro Type

Select a method for printing the retro earnings or deduction element: *One Line*, *Current and Adjustment*, or *Current and Deltas*.

Detailed Instances

If you select this check box each instance of the earning or deduction prints separately on the payslip. You cannot select the check box if you selected the retro type of *One Line*.

If you select *Current and Adjustment*, only instances in the current period are printed separately.

The following example illustrates the differences among the three Retro Type options. Suppose that last year a payee had a fixed monthly salary of 20000. However, in January of this year, the payee received a raise of 1000 per month. Despite the raise, payroll mistakenly paid the payee 20000 for the months of January and February. In March, the system must pay 1000 in retro pay for both January and February, as well as pay March's salary of 21000.

If you select *One Line*, one line will include all current earnings and retro payments in a lump sum. Based on our example, 23000 appears on a single line.

If you select *Current and Adjustment*, the current salary appears on one line and the retro pay appears on the next line. Based on our example, the salary for March (21000) appears on one line and the retro adjustment and 2000 appears on the next line.

If you select *Current and Deltas*, the current salary appears on the first line, and each pay period's retro pay appears on an individual line. Based on our example, the salary for March (21000) appears on one line, and the adjusted monthly amounts (1000 for January and 1000 for February) appear on the following two lines.

Note. This page does not process retro earnings and deductions. Do not use this page to define the retro rules for payroll. Use this page only to define a printing method.

Spaces Tab

Access the Spaces tab.

Payslip/PayGroup Payslip Sort keys **Payslip Lines** Payslip Totals

Payslip ID: GPFR01 Standard Payslip 04/19/2002

Body of the Payslip Customize | Find | View 100 | First 1-8 of 319 Last

Elements Description Retro **Spaces**

	*Payslip / Annex	*Print Order	Description	No. of Space Lines Before	No. of Space Lines After		
1	Pay-slip	100.00	Base salary	0	0	+	-
2	Pay-slip	200.00	Mandatory training allowance	0	0	+	-
3	Pay-slip	210.00	Mandatory training allowance	0	0	+	-
4	Pay-slip	220.00	No mandatory training allowanc	0	0	+	-
5	Pay-slip	1000.00	Base salary paid with 12months	0	0	+	-
6	Pay-slip	1010.00	Base salary paid with 13months	0	0	+	-
7	Pay-slip	1020.00	13th month paid	0	0	+	-
8	Pay-slip	5000.00	Additional hours 100%	1	0	+	-

Payslip Lines page: Spaces tab

Use this page to insert blank lines to space the elements on the payslip.

No. of Space Lines Before
(number of space lines before)

Enables you to insert spaces before the Element lines on the payslip. Enter the number of empty lines you require *before* the element description. The default value is 0 lines. The maximum number of lines you can enter is 99.

No. of Space Lines After
(number of space lines after)

Enables you to insert spaces after the Element lines on the payslip. Enter the number of empty lines you require *after* the element description. The default value is 0 lines. The maximum number of lines you can enter is 99.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Retroactive Processing”

Chapter 17, “Setting Up and Printing Payslips for France,” Sample Layout of the Payslip Form, page 276

Determining Accumulators for Payslip Footer

Access the Payslip Totals page.

Payslip/PayGroup
Payslip Sort keys
Payslip Lines
Payslip Totals

Payslip ID: GPFR01 Standard Payslip 04/19/2002

Totals									
Customize Find View All First 1-9 of 12 Last									
	*Payslip / Annex	*Col. No.	Descr. 1	Element Name		Element Name			
1	Pay-slip	1	Fiscal Net	GEN AC NET FISCAL		GEN AC NET FISC AN		+	-
2	Pay-slip	2	Gross	GEN AC BRUT SG		GEN AC BRUT AN		+	-
3	Pay-slip	3	EE Contrib	GEN AC COT SAL SG		GEN AC COT SAL AN		+	-
4	Pay-slip	4	ER Contrib	GEN AC COT PAT SG		GEN AC COT PAT AN		+	-
5	Pay-slip	5	SS Ceiling	URS AC PLAF A SG		URS AC PLAF A AN		+	-
6	Pay-slip	11	Entitlemt	CPE CG PAYES_DROI		CPA AC DROI PRCDT		+	-
7	Pay-slip	12	Taken	CPE CG PAYES_PRIS		CPA AC PRIS PRCDT		+	-
8	Pay-slip	13	Balance	CPE CG PAYES_SOLD		CPA AC SOLD PRCDT		+	-
9	Pay-slip	14	RC	HRS AC RCOMP EX SG				+	-

Payslip Totals page

Payslip/Annex

Select whether the accumulator elements will appear on the pay-slip (*bulletin de paie*) or the annex (*annexe*).

Col. No. (column number)

Select the column number to which you want to assign each accumulator. These columns appear in the footer section of the payslip. The payslip contains up to 14 different accumulators. The fourteen totals that appear on the payslip correspond to the 14 elements that appear on this page. The columns are separated into three sections: column numbers 1–10, 11–13, and 14.

The first section contains ten columns in a row that are designed for accumulating earnings and deductions. Each of the ten accumulators has two values: the top row displays the current total and the bottom row displays the year-to-date total. PeopleSoft delivers the accumulators in the following order:

- Column 1: Fiscal Net
- Column 2: Gross
- Column 3: Payee Contribution
- Column 4: Employer Contribution
- Column 5: Social Security Ceiling
- Columns 6–10: Not delivered by PeopleSoft

The second section contains three consecutive columns that display the holiday/vacation information. PeopleSoft delivers the accumulators in the following order:

- Column 11: Days Due

- Column 12: Days Taken
- Column 13: Balance

Each of these three accumulators has two values: the top row displays the current year's information and the bottom row displays the previous year's information.

The final section contains a single column, column 14: RC (*Repos Compensateur*), which displays the time-off in lieu of compensation earned (in days and half-days) during this month and that may be spent by the payee during the next two months.

Note. If any amount resolves to zero, the header for that amount still prints on the payslip.

Descr. 1 (description 1)	The description of the element. This description appears at the top of the column on the payslip form.
Element Name	The element name for the first amount (see above). The system uses this element to retrieve an amount from the Accumulator Results Table.
Element Name	The element name for the second amount (see above). The system uses this element to retrieve an amount from the Accumulator Results Table.

See Also

Chapter 17, "Setting Up and Printing Payslips for France," Sample Layout of the Payslip Form, page 276

Payslip Comments

You can print comments in the footer of the payslip. You can enter up to four different lines for comments. When requested, the four lines will print on the payslip.

Pages Used to Enter Payslip Comments

Page Name	Object Name	Navigation	Usage
Payslip Observation	GPFR_PYSL_OBSRV	• Set Up HRMS, Product Related, Global Payroll, Payslips, Messages FRA, Payslip Observation • Global Payroll, Payslips, Add Payslip Messages FRA, Payslips Observation	View or edit the observations associated with the given observation ID. You can also use this page to create a new observation ID. Note. Use the Supporting Element Override page to give the observations an element name.

Editing Payslip Observations

Access the Payslip Observation page.

Payslip Observation

Observation ID: FRA0000001

Observation 1: AS REQUESTED, YOUR 3 ADDITIONAL SUNDAYS HOURS

Observation 2: ON JANUARY ARE NOW CALCULATED.

Observation 3:

Observation 4:

Payslip Observation page

Observation 1–4

These four lines are for the observations, also known as comments, associated with this Observation ID. Every payslip and pay Annex sheet has a space at the bottom for observations. These observations are associated with an Observation ID, which exists in the GP_PIN table.

There are two observation elements on the GP_PIN table: REP VR PS OBS for the payslip observations and REP VR PS OBSA for the annex observations. These are assigned to a payee when the payslip is run. Observations created and edited here may be associated with either element.

When the payroll is run, any observation element linked to the payee assigns the associated comments to the payslip or annex.

GPFR Absence Codes

Every payslip and pay annex sheet lists the current segment dates, day by day, with the hours scheduled for that day. If for some reason the payee is absent for a day, an absence code is inserted, indicating the reason for the absence.

See Also

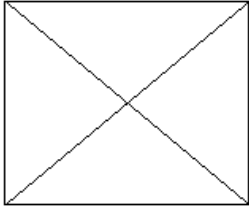
[Chapter 15, “Defining French Absence Rules,” page 181](#)

Sample Layout of the Payslip Form

PeopleSoft supplies a payslip model, which you may redesign to fit your needs. Although we give you the flexibility of redesigning the format, we recommend that you follow rules regarding what information should be printed on the payslip.

The payslip has three different sections:

- The payslip's header usually contains payee personal information, employer name and address, and pay period dates.
- The payslip's body usually contains payee and employer earnings and deduction information.
- The payslip's footer usually contains accumulator information and payslip observations.

	Société Française 8 6 Rue de la Colline 75001 PARIS	Calculated
	Siret 888888888 88882 Ape 511C Organisme S.S. /	Bulletin de paie Paie du 01/01/2002 au 31/01/2002
No. S.S. 2680165254896 87 Matricule GF100ME850 Entrée 01/01/2000 Sortie Section Department H Resource QA08PR Emploi Data Analyst Heures 151 Catégorie	RODRIGUEZ, Françoise 98 Avenue des Champs 75008 Paris	

Sample header of a payslip

Base salary				3 000,00			01 M 7H00
Illness	3 000,00	0,75	22,50		12,80	384,00	02 M 7H00
Oldness A-Ceiling	2 352,00	6,55	154,06		8,20	192,86	03 J 7H00
Oldness without ceiling -empl.	3 000,00				1,60	48,00	04 V 7H00
FNAL on A ceiling - empl.	2 352,00				0,10	2,35	05 S
FNAL without ceiling - empl.	3 000,00				0,40	12,00	06 D
Work Accident - empl.	3 000,00				1,00	30,00	07 L 7H00
Tax on transportation	3 000,00				2,50	75,00	08 M 7H00
Family allowance - empl.	3 000,00				5,40	162,00	09 M 7H00
Widow - payee	3 000,00	0,10	3,00				10 J 7H00
							11 V 7H00
							12 S
ASSEDIC A-Ceiling	2 352,00	2,00	47,04		3,60	84,67	13 D
ASSEDIC B-Ceiling	648,00	2,00	12,96		3,60	23,33	14 L 7H00
FNGS	3 000,00				0,20	6,00	15 M 7H00
ARRCO A4 & 4bis A-Ceiling	2 352,00	3,00	70,56		4,50	105,84	16 M 7H00
AGFF A4 & 4bis A-Ceiling	2 352,00	0,80	18,82		1,20	28,22	17 J 7H00
AGIRC A4 B-Ceiling	648,00	7,50	48,60		12,50	81,00	18 V 7H00
AGFF A4 B-Ceiling	648,00	0,90	5,83		1,30	8,42	19 S
APEC A4 B-Ceiling	648,00	0,024	0,16		0,036	0,23	20 D
CET	3 000,00	0,13	3,90		0,22	6,60	21 L 7H00
8% Contingency funds tax	35,28				8,00	2,82	22 M 7H00
Mand. Conting. Contr. A4 Empl.	2 352,00				1,50	35,28	23 M 7H00
							24 J 7H00
Tax for educational institutio	3 000,00				0,50	15,00	25 V 7H00
Capital-education tax	3 000,00				0,10	3,00	26 S
Individual- educ tax	3 000,00				0,10	3,00	27 D
Employee-education tax	3 000,00				0,90	27,00	28 L 7H00
Sandwich course tax	3 000,00				0,40	12,00	29 M 7H00
Tax on construction	3 000,00				0,45	13,50	30 M 7H00
Non taxable CSG tax	2 883,52	5,10	147,06				31 J 7H00
Salary tax on bracket 1	3 000,00				4,25	127,50	
Taxable CSG tax	2 883,52	2,40	69,20				
CRDS	2 883,52	0,50	14,42				

Sample body of a payslip

Mode de règlement : Le 31/01/2002						NET A PAYER 2 381,89EUR			
Cumuls	Fiscal Net	Gross	RR Contrib	RR Contrib	SS Ceiling				
Mensuel	2 465,51	3 000,00	618,11	1 489,62	2 352,00				
Annuel	2 465,51	3 000,00	618,11	1 489,62	2 352,00				
						Congés payés	Entitled	Taken	Balance
						Exercice en cours	20,00		20,00
						Exercice précédent			
						Repos compensateur exercable			

Document à conserver sans limitation de durée

Sample footer of a payslip

Printing Payslips

This section explains how to create payslips using the report provided in PeopleSoft Global Payroll for France.

Page Used to Print Payslips

Page Name	Object Name	Navigation	Usage
Pay-slip Run Control	GPFR_RUNCTL_PYSL	Global Payroll, Payslips, Create/Print Payslips FRA, Pay-slip Run Control	Produce payslips for a group of employees.

Generating Payslips

Access the Pay-slip Run Control page

Pay-slip Run Control page

Calendar Group ID Select the calendar group for which you want to create payslips.

Group List ID If you want to print payslips for some of the employees in the calendar group, select the Group List ID.

Reprint If you want to reprint payslips for a payroll that has been approved or finalized, select this check box.

Note. If the payroll is not approved or finalized, you can rerun the payslips without selecting this check box. The payslip has a draft status printed at the top of the payslip.

Viewing Payslips

You can view the payroll results during the payroll process, before you finalize the results. You can view the full payslip or specific elements. The payslip data that appears here is based on the payslip setup. To view specific data, create a list of viewable elements.

Pages Used to Set Up and View Payslips

Page Name	Object Name	Navigation	Usage
Element List	GPFR_ONPAY_SETUP	Set Up HRMS, Product Related, Global Payroll, Payslips, Admin Payslips/Results FRA, Element List	Create the list of elements available on the payslip view on the Payslip Results page.
Summary	GPFR_ONPAY_SUM	Global Payroll, Payslips, Rvw Admin Payslip/Results FRA, Summary	View payslip summary information.
Body	GPFR_ONPAY_BODY	Global Payroll, Payslips, Rvw Admin Payslip/Results FRA, Body	View payslip body information.
Supporting Elements	GPFR_ONPAY_CALPIN	Global Payroll, Payslips, Rvw Admin Payslip/Results FRA, Supporting Elements	View supporting elements.
Earnings Deductions	GPFR_ONPAY_ERNDED	Global Payroll, Payslips, Rvw Admin Payslip/Results FRA, Earnings Deductions	View earnings and deductions.
Accumulators	GPFR_ONPAY_ACUM	Global Payroll, Payslips, Rvw Admin Payslip/Results FRA, Accumulators	View accumulators.
Absences	GPFR_ONPAY_ABS	Global Payroll, Payslips, Rvw Admin Payslip/Results FRA, Absences	View absence data (daily data and generated positive inputs).
Positive Inputs	GPFR_ONPAY_PI	Global Payroll, Payslips, Rvw Admin Payslip/Results FRA, Positive Inputs	View positive input.

CHAPTER 18

Setting Up Banking for France

The banking feature in PeopleSoft Global Payroll is optional. If you decide to use the banking feature, start by defining pages in the core application and continue with processing in PeopleSoft Global Payroll for France. This chapter provides an overview of the banking process for France and describes how to define the associated pages.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Understanding the Banking Process for France

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

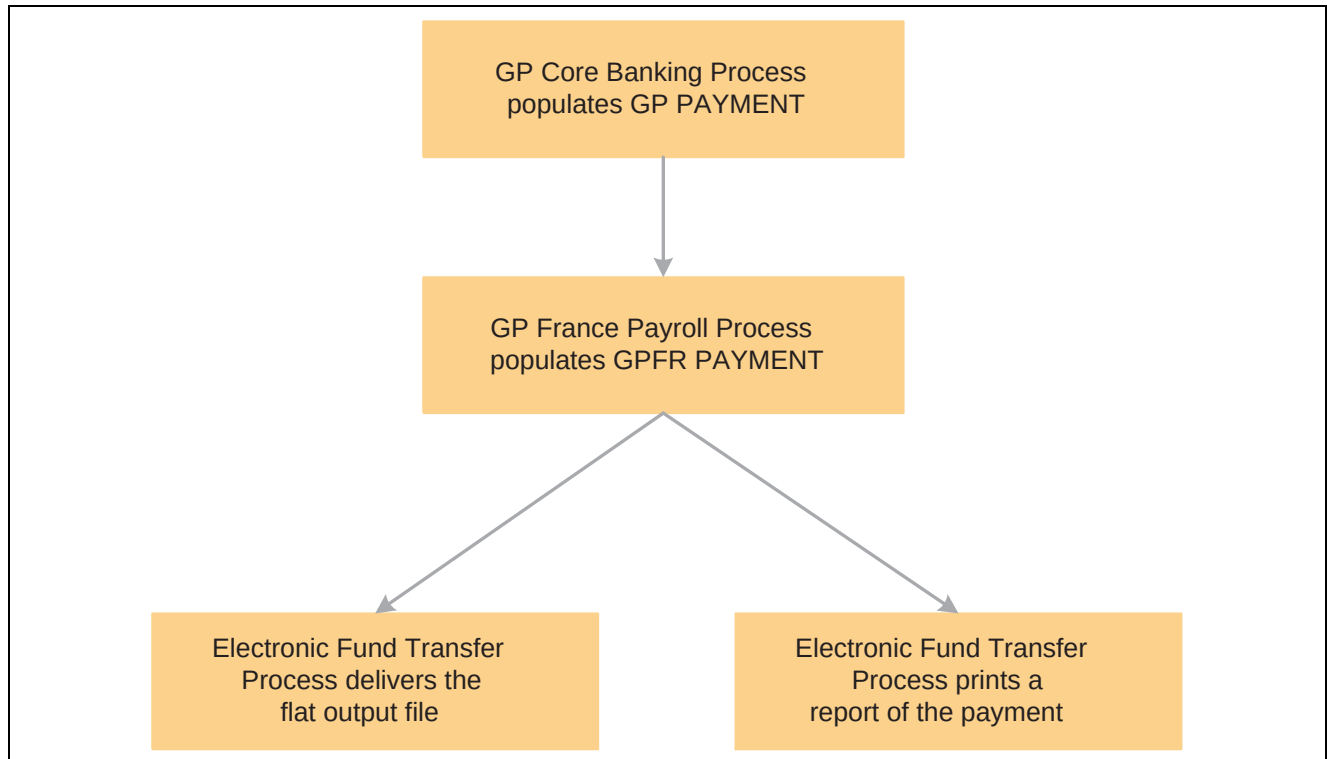
The bank transfer file is created in the currency of the pay entity, which is defined in the payee’s bank account information. The currency conversion is done during the transfer between the employer’s bank and the payee’s bank.

If a payee has two bank accounts, the system generates two rows, dividing the net wage by the percentage to be paid to each bank account. Define the percentages to be paid on the Net Distribution page in the core application.

You can produce a report containing the information in the file and additional details for payees who don’t have their wages paid directly into a bank account through a bank transfer but instead receive their wages in cash or by check.

Banking in the Pay Process Flow

The following diagram illustrates the banking process in PeopleSoft Global Payroll for France:



The banking process in PeopleSoft Global Payroll for France

PeopleSoft Global Payroll handles the banking process in the following way:

1. In the core PeopleSoft Global Payroll application, a payroll is run.
2. In the core PeopleSoft Global Payroll application, the banking process is run and 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 is the basis on which a company pays its payees.

3. In PeopleSoft Global Payroll for France, the payment preparation is run and the GPFR PAYMENT output table is populated.

In this step, payees with a payment status of *P* (prepared) are selected from GP PAYMENT. The payment preparation is run. The payment status for the selected payees is set to *T* (transferred) in GP PAYMENT. The payment status for the selected payees is set to *P* (prepared) in GPFR PAYMENT.

Note. If you rerun the GP PAYMENT, cancel and rerun the GPFR PAYMENT preparation. You can delete the selected Calendar Run ID in GPFR PAYMENT and the GP PAYMENT status changes back from *T* (transferred) to *P* (prepared).

4. An SQR, called FREFT, is run. A flat output file (EFT) is generated, containing the details of each payment from the payroll run. The EFT file is sent to the bank so that the funds can be transferred to payees' bank accounts.

PeopleSoft does not provide for sending the EFT file to the bank.

The EFT file is generated for bank transfers only. The EFT file has a unique and generic format for France and is 160 characters long. This format is in compliance with the structure defined by the AFB.

5. An SQR, called GPFRTREP, is run, which generates a French report for all payment modes (transfer, check, and cash).

This report contains payment details, including all payments for all pay entities. You can keep this document for your accounting records.

See Also

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

Running French Banking Processes

This section discusses how to run the payment preparation process and create the EFT file that is sent to the bank.

Pages Used in the Banking Process

Page Name	Object Name	Navigation	Usage
Payroll Preparation	GPFR_BANK_POPULATE	Global Payroll, Payment Processing, Run Banking Process FRA, Payroll Preparation	Populates the GPFR PAYMENT record. Part of the banking process involves populating the French record of the payroll results. The Payroll 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.
Payment File Generation	GPFR_BANK_EFT	Global Payroll, Payment Processing, Create EFT Payment File FRA, Payment File Generation	Create an EFT file that is sent to the bank. The EFT file contains the payment details for each payee. It is sent to the bank so that funds can be transferred to payees' accounts. The file format consists of a line for each payee, containing the payee's name, bank account number, and amount of payment. Each line can contain up to 160 characters.

Creating an EFT File for Bank

Access the Payment File Generation page.

Payment File Generation

Run Control ID: GFJCL

[Report Manager](#) [Process Monitor](#)

Run

Calendar Group ID:

Pay Entity:

File Name:

Payment File Generation page

- Calendar Group ID

Select the calendar group for which the payroll was run.
- Pay Entity

Select a pay entity.
- Note.

You must select both a calendar group ID and a pay entity.
- File Name

Enter a name and location for the EFT file. Enter the complete name and path. Remember that the path is available on your server, but not on your desktop.

Creating the Payments Report

Once the GP PAYMENT table and the GPFR PAYMENT table are populated, you can launch a Structured Query Report (SQR) that summarizes payment details.

Page Used to Run the Payment Report

Page Name	Object Name	Navigation	Usage
Payments Report	GPFR_BANK_REPORT	Global Payroll, Payment Processing, Net Payment Report, Payments Report	Run the Payments report (GPFRTREP). Select the Calendar Group ID and Pay Entity to use for the report.

CHAPTER 19

Terminating Employees

This chapter describes how payroll administrators process employees who leave your organization and discusses:

- The termination business process.
- Setting up the termination process.
- Building a group of terminated employees.
- Retrieving data for terminated employees.
- Reviewing retrieved employee data.
- Printing termination reports.

Understanding the Termination Process

When employees' contracts are terminated, French legislation requires employers to produce the following statutory documents:

- ASSEDIC Certificate (*Attestation ASSEDIC*)
- Work Certificate (*Certificat de Travail*)
- Last Payment Receipt (*Reçu pour Solde de Tout Compte*)

PeopleSoft Global Payroll for France provides a termination process for managing employee terminations that integrates with the termination activity in PeopleSoft Human Resources. Workflow ensures that the necessary actions are completed at the right time. Here is a summary of how the termination process works:

- The Extract Terminated Employees process generates a list of terminated employees, based on predefined action codes. Workflow is triggered when an employee is added to this list that notifies the payroll administrator. The administrator checks the employee list and selects the employees to process. The system uses the group list functionality to create a group of terminated employees, based on the administrator's selections.

Note. The Extract Terminated Employees process searches Job Data for employees with a termination action code. The employees may or may not have actually left the organization. You can run the termination reports prior to the employee's termination date.

- The payroll administrator runs the absence and payroll process for the group list and approves the payees.
- When the payroll process is completed and approved, the payroll administrator runs the Termination Data process. This retrieves information about terminated employees that is required for the termination reports. The administrator reviews and updates the employee data retrieved.

- When the administrator is satisfied that the retrieved information is correct, he or she generates all three termination reports from one run control page.

Prerequisites

In order to generate the termination reports correctly, ensure that you complete the following with the required data:

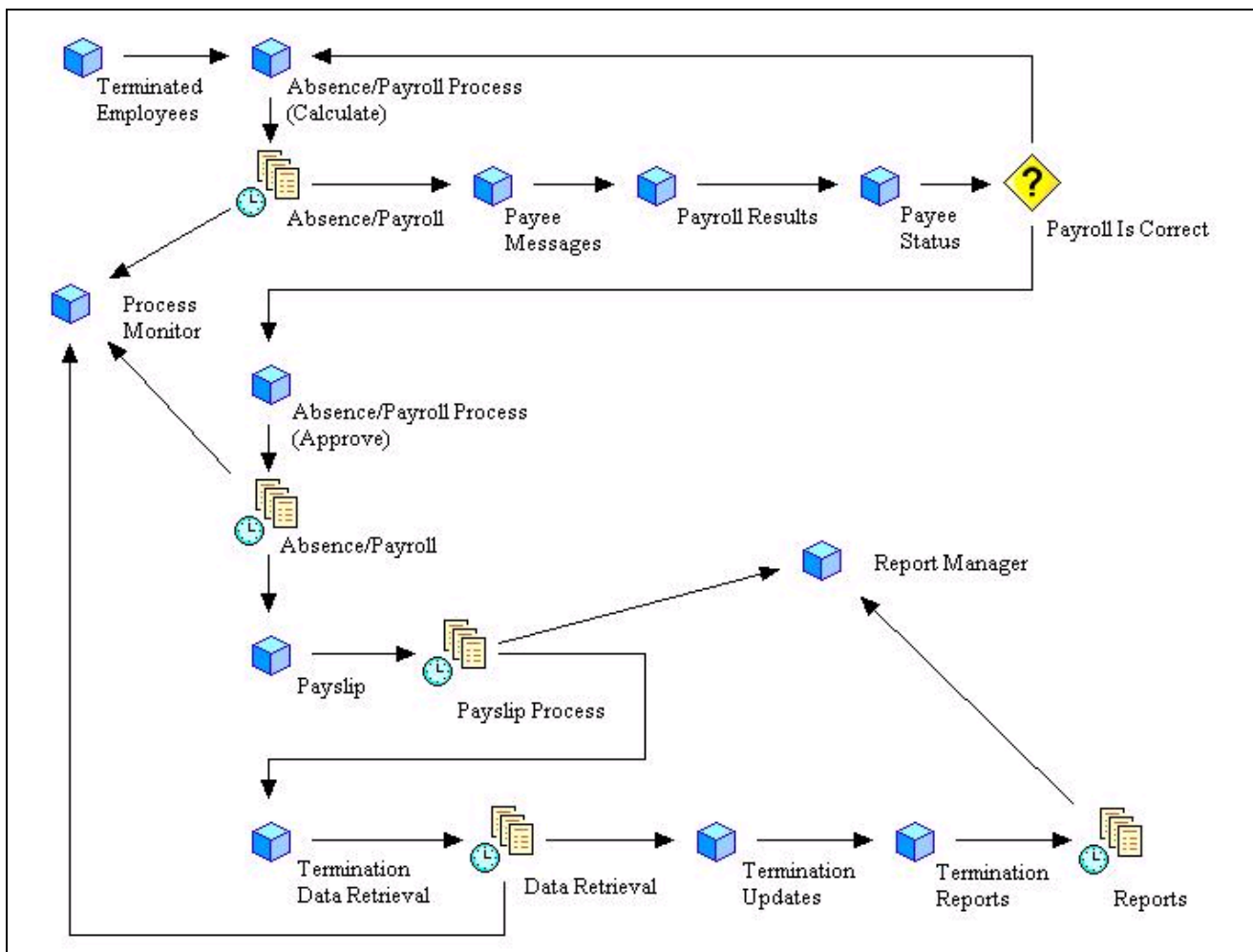
- Organization data in the Company, Establishment, and Location tables.
- Employee personal data and job data

Termination Business Process

PeopleSoft Global Payroll for France provides a termination business process to aid navigation to the pages involved in processing terminated employees.

Access the business process as follows: Worklist, Navigator, Global Payroll for France, Administer Global Payroll France, Termination Process.

The following shows the business process. Click the tasks (shown as a cube) to move to the appropriate page in PeopleSoft Global Payroll for France or a generic core page.



PeopleSoft Global Payroll for France Termination Process

This chapter explains the pages specific to France. The generic core payroll pages are documented in the *PeopleSoft Global Payroll PeopleBook*.

Setting Up the Termination Process

Before you can run the extract process to determine which employees are terminated, you need to define parameters and defaults for the termination processes.

Page Used to Set Up the Termination Process

Page Name	Object Name	Navigation	Usage
Termination Setup	GPFR_TERM	Set Up HRMS, Product Related, Global Payroll, Terminations, Terminations FRA, Termination Setup	Define the action and reason codes that are considered terminations and other parameters for the termination processes. Only employees whose job data has one of the termination Action/Reason Codes are affected by the termination processes.

Setting Up the Termination Process Parameters

Access the Termination Setup page.

Termination Setup

*Days back from action date: 999

Group List ID:

☐ Process Workflow

Actions and Reasons					
Customize Find View All First 1-10 of 18 Last					
	*Action	*Reason Code		*Reason of Breach of Contract	
1	Layoff	RED		Redundancy	
2	Retirement	RMT		Retirement	
3	Termination	ATC		Agreement Breach of App or CDD	
4	Termination	CDE		Definitive Closing of Estab	
5	Termination	EAB		Employer's anticipated Breach	
6	Termination	EAC		End of Apprenticeship Contract	
7	Termination	EFT		End of Fixed-Term Contract	
8	Termination	EPP		Employer's End Probation Time	
9	Termination	LTC		Contract Judicial termination	
10	Termination	PAB		Payee's Anticipated Breach	

Termination Setup page

Days back from action date Use this field to define the start date for the Extract Terminated Employees process. The process uses the current date as the end date and defines the start date as current date minus the number of days you enter in this field.

For example, if you want to run the process every week, enter 7. When you run the process, the system checks for employees with a termination date in the following period:

- Start date: current date — 7 days

- End date: current date

Group List ID

Select the group list ID that is used as a default on the Terminated Employees page.

Process Workflow

Select this check box to enable workflow notification for the Extract Terminated Employees process. With workflow enabled, the system notifies the payroll administrator that one or more terminations have occurred. An entry is added to the administrator's work list and an email is sent if you have enabled email notifications in your system.

Actions and Reasons

This group box lists the Job Data action and reason codes that are defined as terminations and therefore require termination reports.

Action

Select an Action and Reason Code as defined on the Action Reason Table page.

Warning! PeopleSoft delivers the action and reason codes that are required for the termination report. Making changes to the codes listed could result in omissions or errors in your termination report. Therefore changes should only be made by personnel with a thorough understanding of the database structure.

Reason for Breach of Contract

Select a reason for breach of contract. This field is used in the ASSEDIC certificate.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Payroll Processing," Creating Group Lists

Building a Group of Terminated Employees

The first stage in the termination process is to identify employees who have been terminated during a given period. This is a two-step process as follows:

1. Run the Extract Terminated Employees process.

This process creates a list of terminated employees by checking employees' job data records for any of the action/reason codes you define on the Termination Setup page. The process searches for entries between the current date and the date defined by the Days back from action date field on the Termination Setup page. The process only extracts those payees who belong to an open calendar group.

Run Extract Terminated Employees process at regular intervals or on an ad-hoc basis, according to the needs of your organization.

Note. The employees may not have actually left the organization. You can run the termination reports prior to the employee's termination date.

- Review the list of terminated employees generated by the process and select the employees to include in the group list ID. Use the Terminated Employees page to review and select terminated employees.

Note. The system does not create the group until you save your selections on the Terminated Employees page.

PeopleSoft provide workflow that is triggered when the Extract Terminated Employees process is run, to inform the payroll administrator of employee terminations that need processing.

Pages Used to Create a List of Terminated Employees

Page Name	Object Name	Navigation	Usage
Extract Terminated Employees	PRCSRUNCNTL	Global Payroll, Termination Processing, Extract Terminated FRA	Use this page to run the Extract Terminated Employees process (GPFR_TERM_AE) that generates a list of employees who have been terminated. The process uses the parameters that you defined on the Termination Setup page to determine who has been terminated.
Terminated Employees	GPFR_EE_TERM	Global Payroll, Termination Processing, Update Terminated FRA	Review the list of terminated employees that was generated by the Extract Terminated Employees process. You select the employees you want to process and the group list ID you want to create. When you save the page, the system builds a group with the group list ID specified

Reviewing Terminated Employees

Access the Terminated Employees page.

Terminated Employees

Calendar Group: GFCG01/2002FR501 Calendar Run Id GF5EAR 01/2002

Group List ID:

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

Name and Group	Action	Process Employee	Name	Group List ID
1 GF100ME505	0	☐	GARCIA, Sylvie	

Terminated Employees page: Name and Group tab

Calendar Group

You can only select from the calendar groups that were selected by the Extract Terminated Employees process.

Group List ID

Select the group list ID that is populated when you save this page. The default group list ID is defined on the Termination Setup page. Only employees with the Process Employee check box selected are included in the group.

Note. The group is not populated until you save this page.

Select All

Click to select all the employees listed in the List of Employees group box. The system selects the Process Employee check box for all the employees listed.

Deselect All

Click to clear the Process Employee check box for all the employees listed.

List of Employees

The system populates this group box with employees who were identified as terminated by the Extract Terminated Employees process. Select the employees from this list who require termination reports and save the page to create the group.

Process Employee

Select to include the employee in the group of terminated employees (Group List ID). When you run the Termination Data process to retrieve employee information, only those employees included in this group are processed.

List of employees							
Name and Group		Action		Customize Find View All First 1 of 1 Last			
EmplID	Empl Rcd#	Process Employee	Action	Reason Code	Action Date		
1 GF100ME505	0	☐	Termination	RES	01/02/2002		

Terminated Employees page: Action tab

Action Reason Code

The system displays the action and reason code entered in the employee's job data.

Action Date

The date that the Action and Reason Code were inserted in the employee's job data.

Retrieving Data for Terminated Employees

The Termination Data process enables you to retrieve from PeopleSoft Global Payroll and PeopleSoft Human Resources the data required to produce an ASSEDIC certificate, the Work Certificate, and Last Payment Receipt, on an employee's termination.

Understanding the Data Retrieval Process

The data retrieved for the termination comes from tables and records in PeopleSoft Global Payroll and PeopleSoft Human Resources.

The data retrieval process populates the following records:

Record	Purpose
GPFR_ASS_COMP	Displays and records data concerning company and establishment information.
GPFR_ASS_PAYEE	Displays and records data concerning the employee.
GPFR_ASS_RUNCTL	Displays and records data concerning the process of mass edition. Enables the capture of the Frame 9 ASSEDIC certificate information and the selection of departing employees.
GPFR_ASS_SELECT	Displays and records the main data retrieval process information.
GPFR_ASS_PRINT	Displays and records the employees requiring an ASSEDIC certificate. Note. Another record (GPFR_ASS_PRINT2) is built with the same definition. Its purpose is to make the connection between the payees to print and the queries defined for the Crystal report.
GPFR_ASS_WAGE_1	Displays and records data concerning the wages and period of pay during the last 12 months.
GPFR_ASS_WAGE_2	Displays and records data concerning bonus or compensation other than monthly salary.
GPFR_ASS_WAGE_3	Displays and records data concerning the amounts paid after the last complete month.
GPFR_ASS_WA	Stores the results of accumulators after each payroll run. Application Engine reads this table to insert and update the record-dedicated writable array results concerning wages. The writable array for this functionality is GP WA AA ELMT.
GPFR_ASS_SECU	Stores the security number required for UNEDIC control services.
GPFR_LPR_PAYEE	Stores employee information for the last payment receipt.
GPFR_WC_PAYEE	Stores employment begin and end dates, plus a comment for the employee that is used in the work certificate .
GPFR_WC_POS	Stores employees' job descriptions that are required for the work certificate.

Prerequisites

Before you can run the Termination Data process, you must run the payroll process for the terminated employees.

Verify that you have selected wages based on the final payroll process using the GEN VR TEST DEPART variable. The employee's data is retrieved only if this variable equals 1 (the employee has left during the month). Run this after the monthly pay is calculated. The GEN VR TEST DEPART variable is defined on the Element Mapping Codes FRA component.

Finally, you must approve the payroll process for the terminated employees. You can do this in one of two ways:

- From the Payroll/Absence Run Control page, run the payroll process for the group list and select the Approve check box selected.
- Manually approve terminated employees using the Payee Status page.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Payroll Processing”

Page Used to Retrieve Data for Terminated Employees

Page Name	Object Name	Navigation	Usage
Termination Data Retrieval	GPFR_ASS_DATA_RUN	Global Payroll, Termination Processing, Extract Termination Data FRA	Run the Termination Data process (GPFR_ASS_AE) which retrieves information about terminated employees that is required for the termination reports.

See Also

Chapter 19, “Terminating Employees,” Building a Group of Terminated Employees, page 289

Running the Data Retrieval Process

Access the Termination Data Retrieval page.

Termination Data Retrieval

Run Control ID: GN2
[Report Manager](#)
[Process Monitor](#)

Run

Population Selection

*Calendar Group ID: GFCG01/2002FR501
Pay Entity:

Certification

Place for Signature:
Date of Signature: 18/11/2002

Name:

Status of Signer:

Person Responsible for Certif:
Phone Number:

Select

Select Result

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

Main

Details

	Retrieval	Print Requested	EmpID	Name
1	☐	☐		

Termination Data Retrieval page

Population Selection

Use this group box to define the employees you want to include in the termination data retrieval process.

Certification

Use this group box to enter details of the person who signs the termination reports.

Place for Signature	The name of the city or other location where the certificate will be signed.
Date of Signature	The date that the certificate will be signed.
Name	The name of the person who signs the certificate on behalf of the employer.
Status of Signer	The signer's position in the company: <i>Accountant, Compulsory Liquidator, Director, Manager, Managing Director, Other, Personnel Manager, or Receiver.</i>
Person Responsible for Certif (person responsible for certificate)	The person responsible for the certificate.
Select	When you click this button, the system searches for employees who meet your selection criteria and displays them in the Select Result group box.

Select Result

Retrieval	Select if you want the system to retrieve data for the employee shown in the EmplID field. The check box is selected automatically if data has not been retrieved before.
Print Requested	This check box is selected automatically if a certificate has already been printed for this employee.
Action Date	The date of termination, followed by the action description.

Reviewing Retrieved Employee Data

To produce the termination reports, the Extract Termination data process retrieves data from PeopleSoft Global Payroll and PeopleSoft Human Resources. Use the Update Termination Data component to review the data retrieved and update it if necessary.

Pages Used to Review Data for Terminated Employees

Page Name	Object Name	Navigation	Usage
ASSEDIC Certificate 1	GPFR_ASS_CERTIF_1	Global Payroll, Termination Processing, Update Termination Data FRA	Display and modify ASSEDIC certificate data concerning the employer.
2 and 3	GPFR_ASS_CERTIF_2	Global Payroll, Termination Processing, Update Termination Data FRA, 2 and 3	Display ASSEDIC certificate data concerning the employee and complementary funds.
4	GPFR_ASS_CERTIF_3	Global Payroll, Termination Processing, Update Termination Data FRA, 4	Display ASSEDIC certificate data concerning the employee's job.
4 (end)	GPFR_ASS_CERTIF_4	Global Payroll, Termination Processing, Update Termination Data FRA, 4 (end)	Display ASSEDIC certificate data concerning the employee's job.
5 and 6	GPFR_ASS_CERTIF_5	Global Payroll, Termination Processing, Update Termination Data FRA, 5 and 6	Display ASSEDIC certificate data concerning reason for the contract termination.
7.1	GPFR_ASS_CERTIF_6	Global Payroll, Termination Processing, Update Termination Data FRA, 7.1	Display ASSEDIC certificate data concerning the employee's salary for the past 12 months. The data comes from the GP_PYE_PRC_STAT record, which the system creates during payroll processing and from the GPFR_ASS_WA record, dedicated to writable array accumulator results.

Page Name	Object Name	Navigation	Usage
7.2 and 7.3	GPFR_ASS_CERTIF_7	Global Payroll, Termination Processing, Update Termination Data FRA, 7.2 and 7.3	Display ASSEDIC certificate data concerning the employee's bonus and other salary payments.
7.3	GPFR_ASS_CERTIF_8	Global Payroll, Termination Processing, Update Termination Data FRA, 7.3	Display ASSEDIC certificate data concerning the employee's allowances. This page is a continuation of Frame 7.3 and covers allowances paid after the last complete month paid.
8 and 9	GPFR_ASS_CERTIF_9	Global Payroll, Termination Processing, Update Termination Data FRA, 8 and 9	Display ASSEDIC certificate data concerning FNGS.
Work Certificate	GPFR_WC_PAYEE	Global Payroll, Termination Processing, Update Termination Data FRA, Work Certificate	Review employee information for the Work Certificate.
Last Payment Receipt	GPFR_LPR_PAYEE	Global Payroll, Termination Processing, Update Termination Data FRA, Last Payment Receipt	Review employee information for the Last Payment Receipt report.
Certification	GPFR_CERTIFICATION	Global Payroll, Termination Processing, Update Termination Data FRA, Certification	Display details of the person who signs the termination reports.

Reviewing Employer Data for the ASSEDIC Certificate

Access the ASSEDIC Certificate 1 page.

ASSEDIC Certificate 1		2 and 3	4	4 (end)	5 and 6	7.1	7.2 and 7.3	7.3	

DUHAMEL,Philippe ID: GF100ME813 Empl Rcd#: 0

Company/Establishment	
Company:	Société Française 8 Address
Establishment:	Etbl 8 Administration Address
Juridic Status:	SA
Phone Number	
SIRET:	88888888888881 APE Code: 511C Energy
Nbr of Employees at past 12/31:	ASSEDIC #:
Indicator of subscription:	

Overwrite Employer's Data ☒ Override	Print Data ☒ Printing Already Requested

Termination Data FRA — ASSEDIC Certificate 1 page

Company/Establishment

This group box is populated with the name of the company and establishment that employed the terminated employee. This information is extracted from the Company and Establishment tables.

Juridic Status	The company's legal entity entered on the Company Table component.
SIRET	The SIRET code entered on the Establishment component.
APE Code	The APE code entered on the Establishment component.
Nbr of Employees Past 12/31 (number of employees past 12/31)	The number of employees in the establishment, as calculated by the previous December's URSSAF DUCS for this establishment.
ASSEDIC # (ASSEDIC number)	The ASSEDIC number entered on the Establishment component. The ASSEDIC number begins with a three-digit ASSEDIC code. GARP is defined with a number from 055 to 062. ASSEDIC is defined with another number. Each ASSEDIC is defined on the DUCS Contact Definition page.
Indicator of subscription	The appropriate indicator: <i>ASSEDIC</i> , <i>GARP</i> , and <i>Other</i> . You can change this value.

Overwrite Employer's Data

Override	Select if you want to override the company and establishment data.

Print Data

Print Requested	Select if the certificate has already been printed. To reprint, clear the check box to activate the Printing Process button.

Printing Process	Click this button to open the Termination Reports run control page. You are prompted to add a new run control ID.

Note. If you want to print several certificates in one run, go directly to the Termination Reports page by selecting Global Payroll, Termination Processing, Termination Reports FRA.

Reviewing Employee Personal Data and Complementary Fund Information

Access the Termination Data FRA — 2 and 3 page.

ASSEDIC Certificate 1	2 and 3	4	4 (end)	5 and 6	7.1	7.2 and 7.3	7.3	
DUHAMEL,Philippe			ID: GF100ME813		Empl Rcd#: 0			
Payee (frame 2)								
M. DUHAMEL		Philippe						
Birth Name:				National ID:		1660881673975		70
Address 1:		5 Impasse de la Riviere		Date of Birth:		27/08/1966		BT
Postal Code:		75008		City:		Paris		
☐ Does the Employee has any Relationship with Manager ?								
☐ Manager or Managerial Status Qualification Level: 51 Non Qualified Employee								
Comp. Pension Fund (Frame 3)								
ARRCO:		CGIS - Tour Verte - 75001 - Paris						
AGIRC:		ACGME - Tour Bleue - 75001 - Paris						
Other:								

Termination Data FRA — 2 and 3 page

Payee (Frame 2)

This group box displays the employee's name, address, and other personal data from the Personal Data component.

Does the Employee have any Relationship with Manager? Select if the employee is related to the manager.

Manager or Managerial Status Select if the employee is a manager.

Qualification Level The qualification level entered on the Job Data component.

Comp. Pension Fund (Frame 3)

ARRCO The ARRCO fund entered on the Pension/Contingency Funds component.

AGIRC The AGIRC fund entered on the Pension/Contingency Funds component.

Other Any other fund entered on the Pension/Contingency Funds component.

Reviewing Employee Job Information (1)

Access the Termination Data FRA — 4 page.

ASSEDIC Certificate 1 2 and 3 4 4 (end) 5 and 6 7.1 7.2 and 7.3 7.3

DUHAMEL,Philippe ID: GF100ME813 Empl Rcd#: 0

Job

Duration of the Salaried Employment Hire Date: 01/01/2000 Term Date: 28/02/2002

Job Code: GFJ004 Consultant Senior

Notification date: Last Date Worked: 28/02/2002

Notice Period

☐ Notice Period Done

☐ Notice Period not Done

Special Security Fund: Number:

☐ Alsace-Moselle Local System

Termination Data FRA — 4 page

Job

This group box displays the employee's Hire Date, Termination Date, Job Code, Notification Date and Last Date Worked from the Job Data component.

Notice Period

Notice Period Done

Select if the employee has completed all or part of the required notice period. The related From and To fields appear in which you can enter the begin and end dates of the notice period.

Notice Period not Done

Select the Notice Period not Done check box if the employee has not completed the required notice period or if only part of the notice period has been completed. The Notice Period Paid and Notice Period not Paid check boxes appear.

Note. If only part of the notice period is done, select *both* the Notice Period Done and the Notice Period not Done check boxes.

Notice Period Paid

Select the Notice Period Paid check box if all or part of the notice period has been paid. The related From and To fields appear in which you can enter the begin and end dates of the paid period.

Notice Period not Paid

Select if all or part of the notice period has not been paid. The related From and To fields appear in which you can enter the begin and end dates of the notice period not paid.

Special Security Fund

Enter the special security fund, if any.

Number

Enter the number of the special security fund if you entered one in the Special Security Fund field.

Alsace-Moselle Local System

This check box is selected if the establishment postal code is in the Alsace-Moselle region (departments 57, 67, or 68).

Reviewing Employee Job Information (2)

Access the Termination Data FRA — 4 (end) page.

Termination Data FRA — 4 (end) page

Job

CDD/CDI

The type of employment contract—either *CDD* (limited contract) or *CDI* (unlimited contract)—entered on the Contract Data component.

Part Contract

The particular contract entered on the Contract Data component: *Adaptation Contract*, *Apprenticeship Contract*, *Solidarity Contract*, *Other*, *Qualification Contract*, and *Orientation Contract*.

If you select *Other*, enter a description of the particular contract in the text box that appears.

Particular Status

The particular status entered on the Contract Data component: *Managing Director*, *Board Member*, *Member of executive board*, *Member of supervisory board*, *Chairman of an association*, *EIG Member*, *Partner*, and *Other*.

If you select *Other*, enter a description of the particular status in the text box that appears.

Particular Job Categories

Select the check box of the specific job category that applies.

Number of Worked Hours

Weekly, Annual

Displays the standard number of weekly or annual work hours that are entered on either of the following:

- Business Unit Options Default page for the company.
- Job Data component for the employee.

Reason in Case of Difference

The reason that the weekly or annual hours differ, if any: *Other Reason* and *Partial Time*.

Reviewing Contract Termination Information

Access the Termination Data FRA – 5 and 6 page.

Termination Data FRA – 5 and 6 page

Full Unemployment (Frame 5)

Complete Unemployment?

Select if the unemployment period follows ASSEDIC 's definition of complete unemployment.

Did You Ask for Allocation from DDTEFP?

Select if you asked for DDTEFP (*Direction Du Travail, de l'Emploi, et de la Formation Professionnelle*) allocation. The related From, To, and Foreseen Date to Resume Work fields appear in which you can enter the begin and end dates of the period of compensation as well as anticipated date to resume working.

Reason for Breach (Frame 6)

Reason of Breach of Contract

Displays the termination action/reason code entered on the Job Data component. If the action/reason code is 20 (other dismissal reason), 59 (resignation), or 60 (other breach reason), the Reason field appears.

Reason Enter the specific reason for the breach of contract for action/reason codes *20*, *59*, or *60*.

Social Plan? Select if the employee is laid off within a social plan. The Social Plan Dt field appears.

Social Plan Dt (social plan date) Enter the date of the social plan.

Payee Aged 55 and More

Did the Employee Refuse to Subscribe to FNE Convention? Select this check box if the employee refused to subscribe to the FNE convention.

Reviewing Employee Salary Information

Access the Termination Data FRA – 7.1 page.

ASSEDIC Certificate 1

2 and 3

4

4 (end)

5 and 6

7.1

7.2 and 7.3

7.3

DUHAMEL,Philippe
ID: GF100ME813
Empl Rcd#: 0

Salary of the 12 Previous Full Civil Months

Customize

Find

View All

First

1-2 of 2

Last

	Begin Date of Period Pay	To	Date of Pay	Worked Hours	Nbr Days	Gross pay	Employee's ASSEDIC Amount	Text	Currency		
1	01/02/2002	28/02/2002	28/02/2002	140.00		5596.15	111.92		EUR		
2	01/01/2002	31/01/2002	31/01/2002	161.00		3000.00	60.00		EUR		

Termination Data FRA – 7.1 page

Begin Date of Period Pay The begin date of the pay period for this payee from the GP_PYE_PRC_STAT record (the Pay Process Stat record).

To The end date of the pay period for this payee from the GP_PYE_PRC_STAT record.

Date of Pay The actual pay date for this payee from the GP_PYE_PRC_STAT record.

Worked Hours The calculated work hours from the GPFR_ASS_WA record.

Nbr Days (number of days) The number of days from the GPFR_ASS_WA record.

Gross Pay The gross pay from the GPFR_ASS_WA record.

Employee's ASSEDIC Amount The employee's ASSEDIC amount from the GPFR_ASS_WA record.

Text Enter additional comments.

Currency The currency from the GP_PYE_PRC_STAT record.

Reviewing Employee Bonus Information

Access the Termination Data FRA – 7.2 and 7.3 page.

ASSEDIC Certificate 12 and 344 (end)5 and 67.17.2 and 7.37.3

DUHAMEL,PhilippeID: GF100ME813Empl Rcd#: 0

Bonus and Compensation of Different Periodicity (Frame 7)

CustomizeFindView AllFirst1 of 1Last

	From	To	Dt of Pay	Entitle	Bonus* Amount	Currency
1						

Salary Paid (Frame 7.3)

From	To	Pay Date	Worked Hours	Gross Pay	ASSEDIC Amt
01/02/2002	28/02/2002	28/02/2002	140.00	5596.15	111.92

Currency Code in which was delivered the Leaving Employee's Final PayEUR

Termination Data FRA – 7.2 and 7.3 page

Bonus and Compensation of Different Periodicity (Frame 7)

This group box displays the premiums or allowances corresponding to the previous 12 calendar months before the last day worked and of a different period. The data comes from several result tables that the system creates during payroll processing, such as the GP_RSLT_ERN_DED, GP_PYE_PRC_STAT, and GP_PIN records.

From	The begin date of the bonus from the GP_RSLT_ERN_DED record.
To	The end date of the bonus from the GP_RSLT_ERN_DED record.
Dt of Pay (date of pay)	The payment date of the bonus from the GP_PYE_PRC_STAT record.
Entitle	The name of the bonus from the GP_PIN record.
Bonus' Amount	The bonus amount from the GP_RSLT_ERN_DED record.
Currency	The currency from the GP_PYE_PRC_STAT record.

Note. The GP_RSLT_ERN_DED record contains the results of earnings and deductions after batch processing.

Salary Paid (Frame 7.3)

This group box displays the amounts paid after the last complete month paid (after the amounts listed on the 7.1 page and corresponding to the employee's final pay). The data comes from several result tables that the system creates during payroll processing, such as the GP_RSLT_ERN_DED and GP_PYE_PRC_STAT records. It also draws data from the GPFR_ASS_WA record, dedicated to writable array accumulator results.

Note. The amounts on this page must be in the same currency as that of the Termination Data FRA - 7.1 page.

From	The begin date of the bonus from the GP_RSLT_ERN_DED record.
To	The end date of the bonus from the GP_RSLT_ERN_DED record.
Pay Date	The payment date of the bonus from the GP_PYE_PRC_STAT record.
Worked Hours	The number of hours worked, including overtime, for each period from the GPFR_ASS_WA record.

Gross Pay	The employee's gross pay for the period specified from the GPFR_ASS_WA record.
ASSEDIC Amt (ASSEDIC amount)	The employee's ASSEDIC contribution amount from the GPFR_ASS_WA record.
Currency Code in which was delivered the Leaving Employee's Final Pay	The currency code in which the departing employee's final pay was delivered from the GP_PYE_PRC_STAT record.

Reviewing Employee Allowances

Access the Termination Data FRA – 7.3 page

ASSEDIC Certificate 1 2 and 3 4 4 (end) 5 and 6 7.1 7.2 and 7.3 7.3

DUHAMEL,Philippe ID: GF100ME813 Empl Rcd#: 0

Allowances

Notice Period: Professional Fund:

Paid Vacation: Number of Working Days:

☐ Redundancy's Legal Allowance
☐ Additional Redundancy's Allow.
☐ End Fixed-Term Contract Allow.
☐ Allowance for End of Mission
☐ Allowance of Retirement
☐ Negotiated Compensation Agreement ?

☐ Special Allowance of Dismissal
☐ Allowance for Journalist
☐ Allowance of Customer
☐ Allowance for Crew
☐ Other Legal Allowances

Allowance for Negotiated Compensation Agreement
 Allowance for Collective Labor Agreement

Sums

Sum of all Allowances Amount for Legal Allowances

Termination Data FRA – 7.3 page

PeopleSoft Global Payroll for France displays accumulators related to the fields on this page in the record GPFR_ASS_WA, dedicated to writable array results. The Extract Termination Data process retrieves these values after a payroll process populates this record with the current accumulator values.

Allowances

If an allowance check box is selected, the page displays the amount of the selected allowance based on the results in the GPFR_ASS_WA record. Select the check box to manually enter an amount.

Notice Period	The allowance of notice period from the GPFR_ASS_WA record.
Professional Fund	Enter the name of the professional fund for the paid vacation amount.
Paid Vacation	The amount of paid vacation from the GPFR_ASS_WA record.
Number of Working Days	The number of working days from the GPFR_ASS_WA record.
Negotiated Compensation Agreement?	Select if the employee has a negotiated compensation agreement.

Allowance for Negotiated Compensation Agreement

The amount for the negotiated compensation agreement allowance based on the results in the GPFR_ASS_WA record.

Allowance for Collective Labor Agreement

The amount for the collective labor agreement allowance based on the results in the GPFR_ASS_WA record.

Sums**Sum of all Allowances**

The total amount of legal, collective labor agreement, or negotiated financial compensation allowances for dismissal based on the results in the GPFR_ASS_WA record.

Amount for Legal Allowances

The amount for legal allowances based on the results in the GPFR_ASS_WA record.

Reviewing FNGS and Termination Reason Information

Access the Termination Data FRA – 8 and 9 page.

DUHAMEL, Philippe ID: GF100ME813 Empl Rcd#: 0

FNGS (Frame 8)

In the Event of Company Turnaround or Winding Up

FNGS Payment:

Reason for Breach

Reason for Breach:

Person Responsible for Certif:

Telephone:

Termination Data FRA – 8 and 9 page

FNGS (Frame 8)**FNGS Payment**

Select an option that describes the processing of the FNGS payment to be printed on the ASSEDIC certificate: *No, will not be received; No, is not received; Yes, already received; or Yes, will be received.*

If the FNGS won't be processed, the *Reason* field appears. If the FNGS will be processed, the *For Which Claim* field appears.

Reason

Enter the reason for the lack of payment to FNGS.

For Which Claim

Enter the claim description for the FNGS payment.

Reason for Breach**Reason for Breach**

The termination action/reason code, as entered on the Job Data component.

Person Responsible for Certif (person responsible for certificate)

The person responsible for the certificate, as entered on the Extract Termination Data page.

Telephone

The telephone number of the personal responsible for the certificate, as entered on the Extract Termination Data page.

Reviewing Work Certificate Information

Access the Termination Data FRA – Work Certificate page.

DUHAMEL,Philippe ID: GF100ME813 Empl Rcd#: 0

Work Certificate

Employment Begin Date: 01/01/2000

Employment End Date: 28/02/2002

Employer's Comments:

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

	*Employment Begin Date	*Employment End Date	Job Description		
1	01/01/2000	28/02/2002	Consultant Senior	+	-

Termination Data FRA – Work Certificate page

This page displays employee's hire and termination dates extracted from Job Data. The information on this page is printed on the Work Certificate, together with employer information.

Employer's Comments (Optional). Enter comments that are printed on the Work Certificate.

Employments

This group box lists job descriptions for the jobs held by the employee while employed by the organization.

Reviewing Last Payment Receipt Information

Access the Termination Data FRA – Last Payment Receipt page.

Termination Data FRA – Last Payment Receipt page

Last Payment Receipt

This group box displays the employee's final payment, as calculated by the payroll process.

Reviewing Certification Information

Access the Certification page.

Certification page

Certification

The system populates this group box with details of the person who signs the termination reports, as entered on the Termination Data Retrieval page.

See Also

[Chapter 19, “Terminating Employees,” Retrieving Data for Terminated Employees, page 291](#)

Printing Termination Reports

This section explains how to print the following reports:

- ASSEDIC Certificate (Attestation ASSEDIC)

This is a statutory report that provides information about employee's ASSEDIC (or GARP in Paris) contributions.

- Work Certificate (Certificat de Travail)

This report displays employer information, the terminated employee's name and address, and a list of the employee's jobs while employed by the company.

- Last Payment Receipt (Reçu pour Solde de Tout Compte)

This report details the amount paid to the employee on termination. Employees are normally required to sign this report to confirm receipt of their final payment.

Page Used to Run Termination Reports

Page Name	Object Name	Navigation	Usage
Termination Reports	GPFR_ASS_CER_RUN	Global Payroll, Termination Processing, Termination Report FRA	Use this page to generate these reports for selected terminated employees: • ASSEDIC Certificate (Attestation ASSEDIC) • Work Certificate (Certificat de Travail) • Last Payment Receipt (Reçu pour Solde de Tout Compte)

Running the Termination Reports

Access the Termination Reports page.

Termination Reports

Run Control ID: GN2
[Report Manager](#)
[Process Monitor](#)

Run

Selection Criteria

*Calendar Group ID:

Company:

Establishment ID:

Select All

List of employees

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

	Print	EmplID	Empl Rcd#	Name	Reason of Breach of Contract
1	☐		0		

Termination Reports page

Selection Criteria

Select All

Click to list employees in the selected Company and Establishment ID whose data has been retrieved. The Extract Termination Data process retrieves employee data required for the termination reports.

List of Employees

The system populates this group box when you click the Select All button.

Print

Select this check box to print the termination reports for the employee listed. By default, this check box is selected if the reports have not been printed for the employee.

CHAPTER 20

Generating DUCS

This chapter provides an overview of the solution proposed by PeopleSoft to prepare the Unified Declaration of social security contributions (DUCS) and describes how to set up and run these files.

Overview of PeopleSoft Global Payroll and DUCS

You may want to take advantage of PeopleSoft's ability to create files following the DUCS norm (V4.1 COPLAT) for submitting social security contribution information to government agencies. PeopleSoft Global Payroll for France can generate the following:

- URSSAF monthly, quarterly, and yearly (*Tableau Récapitulatif des Cotisations (TRC)*) declarations, including *Versement en Lieu Unique (VLU)*.
- ASSEDIC monthly, quarterly, and yearly (*Bordereau de Déclaration Annuelle (BDA)*) declarations, including *Paie Groupe (PG)*.
- ARRCO/AGIRC monthly, quarterly, and annual reports.
- Electronic payments for each declaration.

Rather than having each establishment declare and pay their contributions to the URSSAF offices in each of their locations, a company may arrange to file VLU. This way a company can submit one report to the URSSAF office near its headquarters, on behalf of its establishments. Similarly, a company can arrange to file PG with ASSEDIC.

Note. To conform with the DUCS norm, these declarations are done through electronic files, with the exceptions of the annual BDA and TRC that are paper reports.

See Also

Chapter 8, "Working with ARRCO, AGIRC, and Contingency Fund Contributions," page 109

Chapter 6, "Defining URSSAF Contributions," page 83

Chapter 7, "Working with ASSEDIC Contributions," page 101

Producing a DUCS File

Once you run the payroll process, the system has most of the data that you need to produce a DUCS file. You must enter only the information that is unique to your process setup. You must also specify which data the process must select, where it must place the results, and what alterations, if any, you must make.

Note. The DUCS is a norm for declaring contributions. You need to contact your social correspondants, such as URSSAF or ASSEDIC, to obtain the technical requirements book for the DUCS. This technical requirements book contains the description of the norm and stipulates the membership conditions.

Setting Up DUCS Information

Create a DUCS file by running a batch program, in which the system searches and compiles relevant data, writes it to a specific table, and then creates a magnetic file and a control report. If needed, you can change the payment before posting the file.

There are three kinds of setup:

- **Basic Setup:** Consists of the DUCS Types page and the DUCS Parameters component. PeopleSoft delivers both of these.
 - Define each DUCS Type on the DUCS Types page.
 - Define DUCS parameters in the DUCS Parameters component.
- **Contributions Setup:** The DUCS Contributions page shows which elements are calculated during the payroll process and then applied to the writable array. The table created contains the elements needed for each payee and segment. PeopleSoft delivers this component, but you must update it in the PeopleSoft-delivered deductions setup if you make any additions.
- **Organization Setup:** Consists of the DUCS Contacts component and the DUCS Definition page. PeopleSoft does not deliver this data because it depends on the organization of each customer.
 - Define all DUCS contacts, recipients, transmitters, informants, editors, and establishments in the Contacts Component.
 - Assign these contacts their specific roles on the DUCS Definition page. This is where the report information is connected with the transmission and banking information. Transmission of payment is done using the Source Bank information that you've established in the system

Processing DUCS Information

Once all of this information is in the system, use the DUCS Preparation - Run Control page to run the process on specific populations and organizations, during a specific period. This sets up the tables needed to run the file creation.

If needed, use the Update DUCS File page to adjust the data in the DUCS file before it is generated. You can change the amount paid and the authentication. For AGIRC/ARRCO, you may also change the credit/debit.

Use the DUCS File Generation page to actually create the DUCS information. Here you also select the destination for this data—either a file, report, or both.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Payroll Processing”

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

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

Pages Used in DUCS File Production

Page Name	Object Name	Navigation	Usage
DUCS Types	GPFR_DUCS_PARAM0	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DUCS Types FRA, DUCS Types	View declaration codes for each DUCS type in the system and establish new ones. Reference these DUCS Types when preparing and generating DUCS files. The information on this page is PeopleSoft-delivered and maintained.
Identifier Code	GPFR_DUCS_PARAM1	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DUCS Parameters FRA, Identifier Code	View the parameters of the identifier qualification code used in the Contact Table. The information on this page is PeopleSoft-delivered and maintained.
Declaration Type	GPFR_DUCS_PARAM2	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DUCS Parameters FRA, Declaration Type	Set declaration type parameters for each DUCS Type. The information on this page is PeopleSoft-delivered and maintained.
Contributions	GPFR_DUCS_PARAM3	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DUCS Parameters FRA, Contributions	Set parameters for the contribution family. The information on this page is PeopleSoft-delivered and maintained.
Amounts Types	GPFR_DUCS_PARAM4	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DUCS Parameters FRA, Amounts Types	Set the parameters for the amount contribution type. The information on this page is PeopleSoft-delivered and maintained.
Pay Information	GPFR_DUCS_PARAM5	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DUCS Parameters FRA, Pay Information	Set the parameters for pay mode, bank account, and reference type. The information on this page is PeopleSoft-delivered and maintained.

Page Name	Object Name	Navigation	Usage
DUCS Contributions	GPFR_DUCS_COT	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DUCS Contributions FRA, DUCS Contributions	View the contribution specifics for each recipient: URSSAF, ASSEDIC, and AGIRC/ARRCO. PeopleSoft delivers contribution information for these contribution families. If you create or remove contributions to the payroll calculation, you need to modify the Ducs Contribution setup.
Contact Definition	GPFR_DUCS_CONTACT	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DUCS Contacts FRA, Contact Definition	Record the list of contacts for DUCS. Specify the role of these contacts on the DUCS Definition page.
Address and Phone	GPFR_DUCS_CONTACT1	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DUCS Contacts FRA, Address and Phone	Enter address and phone information for DUCS contacts.
DUCS Definition	GPFR_DUCS	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DUCS Definitions FRA, DUCS Definition	Define how establishments are used in creating DUCS.
DUCS Preparation - Run Control	GPFR_DUCS_RUNCNTL	Global Payroll, Social Security / Insurance, Create DUCS Data FRA, DUCS Preparation - Run Control	Create the work tables that the system needs to produce the DUCS files.
Update DUCS File	GPFR_DUCSF_UPDT	Global Payroll, Social Security / Insurance, Update DUCS Data FRA, Update DUCS File	Update the data in the DUCS files.
DUCS File Generation	GPFR_DUCS_FILE	Global Payroll, Social Security / Insurance, Create DUCS/TRC/BDA File FRA, DUCS File Generation	Run the DUCS report process and generate a DUCS file. Run this process for each file that you want to generate.

Establishing Declaration Codes for DUCS Types

Access the DUCS Types page.

DUCS Types

Declaration Code: 902

***Description:** Assedic

DUCS Types page

Declaration Code Valid values are *901* for URSSAF, *902* for ASSEDIC, and *903* for AGIRC/ARRCO.

Description Enter the description associated with the Declaration Code.

Viewing Identifier Qualification Parameters

Access the DUCS Parameters - Identifier Code page.

Identifier Code Declaration Type Contributions Amounts Types Pay Informations

Identifier Qualification Find | View All First 1-3 of 3 Last

*Identifier Type: SIREN	*Identifier Code: 22	+	-
*Identifier Type: SIRET	*Identifier Code: 5	+	-
*Identifier Type: Other	*Identifier Code: ZZZ	+	-

DUCS Parameters - Identifier Code page

Identifier Qualification

Identifier Type Valid values are:
SIREN: References a previously set up company.

SIRET: References a previously set up establishment.

Other: References any other legal entity.

Identifier Code Valid values are 22 for SIREN, 5 for SIRET, and ZZZ for other.

Setting Declaration Type Parameters for DUCS Types

Access the DUCS Parameters - Declaration Type page.

Identifier Code	Declaration Type	Contributions	Amounts Types	Pay Informations
DUCS File Type Find View All First 1 of 11 Last				
*File Type: 913 Description: BRC with no VLU + -				
*DUCS Type: 901 Urssaf				
☐ Multi Establishments				

DUCS Parameters - Declaration Type page

DUCS File Type

Multi Establishments
(multiple establishments)

This option is selected if multiple establishments are allowed, which occurs for VLU filed with URSSAF and PG filed with ASSEDIC.

DUCS Type	File Type	Description
URSSAF	913	BRC with no VLU
URSSAF	914	BRC with VLU
URSSAF	915	TRC with no VLU
URSSAF	916	TRC with VLU
ASSEDIC	920	ADV for one establishment
ASSEDIC	921	ADV for several establishments
ASSEDIC	922	BDA for one establishment
ASSEDIC	923	BDA for multiple establishments
AGIRC/ARRCO/Other	930	Quarterly declaration
AGIRC/ARRCO/Other	931	Monthly declaration
AGIRC/ARRCO/Other	932	Annual declaration

Setting Contribution Family Parameters

Access the DUCS Parameters - Contributions page.

Identifier Code	Declaration Type	Contributions	Amounts Types	Pay Informations

Contribution Family
Find | View All
First ◀ 1 of 6 ▶ Last

***Contribution Family:**
Description:
+ -

***DUCS Type:**

DUCS Parameters - Contributions page

DUCS Type	Contribution Family	Description
URSSAF	905	URSSAF
ASSEDIC	906	ASSEDIC
AGIRC/ARRCO/Other	907	AGIRC
AGIRC/ARRCO/Other	908	ARRCO
AGIRC/ARRCO/Other	909	Contingency Funds
AGIRC/ARRCO/Other	912	AGFF contributions

Setting Amount Contribution Type Parameters

Access the DUCS Parameters - Amounts Types page.

Identifier Code	Declaration Type	Contributions	Amounts Types	Pay Informations

Amount Contribution Type
Find | View All
First ◀ 1 of 14 ▶ Last

Contribution Type:
Description:
+ -

DUCS Parameters - Amounts Types page

Contribution Type	Description
920	URSSAF Gross
921	URSSAF A-Ceiling
930	ASSEDIC Gross Plus (postive value)

Contribution Type	Description
931	ASSEDIC Lump-Sum Plus (postive value)
932	ASSEDIC Gross Minus (negative value)
933	ASSEDIC Lump-Sum Minus (negative value)
940	IRC Gross Plus (postive value)
941	IRC Plus (postive value)
942	IRC Lump-Sum Plus (postive value)
948	IRC Fictitious Plus (postive value)
950	IRC Gross Minus (negative value)
951	IRC Minus (negative value)
952	IRC Lump-Sum Minus (negative value)
958	IRC Fictitious Minus (negative value)

Setting Pay Mode, Bank Account, and Reference Type Parameters

Access the DUCS Parameters - Pay Information page.

The screenshot shows the 'Pay Informations' tab in the DUCS Parameters application. The interface includes a search bar at the top with 'Find | View All' and navigation controls for 'First', '1 of 4', and 'Last'. Below this, there are three parameter rows, each with a label, a value field, a description field, and '+'/'-' buttons. The first row is for '*Pay Mode' with value '20' and description 'Check'. The second row is for 'Bank Account Type' with an empty value and description. The third row is for 'Reference Type' with value 'PQ' and description 'Social Reference'.

DUCS Parameters - Pay Information page

Pay Mode

Valid payment descriptions are *Check*, *Transfer*, *Automatic Deduction*, and *Telepayment*.

Bank Account Type

Valid bank account type descriptions are *Recipient bank account*, and *Declarant bank account*.

Reference Type Valid types are *PQ* (Social Reference), and *CR* (Free Cpop).

Viewing Contribution Specifics

Access the DUCS Contributions page.

DUCS Contributions

Contribution Family: 906 Assedic

Customize | Find | View All

First 1-5 of 5 Last

Contribution Type

Base

Rate

Amount

Payee FTE

Amount Type 1

Amount Type 2

	Contribution Type			Description	Order Number		
1	Variable		REP VR DUCS CD RAC	100 RAC A-Ceiling	1	+	-
2	Character	101		101 RAC B-Ceiling	1	+	-
3	Character	201		201 ASF A-Ceiling	1	+	-
4	Character	202		202 ASF B-Ceiling	1	+	-
5	Character	301		301 FNGS	1	+	-

DUCS Contributions page: Contribution Type tab

Contribution Type Tab

Displays the contribution type and order number.

Base Tab

Base Displays the element and element type used for the Base. The row number corresponds to the Contribution Type listed on the Contribution Type tab.

Rate Tab

Employee Displays the element and element type used for the employee contribution rate. The row number corresponds to the Contribution Type listed on the Contribution Type tab.

Employer Displays the element and element type used for the employer contribution rate. The row number corresponds to the Contribution Type listed on the Contribution Type tab.

AT Displays the element and element type used for the work accident. This element is used to group together URSSAF contributions for identical AT rates. (There are several URSSAF contributions to be paid and these contributions are grouped on the report. The sum is done for contributions calculated for employees having the same Work Accident (AT) rate.) The row number corresponds to the Contribution Type listed on the Contribution Type tab.

Amount Tab

Employee	Displays the element and element type used for the employee contribution amount. The row number corresponds to the Contribution Type listed on the Contribution Type tab.
Employer	Displays the element and element type used for the employer contribution amount. The row number corresponds to the Contribution Type listed on the Contribution Type tab.

Payee FTE Tab

Payee FTE	Displays the element and element type used to determine headcounts. The row number corresponds to the Contribution Type listed on the Contribution Type tab.
Payee FTE, lump sum cont (payee FTE, lump sum contributions)	This element is used for calculating headcounts contributing to a lump-sum contribution (for example, the APEC lump-sum contribution).
Transportation	Select if the element is an URSSAF transportation contribution. When selected, the DUCS norm indicates that the contribution generates a TRS record instead of a COT record.

Amount Type 1 Tab

Positive	As required, each contribution is assigned an Amount Type 1, as defined in the DUCS requirements. Once the total of contributions is calculated, the Positive Amount Type is reported in the DUCS file if this sum is positive.
Negative	As required, each contribution is assigned an Amount Type 1, as defined in the DUCS requirements. Once the total of contributions is calculated, the Negative Amount Type is reported in the DUCS file if this sum is negative.

Amount Type 2 Tab

Positive	As required, each contribution is assigned an Amount Type 2, as defined in the DUCS requirements. Once the total of contributions is calculated, the Positive Amount Type is reported in the DUCS file if this sum is positive.
Negative	As required, each contribution is assigned an Amount Type 2, as defined in the DUCS requirements.

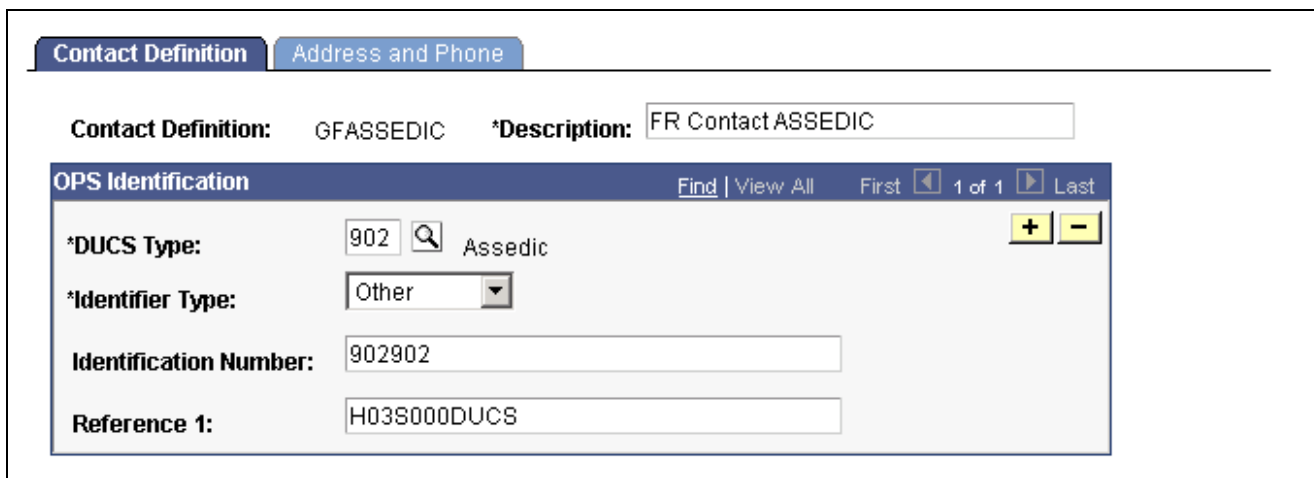
See Also

[Chapter 8, “Working with ARRCO, AGIRC, and Contingency Fund Contributions,” page 109](#)

[Chapter 6, “Defining URSSAF Contributions,” page 83](#)

Recording DUCS Contacts

Access the DUCS Contacts - Contact Definition page.



Contact Definition **Address and Phone**

Contact Definition: GFASSEDIC ***Description:** FR Contact ASSEDIC

OPS Identification Find | View All First 1 of 1 Last

***DUCS Type:** 902 Assedic + -

***Identifier Type:** Other

Identification Number: 902902

Reference 1: H03S000DUCS

DUCS Contacts - Contact Definition page

OPS Identification

DUCS Type

Select the DUCS type. Valid values are determined by what you established on the DUCS Types page.

Identifier Type

Select *Other*, *SIREN*, or *SIRET*.

Identification Number

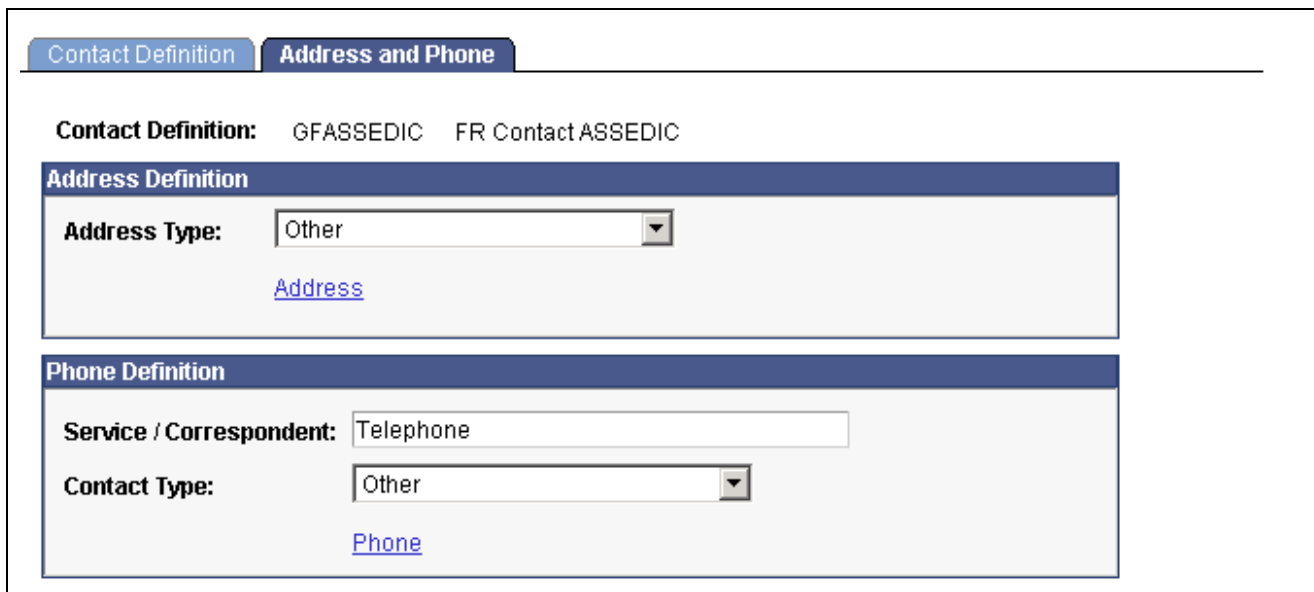
Enter the identification number, as requested in the DUCS requirements.

Reference 1

Enter the reference 1, as requested in the DUCS requirements. This field is specific for ARRCO/AGIRC/Contingency Fund. Enter the number communicated by your retirement and contingency fund organizations.

Entering Address and Phone Information for DUCS Contacts

Access the DUCS Contacts - Address and Phone page.



Contact Definition **Address and Phone**

Contact Definition: GFASSEDIC FR Contact ASSEDIC

Address Definition

Address Type: Other [Address](#)

Phone Definition

Service / Correspondent: Telephone

Contact Type: Other [Phone](#)

DUCS Contacts - Address and Phone page

Address Definition

- Address Type

Select *Company Address*, *Establishment Address*, or *Other*.
- Address

If the address type is:

Other: Click this link to access the secondary page for the address.

Company Address: Enter the company Siren number.

Establishment Address: Enter the establishment Siret number.

Phone Definition

- Service / Correspondent

Enter the service or correspondent.
- Contact Type

Select *Company Phone*, *Establishment Phone*, or *Other*.
- Phone

Depending upon the Contact type the phone number will either be hidden or displayed.

Defining the DUCS Structure

Access the DUCS Definition page.

DUCS Definition

DUCS Code:

GFASSED01

ASSEDIC Certif 01

DUCS Type:

902

Assedic

*DUCS Addressee:

GFASS046

Languedoc Roussillon, Cévennes

Declaration Definition

Find | View All

First 1 of 6 Last

1

*Recipient Name ("MR"):

GFASS046

Languedoc Roussillon, Cévennes

+ -

*Transmitter Name ("FR"):

GF001 ASS

FR001 Transmitter Assedic

*Informant Name ("DT"):

GFB

Compagnie FRB

Editor Name ("AE"):

GFBUIL01

Builder for test

*Slip Type:

920

ADV for one establishment

Payment Type:

Z10

Telepayment

Source Bank ID:

GF14001

Credit Lyonnais

Establishments List

Find | View All

First 1 of 1 Last

1

*Establishment:

GFB01

Etablissement FRB01

☒ Main Establ. + -

DUCS Definition page

- DUCS Addressee

Select the addressee from the DUCS Contact Definition component. This information is for your use only; it's not a DUCS requirement.

Declaration Definition

Recipient Name (“MR”)	Select the recipient of the DUCS file. The Contact Definition field on the Contact Definition page determines available values. The recipient name corresponds to the recipient of the DUCS declaration as defined in the DUCS Requirement book.
Transmitter Name (“FR”)	Select the transmitter name. The Contact Definition field on the Contact Definition page determines available values. In general, it is the establishment responsible for sending the DUCS file.
Informant Name (“DT”)	Select the informant name. The Contact Definition field on the Contact Definition page determines available values. You must indicate here the Legal Declaring Entity (<i>Entité Juridique Déclarante</i>) as defined in the DUCS Requirement book. For URSSAF and ASSEDIC, Informant should be companies, while for ARRCO-AGIRC and Contingency Funds, it is the Member.
Editor Name (“AE”)	Select the editor name. The Contact Definition field on the Contact Definition page determines available values. You must indicate here the name of the party preparing the declaration for you.
Slip Type	Select a file type from the DUCS Parameters - Declaration Type page. Available values correspond to the DUCS Type that you are working with.
Payment Type	Select a payment mode or method. Valid values are determined by the Pay Mode field on the DUCS Parameters - Pay Information page: <i>Check, Transfer, Automatic Deduction, and Telepayment.</i>
Source Bank ID	Select the bank account to be debited. You must have established a source bank account.

Establishments List

Establishment	Select the declared entities. For the URSSAF and the ASSEDIC, it is <i>Establishments</i> , for the ARRCO-AGIRC-Contingency Funds, it is the <i>Payment Center (Centre Payeur)</i> . If you are setting up VLU or PG, enter at least two establishments; otherwise, enter one establishment. The Contact Definition field on the Contact Definition page determines available values.
Main Establ. (main establishment)	If you are setting up VLU or PG, select this check box to indicate the main establishment, as defined by the DUCS requirements. This information produce a type FZ record as defined in the DUCS requirement book.

See Also

Chapter 20, “Generating DUCS,” Setting Declaration Type Parameters for DUCS Types, page 315

Chapter 20, “Generating DUCS,” Setting Pay Mode, Bank Account, and Reference Type Parameters, page 318

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Extracting Data for DUCS Files

This Application Engine (GPFR_DUCS_AE) extracts data from HR, the GP Results table, and the DUCS setup, and writes it to specific DUCS tables.

Access the DUCS Preparation - Run Control page.

DUCS Preparation - Run Control page

Declared Period

Period Format

Select the period format: *Monthly Declaration*, *Quarterly Declaration*, and *Yearly Declaration*

Other Information

Test Indicator

Select *Try* if the generated file is a technical test. The information is sent to the addressee to verify that the file is correct. It is not used as a real declaration.

Payment Date

Enter the appropriate payment date. This is used to generate payment order.

Pay Groups

Pay Group

Select the pay group(s) for which you would like to generate a DUCS file.

Updating DUCS Files Data

Access the DUCS File Update - Update DUCS File page.

Update DUCS File

DUCS Code: GFREGAS01 DUCS ASSEDIC 01
DUCS Type: 902 Assedic

GEN Segments

Find | View All First 1 of 1 Last

Declaration Number: 1 Société GF8
Identification: 888888888
Reference Period: 200201
Declaration Amount: 16965.00 EUR
Credit to Subtract:
Debit to Add:
Authentication:

PAI Segments

Customize | Find | View All First 1 of 1 Last

	Bank Number	Bank Office Number	Account Number	Amount	Currency
1	10207	00014	0411413092211	16965.00	EUR

DUCS File Update - Update DUCS File page

GEN Segments

Declaration Number	Displays the declaration number that you are viewing, as defined in the DUCS declaration page. Use the scroll area to view multiple declaration numbers for the same DUCS Code and DUCS Type.
Reference Period	Displays the reference period.
Declaration Amount	Displays the declaration amount
Credit to Subtract	Enter the amount to be subtracted to the ARRCO/AGIRC declaration, if applicable.
Debit to Add	Enter the amount to be added to the ARRCO/AGIRC declaration, if applicable.
Authentication	Enter the authentication code.

PAI Segments

Bank Number	The bank number that you selected on the DUCS Definition page.
Bank Office Number	The bank office number that corresponds to the bank number that you selected.
Bank Account Number	The bank account number that corresponds to the account you selected.
Amount	The amount to be transferred to the bank. This amount is populated by the extraction process and is equal to the contributions to be paid for your DUCS. You can modify this amount if necessary.

Generating a DUCS File

Use this run control page to generate DUCS reports and files. This process uses the DUCS-specific tables that were generated during the extraction process.

Access the DUCS File Generation page.

DUCS File Generation

Run Control ID: GN2 [Report Manager](#) [Process Monitor](#) **Run**

Language: English

DUCS

*DUCS Code:

*DUCS Type:

Output

*Output: File

File Name:

DUCS File Generation page

DUCS

DUCS Code Select the DUCS code that you want to process.

DUCS Type Select the DUCS type that you want to process.

Output

Output Select an output type: *File*, *Report*, or *Both*.

File Name If you want to create a DUCS file, enter a complete valid path and file name. For example, C:\temp\fichier.txt. If you want to create a new report without writing over old ones, or if you are running a new process, use a new file name. Use a new file name for each DUCS process that you are running; otherwise, you'll delete previous information that you might need.

Run Click to launch the process. The Process Scheduler Request page appears. Select from the following reports: *DUCS File Generation*, *ASSEDIC Contributions Report*, or *URSSAF Contributions report*

Payroll Rules for DUCS

The DUCS extraction is based on amounts calculated in Global Payroll. At the end of the payroll calculation process, the REP AR DU COTI array reads the DUCS Contributions setup and executes the formula REP FM DU COTI for each contributions included in the DUCS Contributions setup. Upon resolution, it writes the data to the REP WA DU COTI writeable array. This data is used in the DUCS extraction that utilizes record GPFR_DUCS_WA1.

You may want to populate some elements stored in the writeable arrays with some specific values you calculate or to override some elements populated by PeopleSoft. In order to modify the results stored in the REP WA DU COTI writeable array, two formulas delivered, but not maintained by PeopleSoft, are called by the formula REP FM DU COTI. These formulas are:

- REP FM DU UTI 1 R

Defined as *Always Recalculate*. It is recalculated for each contribution processed by the array REP AR DU COTI.

- REP FM DU UTI 2 NR

Defined as *Not Recalculate*. It is only calculated for the first contribution processed by the array.

These formulas can be adapted to meet your needs.

Example 1

PeopleSoft delivers three different population categories for the AGIRC-ARRCO organizations:

- SCS—general category
- AP1 and AP2—apprentices

These categories are indicated by payee and by segment using the formula REP FM DU CSC. You can override the category code using the formula REP FM DU UTI 1 if you manage some other population categories.

PeopleSoft also calculates some contributions for one ARRCO organization, one AGIRC organization and one Contingency fund organization by payee and by segment. If you need to declare contributions for several contingency funds for the same payee and segment, the formula REP FM DU UTI R allows you to populate the fields needed for the declaration following the specific rules of your additional contingency funds.

Example 2

PeopleSoft calculates six different headcounts used in the DUCS. These headcounts are based on data calculated in the formula REP FM DU PROFIL. This formula is defined as *Not Recalculate*. To modify the headcounts calculated by PeopleSoft, use the REP FM DU UTI 2 NR formula.

CHAPTER 21

Counting Employees

Several payroll reports are based on headcount. For example, separate monthly headcounts (as well as other counts) of the men and women in your organization are required for ASSEDIC reporting. The headcount frequency and conditions that must be met to be included in a headcount vary by report.

This chapter provides an overview of how the system performs headcounts and how you can adjust the counts when necessary.

Understanding Employee Counts

PeopleSoft Global Payroll for France automatically performs the employee counts that you need to meet ASSEDIC, URSSAF, DADS, AGIRC, and ARRCO reporting requirements. When you run the payroll process, the system performs the legally required counts of employees, non-employees, contributors, non-contributors, males, females, and so on. The system stores the results in the writable array REP WA DU COTI. You then run the DUCS File Preparation process, which summarizes the counts by company and establishment.

During the next payroll cycle and during the production of the ASSEDIC certificate and the DADS-U report, the system uses some of the automatic counts generated by the previous DUCS process. For example, it writes the count into a record that stores the monthly headcount. When you run the DADS-U process at year-end, the system can then calculate the headcount for the entire year.

Adjusting Headcounts

At times, you may need to adjust headcounts. For example, you may need to increase the headcount for the number of employees that you do not process through PeopleSoft Global Payroll for France—possibly some senior executives.

You may also need to add employees who were absent during the entire processing period. In the case of a long-term absence, you can change the value of the Action/Reason field on the Job Data – Work Location page to *Paid Leave of Absence* or *Leave of Absence*. When you select *Leave of Absence*, the system automatically changes the employee's status to *Inactive*. If you exclude inactive payees from your payroll calculations, the system does not count these payees. Therefore, you need to increase the automatic headcount by the number of inactive payees who are still employed by your organization.

Which Counts Are Performed

The system automatically performs the following counts:

- Headcount for each establishment as of 31 December.

These counts are done for the ASSEDIC certificate and for DADS-U.

- Headcounts for each establishment and company in accordance with DUCS requirements for ASSEDIC and URSSAF reporting.
- Monthly headcount per company, used in the next monthly payroll cycle.

See Also

Chapter 20, “Generating DUCS,” page 311

Viewing Headcount by Company

You can view the current payee headcount for each company in your organization after you run the DUCS process. The Headcount per Company page lists the count for each pay period. The system saves all counts for use in retro calculations.

Page Used to View Headcount by Company

Page Name	Object Name	Navigation	Usage
Headcount per Company	GPFR_DUCS_COUN	Global Payroll, Absence and Payroll Processing, Prepare Payroll, Update Company Headcount FRA, Headcount per Company	View the headcount values for each company that exists in the company reference table.

Viewing Headcount Values by Company

Access the Headcount per Company page.

Headcount per Company

Company: GF8 Société Française 8

Headcount per effective date		Find View All		First	1-4 of 4	Last
Period End Date:	30/04/2002	Current Headcount:	192.00			
Period End Date:	31/01/2002	Current Headcount:	194.00			
Period End Date:	31/03/2002	Current Headcount:	192.00			
Period End Date:	28/02/2002	Current Headcount:	194.00			

Headcount per Company page

Period End Date The end date of the pay period for which the counts were generated.

Current Headcount The total headcount for the company.

Adjusting DUCS Counts

The Adjustment per Establishment page lets you adjust the number of men and women counted for an establishment

After adjusting the figures, run the DUCS File Preparation process again so that next month's payroll process retrieves the correct headcounts.

Page Used to Adjust DUCS Counts

Page Name	Object Name	Navigation	Usage
Adjustment per Establishment	GPFR_DUCS_ADJ	Global Payroll, Social Security / Insurance, Adjust DUCS Headcount FRA, Adjustment per Establishment	Adjust the DUCS headcount to include employees who were excluded from the counting process. Because ASSEDIC requires separate counts for men and women, enter a separate count for each.

Adjusting DUCS Headcount

Access the Adjustment per Establishment page.

Adjustment per Establishment

Establishment ID: GF8AR Etbl 8 Administration

Current Headcount: 46.00 Period End Date: 30/04/2002

Adjusted Values per Effective Date Find | View All First 1 of 1 Last

*Effective Date: 19/11/2002 Active Adj. men: + -

DateTime: Adj. women: + -

Adjustments per Establishment page

Current Headcount

The headcount for the selected establishment, as generated by the DUCS process.

Period End Date

The end date of the last period for which the DUCS process was run.

Date Time

The date and time of the last adjustment so that you can determine if the adjustment was made before or after the DUCS File Generation process was last run for the same period.

Adj. Men (adjustment men)

Enter the adjustment to the total number of male employees. To make a negative adjustment, enter a minus sign (-) before the number.

Adj. women (adjustment women)

Enter the adjustment to the total number of female employees. To make a negative adjustment, enter a minus sign (-) before the number.

CHAPTER 22

Generating DADS

This chapter provides an overview of DADS and describes:

- Setting up DADS extraction.
- Global Payroll rules for DADS.
- Extracting DADS data.
- Adding and updating extracted data.
- Setting up file generation.
- Generating DADS files.
- Understanding delivered DADS elements.

Understanding DADS

PeopleSoft provides the means for preparing the Annual Declaration of Social Data (DADS). The DADS setup, based on the rules delivered in PeopleSoft Global Payroll for France, and following the DADS-U (Unified DADS) norm, can be modified to fit your specific needs.

The DADS-U norm is accepted by most French organizations accredited to receive the DADS declaration and is scheduled to replace the other existing DADS-TDS and DADS-CRC norms of declaration for the 2005 declarations (effective on the 31st of January 2006).

The different DADS-U partners include the Social Security organizations, (such as ACOSS, CNAV, CRAM) the tax services (DGI), the INSEE, the unemployment organizations (UNEDIC, ASSEDIC), the large majority of retirement funds (AGIRC and ARRCO organizations), as well as the Contingency funds. Unlike the DADS-TDS, there is no mandatory membership needed for the DADS-U.

Information regarding the DADS-U norm can be obtained by contacting the CRAM of Orléans—the leading organization for the development of the DADS-U norm. You can also receive information to help you understand the DADS-U requirements and the specific data to declare by your company by contacting your CRAM organization, retirement fund organization, and/or your TDS center before declaring your DADS-U.

You can validate your files before sending them using a control program. This program will ensure that your file follows the correct DADS-U file format and content. This program is free and can be obtained by contacting your CRAM organization (or the CRAM of Orléans). Depending on the receiving organization, DADS-U files can be sent on a CD-ROM, floppy disk, magnetic tape, or electronically transmitted over the Internet.

Setting Up DADS Extraction

Establish the following information in the system before processing DADS:

- The organization to be declared.
- The DADS output structure.
- The codes that are usable during the DADS process and the links between the payroll elements and the output structure.

This section describes how to:

- Define data types.
- View structures and records.
- Set up elements.
- Define reporting establishments.
- Define sending references.

Pages Used to Set Up DADS

Page Name	Object Name	Navigation	Usage
Data Type	GPFR_DA_DATTYP	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DADS Data Types FRA, Data Type	View data types and translate values. This list contains information for each data type defined by unified DADS requirements.
Structure	GPFR_DA_STRUCT	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DADS Structures FRA, Structure	View DADS structures and records. A structure is a set of records.
Elements	GPFR_DA_STRUCT2	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DADS Structures FRA, Elements	View and modify DADS element details. This setup page enables you to link records with Global Payroll elements stored in the results tables.
Reporting Estab	GPFR_DA_ESTREP	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DADS Reporting Estabs FRA, Reporting Estab	Define the reporting establishments and contacts.
Sending Reference	GPFR_DA_SNDREF	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DADS Sending References FRA, Sending Reference	Define the layout of the output file. One file is a set of declared companies, which comprise groups of employees called establishments.

Defining Data Types

Access the Data Type page.

Data Type

Data Type: CEILAMT ***Description:** Ceiling Amounts

Codes [Customize](#) | [Find](#) | [View All](#) | First 1-5 of 24 Last

	*Code	*Status	*Description		
1	01	Active	Real Gross with Ceiling in case of Gnl Regime Package	+	-
2	02	Active	Gross with Ceiling IRCANTEC	+	-
3	03	Active	Gross with Ceiling Prog. Pre-Retirement	+	-
4	04	Active	Gross with Ceiling Retrain. Period R.322-1,4	+	-
5	05	Active	Gross with Ceiling Retrain. Period R.322-1,5	+	-

Translate Values [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

	Read Code	Code		
1			+	-

Data Type page

Data types are used to translate record codes used in the report. When adding or modifying a record, they provide a view of its description rather than having only the code displayed.

Translate Values

Each time a code is read from any PeopleSoft Human Resources or PeopleSoft Global Payroll table, the system attempts a translation. If the table and code are referenced, the code replaces the read code in the new table.

Viewing Structures and Records

Access the Structure page.

Structure **Elements**

Structure: S41.G01.05 ***Description:** CSG

***Status:** Active ***User Option:** Edit [Components](#)

Records [Find](#) | [View All](#) | First 1 of 2 Last

***Record:** 001 ***Description:** CSG Code + -

***Status:** Active ***User Option:** Edit

***Type:** Fixed ***Length:** 2

Data Source: User Key 2 **Considered Value:** ☒ **Mandatory**

Label Source

Label Source: Data Type **Data Type:** CSGTYP

Structure page

Structure

PeopleSoft provides all the structures and records included in the DADS-U requirement book. Some of these structures or records are defined as inactive.

The inactive structures are not designed in PeopleSoft. The inactive records (included in active structures) can be modified and declared depending on the setup you create to populate them (with data sources equal to Result or User Keys). The population of the records depends on several data sources. Some are directly computed by the DADS processes, while some others come from PeopleSoft Global Payroll Results table.

The DADS file contains the following structures provided by PeopleSoft:

- *Structure 10*

Transmitter—the organization that transmits the declaration. It can be different than the company being declared. This structure will be populated in the DADS Sending References page and in the DADS Reporting Establishment page.

- *Structure 20*

Company—the company for which the declaration is done. This structure is populated in the Sending Reference page.

- *Structure 30*

Payee's Identification—groups some general information about the employee.

- *Structure 41*

Employee Situation—groups some professional information and paid salaries by homogeneous period. For example, if an employee changes categories from non-manager to manager during the declared period, two different structure 41s will be created for the employee with the declaration of the begin and end date and begin and end reason for each structure 41.

- *Structure 44*

Supplementary Information—related to the ARRCO and AGIRC for one activity period defined in structure 41.

- *Structure 45*

Supplementary Information—related to Contingency funds for one activity period defined in structure 41.

- *Structure 46*

Work Leave—This structure is used for the declaring illness, maternity, paternity, or work accident leave occurring during the declared period.

- *Structure 70*

Fees—This structure is used for the declaring Fees. This structure must be populated manually using the Update process.

- *Structure 80*

Establishments—INSEE identification of establishments.

- *Structure 90*

Totals—Computed totals and information used for statistics and controls.

User Option	Choose from the following: <i>Edit:</i> The structure is visible and can be updated. <i>Display Only:</i> The structure is visible but cannot be updated. <i>Invisible:</i> The structure is not displayed.
Components	Click this link to access the Allowed Components for Update page. Several update pages are provided for updating data: GPFR_DA_UPDATE_1 through GPFR_DA_UPDATE_6. This set up establishes which component displays the structure.
Type	Select <i>Fixed</i>, <i>Monetary</i>, <i>Numeric</i>, or <i>Text</i>. The system can only calculate currency conversions for monetary amounts. The system cannot convert numeric entries to monetary amounts or convert currencies in the DADS process.
Data Source	Indicate how the system retrieves data: <i>Computed:</i> The retrieval process is hard-coded in the Application Engine. <i>Result:</i> Data comes from the PeopleSoft Global Payroll result tables. <i>User Key 1-4:</i> Data comes from the PeopleSoft Global Payroll Accumulator Result Table.
Considered Value	Select whether the system should use the value in the first segment, the last segment, or the sum of all segments.
Mandatory	Used in the update pages and in the file generation process. The system displays a message when a mandatory field is not populated during the update process. The file generation process writes data for either populated fields or unpopulated mandatory fields.
Label Source	The system uses this field to manage the prompts associated with a code on the update pages. Options are: <i>Data Type:</i> Possible code values are given by a data type. Enter data type name. <i>Record:</i> Possible code values are given by a record. Enter the name of the record, the key field, and the description field. <i>Xlat Value:</i> Possible code values are given by the Translate Table. Enter the name of the field.

Setting Up Elements

Access the Elements page.

Structure

Elements

Structure: S41.G01.05 CSG

Elements

Customize | Find

First 1-2 of 2 Last

	Entry Type	Element Name	Description	Record		
1	Accumulat	DAS AC CSG SPECIF	CSG Specific funding base	001		+ -
2	Accumulat	DAS AC CSG SPECIF	CSG Specific funding base	002		+ -

Elements page

Record

List the elements that will be extracted, as well as the record they are associated with during the extraction process.

Defining Reporting Establishments

Access the Reporting Estab page.

Reporting Estab

Reporting Definition: GF8RE

*Description: TEST DADS GF8

*Reporting Establishment: GF8AR

Etbl 8 Administration

*Communication Mode: Electronic Mail

Communication Detail: ELECTRONIC

Contacts

Find | View All

First 1 of 1 Last

*Name: LILLY

+ -

*Status: Active

*Intervention Domain: Other

*Media Type: Electronic Mail

*Contact Detail: MAIL

Reporting Estab page

Reporting Establishment

Enter the establishment code. One reporting establishment must be set up for each company declared. This page is used to define the reporting establishment and the information corresponding to this establishment (such as people to contact, and communication mode with DADS) that is used in the structure 10. The reporting establishment itself is declared in record S10.G01.00.013 for its SIREN number and NIC number.

Communication Detail

Enter specific contact data, such as a phone number.

Name

Enter up to three active contacts per reporting establishment.

Active/Inactive

Active status indicates that a contact must be used.

Intervention Domain

Select *Administrative*, *Computing*, or *Other*.

Contact Detail

Enter specific contact data, such as a phone number.

Defining Sending References

Access the Sending Reference page.

Sending Reference

Sending reference:

GF8SR

*Description:

TEST DADS GF8

*Transmitter Establishment:

GF8AR

Etbl 8 Administration

*Reporting Definition:

GF8RE

TEST DADS GF8

Declaration

Find | View All | First 1 of 1 Last

*Company:

GF8

Société Française 8

*Main Establishment:

GF8AR

Etbl 8 Administration

*Declaring Establishment:

GF8AR

Etbl 8 Administration

*Reporting Definition:

GF8RE

TEST DADS GF8

Client Number:

123456

Establishments

Customize | Find | First 1-2 of 2 Last

	Establishment	Description		
1	GF8AR	Etbl 8 Administration	+	-
2	GF8PR	Etbl 8 Production	+	-

Sending Reference page

The sending references information is used in structures 10 and 20 to identify the transmitter of the declaration.

- Transmitter Establishment

Enter an establishment defined on the PeopleSoft Human Resources Establishment Table. The transmitter establishment is declared in record S10.G01.00.001 (SIREN + NIC number).
- Reporting Definition

Select an entry defined on the Reporting Establishment page. The Reporting Establishment must be indicated for the sending reference. A reporting establishment can be used several times for different sending references. The Reporting Definition is declared in the record S20.G01.00.014 (SIREN + NIC numbers).
- Main Establishment

For each declared company, the main establishment must appear on the establishments list. The main establishment is declared in the record S20.G01.00.001 (SIREN number).
- Declaring Establishment

You can use the same value as the Main Establishment field. The declaring establishment is reported in the record S20.G01.00.010 (NIC number).
- Client Number

Optional. The client number is declared in the record S20.G01.00.013.
- Establishment Description

Enter at least one establishment. The establishment lists the employees to be processed. All establishments that must be declared within the same declaration must be listed here.

Global Payroll Rules for DADS

The amounts to be declared in the DADS must be stored in Global Payroll results. Some specific elements—beginning with the prefix DAS—have been created for the DADS (for example, DAS VR BASE TAX SAL1). The structure definition of these elements links them to DADS records.

PeopleSoft uses accumulators to report some elements. Some elements must be identified in the report by a specific code, with a declared amount related to this code. These elements can be repeated in the report with different codes and values. For example, the record S41.G01.02.001 indicates the code of the Specific Gross Funding base and the record S41.G01.02.002 indicates the amount of this Specific Gross Funding base. Thus, these two records are related. Several specific gross funding bases and amounts can be declared for the same employee and for the same period. For managing such cases, PeopleSoft created accumulators that have the codes as user keys, and the amounts as values of the accumulator. In the previous example, the accumulator DAS AC BASE BRT SPE was created. The user keys of this accumulator are COMPANY and the variable DAS VR CD BASE SPE. The member of this accumulator is the variable DAS VR BASE SPE. In the payroll calculation, we determine the Specific Gross Funding bases, and then populate the key and the member of this accumulator. The same task is repeated for each Specific Gross Funding Base to declare.

The same logic is used by the following elements:

Element	Description
DAS AC BASE BR EXO	Gross submitted to exemptions.
DAS AC BASE PL EXO	Exempted Gross limited to a ceiling.
DAS AC BASE PLF SP	Specific Gross funding base limited to a ceiling.
DAS AC CSG SPECIF*	Specific CSG funding base.
DAS AC RETR COMP**	Supplementary pension fund information.
DAS AC SI BRUTES	Gross Isolated Amounts (3 user keys for this accumulator).
DAS AC SI PLAFONNE	Isolated Amounts limited to a ceiling (3 user keys for this accumulator).

To enable you to populate these accumulators in situations not managed by PeopleSoft, some Not Maintained formulas were created that can be updated to meet your needs.

Formula	Function
DAS FM BASE UTI	Can be used to update the accumulator DAS AC BASE BRT SP.
DAS FM BASE PL UTI	Can be used to update the accumulator DAS AC BASE PLF SP.
DAS FM SOM ISO UTI	Can be used to update the accumulator DAS AC SI BRUTES and DAS AC SI PLAFONNE.
DAS FM BASE EX UTI	Can be used to update the accumulators DAS AC BASE BR EXO and DAS AC BASE PL EXO.

* The accumulator DAS AC CSG SPECIF is not populated by PeopleSoft. You can populate it using the same logic described previously—update the user keys and then the accumulator member.

** The accumulator DAS AC RETR COMP is populated in the formula DAS FM GENERAL maintained by PeopleSoft.

Note. Since the elements declared (variables, formulas, accumulators) are read in the payroll results, it is important to set up these essential elements at the beginning of the year or when creating the new rules as a result of a change in the law impacting the DADS.

Extracting DADS Data

Once you complete the DADS setup pages, you can extract DADS information from the payroll tables.

Page Used in the Extraction Process

Page Name	Object Name	Navigation	Usage
DADS Extraction	GPFR_DA_RUNCNTL	Global Payroll, Year-End Processing, Extract DADS Data FRA, DADS Extraction	Launch the DADS Extraction process.

Extracting DADS Data

Access the DADS Extraction page.

DADS Extraction page

Note. You can save and run the process only after completing the Sending Reference and Pay Group fields.

Sending Reference	Select a file layout defined on the Sending Reference page.
Chosen Service	You must select <i>DADS-U</i> .
Test Indicator	Indicate whether this is a test or real extraction.
Declared Year	Defaults to the previous calendar year.
Used Dates	Indicate the dates used for payroll segment selection.
Declaration Type	Select the type of declaration you want to create: <i>IRC/IP Declaration:</i> To create a declaration of contingency funds. <i>TDS Declaration:</i> To create a declaration for the official bodies <i>TDS/IRC/IP Declaration:</i> To create a declaration for contingency funds and the official bodies.
Declaration Part	Only <i>No Fraction</i> is available.
Purge	Defines what to do with added data. You must purge data for the first DADS launch in a new year. If not, the system displays an error message if the DADS tables contain data related to previous years.
Process Option	<i>ALL:</i> extracts all data for all employees. <i>NON-PAYEE:</i> extracts all information not related to employee's information, such as extraction of company, establishment structures, and so forth. <i>PAYEE:</i> extracts information only related to payees such as situation, personal information, salaries paid, and so forth.

STREAM: extracts information only related to payees that are listed in the stream.

For extracting small populations, *ALL* can be used. For better extraction performances, however, splitting the extraction process among the three others enabling several processes to run in parallel.

Deciding between the *Payee* extraction process option + Pay Groups, or the *Stream* extraction process option + Stream number, depends on the organization. Companies having defined several pay groups will prefer the first option, while companies having only one pay group and several streams will prefer the second one.

Stream Number

Enter the stream number to process if using the *Stream* extraction process option.

Pay Groups

Select a pay group. The system processes the pay groups listed here.

Adding and Updating Extracted Data

You can update or add data to the structures you created in the extraction process.

You use different pages to add or update specific types of extracted data, such as company data and establishment data. Each page works the same way: you choose a data structure, then a record within that structure. This section describes how to:

- Select a structure.
- Select a record and update data.

Pages Used to Add and Update Extracted Data

Page Name	Object Name	Navigation	Usage
Sending References , Companies , Situations , Fees , Establishments	GPFR_DA_UPDATE	- Global Payroll, Year-End Processing, Update DADS Sending Refs FRA, Sending References - Global Payroll, Year-End Processing, Update DADS Companies FRA, Companies - Global Payroll, Year-End Processing, Update DADS Situations Dtls FRA, Situations - Global Payroll, Year-End Processing, Update DADS Fees FRA, Fees - Global Payroll, Year-End Processing, Update DADS Establishments FRA, Establishments	Use this page to add or update the following extracted information: Sending reference data. Company data. DADS employee identifiers and period lists. Fees. Establishment data.
Detail	GPFR_DA_UPD_DET	- Global Payroll, Year-End Processing, Update DADS Sending Refs FRA, Detail - Global Payroll, Year-End Processing, Update DADS Companies FRA, Detail - Global Payroll, Year-End Processing, Update DADS Situations Dtls FRA, Detail - Global Payroll, Year-End Processing, Update DADS Fees FRA, Detail - Global Payroll, Year-End Processing, Update DADS Establishments FRA, Detail	Enter details.
Employees' Index	GPFR_DA_EMPL	Global Payroll, Year-End Processing, Update DADS Situations FRA	Manage periods by employee.
Employees	GPFR_DA_UPDATE_3	Global Payroll, Year-End Processing, Update DADS Payees FRA, Employees	Update undated, extracted employee data.
Detail	GPFR_DA_UPD_DET_3	Global Payroll, Year-End Processing, Update DADS Payees FRA, Detail	Enter details.

Selecting a Structure

Access any of the pages used to update and add to previously extracted DADS data.

Structure Select a structure to populate the Records area of the page. The system retrieves record data according to the User Option field on the Structure page you used to set up DADS (editable, display-only, or invisible).

See Also

[Chapter 22, “Generating DADS,” Viewing Structures and Records, page 336](#)

Selecting a Record and Updating Data

Access the Detail page.

Each page includes four tabs at the record level: value, status, format, and stamp.

Value Tab

Add new values here. Values must be in the correct format.

Records					Customize Find View All 		First 	1-8 of 42	 Last
Value	Status	Format	Stamp						
*Record	Description	Code		Value					
001	Company SIREN			888888888					
002	Company Name			Société Française 8					
003	Declared Year			2002					
004.001	Nature Code of the Declaration	01		TDS/IRC/IP					
004.002	Type Code of the Declaration	51		Normal					
005	Declaration Part	11		No Fraction					
006	Attached Year								
007	Currency Code			EUR					

Value tab

Status Tab

You cannot delete extracted DADS data. Use this tab to view the current status of DADS data and render some data inactive.

Records							
Value	Status	Format	Stamp				
*Record	Description	Data Status	*Action	Status			
001	Company SIREN	Extracted	Override	Active		+	-
002	Company Name	Extracted	Override	Active		+	-
003	Declared Year	Extracted	Override	Active		+	-
004.001	Nature Code of the Declaration	Extracted	Override	Active		+	-
004.002	Type Code of the Declaration	Extracted	Override	Active		+	-
005	Declaration Part	Extracted	Override	Active		+	-
006	Attached Year	Extracted	Override	Active		+	-
007	Currency Code	Extracted	Override	Active		+	-

Status tab

Data Status

Indicates if the data from the extraction process (Extracted), has been updated (Extracted and Updated), or has been added (Added). When an extraction is repeated, the status levels are handled differently:

Extracted: Is re-extracted.

Extracted and Updated Data: Original data is re-extracted; updates are lost.

Added: Is kept.

Action

Override: Indicates that a manual change replaces extracted data. *Add:* Indicates that extracted and additional data are totaled.

Status

The system ignores Inactive records during file generation.

Format Tab

This tab indicates the record definition and is display only.

Records							
Value	Status	Format	Stamp				
*Record	Description	Mandatory	Type	Length	Decimal		
001	Company SIREN	☒	Fixed	9		+	-
002	Company Name	☒	Text	40		+	-
003	Declared Year	☒	Numeric	4		+	-
004.001	Nature Code of the Declaration	☒	Fixed	2		+	-
004.002	Type Code of the Declaration	☒	Fixed	2		+	-
005	Declaration Part	☒	Fixed	2		+	-
006	Attached Year	☐	Numeric	4		+	-
007	Currency Code	☐	Fixed	3		+	-

Format tab

Stamp Tab

Each modified entry is stamped with date, time, and user ID. The tab displays the previous time stamp.

Records					Customize Find View All 		First 	1-8 of 42 	Last 
Value	Status	Format	Stamp						
*Record	Description	User Name	Last Updated						
001	Company SIREN	PPLSOFT	14/11/2002 06:17:08.000000						
002	Company Name	PPLSOFT	14/11/2002 06:17:08.000000						
003	Declared Year	PPLSOFT	14/11/2002 06:17:08.000000						
004.001	Nature Code of the Declaration	PPLSOFT	14/11/2002 06:17:08.000000						
004.002	Type Code of the Declaration	PPLSOFT	14/11/2002 06:17:08.000000						
005	Declaration Part	PPLSOFT	14/11/2002 06:17:08.000000						
006	Attached Year	PPLSOFT	14/11/2002 06:17:08.000000						
007	Currency Code	PPLSOFT	14/11/2002 06:17:08.000000						

Stamp tab

Setting Up File Generation

Set up the file generation design based on the recipient requirements.

Page Used to Set Up File Generation

Page Name	Object Name	Navigation	Usage
Recipient	GPFR_DA_RECIP	Set Up HRMS, Product Related, Global Payroll, Social Security / Insurance, DADS Recipients FRA, Recipient	Select records for file generation.

Selecting Records for File Generation

Access the Recipient page.

Recipient

Recipient:

NONE

*Description:

None

Status:

Active

Refresh Structure Definition

Structures

Find | View All

First 1 of 18 Last

Structure:

S10.G01.00

Transmitter

Include

Records

Customize | Find | View All

First 1-8 of 27 Last

Record	Include	Mandatory	Description
001.001	☒	☒	Transmitter SIREN
001.002	☒	☒	Transmitter NIC
002	☒	☒	Transmitter Name
003.001	☒	☐	Transmitter Address 1
003.003	☒	☐	Transmitter St Number
003.004	☒	☐	Transmitter B/T
003.006	☒	☐	Transmitter Street Name
003.007	☒	☐	Transmitter City Code

Recipient page

**Refresh Structure
Definition**

Click to read the structures and records available for file generation.

Generating Files

The system reads data from the DADS tables and writes them to the DADS report and flat files using a batch process. A simple structured query report (SQR) program builds the files and the report.

Page Used to Generate DADS Files

Page Name	Object Name	Navigation	Usage
File Generation	GPFR_DA_FRUNCNTL	Global Payroll, Year-End Processing, Create DADS File FRA, File Generation	Create the DADS report and files.

Creating DADS Report and Files

Access the File Generation page.

The screenshot shows the 'File Generation' page within the 'DADS File Generation' window. At the top, there is a 'Run Control ID' field with the value 'GN3' and a 'Language' dropdown menu set to 'English'. To the right are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. Below this is a search bar with 'Find | View All' and navigation controls showing 'First', '1 of 1', and 'Last'. The main section contains four fields: '*Sending reference:' with a search icon, '*Recipient:' with a search icon, '*Output:' with a dropdown menu set to 'File', and 'File Name:' with a text input field. There are also '+' and '-' buttons on the right side of the search bar.

File Generation page

Sending Reference	Recalls the file layout established on the Sending Reference page.
Recipient	Recalls the records selected on the Recipient page.
Output	The system will create a file, printed report, or both.

Understanding Delivered DADS Elements

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

See Also

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

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

APPENDIX A

PeopleSoft Global Payroll for France Reports

This appendix provides an overview of PeopleSoft Global Payroll for France reports and lists summary table of all reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with your documentation.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

PeopleSoft Global Payroll for France Reports: A to Z

These tables list the PeopleSoft Global Payroll for France reports, sorted by functional category and report ID. The reports listed are all Structured Query Reports (SQRs). 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
FRPAY001 (GPGENRPT) Summary Salary Statement	A generic report based on a previously established setup.	Global Payroll, Absence and Payroll Processing, Create Generic Report, Generic Report	GP_GENRPT_RC
FRPAY003 (GPGENRPT) Loans and Advances Report	A generic report based on a previously established setup.	Global Payroll, Absence and Payroll Processing, Create Generic Report, Generic Report	GP_GENRPT_RC
FRPAY004 (GPGENRPT) Garnishments Report	A generic report based on a previously established setup.	Global Payroll, Absence and Payroll Processing, Create Generic Report, Generic Report	GP_GENRPT_RC
FRPAY005 (GPGENRPT) Tax on Salaries Report	A generic report based on a previously established setup.	Global Payroll, Absence and Payroll Processing, Create Generic Report, Generic Report	GP_GENRPT_RC
FRPAY006 (GPGENRPT) Tax Reduction on Low Salary Report	A generic report based on a previously established setup.	Global Payroll, Absence and Payroll Processing, Create Generic Report, Generic Report	GP_GENRPT_RC

Report ID and Report Name	Description	Navigation	Run Control Page
FRPAY007 Control Report for Aubry 2 reduction	A generic report based on a previously established setup.	Global Payroll, Absence and Payroll Processing, Create Generic Report, Generic Report	GP_GENRPT_RC
GPFRASS ASSEDIC Certificate	Prints an ASSEDIC certificate that is delivered to payees at the moment of breach, termination, or expiration of their contracts of employment. The certificate serves as evidence for eligibility for state unemployment funds.	Global Payroll, Termination Processing, Termination Report FRA	GPFR_ASS_CER_RUN
GPFRATMP Work Accident/Occupational Disease Certificate	Prints a certificate for occupational accident/illness.	Global Payroll, Social Security/Insurance, Certificates Report FRA	GPFR_ILL_AT_RNCTL
GPFRDUCS DUCS report	Runs the DUCS report process.	Global Payroll, Social Security/Insurance, Create DUCS Data FRA	GPFR_DUCS_RUNCNTL
GPFRDUCS DUCS File Generation	Generates a DUCS file.	Global Payroll, Social Security/Insurance, DUCS/TRC/BDA File FRA	GPFR_DUCS_FILE
GPFRFT Payment File Generation	Creates a flat output file (EFT) that contains the payment details for each payee. It is sent to the bank so that funds can be transferred to payees' accounts.	Global Payroll, Payment Processing, Create EFT Payment File FRA	GPFR_BANK_EFT
GPFRILL Illness/Maternity/Paternity report	Prints a certificate for illness and maternity.	Global Payroll, Social Security/Insurance, Certificates Report FRA	GPFR_ILL_AT_RNCTL
GPFRLPR Last Payment Receipt	Prints the Last Payment Receipt (Reçu pour Solde de Tout Compte) report that details the amount paid to the employee on termination.	Global Payroll, Termination Processing, Termination Report FRA	GPFR_ASS_CER_RUN
GPFRLT Long-Term Illness Certificate	Prints a certificate for long-term illness.	Global Payroll, Social Security/Insurance, Certificates Report FRA	GPFR_ILL_AT_RNCTL

Report ID and Report Name	Description	Navigation	Run Control Page
GPFRPSL Payslip and Annex	Prints payslips and annexes for the payees associated with a pay group. The data in the header of the report, such as payee and organization name and address, is extracted from the PeopleSoft Human Resources data tables. All of the body and footer data comes from result tables from the payroll run process.	Global Payroll, Payslips, Create/Print Payslips FRA	GPFR_RUNCTL_PYSL
GPFRTRP Payments Report	Summarizes payees' loan and advance information for each payee with an existing account. Lists the organization, loan ID, month, balance, and loan type. In electronic or paper form.	Global Payroll, Payment Processing, Net Payment Report	GPFR_BANK_REPORT
GPFRWC Work Certificate	Generates the Work Certificate (Certificat de Travail) that is provided to terminated employees. It gives employee and employer details and lists the employee's jobs while employed by the company.	Global Payroll, Termination Processing, Termination Report FRA	GPFR_ASS_CER_RUN

Glossary of PeopleSoft Terms

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

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

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

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

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

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

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

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

	automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
results management process	In PeopleSoft Sales Incentive Management, the process during which compensation administrators may review processing results, manually change transactions, process draws, update and review payouts, process approvals, and accumulate and push payments to the EIM ledger.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
routing	Connects activities in PeopleSoft Workflow. Routings specify where the information goes and what form it takes email message, electronic form, or worklist entry.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
self-service application	Self-service refers to PeopleSoft applications that are accessed by end users with a browser.
session	In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise

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

table	The underlying PeopleSoft data format, in which data is stored by columns (fields) and rows (records, or instances).
TableSet sharing	Specifies control table data for each business unit so that redundancy is eliminated.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
template	A template is HTML code associated with a Web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction loading process	In PeopleSoft Enterprise Incentive Management, the process during which transactions are loaded into Sales Incentive Management. During loading, the source currency is converted to the business unit currency while retaining the source currency code. At the completion of this stage, the transaction is in the first state.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and picked up by a different section for further processing.
transaction type	In PeopleSoft Enterprise Incentive Management, a way to categorize transactions to identify specific transaction types (for example, shipment, order, opportunity, and so on). Plan sections process only one type of transaction type. Transaction types can be defined based on a company's specific processes model.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
uniform resource locator (URL)	In PeopleSoft, the term URL refers to the entire query string. The following is an example of a URL: <code>http://serverx/InternetClient/InternetClientServlet?ICType=Script&ICScriptProgramName=WEBLIB_BEN_401k.PAGES.FieldFormula.iScript_Home401k</code>
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to

providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

URL

See *uniform resource locator (URL)*.

user interaction object

In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable

In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

warehouse

A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

worksheet

A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

workflow

The background process that creates a list of administrative actions based on selection criteria and specifies the procedure associated with each action.

worklist

The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

zero-rated VAT

Abbreviation for *zero-rated value-added tax*. A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged.

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