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

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

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook

PeopleBook Structure

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

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

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

Common Elements Used in This PeopleBook

Address	Identifies the address for a person or company.
Current Pay End Date	The date that the current pay period ends.
Element Entry Date	By selecting an <i>Element Entry Date</i> online, you can restrict the valid entry types that are entered into an element definition.
From Date	The start date for which a report or process includes data.
Location	The office where a company is located.
Location Code	The code for a company location.
To Date	The end date for which a report or process includes data.

CHAPTER 1

Getting Started With PeopleSoft Global Payroll for Germany

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

PeopleSoft Global Payroll for Germany Business Processes

The following are the PeopleSoft Global Payroll for Germany business processes:

- Earnings
- Garnishments
- BVV Pension Funds
- Social Insurance
- Absences
- DEUEV
- Banking
- Taxes
- Old-Age Part-Time Employment
- Direct Insurance
- Payslips

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

Implementing PeopleSoft Global Payroll for Germany

The PeopleSoft Global Payroll for Germany 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 Germany 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 Germany 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 document 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 Germany 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 Germany 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 Germany 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 Germany, not all required steps.

Step	Reference
1. Define currency codes, rate types, and exchange rates.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i>, "Working With Currencies" <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, "Introducing the Core Application Architecture" Chapter 3, "Defining Country Data," page 15
2. Set up dependents data information	<i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i> , "Entering Additional Data in Human Resources Records"
3. Set up accident insurance.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i> , "Setting Up Country-Specific Tables"
4. Set up a BA code.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i> , "Setting Up Country-Specific Tables"
5. Set up a nation code.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i> , "Setting Up Country-Specific Tables"

Setting Up PeopleSoft Global Payroll Core Application Tables

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

Step	Reference
1. Set up PeopleSoft Global Payroll core application tables.	<i>PeopleSoft 8.8 Global Payroll PeopleBook</i> , “Getting Started With PeopleSoft Global Payroll”
2. Define currency codes, rate types, and exchange rates.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i>, “Working With Currencies” <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, “Introducing the Core Application Architecture” Chapter 3, “Defining Country Data,” page 15
3. Define the pay entity for your organization.	Chapter 3, “Defining Country Data,” page 15 <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, “Defining the Organizational Structure”
4. Define the pay groups for your organization.	Chapter 3, “Defining Country Data,” page 15 <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, “Defining the Organizational Structure”
5. Set up triggers	Chapter 3, “Defining Country Data,” page 15 <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, “Setting Up Triggers”

Setting Up PeopleSoft Global Payroll for Germany Tables

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

Step	Reference
1. Define reporting options including assigning print classes and defining default types for reporting.	Chapter 3, “Defining Country Data,” page 15
2. Enter data for taxes on company cars.	Chapter 3, “Defining Country Data,” page 15
3. Set up mass triggers.	Chapter 4, “Setting Up Mass Triggers,” page 25
4. Set up social insurance data, contribution groups, social insurance providers, income limits, and retiree health insurance.	Chapter 5, “Managing Social Insurance for Germany,” page 33
5. Define taxes.	Chapter 6, “Working With Taxes,” page 69
6. (optional) Set up garnishment processing.	Chapter 7, “Setting Up Garnishments for Germany,” page 85
7. Define absence processing.	Chapter 8, “Working With German Absence Rules,” page 99

Step	Reference
8. Set up old-age part-time employment.	Chapter 9, “Managing Old Age Part-Time Employment,” page 117
9. Set up BVV pension funds.	Chapter 11, “Managing BVV Funds,” page 139
10. Set up DEUEV.	Chapter 12, “Managing DEUEV,” page 153
11. Define direct insurance.	Chapter 13, “Defining Direct Insurance for Germany,” page 183
12. Set up net-to-gross payments.	Chapter 14, “Calculating Net-to-Gross Payments for Germany,” page 187
13. Set up banking for Global Payroll for Germany. Note that banking is usually set up in the core Global Payroll application, but Global Payroll for Germany requires additional banking setup, such as additional source bank and payee information.	Chapter 16, “Setting Up Banking for Germany,” page 199
14. Define payslips.	Chapter 15, “Setting Up Payslips for Germany,” page 195

CHAPTER 2

Understanding PeopleSoft Global Payroll for Germany

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

- Business processes supported by Global Payroll for Germany.
- PeopleSoft Global Payroll for Germany Integrations.
- Delivered elements.
- Naming elements.
- Viewing delivered elements for Germany.

PeopleSoft Global Payroll for Germany

PeopleSoft Global Payroll for Germany is a “country extension” of the core PeopleSoft Global Payroll application. It provides the payroll rules and elements needed to run a German payroll.

PeopleSoft Global Payroll for Germany Business Processes

PeopleSoft Global Payroll for Germany supports the following business processes:

- Taxes

The system enables you to maintain and report a variety of tax data about your employees and tax regulations including information about tax offices, units, church tax, general employee tax data, tax card data, and employee carryover pages. PeopleSoft Global Payroll for Germany also enables you to preform advanced calculations such as lump-sum taxes, cash method taxes, annual income calculations, as well as administer double taxation and global assignments.

- Social Insurance

PeopleSoft Global Payroll for Germany provides variables, formulas, earnings and deductions, and other rules to calculate and track all aspects of social insurance premium. The system calculates health insurance premiums, pensions insurance premiums, unemployment, and nursing care premiums. It also calculates and tracks average monthly remuneration to support the regular decision process and to identify employees subject to occasional revision. A set of social insurance reports helps you complete your social insurance business process.

- Old-Age Part-Time Employment

This application calculates the statutory and voluntary gross increases, as well as statutory and voluntary difference amounts for pension insurance.

- Absences

PeopleSoft delivers pre-defined rules for processing absences. You may modify some of the absence rules and create new ones to reflect your organization's policies, the specific requirements of tariff contracts, work agreements, and employment contracts.

- Payslips

PeopleSoft Global Payroll for Germany enables you to print payslips for monthly salaries and bonuses. Because the format of payslips varies greatly from one company to another, we provide one format as an example. We also provide a template that enables you to customize the format to accommodate the payslip style your organization uses. You can also print a message on the payslip to an individual payee or groups of payees.

- Banking

PeopleSoft Global Payroll for Germany supports electronic transfers from multiple company accounts to multiple payee accounts. For each payee, you can define the distribution amounts to multiple banks separately for salary and bonus. We provide the direct deposit file in a common format used by all banks in Germany.

- DEUEV

This application gives you the tools for meeting all DEUEV reporting requirements. It tracks reportable business events, enables you to view events, and produces necessary DEUEV reports and data files.

- Garnishments

PeopleSoft Global Payroll for Germany helps you process all the employer tasks involved in handling garnishments. The system determines the correct garnishment amounts, generates the corresponding deductions, and creates bank transfer data.

- Direct Insurance

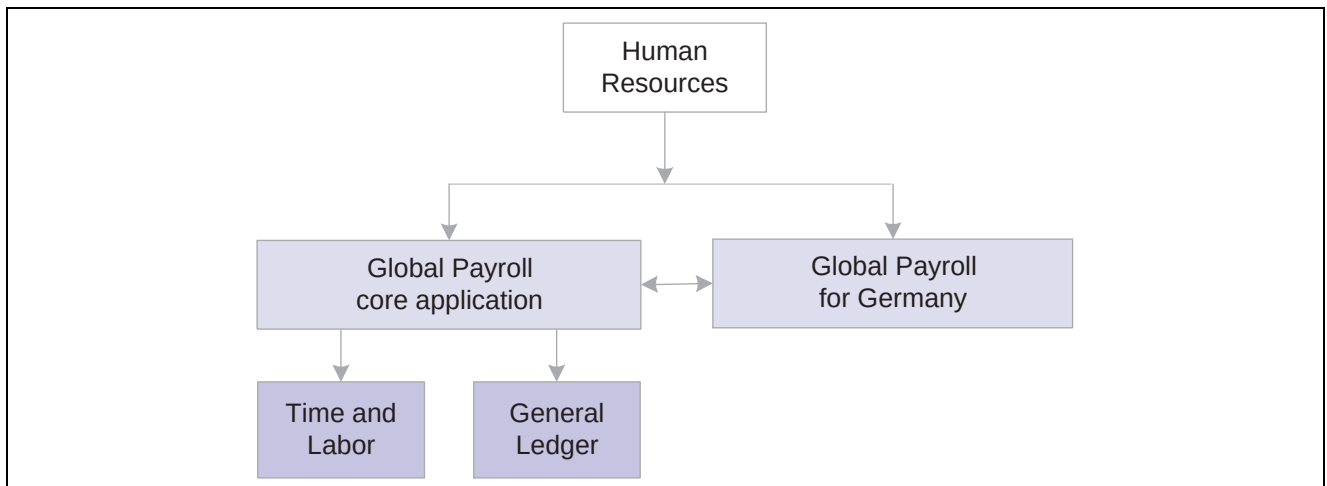
Global Payroll for Germany enables you to manage data for the following types of direct insurance: Capital life, term life, combined capital and term, retirement, pension insurance with capital options, accident and employment disability insurance with guaranteed premium fund, supplemental accident insurance combined with life insurance, employment disability insurance combined with life insurance, and variable life insurance.

- BVV Pension Funds

The system enables you to create contribution statements using an electronic data interchange notification, report bank and retro payments, and process employee contributions to other types of insurance, such as supplemental insurance policies, voluntary insurance policies, and voluntary differential payments towards existing basic insurance policies.

PeopleSoft Global Payroll for Germany Integrations

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



PeopleSoft Global Payroll for Germany integration

We cover integration considerations in this PeopleBook.

Understanding Delivered Elements

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

Creating Delivered Elements

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

The core application has the following characteristics:

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

Country extensions have the following characteristics:

- They are built using the core application.

- They consist of statutory and customary objects (country-specific payroll rules, elements, payroll processes, reports, pages, and self-service applications).

Element Ownership and Maintenance

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

Understanding Element Ownership in PeopleSoft Global Payroll

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

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

See Also

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

Naming Elements

Understanding the naming convention developed for PeopleSoft-delivered elements can help you determine how an element is used, the element type, and even the functional area it serves. Depending on whether the element is a primary element, a component of a primary element, or a supporting element, one of the following naming conventions applies:

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

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

- Functional area codes for Germany.
- Element type codes (PIN_TYPE).
- Abbreviations in element names for Germany.

Supporting Elements

PeopleSoft Global Payroll for Germany uses the naming convention DE FF NAME for arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, accumulators, sections, element groups, and generation control conditions. Following is an explanation of the components of the naming convention:

DE	Functional area code.
FF	Type of supporting element.
NAME	The description of the element.

For example, DE_TX_LSTYY is the formula that calculates the annualized tax according to the published flowchart.

Primary Elements

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

DE	Functional area code.
FF	Type of supporting element.
NAME	The description of the element.

For example, DE_TX_0003C is the estimated yearly income for regular bonus taxation.

Component Names (Suffixes)

When you create an earning or deduction element in PeopleSoft Global Payroll, you must define the components that make up the element, such as base, rate, unit, and percentage. The system automatically generates the components and accumulators for the element based on the calculation rule or accumulator periods. The system also names the components and accumulators by appending a suffix to the element's name.

For example, you define the earnings element named EARN1 with the calculation rule $EARN1 = Rate \times Unit$. The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT.

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

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

Functional Area Codes for Germany

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

Functional Area Code	Description
A1	Level 1 statutory accumulators.
A2	Level 2 statutory accumulators.
A3	Level 3 statutory accumulators.
AB	Absences.
AL	General elements.
AZ	Old-age part time.
BK	Bank transfer accumulators.
BV	BVV pension funds.
CC	Company car taxation.
DD	Deductions.
DV	DEUEV elements.
EM	Error processing.
ER	Earnings.
FL	Flexible worktime.
GR	Garnishments.
KU	KUG (short time work).
MT	Maternity.
OT	3b calculation.

Functional Area Code	Description
RC	Rate code elements.
RP	Pay balance accumulators / Writable arrays.
SF	SFN premium calculation.
SI	Social insurance.
TX	Tax.
WR	Writable arrays.

Element Type Codes (PIN_TYPE)

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

Element Type Code	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration

Element Type Code	Description
ER	Earnings
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HC	Historical Rule
PP	Previous Period Rule
PR	Process
PO	Proration Rule
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable

Suffixes for Germany

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

See Also

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

Viewing Delivered Elements for Germany

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

See Also

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

CHAPTER 3

Defining Country Data

This chapter provides an overview of PeopleSoft Global Payroll for Germany system setup and discusses how to:

- Set up core tables.
- Select the print class.
- Set up default types for reporting.
- Enter data for taxes on company cars.

Understanding General System Setup

This section provides general information about how we set up the delivered elements in PeopleSoft Global Payroll for Germany. It also provides some notes and cautions about using and configuring the system.

In this section, we discuss how to:

- Define the installation table.
- Define primary permission list preferences.
- Define language preferences.

Defining the Installation Table

When you first install PeopleSoft HRMS, you must complete the Installation Table to specify various defaults for your particular implementation of the system. The Installation Table component consists of several pages including the following:

- Products page, where you indicate the products that you're installing, such as PeopleSoft Global Payroll.
- Country Specific page, where you enter country-specific installation information.

We strongly recommend that you read about the Installation Table in more detail in the PeopleSoft Human Resources documentation.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Installing PeopleSoft HRMS," Setting Up Implementation Defaults

Defining Primary Permission List Preferences

In PeopleSoft Human Resources, use the Primary Permission List Preferences component to set predefined tableset sharing, system-wide defaults, and settings for each of your primary permission lists. Based on the default values that you indicate for the options on the Primary Permission List Preferences Table, such as business unit, setID, currency, country, and company code, when an operator logs on to PeopleSoft HRMS, the system populates fields with the values that you specified here.

Use the Primary Permission List Preferences - Defaults page to define your company, country, and currencies. Use the Primary Permission List Preferences - Settings page to define your payroll system.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Organization Foundation Tables,” Setting Up Primary Permission List Preferences

Defining Language Preferences

PeopleSoft has built-in language preference capabilities. Regardless of your system’s base language, you can view your PeopleSoft application in any supported language. There are two ways to set your language of preference:

- Using the Language Preferences page.
- Using the International Preferences page.

You can view a foreign language sign on page for each language supported by the system. Ensure that your browser accepts the language that you want to use. Once the setup is complete, you can select the Language Name icon to view the sign-on page in a given language. The language that you select on the Language Preference page determines the language in which the whole application appears on your browser.

Once you’re logged on to a PeopleSoft application, you can change your language preference at any time during your session on the International Preferences page. If you change your language preference here, the language code is not written to the database. It is only stored in PeopleTools memory for the duration of the current session.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Working With Languages,” Setting Language Preferences

Setting Up Core Tables

There are several tables that you need to define in the core PeopleSoft Global Payroll application first. This includes information about the pay entity, pay group, and currency.

Find the following pages using the Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entity navigation:

- Pay Entity Address page.
- Processing Details page.

- Retro Limits page.
- Supporting Elements page.
- Source Bank Link page.

These pages are fully documented in the *PeopleSoft Global Payroll PeopleBook*. Refer to that documentation for information about these pages. The remaining pages in the German Pay Entity component are documented in this PeopleBook.

Defining Currency in PeopleSoft Global Payroll

Defining currency in PeopleSoft Global Payroll is a two-part process. First, in order to use multiple currencies within PeopleSoft Global Payroll, you must set up and maintain the following tables:

- Currency Code Table.
- Currency Rate Type Table.
- Currency Exchange Rate Table.

Second, you must define the currency code and the currency rate type on the Primary Permission List Preferences - Defaults page.

Note. PeopleSoft Global Payroll is designed to meet the changing currency requirements of the European Monetary Union (EMU). The system supports all currencies and enables multiple currency conversions. This flexibility ensures that as the EMU regulations change, you can still meet your needs.

Once you've set up your currency rate codes, rate types, and exchange rates, you can use them to control your input and output amounts.

PeopleSoft Global Payroll uses a two-tiered approach to currency codes:

- Pay entity level.
- Element definition level.

All employees are assigned to pay groups. Each pay group is assigned to one pay entity. The currency entered on the Pay Entity Processing Details page in the core PeopleSoft Global Payroll application affects all pay groups assigned to that pay entity. All processing for all employees associated with a pay entity occurs in the pay entity currency. The pay entity currency is also referred to as the *processing currency* in PeopleSoft Global Payroll.

Note. If your company is converting to using the Euro as its default currency, you must change your processing currency from the Deutsche Mark (DEM) to the Euro using the Pay Entity Processing Details page in the PeopleSoft Global Payroll core application. As of 1 January 1999, companies have the option to use the Euro as their official currency. As of 1 January 2002, the Euro is the official currency standard for Germany and the DEM will no longer be used.

Online Currency Defaults

When defining a monetary type of element, such as an earnings or deduction, you must specify a currency code for any field with a monetary format.

Currency can be automatically determined by the primary permission list preference, the element definition, or pay entity.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Working With Currencies”

PeopleSoft 8.8 Global Payroll PeopleBook, “Introducing the Core Application Architecture,” Using Multiple Currencies

PeopleSoft 8.8 Global Payroll PeopleBook, “Introducing the Core Application Architecture,” Currency in Batch Processing

PeopleSoft 8.8 Global Payroll PeopleBook, “Introducing the Core Application Architecture,” Online Currency Defaults

Pay Group - Pay Group Name Page

Access the Pay Group Name page from both the core application and the German extension. In the German extension, the navigation path is Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Groups (DEU).

See Also

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

Pay Group - Defaults Page

Access the Pay Group Defaults page from both the core application and the German extension. In the German extension, the navigation path is Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Groups (DEU).

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining the Organizational Structure,” Defining Default Rounding, Proration, and Frequency Conditions

Pay Group - Supporting Elements Override Page

Access the Pay Group Supporting Elements Override page from both the core application and the German extension. In the German extension, the navigation path is Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Groups (DEU).

See Also

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

Setting Up Defaults in PeopleSoft Global Payroll for Germany

All of your payments are processed through source banks. Specify the classification criteria for your source banks when the system is installed. You have the following options:

- Pay entity.
- Department.
- Pay group.

See Also

Chapter 16, “Setting Up Banking for Germany,” page 199

Defining Triggers for PeopleSoft Global Payroll for Germany

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

PeopleSoft delivers trigger definitions for basic PeopleSoft records. You will need to set up triggers for additional fields and modified or new records created during the implementation.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Triggers”

Selecting the Print Class

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

Pages Used to Select Print Class

Page Name	Object Name	Navigation	Usage
Print Class	GPDE_BL_PRINT	Set Up HRMS, Product Related, Global Payroll, Reports, Print Classes DEU, Print Class	Assign specifications to a print class and select how an element appears in a printed report. PeopleSoft delivers some print classes, but you can also create your own.
Print Class View	GPDE_BL_PRNT_VW	Set Up HRMS, Product Related, Global Payroll, Reports, Print Classes, Print Classes DEU, Print Class View	View the specifics of a print class.

Specifying a Print Class

Here you define which elements are printed and in which block and order they are printed. For some reports you also define which components, like base or rate, are printed for an element.

Access the Print Class page.

Print Class

Print Class View

Print Class: KD_DM01

Customize | Find | View 100 | First 1-10 of 241 Last

	Entry Type	Element Name	Status	Override Sign	Print Group	Print Sequence	Print Hours	Print Factor	Print Percent	Print Amount	Print Base	Print Sum Amount	Print Total	Static PIN Indicator		
1	ER0	DE_ER_M20000	Active		20	20000									+	-
2	ER0	DE_ER_M10000	Active		20	10000									+	-
3	ER0	DE_TX_0016	Active		92	10000									+	-
4	ER0	DE_ER_M12000	Active		20	12000									+	-
5	ER0	DE_ER_M13000	Active		20	13000									+	-
6	DD0	DE_TX_0002	Active		40	102									+	-
7	DD0	DE_TX_0003	Active		40	103									+	-
8	AC0	DE_A1_GBRUT	Active		30	10									+	-
9	DD0	DE_TX_0024	Active		40	124									+	-
10	DD0	DE_TX_0025	Active		40	125									+	-

Print Class page

Element Type	Valid values are <i>AC0</i> , <i>DD0</i> , and <i>ER0</i> .
Override Sign	Changes the default sign of each element.
Print Group	The group in which the element is printed on the report.
Print Sequence	The sequence in which the element is printed on the report.
Print Hours	When selected, the element prints as hours.
Print Factor	When selected, the element prints as a factor.
Print Percent	When selected, the element prints as a percent.
Print Amount	When selected, the element prints as an amount.
Print Base	When selected, the element prints as a base.
Print Sum Amount	When selected, the element prints as a sum amount.
Print Total	When selected, the year-to-date total prints.
Static PIN Indicator	Select this option for fixed elements in the report.

Viewing the Specifics of a Print Class

Access the Print Class View page. This display-only page offers a display-only view of those fields on the Print Class page.

See Also

[Chapter 3, “Defining Country Data,” Specifying a Print Class, page 19](#)

Setting Up Default Types for Reporting

You must set up certain defaults for German reporting.

Pages Used to Set Up Default Type for Reporting

Page Name	Object Name	Navigation	Usage
German Install Option	GPDE_AL_INSTALL	Set Up HRMS, Product Related, Global Payroll, Framework, Processing, Installation Options DEU, German Install Opt	Use to set up default types for reporting.

Entering Default Types for Reporting

PeopleSoft Human Resources allows you to define different types of names and addresses. This page defines the one type of name/birth name and address that will be used for payroll and DEUEV reporting. In general, you should not need to modify this setup.

Access the German Install Option page.

The screenshot shows the 'German Install Opt' page. A sub-section titled 'Default Types for Reporting' contains the following fields:

- Type of Name:** A text box with 'PRI' and a magnifying glass icon, with 'Primary' displayed to the right.
- Type of Birth Name:** A text box with 'PRI' and a magnifying glass icon, with 'Primary' displayed to the right.
- Address Type:** A text box with 'HOME' and a magnifying glass icon, with 'Home' displayed to the right.
- Phone Type:** A dropdown menu with 'Home' selected.
- Email Type:** A dropdown menu with 'Home' selected.

German Install Option page

Phone Type Valid values are *Business, Campus, Cellular, Dormitory, FAX, Home, Main, Other, Pager 1, Pager 2, and Telex.*

Email Type Valid values are *Business, Campus, Dorm, Home, and Other.*

Entering Data for Taxes on Company Cars

In Germany, many employees are given a company car by their employers. German law stipulates that this advantage has to be taxed.

If you want to calculate the tax advantage for a company car, input data about the car at the employee level. On the basis of this data, the taxable advantage resulting from the use of the company car is calculated.

Page Used to Enter Data for Taxes on Company Cars

Page Name	Object Name	Navigation	Usage
Company Car Allocation	GPDE_CAR_ALLOC	Global Payroll, Payee Data, Taxes, Calculate Company Car Tax DEU, Company Car Allocation	Use to enter data to calculate the tax advantage for a company car given to an employee.

Entering Company Car Data

Access the Company Car Allocation page.

Company Car Allocation

Ratlos,Rudi
EmplID: KDG081
Empl Rcd#: 0

Allocation
Find | View All
First 1 of 1 Last

*Car Identification 0000014

Start Date: 01/01/2002
End Date: 12/31/2003
Currency Code: DEM
Mark

Car Details

Registration Number: T871 GHD
Vehicle Identification Number: 8874646 GH 276X
Manufacturer: Vauxhall
Model: Corsa CDX

Cost Details

Car Price: 10725.000 DEM
Route Length: (km)
Extras: DEM
Lumpsum?
Paid by Employee?
Total: 10700.000

Advantage

Base: 107.000 DEM
Distance: DEM
Max Lumpsum: DEM
Lumpsum: DEM

Company Car Allocation page

Car Identification Enter the car identifier.

Start Date/End Date Enter the dates for which this information is valid.

Car Details

Based upon the Car Identification code, this group box displays pertinent details about the car.

Costs Details

Car Price Enter the price of the car.

Extras Enter the price of any car extras.

Total	The total of Car Price and Extras appears.
Route Length (km)	Enter the distance, in kilometers, between the employee's homes and the work location.
Lumpsum?	Select if the employer is paying the lumpsum tax for the travel between the work location and home location. For the lumpsum taxation, the average number of days the employee travels into the office for each month is set to <i>15</i> .

Advantage

This group box displays calculated information used in the tax calculation.

CHAPTER 4

Setting Up Mass Triggers

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

- Set up mass triggers.
- Process trigger action events.

Understanding Mass Triggers

This feature enables you to generate employee payroll triggers based on changes to setup tables. Mass triggers are specified for a certain record on a certain component. A SQL object defines the population affected by the setup table change. Once the affected employees are determined, you can review the trigger details before accepting the changes.

To set up mass triggers you must:

- Define the component/record and fields that activate the trigger on the Trigger Definition page.
- Set up the SQL objects that will check the records to determine which employees are affected by the setup table change. You must define the SQL objects using PeopleTools and select them on the Trigger SQL page.

The mass trigger event process occurs in three steps:

1. After saving the page containing the component/record and fields that activate the mass trigger, the event and the field values are stored on the mass trigger result table. The event status is set to Unexpanded.
2. The system evaluates the SQL objects and writes the results to the table that records the impacted population. The event status is set to Expanded, if all objects expand successfully.
3. The system generates a list of retro and iterative triggers for the impacted population. Once completed, the event status is set to Triggers Generated.

You can view the events and their results on the Mass Trigger Events component. PeopleSoft Global Payroll for Germany enables you to do the following:

- Delete a trigger event using the Trigger Events page. This includes the mass trigger, the impacted population, and the generated payee triggers. Deletion cannot occur if any of the generated triggers have been processed.
- Manually expand an event using the Impacted Employees page. You may want to generate triggers after correcting an erroneous SQL object. Manually expanding a trigger can do the following:
 - Generate the impacted population and the GP retro and iterative triggers for events that have a status of Unexpanded.
 - Generate GP retro and iterative triggers for events that have a status of Expanded.

Setting Up Triggers

In this section we discuss how to:

- Define triggers.
- Use SQL objects.

Pages Used to Set Up Triggers

Page Name	Object Name	Navigation	Usage
Trigger Definition	GPDE_MT_TRG_DFN	Set Up HRMS, Product Related, Global Payroll, Triggers, Mass Trigger Definitions DEU, Trigger Definition	Define which record activates the trigger.
Trigger SQL	GPDE_MT_TRG_SQL	Set Up HRMS, Product Related, Global Payroll, Triggers, Mass Trigger Definitions DEU, Trigger SQL	Specify which SQL objects are to be executed in order to retrieve the population impacted by a mass trigger event.

Defining Triggers

Access the Trigger Definition page.

Trigger Definition | Trigger SQL

Component Name: GPDE_SI_LIMITS SI Income Limits

Find | View All First 1 of 10 Last

***Record (Table) Name:** GPDE_SI_LIM01VW SI Limits Health Care

Status: Active

Country: DEU Germany

***Trigger Event ID:** DE MT Mass Triggers

☒ Ignore Terminated Employees

Field	Description
1 GPDE_SI_MX_ANN_GRS	Maximum Annual Gross
2 GPDE_SI_MX_DLY_GRS	Maximum Daily Gross
3 GPDE_SI_MX_MON_GRS	Maximum Monthly Gross

Customize | Find | View All First 1-3 of 4 Last

Trigger Definition page

Trigger Event ID

Associate a Trigger Event ID to link the mass trigger to the retro process ID that processes the generated payee triggers.

Field List the fields that cause the system to generate a mass trigger event. Fields used as input parameters on the SQL Objects page need not be listed here. The system inserts them after saving.

Using SQL Objects

Access the Trigger SQL page.

Trigger Definition | **Trigger SQL**

Component Name: GPDE_SI_LIMITS SI Income Limits

Find | View All First 1 of 10 Last

Record (Table) Name: GPDE_SI_LIM01VW SI Limits Health Care

Find | View All First 1 of 2 Last

SQL Object Identifier: GPDE_MT_EE_SI_LIM01 EE for health limit change

[SQL Definition](#)

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

	Sequence number	Field	Description		
1	1	EFFDT	Effective Date	+	-
2	2	GPDE_SI_REGION	Region	+	-
3	3	GPDE_SI_MINER	Miners' Social Insurance	+	-

Trigger SQL page

SQL Object Identifier Select any stand-alone SQL object defined in Application Designer. These objects contain placeholders for input parameters.

Sequence Number Enter the number of the respective placeholder in the SQL object.

Field Enter the fields used to fill the SQL object placeholders at runtime. Available fields prompt from the record listed above. Once saved the system adds these fields to the Trigger Definition page.

Processing Trigger Events

In this section we discuss:

- Deleting an event.
- Manually expanding an event.
- Viewing retro triggers.
- Viewing iterative triggers.

Pages Used to Process Trigger Events

Page Name	Object Name	Navigation	Usage
Mass Trigger Events	GPDE_MT_TRIGGER	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, Mass Trigger Events, Mass Trigger Events	View all of the mass trigger events listed for a component/record. Delete an event.
Field Values	GPDE_MT_TRIG_VAL	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, Mass Trigger Events, Field Values	View the field values valid before and after the mass trigger event.
Affected Employees	GPDE_MT_RESULT	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, Mass Trigger Events, Affected Employees	View the list of employees affected by the mass trigger event. Manually expand an event.
Retro Triggers	GPDE_MT_RTO_TRG	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, Mass Trigger Events, Retro Triggers	View the GP retro triggers generated for a mass trigger event.
Iterative Triggers	GPDE_MT_ITER_TRG	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, Mass Trigger Events, Iterative Triggers	View the iterative triggers generated for a mass trigger event.

Deleting an Event

Access the Mass Trigger Events page.

Mass Trigger Events | **Field Values** | **Affected Employees** | **Retro Triggers** |

Component Name: GPDE_SI_PROV Health Insurance Providers
Record (Table) Name: GPDE_SI_PROV SI Providers

Customize Find View All					
	Datetime Created	Triggering Action	Event Status	Details	User ID
1	10/11/2002 5:12:00.000000AM	Change Attribute	Triggers Generated	Details	SAMPLE

Mass Trigger Events page

Use the delete button to delete an event before processing the trigger. This action deletes the event's result tables, thus removing the field values, the list of affected employees, the retro triggers and the iterative triggers generated for the event. Only the user who created the trigger event can delete it.

Viewing Field Values

Access the Field Values page.

Mass Trigger Events **Field Values** Affected Employees Retro Triggers ▶

Component Name: GPDE_SI_PROV **Record (Table) Name:** GPDE_SI_PROV

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

Datetime Created: 10/11/2002 5:12:00.000000AM **Action:** Change Attribute

[Find](#) | [View All](#) First ◀ 1 of 2 ▶ Last

Value Set: Original Values

[Customize](#) | [Find](#) | [View All](#) | First ◀ 1-4 of 11 ▶ Last

	Field	Field Value
1	DESCR	Barmer Ersatzkasse
2	DESCRSHORT	BEK
3	EFFDT	2001-01-01
4	EFF_STATUS	A

Field Values page

Manually Expanding an Event

Access the Affected Employees page.

Mass Trigger Events **Affected Employees** Field Values Retro Triggers ▶

Component Name: GPDE_SI_PROV **Record (Table) Name:** GPDE_SI_PROV

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

Datetime Created: 10/11/2002 5:12:00.000000AM **Action:** Change Att

[Expand/Refresh Employee List](#)

[Customize](#) | [Find](#) | [View All](#) | First ◀ 1-5 of 7 ▶ Last

	EmplID	Empl Rcd Nbr	As Of Date
1	GD110000005	0	01/01/2001
2	GD220000003	0	01/01/2001
3	GD410000004	0	01/01/2001
4	KD0002	0	01/01/2002
5	KDG015	0	01/01/2001

Affected Employees page

Expand/Refresh Employee List

Select to manually expand an event. Once activated, the system deletes the current list and generates a new one. All related retro and iterative triggers are also deleted and regenerated. The refresh button can only be activated if none of the related triggers have been processed. Only the user who created the mass trigger event can activate it.

EmplID

The system generates this list when storing the mass trigger event.

As of Date

The date as of which a retro calculation must occur.

Viewing Retro Triggers

Access the Retro Triggers page.

Component Name: GPDE_SI_PROV **Record (Table) Name:** GPDE_SI_PROV

Datetime Created: 10/11/2002 5:12:00.000000AM **Action:** Change Att

	EmplID	Trigger Effective Date	Trigger Status	Trigger Tag	Calendar Group ID
1	GD110000005	01/01/2001	U	GPDE_SI_PROV.GPDE_SI_PROV	
2	GD220000003	01/01/2001	U	GPDE_SI_PROV.GPDE_SI_PROV	
3	GD410000004	01/01/2001	U	GPDE_SI_PROV.GPDE_SI_PROV	
4	KD0002	01/01/2002	U	GPDE_SI_PROV.GPDE_SI_PROV	
5	KDG015	01/01/2001	U	GPDE_SI_PROV.GPDE_SI_PROV	
6	KDG042	01/01/2001	U	GPDE_SI_PROV.GPDE_SI_PROV	

Retro Triggers page

Trigger Effective Date

Corresponds to the As of Date on the Impacted Employees page.

Trigger Status

Can either be Unprocessed, In Process, Processed, or Cancelled.

Trigger Tag

Combines the component name and record name for which the mass trigger event was generated.

Calendar Group ID

This is the ID used for processing the retro trigger.

Viewing Iterative Triggers

Access the Iterative Triggers page.

Field Values
Affected Employees
Retro Triggers
Iterative Triggers

Component Name: GPDE_SI_PROV
 Record (Table) Name: GPDE_SI_PROV

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

Datetime Created: 10/11/2002 5:12:00.000000AM
 Action: Change Att

[Customize](#) | [Find](#) | [View All](#)
First ◀ 1-7 of 7 ▶ Last

	EmpID	Calendar Groups
1	GD110000005	
2	GD220000003	
3	GD410000004	
4	KD0002	
5	KDG015	
6	KDG042	
7	KDG053	

Iterative Triggers page

When a mass trigger is expanded an iterative trigger is generated for every affected employee and for every calendar group ID that is currently open. Select the Calendar Group icon to view the calendar groups for which an iterative trigger has been generated.

CHAPTER 5

Managing Social Insurance for Germany

This chapter provides an overview of social insurance for Germany and describes how to:

- Enter social insurance data.
- Set up your accident insurance.
- Set up contribution groups.
- View pension insurance providers.
- Set up social insurance providers.
- Set up social insurance provider rates.
- Define income limits.
- Manage retiree health insurance.

Entering Social Insurance Data

As an employer, you are legally required to maintain and report a variety of tax and social insurance data about your employees. You must register employees with the health insurance providers that they select, and you are responsible for control notifications. For example, you are responsible for control notifications if a new employee has not submitted a social insurance ID within three days of beginning work.

Enter employee social insurance data in the Social Insurance component, which consists of the Contributions, SI Details, and Retiree Health Insurance pages.

Social insurance consists of the following types of insurance: health, nursing care, retirement or pension, and unemployment. View the individual types by using the inner scroll arrows. You must enter all social insurance information before you can save your data.

Pages Used to Enter Social Insurance Data

Page Name	Object Name	Navigation	Usage
Contributions	GPDE_SI_DATA1	Global Payroll, Payee Data, Social Security/Insurance, Maintain Social Insurance Data, Contributions	View and set up income limits for individual types of social insurance. PeopleSoft delivers and maintains the Income Limits Table, but you can also change the data yourself if necessary.
SI Details (social insurance details)	GPDE_SI_DATA3	Global Payroll, Payee Data, Social Security/Insurance, Maintain Social Insurance Data, SI Details	Enter additional social insurance data.
Retiree Health Insurance	GPDE_SI_DATA4	Global Payroll, Payee Data, Social Security/Insurance, Maintain Social Insurance Data, Retiree Health Insurance	Enter retiree health insurance data.
Paying Entity Location	GPDE_AL_PE_LOC	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entity Location DEU, Pay Entity Location	Each location of a company has a reporting number for reporting social insurance contributions to the pension provider. Enter the social insurance reporting number of the paying entity location here. This information is used on the SI contribution report.
Compulsory Health Insurance	GPDE_RC_SI09	Global Payroll, Social Security/Insurance, Compulsory Health Insurance Report DEU, Comp. Health Ins.	Helps employers to decide about the right health insurance contribution class (voluntary versus mandatory).
SI Contributions	GPDE_RC_SI10	Global Payroll, Social Security/Insurance, SI Contributions Report DEU, SI Contribution	Summarizes all social insurance data relevant to all employees. It displays all the values that have been set for a specific organization.

Setting Up SI Data for Employees

Access the Contributions page.

Contributions | SI Details | Retiree Health In

Name: Breit-Gossmann,Heiner EmplID: KD0001 Empl Rcd#: 0

Find | View All First 1 of 1 Last

Effective Date: 10/01/1999 DEUEV Contribution Group Code: 1001

SI Provider: AOKDW ☐ Miners' Social Insurance

Insurance Details Find | View All First 1 of 4 Last

SI Coverage Type: Health Insurance ☒ Primary Provider

*Insurance Coverage Type: Mandatory *Region: West

Contribution Group: 1 Normal Contribution

Social Insurance Provider: AOKDW AOK - DEUEV West

Calculation Rate: 1 Normal Contribution

☒ ER Remits

Contributions page

Note. Save the employee social insurance data only after you enter all the required data in the pages of this component.

Use the scroll arrows to select the individual types of social insurance types.

Effective Date The system automatically sets this field to the employee's hire date. You can override this and enter another effective date for processing the employee's social insurance contributions.

DEUEV Contribution Group Code The DEUEV contribution group code of the employee.

SI Provider (social insurance provider) The entity that provides the insurance coverage type that you specify as the primary provider. The value of this field remains the same for all social insurance types.

Note. The system populates this field for the coverage type *Health Insurance*. This field is clear if the employee is privately insured.

Miners' Social Insurance Select if the employee is a member of a miners' insurance association.

Insurance Details

SI Coverage Type (social insurance coverage type) The individual types of insurance.

Primary Provider Select to specify that the selected insurance provider is also the primary provider for social insurance contributions. The DEUEV reports will be sent to this provider.

Warning! If no social insurance provider has been assigned to the selected primary provider, the system issues a warning. Only one insurance type can be specified as the primary provider. It is possible, however, not to assign a primary provider to an employee.

Insurance Coverage Type	Select your employee's coverage type: <i>Mandatory</i> , <i>None</i> , <i>Private</i> , or <i>Voluntary</i> . If the employee's coverage type is <i>Mandatory</i> or <i>Voluntary</i> , the system enables you to specify the contribution group.
Region	Select your employee's Region: <i>East</i> and <i>West</i> . The region of the primary health care provider is the default setting.
Contribution Group	If the employee's Insurance Coverage Type is <i>Mandatory</i> or <i>Voluntary</i> , the system allows you to specify the contribution group.
Social Insurance Provider	Select the health insurance provider that insures this employee.
Calculation Rate	The calculation rate. This is a reference to the contribution rates of the provider.
Total Computed Cost	This field becomes available for entry if you enter <i>Private</i> in the Insurance Coverage Type field. The value that you enter for Total Computed Cost must be greater than zero.
ER Remits	If the employer pays health insurance contributions, select this check box. This option is available only if you select <i>Private</i> in the Insurance Coverage Type field.
Employer Contribution	This field becomes available for entry if you enter <i>Private</i> in the Insurance Coverage Type field. The value in this field must not be greater than the Total Computed Cost (0 is a valid value). If the Total Computed Cost is greater than zero, the system calculates the value in the Employer Contribution field as follows: $\text{Employee Contribution} = \text{Total Computed Cost} - \text{Employer Contribution}$ The value you enter here must not be greater than the Total Computed Cost (0 is a valid value).

Entering Additional Details for Employees

Access the SI Details page.

Contributions		SI Details		Retiree Health In															
Name: Breit-Gossmann,Heiner		EmplID: KD0001		Empl Rcd#: 0															
		Date of Birth: 12/01/1934																	
▼ National ID Customize Find View All First 1 of 1 Last <table border="1"> <thead> <tr> <th>Country</th> <th>*National ID Type</th> <th>Description</th> <th>National ID</th> <th>Primary ID</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>DEU </td> <td>VSNR </td> <td>Social Insurance Number</td> <td></td> <td>☒</td> <td></td> <td></td> </tr> </tbody> </table>						Country	*National ID Type	Description	National ID	Primary ID			DEU	VSNR	Social Insurance Number		☒		
Country	*National ID Type	Description	National ID	Primary ID															
DEU	VSNR	Social Insurance Number		☒															
Insurance Details Find View All First 1 of 1 Last Effective Date: 10/01/1999 DEUEV Contribution Group Code: 1001 *Employee Category: 101 Regular SI Taxable *BA Code: 486 Compos. floor/terrazzo layer Employment Type: *Position: 2 2 Blue Collar Prof *Education: 7 7 unknown degree *Pension Type: 0 No Pension Applic'n/Payments Insignificant Employment: Not Insignificant ☐ Multiple Employment Records SI Card Date Presented:																			
Flexible Worktime Details Find View All First 1 of 1 Last *Effective Date: 11/11/2002 ☐ Flexible Worktime Indicator																			

SI Details page

Note. You can save the employee social insurance data only after you enter all the required data in the pages of this component.

Date of Birth	Populates from the employee's personal data.
Country	Must be DEU.
National ID Type	Select <i>VSNR</i> for German Social Insurance Number, or <i>EU VSNR</i> for European Social Insurance Number.
National ID	Enter the employee's social insurance number.
Primary ID	Check this field if the National ID has to be used for German DEUEV process.
EU Social Insurance Number	Enter the employee's EU social insurance number.
Insurance Details	
Effective Date	Populates from the Contributions page.
DEUEV Contribution Group Code	The DEUEV contribution group code of the employee.
Employee Category	Enter the code applicable to the employee.

BA Code (German Federal Employment Services Office code)	Select the employee's job code in accordance with the official codes of the German Federal Employment Services Office.
Employment Type	Enter the employee's employment type. You can save the social insurance data only when you enter a value here and select a value in the Position field.
Position	You can save the social insurance data only when you select a value here and in the Employment Type field. Select the employee's position: • <i>0 Applicant.</i> • <i>1 Blue Collar, non prof</i> (non-professional). • <i>2 Blue Collar Prof</i> (blue-collar professional). • <i>3 BC Master</i> (blue-collar master). • <i>4 White Collar.</i> • <i>5 Homeworker; domestic business.</i> • <i>8 Part Time < 18 Hrs</i> (18 hours). • <i>9 Part Time >= 18 Hrs.</i>
Education	Select the employee's education code in accordance with the official codes of the German Federal Employment Services Office: • <i>0 N/A.</i> • <i>1 General Secondary w/o Prof.</i> • <i>2 General Secondary with Prof.</i> • <i>3 Gen Univ Entr no Prof Train.</i> • <i>5 Technical College Degree.</i> • <i>6 University Degree.</i> • <i>7 unknown degree.</i> • <i>Gen Univ Entr w/Prof Train.</i>
Pension Type	Enter the type of pension that the employee receives. This entry is used to classify employees.
Insignificant Employment	If the Employee Category field is equal to 109, then <i>Insignificant employee</i> appears. Otherwise, <i>Not insignificant</i> appears.
SI Card Date Presented	Enter the date on which the employee submitted his or her SI card.
Multiple Employment Records	Select this check box if the employee has multiple employment records.
Flexible Worktime Details	
Effective Date	For an employer to collect savings for flexible worktime, the employer and the employee must sign a contract to that affect. Enter the date of that contract here.

Flexible Worktime Indicator	This check box is selected if the employee has a flexible worktime contract as of the effective date. Deselect to indicate that the employee does not work with a flexible worktime contract any more.
------------------------------------	--

Understanding Flexible Worktime

PeopleSoft Global Payroll for Germany handles the calculations necessary to accommodate flexible worktime agreements between an employer and an employee. The only data with which you need to supply the system is the date (effective date) of the flexible worktime contract.

Flexible worktime functionality addresses the following payroll processing needs:

- Collecting savings for flexible worktime.

Savings are input using earnings (one for monetary savings and another for time savings). These earnings contribute their amounts/hours, depending on the social insurance region, to corresponding accumulators.

- Collecting SI-Gross Space.

The gross space is the amount between the contributed gross and the monthly limit for that social insurance branch.

- Calculation of social insurance contributions during the regular spending of flexible worktime earnings.

When employees are spending their saved amounts in a freetime phase, then the amounts are used as the base for the calculation of contributions the same way as normal gross payment.

- Calculation of social insurance contributions for disruptive events (Stoerfall).

If an employee does not use the saved amounts for freetime phases, but gets the amounts paid back partly or in full, then a disruptive event happens. In this case the amount is insured similar to a bonus, but the cumulated gross space of the whole flexible worktime period is used to determine the insurable gross, not only the gross space of the current year. A disruptive event also happens when the employee dies before he can make use of the freetime phase.

- DEUEV reporting.

The existence of a disruptive event (Stoerfall) needs to be reported as a DEUEV event.

In addition to entering the effective date of the contract to implement flexible worktime for an employee, you may need to manage one or more of the following PeopleSoft Global Payroll element categories:

- Input accumulators to specify savings and takes with earnings elements.
- Result variables for gross elements (in the case of a Stoerfall).
- Deductions for the corresponding contributions.
- Custom period accumulators to store the accumulated SI-Gross Space.

Understanding Flexible Worktime Element Naming Conventions

To clarify the identification of element functionality, most PeopleSoft-delivered elements used by the flexible worktime calculations process follow a specific naming convention.

Flexible Worktime Element Type	Element Name Format
Accumulator	DE_FL_A<code>
Savings (Wertguthaben)	DE_FL_W<code>
Gross Space (Luft)	DE_FL_L<code>
Earnings/Deduction	DE_FL_E<code>

The <code> portion of the element name is a three-digit code, followed by the letter E or S, followed by a final digit. Element names follow one of two specific <code> formats:

<owner><unit><region>E<usage>

<owner><unit><region>S<SI branch>

The following table details the meanings of the digits and letters in the <code> portion of an element name.

Digit/Letter	Purpose	Values
1 (first)	Owner/Calculation Type	0 = Calculation K = Customer P = PeopleSoft
2 (second)	Unit	0 = Not Applicable 1 = Units/Hours
3 (third)	Region	0 = Not Applicable 1 = East 2 = West

Digit/Letter	Purpose	Values
4 (fourth)	Earnings Type or Social Insurance Branch	E = Earnings Type S = Social Insurance Branch
5 (fifth)	Usage or SI Branch	If the fourth letter is an E: 0 = Amount/Balance 1 = Amount to save 2 = Freetime payback 3 = Stoerfall payback If the fourth is an S: 0 = Not Applicable 1 = Health Insurance 2 = Homecare Insurance 3 = Pension Insurance 4 = Unemployment Insurance

Examples

DE_FL_E001E2 = Freetime payback amount earning for the east region used in the calculation.

DE_FL_A012E3 = Stoerfall payback time in units accumulator for the west region used in the calculation.

Entering Retiree Health Insurance Data

Access the Retiree Health Insurance page.

The screenshot shows the 'Retiree Health Insurance' page. At the top, there are three tabs: 'Contributions', 'SI Details', and 'Retiree Health In'. The 'Retiree Health In' tab is active. Below the tabs, the following information is displayed: 'Name: Breit-Gossmann,Heiner', 'EmplID: KD0001', and 'Empl Rcd#: 0'. Below this is a section titled 'Insurance Details' with a 'Find | View All' link and navigation buttons. The 'Effective Date' is set to '10/01/1999'. A search box contains 'Maximum Health Insurance Gross:' and 'Minimum Rule Applicable'. A 'DEM' button and a magnifying glass icon are also visible.

Retiree Health Insurance page

Maximum Health Insurance Gross

The maximum income limit. The health insurance provider notifies you of the amount of the contributory pension benefits. In order to allow the social insurance contribution recipient to make a correct contribution statement, the health insurance provider must also specify whether the pension recipient receives multiple pension payments and which contribution rate applies to the pension recipient's health insurance.

Minimum Rule Applicable

Pension benefits are non-contributory if the pension benefits do not exceed a certain amount (low-income limit). The limit is 1/20 of the monthly base amount in accordance with § 18 of the Social Security Code IV. If the compensation for your employees is less than this limit, select this check box.

The contribution transfer process must be carried out for the health and nursing care contributions of retirees with mandatory health insurance. The contribution must be paid by each company based on the payments made in the respective company.

You do not have to pay contributions for retirees with voluntary insurance coverage. However, you must notify the social insurance provider of the amount of the pension benefits and any changes. For this reason, you must record these pension recipients and their contributions on the contribution statement. The pension recipients are assigned to a social insurance provider without contribution payments being made.

Because a third-party income can lead to the maximum contribution limit being reached, also consider other earnings in order to ensure correct contribution statements.

The maximum contribution limit (contribution payment limit) is the difference between the income limit for health and nursing care insurance and the gross pension of the statutory pension insurance.

Note. If pension benefits are paid in intervals of more than one month, they must be distributed in order to verify whether they are below the lower contribution limit. The low-income earner limit is not used if the pension benefits themselves exceed the limit, but the contributory portion is below the limit due to the Maximum Health Insurance Gross amount specified.

Setting Up a Pay Entity Location

Access the Pay Entity Location page.

Pay Entity Location

Pay Entity: GD1 German Payroll Comp. 1

Locations Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001

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

	*SetID	*Location	ER SI Number
1	DEU01	KD913	Zweigstelle Hamburg 89856912

Pay Entity Location page

ER SI Number (employer social insurance number) Enter the social insurance reporting number.

Reporting SI Contributions – GPDESI10

Access the SI Contributions report page.

SI Contribution

Run Control ID: DE_Ausw.Abrechnungselement
[Report Manager](#)
[Process Monitor](#)

Language:

Report Parameters

Current Pay End Date: 11/30/2002

Pay Entity: GD1

Receiver

Provider ID: 15451439

SI Provider: VDAK

Address

VDAK e.V.
Postfach 1961

53709 Siegburg

☐ Final Print
☐ Reset File number

SI Contributions page

Provider ID

Once you select the provider ID, the system populates the Address group box.

Setting Up Your Accident Insurance

Use the Accident Insurance component to set up your accident insurance information. There are two pages in this component.

Pages Used to Set Up Accident Insurance

Page Name	Object Name	Navigation	Usage
Accident Insurance Table	ACCDT_INS_TABLE	Set Up HRMS, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Table	Set up your accident insurance details.
Accident Insurance Address	ACCDT_INS2_TABLE	Set Up HRMS, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Address	Set up your accident insurance address information.

Setting Up Accident Insurance Details

Access the Accident Insurance Table page.

Accident Insurance Table | Accident Insurance Address

Accident Insurance: BA

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

***Description:** Municipal Accident Insurance Association for Baden

Short Description: Baden Muni **Accid Ins Lim:** **Currency:** USD

	*Hazard	*Description	Hazard class		
1	120	General accident insurance	4.1	+	-
2	121	Student accident insurance	4.5	+	-

Accident Insurance Table page

Accid Ins Lim (accident insurance limit) Enter the limit amount for the accident insurance.

Hazard Enter a hazard code.

Hazard Class Enter the accident insurance hazard class.

Setting Up Accident Insurance Address Information

Access the Accident Insurance Address page.

Accident Insurance Table **Accident Insurance Address**

Accident Insurance: BA

Accident Insurance		
Effective Date:	01/01/1900	Find View All First 1 of 1 Last
Country:	DEU Germany	+ -
Address:	Willy-Brandt Str. 1 10557 Berlin Berlin	Edit Address

Accident Insurance Address page

Country Select the appropriate country. The remaining address fields comply with PeopleSoft standard address formats.

Setting Up Contribution Groups

Contribution groups are delivered and maintained by PeopleSoft.

Common Elements in This Component

SI Coverage Type (social insurance coverage type)	The social insurance type that you selected to enter this page.
Coverage Type	The type of calculation to be done for the employee.
Contribution Group	The group defined on the Contribution Groups page.
Set As Default	Select if you want this set as the default.

Pages Used to Set Up Contribution Groups

Page Name	Object Name	Navigation	Usage
Contribution Group	GPDE_SI_STATCD	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Contribution Groups DEU, Contribution Group	Define the contribution group codes for contribution statements. PeopleSoft delivers and maintains the Contribution Groups table.
Rate Codes	GPDE_SI_RATE_CD	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Contribution Groups DEU, Rate Codes	View the possible calculation rate codes for each insurance type. PeopleSoft delivers and maintains the Contribution Groups Table.
Group/Rate Code	GPDE_SI_STAT	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Contribution Groups DEU, Group/Rate Codes	View the relationship between the contribution group and the corresponding rate code.
Coverage Types	GPDE_SI_COV	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Contribution Groups DEU, Coverage Types	View the possible contribution groups for each coverage type. PeopleSoft delivers and maintains the Contribution Groups Table.

Defining Contribution Group Codes

Access the Contribution Group page.

Contribution Grp | Rate Codes | Grp / Rate Codes | Coverage Types

SI Coverage Type: 01 Health Insurance

*Effective Date: 01/01/1900

*Contribution Group	*Description	Short Description		
0	None	None	+	-
1	Normal Contribution	Normal	+	-
2	Increased Contribution	Increased	+	-

Contribution Group page

The contribution groups vary based on the social insurance coverage type:

SI Coverage Type	Insurance Coverage Type	Contribution Group
Health insurance	0 – None	0 – No contribution (default)
	1 – Mandatory	1 – Normal contribution (default)
		2 – Increased contribution
		3 – Reduced contribution
		4 – Farmers health insurance
		5 – Employer’s contribution to farmer’s health insurance
		6 – Insignificant employee contribution
	2 – Voluntary	0 – No contribution (default)
		9 – Voluntary contribution
Nursing care insurance	3 – Private	0 – No contribution (default)
	0 – None	0 – No contribution (default)
	1 – Mandatory	0 – No contribution (default)
		1 – Full contribution
		2 – Half contribution
	2 – Voluntary	0 – No contribution (default)
		1 – Full contribution
		2 – Half contribution
	3 – Private	0 – No contribution (default)
Old age pension insurance	0 – None	0 – No contribution (default)

SI Coverage Type	Insurance Coverage Type	Contribution Group
	1 – Mandatory	1 – Blue collar full contribution (default)
		2 – White collar full contribution
		3 – Blue collar half contribution
		4 – White collar half contribution
		5 – Lump sum for insignificant blue collar worker
		6 – Lump sum for insignificant white collar worker
	2 – Voluntary	Illegal (default)
	3 – Private	0 – No contribution (default)
Unemployment insurance	0 – None	0 – No contribution (default)
	1 - Mandatory	1 – Full contribution (default)
		2 – Half contribution
	2 – Voluntary	Illegal
	3 – Private	Illegal

Defining Rate Codes

Access the Rate Codes page.

Contribution Grp | **Rate Codes** | Grp / Rate Codes | Coverage Types

SI Coverage Type: 01 Health Insurance

Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900

Rate Code	Description	Short Desc	Default Rt Code
0	No Contribution	No Contrib	
1	Normal Contribution	Normal	
10	Health Insurance for Retirees	HltR	1

Rate Codes page

Rate Code

The rate codes defined on this page will be used in the definition of the contribution rates for the various SI Coverage Types and for the Health Insurance providers.

Default Rt Code (default rate code)

When the actual values for a contribution rate are entered, the system will calculate a default for the rate code in the Rate Code field based on the value for the rate code entered here.

Defining Group Rate Codes

Access the Group Rate Codes page.

Contribution Grp | Rate Codes | **Grp / Rate Codes** | Coverage Types

SI Coverage Type: 01 Health Insurance

Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900

Rate Codes per Contribution Group Find | View All First 1 of 8 Last

Contribution Group: 0 None

Rate Code	Description	Set As Default
0	No Contribution	☒
10	Health Insurance for Retirees	☐
500	Voluntary Normal	☐

Group Rate Codes page

Contribution Group

The group defined on the Contribution Groups page.

Rate Code	Rate code for the calculation of contributions.
Set As Default	Select if you want this set as the default.

Defining Coverage Types

Access the Coverage Types page.

Coverage Types page

Viewing Pension Insurance Providers

You can view all of your pension providers.

Page Used to View Pension Insurance Providers

Page Name	Object Name	Navigation	Usage
Pension Provider	GPDE_SI_P_PROVDR	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Pension Insurance Providers DEU, Pension Provider	Lists all pension insurance providers in Germany. The table is updated regularly by PeopleSoft. You can update the table yourself if necessary.

Viewing Germany Pension Insurance Providers

Access the Pension Provider page.

Pension Provider

Pension Area:	02
Status:	Active ▾
*Pension Type:	1 🔍 Regional Social Insur. Board
Pension District:	Mecklenburg-Vorpommern

Pension Provider page

Pension Area	The ID that you selected when you accessed the page.
Pension Type	Enter the pension insurance provider.
Pension District	Enter the associated district.

Setting Up Social Insurance Providers

Use the Social Insurance Providers component to set up employee social insurance providers.

Pages Used to Set Up Social Insurance Providers

Page Name	Object Name	Navigation	Usage
Provider Data	GPDE_SI_PROV	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Insurance Providers DEU, Provider Data	Set up basic information about social insurance providers.
Address	GPDE_SI_PRV_ADR	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Insurance Providers DEU, Address	Set up address information for social insurance providers.
Bank Data	GPDE_SI_PRV_BNK	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Insurance Providers DEU, Bank Data	Set up bank data for social insurance providers.
Contribution Rates	GPDE_SI_HRT_DISP	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Insurance Providers DEU, Contribution Rates	View and modify contribution rates for social insurance providers.
Refund Insurance Rates	GPDE_SI_RFRT_DISP	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Insurance Provider Rates DEU, Refund Insurance Rates	View and modify refund insurance rates for social insurance providers.
Pay Entity - SI Data	GPDE_AL_PE_SID	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entities DEU, SI Data	Enter social insurance data for a pay entity.
Pay Entity - Refund Ins Data (refund insurance data)	GPDE_AL_PE_RFND	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entities DEU, Refund Ins Data	Enter refund insurance data for this pay entity.

Entering Basic Social Insurance Provider Data

Access the Provider Data page.

Provider Data | Address | Bank Data | Contribution Rates | Refund Ins Rates

SI Provider: AOK HE

Provider Details Find | View All First 1 of 1 Last

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

*Description: AOK Hessen

Short Description: AOK HE

Provider Type: AOK

Provider ID: 45118687

Head Office ☒ Prov Nbr of Higher Lvl Office:

Deuev Receiver ☐ Provider Nbr of Deuev Receiver: 87540905 Rechenzentrum der AOK Bayern

Provider Data page

Provider Type

Select the type of health insurance provider based on the classification due to DEUEV.

Provider ID

Enter a provider ID. This number is defined by you and signifies an internal logical order. You can select your own number (for example, 0001, 0002, and so on).

Head Office

Select if this is the head office for the provider.

Deuev Receiver

Select if this provider is a DEUEV receiver.

Prov Nbr of Higher Lvl Office (provider number of higher level office)

Select the provider number of the higher level office.

Provider Nbr of Deuev Receiver (provider number of DEUEV receiver)

Select the provider number of the DEUEV receiver.

Entering Social Insurance Provider Bank Data

Access the Bank Data page.

Provider Data | Address | **Bank Data** | Contribution Rates | Refund Ins Rates

SI Provider: AOK HE

Bank Details Find | View All First 1 of 1 Last

*Effective Date: 11/11/2002

Country Code: USA

Bank ID: 121782676 Bank Name: CitiBank

Account #:

Deposit Schedule: GDDEPOSIT Deposit Schedule

Bank Data page

- Bank ID** Select the bank ID for the provider.
- Account #** Enter the provider's bank account number.
- Deposit Schedule** Select the bank deposit schedule for the provider.

Viewing Social Insurance Contribution Rates Data

Access the Contribution Rates page.

Provider Data | Address | Bank Data | **Contribution Rates** | Refund Ins Rates

SI Provider: AOK HE

Contribution Rates Find | View All First 1 of 1 Last

Effective Date: 01/01/2002 Region: West [Modify Rates](#)

Calculation	Pct	% ER	% EE	Cost	ER Contr	Currency
1	14.80	7.400	7.400			
2	20.40	10.200	10.200			
3	13.30	6.650	6.650			
500				493.755	246.88	EUR
501				680.581	340.29	EUR

Contribution Rates page

When you access this page, the contribution rates for the social insurance provider appear. Select the *Modify Rates* link to access the Health Rates page in the Insurance Provider Rates component, and modify the rates.

Viewing Social Insurance Refund Insurance Rates Data

Access the Refund Insurance Rates page.

Provider Data | Address | Bank Data | Contribution Rates | **Refund Ins Rates**

SI Provider: AOK/OST

Contribution Rates Find | View All First 1 of 1 Last

Effective Date: 01/01/2002 **Region:** General [Modify Rates](#)

Rfnd Type	Contrib Grp	Pct
1 Blue Coll	11	2.10
2 Maternity	21	0.20

Refund Insurance Rates page

When you access this page, the refund insurance rates for the social insurance provider appear. Select the *Modify Rates* link to access the Refund Insurance Rates page in the Insurance Provider Rates component, and modify the rates.

Entering Pay Entity Social Insurance Data

Access the Pay Entity - SI Data page.

[Source Bank Link](#)
[Tax Data](#)
[Local Source Bank](#)
[SI Data](#)
[Refund Ins Data](#)
[BWV Provider Data](#)

Pay Entity: GD1 German Payroll Comp. 1

Social Insurance Data
[Find](#) | [View All](#)
First [1 of 1](#) [Last](#)

Effective Date: 01/01/2001 [\[Calendar\]](#)
Region: 2 [\[Search\]](#) West
 [DEUEV License Number](#) [+](#) [-](#)

	SI Provider	Local Office	Customer #	Pens Cust #	Default Prov		
1	AOK B [Search] AOK Berlin	[Search]	12345678		☒	+	-
2	AOK HE [Search] AOK Hessen	[Search]	23456789		☐	+	-
3	AOK HH [Search] AOK Hamburg	AOK HH1 [Search] Zweigstelle 1 Hamburg	34567890		☐	+	-
4	AOK RH [Search] AOK Rheinland	[Search]	45678901		☐	+	-
5	BARMER [Search] Barmer Ersatzkasse	[Search]	56789012		☐	+	-
6	BKK ESS [Search] BKK Esso	[Search]	67890123		☐	+	-
7	TK [Search] Techniker Krankenkasse	[Search]	78901234		☐	+	-

SI Data page

Local Office Select the local office of the social insurance provider.

Customer # Enter the customer number.

Pens Cust # (pension customer number) Enter the pension customer number.

Default Prov (default provider) Select if this social insurance provider is the default provider for this pay entity.

Entering Pay Entity Social Insurance Refund Information

Access the Pay Entity – Refund Ins Data page.

Source Bank LinkTax DataLocal Source BankSI DataRefund Ins DataBW Provider Data

Pay Entity:GD1German Payroll Comp. 1

Refund Insurance Data

Find | View AllFirst1 of 1Last

Effective Date:01/01/2001☐ Refund Insurance

+ -

Customize | Find | View AllFirst1 of 1Last

	Provider		Default Prov	Contribution Groups	
1	AOKDW	AOK - DEUEV West	☒		+ -

Refund Insurance Data page

Refund Insurance Select if refund insurance has to be paid for the employer.

Setting Up Social Insurance Provider Rates

Use the Social Insurance Provider Rates component to set up your social insurance provider rates.

Pages Used to Set Up Social Insurance Provider Rates

Page Name	Object Name	Navigation	Usage
Insurance Provider Rates - Health Rates	GPDE_SI_HLTH_RT	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Insurance Provider Rates DEU, Health Rates	Use to set up social insurance provider health insurance rates.
Insurance Provider Rates - Refund Ins Rates (refund insurance rates)	GPDE_SI_RFND_RT	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Insurance Provider Rates DEU, Refund Ins Rates	Use to set up social insurance provider refund insurance rates.

Setting Up Social Insurance Provider Health Insurance Rates

Access the Insurance Provider Rates - Health Rates page.

Health Rates **Refund Ins Rates**

Provider ID: 45094213 Betriebskrankenkasse

Contribution Rates Find | View All First 1 of 1 Last

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

***Region:** General

*Calculation	Pct	% ER	% EE	Cost	ER Contr	Currency
1 Normal Contribution	13.60	6.800	6.800			
2 Increased Contribution	16.60	8.300	8.300			
3 Reduced Contribution	12.10	6.050	6.050			
6 Contrib for Insignificant EE	10.00	10.000				

Health Rates page

Region

Select *General* if the rates are used in the east or west SI regions. Select *East* if the rates are used in the east SI region. Select *West* if the rates are used in the west SI region.

Calculation

The relationship between the calculation rate codes for health insurance and the rate of the provider.

Pct (percent)

The full percentage for the calculation rate code.

% ER (percentage employer)

The portion of the percentage the employer has to pay.

% EE (percentage employee)

The portion of the percentage the employee has to pay.

Cost

The full amount of health insurance if the calculation rate is 500, 501, or 600.

ER Contr (employer contribution)

The employer's portion of the full amount of health insurance if the calculation rate is 500, 501, or 600.

Setting Up Social Insurance Provider Refund Insurance Rates

Access the Insurance Provider Rates - Refund Insurance Rates page.

Health Rates **Refund Ins Rates**

Provider ID: 45094213 Betriebskrankenkasse

Contribution Rates Find | View All First 1 of 1 Last

Effective Date: 01/01/2002 + -

Region: General + -

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

Rfnd Type		Contrib Grp		Pct		
1	Blue Coll	11	Normal	2.10	+	-
2	Maternity	21	Normal	0.20	+	-

Refund Insurance Rates page

Region	Select <i>General</i> if the rates are used in the east and west SI region, <i>East</i> if the rates are used in the east SI region, or <i>West</i> if the rates are used in the west SI region.
Rfnd Type (refund type)	Type of refund insurance to which the employer contributes.
Contrib Grp (contribution group)	Contribution group to which the employer pays the contribution for refund insurance.
Pct (percentage)	The full percentage for the calculation.

Defining Income Limits

Set up income limits for income limits for the following types of insurance: health, nursing care, old age pension, and unemployment.

Note. PeopleSoft delivers and maintains the Income Limits table, but you can also change the data yourself if necessary.

Pages Used to Define Income Limits

Page Name	Object Name	Navigation	Usage
Reference Amounts	GPDE_SI_REF_AMT	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Income Limits DEU, Reference Amounts	Use to define certain reference amounts for the various income limits for insurance.
Limits Health	GPDE_SI_LIMITS_01	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Income Limits DEU, Limits Health	Use to view and set up income limits for health insurance.
Limits Nursing Care	GPDE_SI_LIMITS_02	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Income Limits DEU, Limits Nursing Care	Use to view and set up income limits for nursing care insurance.
Limits Pension Care	GPDE_SI_LIMITS_03	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Income Limits DEU, Limits Pension Care	Use to view and set up income limits for pension care insurance.
Limits Unemployment	GPDE_SI_LIMITS_04	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Income Limits DEU, Limits Unemployment	Use to view and set up income limits for unemployment insurance.
Rates Nursing Care	GPDE_SI_RATES_02	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Income Limits DEU, Rates Nursing Care	Use to define nursing care insurance contribution rates. PeopleSoft delivers and maintains these tables.
Rates Pension Care	GPDE_SI_RATES_03	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Income Limits DEU, Rates Pension Care	Use to define old age pension insurance contribution rates. PeopleSoft delivers and maintains these tables.
Rates Unemployment	GPDE_SI_RATES_04	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Income Limits DEU, Rates Unemployment	Use to define unemployment insurance contribution rates. PeopleSoft delivers and maintains these tables.

Setting Up Income Limits Reference Amounts

Access the Reference Amounts page.

Reference Amounts

Find | View All First 1 of 1 Last

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

*Currency Code: EUR

Reference Amounts

Find | View All First 1 of 2 Last

*Region: East *Miners' Social Insurance: General

Low Income Monthly Gross: 325.00 Maximum Taxfree Amount: 227.81

Monthly Pension Gross: 117.25 PI Min Amount for Insig. Empl: 155.00

Monthly Gross: 1960.00

Annual Gross: 23520.00

Daily Gross: 65.33 Currency Code: EUR

Reference Amounts page

Region

In this field, *East* indicates the new German states ("neue Bundesländer") and *West* indicates the old states ("alte Bundesländer"). *General* indicates that the input is valid for both east and west SI regions.

Low Income Monthly Gross

Applies to low-income earners and is prescribed by law. Enter a new value if this amount changes.

Monthly Pension Gross

Base Value for Pension is required for retiree health insurance.

Monthly Gross

Monthly average income.

Annual Gross

Yearly average income.

Daily Gross

Daily average income.

Miners' Social Insurance

Select *Miner* if the input data are only relevant for the miners' insurance association; select *Non Miner* if not. Select *General* if the input data is relevant for miners and non-miners.

Maximum Taxfree Amount

The highest nontaxable contribution that the employer can make to private health insurance.

PI Min Amount for Insig. Empl

Minimum limit to calculate pension insurance contribution if the employee is an insignificant employee and wishes to be insured in the pension insurance.

Setting Up Income Limits for Health Insurance

Access the Limits Health page.

Limits Health page

Region In this field, *East* indicates the new German states ("neue Bundesländer") and *West* indicates the old states ("alte Bundesländer"). *General* indicates that the input is valid for both east and west SI regions.

Maximum Monthly Gross The monthly gross income limit prescribed by law for this limit type. If any changes occur in these amounts, enter them in the respective field.

Maximum Daily Gross The daily pay income limit prescribed by law for this limit type.

Note. Change health insurance data at the employee level in the Social Insurance component.

See Also

Chapter 5, "Managing Social Insurance for Germany," Entering Social Insurance Data, page 33

Setting Up Income Limits for Nursing Care

Access the Limits Nursing page.

The screenshot shows the 'Limits Nursing' page. At the top, there are tabs: 'Reference Amounts', 'Limits Health', 'Limits Nursing' (selected), 'Limits Pension', 'Limits Unemployment', and 'Rates Nursing'. Below the tabs, there is a header bar with 'Find | View All' and navigation buttons 'First', '1 of 1', and 'Last'. The main content area has 'Effective Date: 01/01/2002' and 'Status: Active'. Below this is a section titled 'Income Limits' with its own 'Find | View All' and navigation buttons. The 'Income Limits' section contains the following fields: '*Region:' with a dropdown menu set to 'General', 'Maximum Monthly Gross:' with a value of 3375.00, 'Maximum Annual Gross:' with a value of 40500.00, 'Maximum Daily Gross:' with a value of 112.50000, and 'Currency Code:' with a value of EUR.

Limits Nursing page

The fields on this page are identical to those on the Limits Health page.

See Also

Chapter 5, “Managing Social Insurance for Germany,” Setting Up Income Limits for Health Insurance, page 62

Setting Up Income Limits for Old Age Pension Insurance

Access the Limits Pension page.

The screenshot shows the 'Limits Pension' page. At the top, there are tabs: 'Reference Amounts', 'Limits Health', 'Limits Nursing', 'Limits Pension' (selected), 'Limits Unemployment', and 'Rates Nursing'. Below the tabs, there is a header bar with 'Find | View All' and navigation buttons 'First', '1 of 1', and 'Last'. The main content area has 'Effective Date: 01/01/2002' and 'Status: Active'. Below this is a section titled 'Income Limits' with its own 'Find | View All' and navigation buttons. The 'Income Limits' section contains the following fields: '*Region:' with a dropdown menu set to 'East', '*Miners' Social Insurance:' with a dropdown menu set to 'Non Miner', 'Maximum Monthly Gross:' with a value of 3750.00, 'Maximum Annual Gross:' with a value of 45000.00, 'Maximum Daily Gross:' with a value of 125.00000, and 'Currency Code:' with a value of EUR.

Limits Pension page

Miners' Social Insurance Select *Miner* if the input data are only relevant for the miners' insurance association; select *Non Miner* if not. Select *General* if the input data is relevant for miners and non-miners.

The remaining fields on this page are identical to those on the Limits Health page.

See Also

[Chapter 5, "Managing Social Insurance for Germany," Setting Up Income Limits for Health Insurance, page 62](#)

Setting Up Income Limits for Unemployment Insurance

Access the Limits Unemployment page.

The screenshot shows the 'Limits Unemployment' page. At the top, there are tabs: 'Reference Amounts', 'Limits Health', 'Limits Nursing', 'Limits Pension', 'Limits Unemployment' (which is active), and 'Rates Nursing'. Below the tabs, there's a header bar with 'Find | View All' and navigation controls. The main content area has two sections. The first section, 'Effective Date: 01/01/2002' and 'Status: Active', has '+' and '-' buttons. The second section, 'Income Limits', has its own header with 'Find | View All' and navigation controls. It contains a dropdown for '*Region:' set to 'East', and four input fields: 'Maximum Monthly Gross' (3750.00), 'Maximum Annual Gross' (4500.00), 'Maximum Daily Gross' (125.00000), and 'Currency Code' (EUR). There are also '+' and '-' buttons next to the 'Income Limits' header.

Limits Unemployment page

The fields on this page are identical to those on the Limits Health page.

See Also

[Chapter 5, "Managing Social Insurance for Germany," Setting Up Income Limits for Health Insurance, page 62](#)

Setting Up Rates for Nursing Care

Access the Rates Nursing page.

Reference Amounts Limits Health Limits Nursing Limits Pension Limits Unemployment **Rates Nursing**

Find | View All First 1 of 1 Last

Effective Date: 01/01/2002 Status: Active

Contribution Rates Find | View All First 1 of 1 Last

*Region: General

Rate Code		Pct	% ER	% EE	Cost	ER Contr	Currency
1	Mandatory Insured	1.70	0.850	0.850	57.380	28.69	EUR
2	Mandatory Insured Saxonia	1.70	0.350	1.350	57.380	11.81	EUR
3	Civil Servant	0.85	0.425	0.425	28.680	14.34	EUR
4	Civil Servant Saxonia	0.85	0.175	0.675	28.680	5.91	EUR
5	Home Care Ins for Retirees	1.70		1.700	57.380		EUR

Rates Nursing page

Region

In this field, *East* indicates the new German states ("neue Bundesländer") and *West* indicates the old states ("alte Bundesländer"). *General* indicates that the input is valid for both east and west SI regions.

Rate Code

The relationship between the calculation rate codes for the SI branch and the rate.

Pct (percentage)

The full percentage for the calculation rate code. 50% of the value entered in this field will be entered as a default into the fields %ER and %EE, respectively.

% ER (percentage employer)

The employer's percentage for the calculation rate code. It defaults to 50% of the value that has been entered in the Pct field. You can change this value. The fields %ER and %EE must add up to the value entered in the field Pct. If this field is changed, the value in %EE will be adjusted accordingly.

% EE (percentage employee)

The employee's percentage for the calculation rate code. It defaults Pct - %ER. You can change this value. The fields %ER and %EE must add up to the value entered in the field Pct. If this field is changed, the value in %ER will be adjusted accordingly.

Cost

This is the actual cost for the calculation rate code. It is calculated by the system by multiplying the income limit for Nursing Care Insurance in the selected region with the percentage entered in the Pct field.

ER Contr (employer contribution)

This is the employer's cost for the calculation rate code. It is calculated by the system by multiplying the income limit for Nursing Care Insurance in the selected region with the percentage entered in the %ER field.

Setting Up Rates for Old Age Pension Insurance

Access the Rates Pension page.

[Limits Nursing](#)
[Limits Pension](#)
[Limits Unemployment](#)
[Rates Nursing](#)
[Rates Pension](#)
[Rates Unemployment](#)

Find | View All | First 1 of 1 Last

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

Contribution Rates Find | View All | First 1 of 2 Last

***Region:** General ***Miners' Social Insurance:** Non Miner + -

Rate Code		Pct	% ER	% EE	Cost	ER Contr	Currency		
1	Blue Collar Full Contribution	19.10	9.550	9.550			EUR	+	-
2	White Collar Full Contribution	19.10	9.550	9.550			EUR	+	-
3	Blue Collar Half Contribution	9.55	9.550				EUR	+	-
4	White Collar Half Contribution	9.55	9.550				EUR	+	-
5	Lump Sum for Insig Blue Collar	12.00	12.000				EUR	+	-

Rates Pension page

Miners' Social Insurance Select *Miner* if the input data are only relevant for the miners' insurance association; select *Non Miner* if not. Select *General* if the input data is relevant for miners and non-miners.

The remaining fields on this page are identical to those on the Rates Nursing page.

See Also

Chapter 5, "Managing Social Insurance for Germany," Setting Up Rates for Nursing Care, page 65

Setting Up Rates for Unemployment Insurance

Access the Rates Unemployment page.

[Limits Nursing](#)
[Limits Pension](#)
[Limits Unemployment](#)
[Rates Nursing](#)
[Rates Pension](#)
[Rates Unemployment](#)

Find | View All First 1 of 1 Last

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

Contribution Rates Find | View All First 1 of 1 Last

*Region: General -

Rate Code		Pct	% ER	% EE	Cost	ER Contr	Currency	
1	Full Contribution	6.50	3.250	3.250			EUR	+ -
2	Half Contribution	3.25	3.250				EUR	+ -

Rates Unemployment page

The fields on this page are identical to those on the Rates Nursing page.

See Also

Chapter 5, “Managing Social Insurance for Germany,” Setting Up Rates for Nursing Care, page 65

CHAPTER 6

Working With Taxes

This chapter provides an overview of taxes and describes how to:

- Set up for taxes.
- Enter tax data.
- Calculate lump-sum taxes.
- Process cash method taxes.
- Process annual income tax calculations.
- Process a double taxation treaty and global assignment ordinance.

Overview of Taxes

As an employer, you are legally required to maintain and report a variety of tax data about your employees. To do this, PeopleSoft Global Payroll for Germany offers the following tables:

- Tax offices.
- Tax units.
- Church tax setup.
- Tax (General Tax Data, Tax Card Data, and Employee Carryover pages).

PeopleSoft Global Payroll for Germany also enables you to perform more advanced calculations, such as lump-sum taxes, cash method taxes, annual income tax calculations, as well as administer double taxation and global assignments.

Setting Up for Taxes

PeopleSoft delivers much of the set up information needed to calculate taxes in the system. In the Tax Office component, PeopleSoft delivers address data information, but you must enter and maintain deposit data information. You also must provide the data on the Tax Units page. PeopleSoft delivers and maintains the Church Tax Table, so you are not required to enter any information on the Church Tax page.

Pages Used to Set Up for Taxes

Page Name	Object Name	Navigation	Usage
Address Data	GPDE_TX_FIN_OFFC1	Set Up HRMS, Product Related, Global Payroll, Taxes, Tax Offices DEU, Address Data	Enter address information for a tax office. PeopleSoft delivers and maintains the Tax Offices Table, which contains the addresses of all tax offices in Germany. You can modify the data yourself if necessary. Important! PeopleSoft delivers and maintains the Tax Offices Table. Although you can modify this table if necessary, carefully consider the impact of all changes.
Deposit Data	GPDE_TX_FIN_OFFC2	Set Up HRMS, Product Related, Global Payroll, Taxes, Tax Offices DEU, Deposit Data	Enter banking details for the tax office. The data on this page is not maintained by PeopleSoft; you must update this information when necessary.
Tax Unit	GPDE_TX_UNIT	Set Up HRMS, Product Related, Global Payroll, Taxes, Tax Units DEU	Enter your company's tax ID into the system.
Church Tax	GPDE_TX_CHURCH	Set Up HRMS, Product Related, Global Payroll, Taxes, Church Tax DEU	Enter church tax rates and distribution information. PeopleSoft delivers and maintains the Church Tax table; you can modify the data yourself if necessary.
Pay Entity - Tax Data	GPDE_AL_PAYENT	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entities DEU, Tax Data	Enter tax data for the pay entity.

Entering Bank Details for Tax Offices

Access the Deposit Data page.

Deposit Data page

Deposit Schedule Specify the date of deposit.

Filing Office Select this check box if the tax office is a filing office for your company.

Entering Tax IDs

Access the Tax Unit page.

Tax Unit page

Tax Office Select a tax office.

Tax Number Enter the employer's tax number.

Entering Church Tax Rates and Distribution Information

Access the Church Tax page.

Church Tax

Church State: Hamburg

Find | View All First 1 of 3 Last

*Effective Date: 01/01/2002

+ -

Spouse Distribution Percent: 50.00

☐ Minimum if No Income Tax

Catholic Distribution Percent: 20.00

☐ Minimum for Tax Class V/VI

Lump Sum Tax Rate: 4.00

	*Religion	Tax Rate	Daily Min Tax		Monthly Min Tax		Max Pct		
1	Roman Catholic	9.00	0.01	EUR	0.30	EUR	3.00	+	-
2	Evangelical Lutheran	9.00	0.01	EUR	0.30	EUR	3.00	+	-

Church Tax page

This table is maintained by PeopleSoft.

Spouse Distribution Percent

The portion of church tax that is to be deducted for the church affiliation of the spouse.

Catholic Distribution Percent

For lump-sum tax types, this field displays the portion of church tax that is to be paid to the Roman Catholic Church. The remainder is directed to the Protestant Church.

Lump Sum Tax Rate

If income tax is deducted in a lump sum for all employees, church tax is calculated according to the special tax rates for lump-sum income tax. In this case, this field displays the church tax lump-sum rate.

Minimum if No Income Tax

Select this check box if the church state requires that a minimum church tax be deducted even if no income tax is payable. Do not select this option unless the church state provides for a minimum church tax rate.

Minimum for Tax Class V/VI

Select this option if a minimum rate is to be deducted automatically for tax classes V and VI. Do not select this option unless the church state provides for a minimum church tax rate.

Tax Rate

The church tax calculation factor.

Daily Min Tax (daily minimum tax)

The minimum daily tax rate, if the church state regulates this amount.

Monthly Min Tax (monthly minimum tax)

The minimum monthly tax rate, if the church state regulates this amount.

Max Pct (maximum percentage) The church tax ceiling, if the church imposes a maximum percentage.

Setting Up Pay Entity Tax Data

Access the Tax Data page.

The screenshot displays the 'Tax Data' page for a pay entity named 'GDA DEUEV-Firma 1'. The page is divided into several sections. At the top, there are tabs for 'Pay Entity Addr', 'Processing Detail', 'Retro Limits', 'Supporting Elem', 'Source Bank Link', and 'Tax Data'. Below the tabs, the 'Pay Entity' is identified as 'GDA DEUEV-Firma 1'. The 'Definition' section shows 'Effective Date: 01/01/2002', 'Status: Active', and 'Fiscal Year End: December'. The 'Tax Details' section contains the following fields: '*Tax Unit: KDG001' (with a search icon), 'Tax Chamber Bremen' (with a search icon), 'Tax Chamber Saarland' (with a search icon), 'Lump Sum Church Tax' (with a search icon), 'Lump Sum Tax Rate' (with a search icon), and '*Church State: Bayern' (with a dropdown arrow). The page also includes navigation controls like 'Find | View All', 'First', '1 of 1', and 'Last'.

Tax Data page

Fiscal Year End	Select the end of your company's fiscal year.
Tax Unit	Select your tax unit.
Tax Chamber Bremen	Select the tax unit where the tax office is referenced, which receives the chamber tax Bremen.
Tax Chamber Saarland	Select the tax unit where the tax office is referenced, which receives the chamber tax Saarland.
Lump Sum Church Tax	This amount is deducted only if the employee belongs to a religion. If the employee does belong to a religion, enter <i>Y</i> .
Lump Sum Tax Rate	Enter an individual lump sum rate for the employer.
Church State	Enter the church state of the employer.

Entering Tax Data

Enter the tax data of your employees in the Taxes component, which consists of the General Tax Data, Tax Card Data, and Employer Carryover pages.

Pages Used to Enter Tax Data

Page Name	Object Name	Navigation	Usage
General Tax Data	GPDE_TX_DATA1	Global Payroll, Payee Data, Taxes, Maintain Tax Data DEU, General Tax Data	Enter tax card data for an employee.
Tax Card Data	GPDE_TX_DATA2	Global Payroll, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data	Enter an employee's tax card data.
Employer Carryover	GPDE_TX_CARD_CO	Global Payroll, Payee Data, Taxes, Maintain Tax Data DEU, Employer Carryover	Enter the tax card data from an employee's carryover balance sheet. Regardless of how many balance sheets an employee has, enter only the totals on this page. This information is then used during the payroll process to calculate tax adjustment and estimated yearly gross.
Tax Statement	GPDE_RC_TX01	Global Payroll, Taxes, Tax Statement Report DEU, Tax Statement	Statutory report that you must deliver to the authorities biannually as part of tax declaration.
New Tax Card	GPDE_RC_TX02	Global Payroll, Year-End Processing, Create New Tax Card DEU, New Tax Card	Collects all changed data and creates a new row in the tax card table.
Tax Registration	GPDE_RC_TX05	Global Payroll, Taxes, Tax Registration Report DEU, Tax Registration	Prints for the relevant period the necessary information to be sent to the revenue office.

Entering Tax Card Data for Employees

Access the General Tax Data page.

General Tax Data		Tax Card Data		Employer Carryove	
ID:	KDG061	0	Berger,Manfred	Pay Entity:	KD1 Continental Commerce - Germany
Tax Unit:	KDG001 German Taxnumber				
Tax Number:	567890233				
Tax Office:	9144 München 1				
Find View All First 1 of 1 Last + -					
*Effective Date: 01/01/2002					
Income Tax Data					
Tax Schedule:	Schedule A		☐ Tax Card Received		
Chamber State:	N/A				
*Tax Card Start Date:	01/01/2002				
Tax Adjustment					
☐ Monthly Adjustment		☒ Annual Adjustment		☒ Church Annual	

General Tax Data page

Effective Date

The current date when you enter a new record.

Income Tax Data

Tax Schedule

Select either *Schedule A* or *Schedule B*. This refers to Tax Table A or Tax Table B, respectively.

Tax Card Received

Select this option if the employee is using an official, government-issued tax card.

Chamber State

If an employee works in Bremen or Saarland, a special chamber tax must be paid. Select the chamber state: *Bremen*, *Bremen BC*, *N/A*, or *Saarland*.

Tax Card Start Date

Enter the date that you want to print as the employment start date on the tax card label. This date must be within the same year as the effective date.

When you enter a new record, the Effective Date field displays the current date. If no card exists for the current year, the current date is entered here. If a tax card already exists for the current year, the start date of this card is entered in the new Tax Card Start Date field.

Tax Adjustment

Monthly Adjustment

Select this option to adjust taxes monthly for your employee.

Annual Adjustment

Select this option to adjust the wage tax for the employee at the end of the year.

Church Annual

Select this option to adjust the church tax when adjusting the annual adjustments. When selecting this option, you must also select the Annual Adjustment option.

Entering Employee Tax Card Data

Access the Tax Card Data page.

Tax Card Data page

Number of Children	Enter the number of children for deduction purposes.
Religion Employee/Spouse	Select the religion of the employee and the spouse. This is used in conjunction with information on the Church Tax page to determine the applicable church tax rate.
*KUG Benefit Group	The KUG benefit group is determined in accordance with the German employment promotion act (Arbeitsförderungsgesetz).
*KUG Benefit Step	The KUG benefit step is determined in accordance with the German employment promotion act (Arbeitsförderungsgesetz).
Tax Office	Select the code of the appropriate tax office.
Locality	Enter the municipality that issued the tax card.
Exemption Annually	Enter the employee's annual tax exemption.
Exemption Monthly	Enter the employee's monthly tax exemption.
Tax Card Closed On	The closing date for the tax card. Retroactive changes are taxed according to the cash method if the tax card has already been closed. In this case, the field already contains a date.

If the Tax Card Closed On field displays a date, the remaining fields on the Tax Card Data and General Tax Data pages are display-only. Delete the date if you want to reactivate these fields.

If this field has no date at the end of the year, you can enter the tax card data in the tax card of the next year using the New Tax Card report.

See Also

Chapter 6, “Working With Taxes,” Entering Church Tax Rates and Distribution Information, page 72

Entering Tax Card Data From Employee Carryover Balance Sheets

Access the Employer Carryover page.

General Tax Data		Tax Card Data		Employer Carryover	
ID:	KDG061	0	Berger, Manfred	Pay Entity:	KD1 Continental Commerce - Germany
Effective Date:	01/01/2002				
2. Nbr of Work Interruptions:					
3. Taxable Gross:		EUR		9. Multiple Year Pension Gross:	EUR
4. Income Tax:		EUR		10. Multiple Year Taxable Grs:	EUR
5. Solidarity Tax:		EUR		15. KUG, SWG, MAT, OAPT:	EUR
6. Church Tax Employee:		EUR		16. DBA Earnings:	EUR
7. Church Tax Spouse:		EUR		16. ATE Earnings:	EUR
8. Pension Gross:		EUR			

Employer Carryover

Carryover Currency

Enter the currency code for the amounts entered on this page.

2. Nbr of Work Interruptions (number of work interruptions)

Enter the number of work interruptions from the carryover balance sheet.

3. Taxable Gross

Enter the taxable gross from the carryover balance sheet.

4. Income Tax

Enter the income tax from the carryover balance sheet.

5. Solidarity Tax

Enter the solidarity tax from the carryover balance sheet.

6. Church Tax Employee

Enter the church tax paid for the employee from the carryover balance sheet.

7. Church Tax Spouse

Enter the church tax paid for the spouse, if applicable, from the carryover balance sheet.

8. Pension Gross	Enter the pension gross from the carryover balance sheet.
9. Multiple Year Pension Gross	Enter the multiple year pension gross from the carryover balance sheet.
10. Multiple Year Taxable Grs (multiple year taxable gross)	Enter the multiple year taxable gross from the carryover balance sheet.
15. KUG, SWG, MAT, OAPT (KUG, SWG, maternity earnings, old page part-time)	Enter the KUG, SWG, maternity, and old age part-time earnings from the carryover balance sheet.
16. DBA Earnings	Enter the DBA earnings from the carryover balance sheet.
16. ATE Earnings	Enter the ATE earnings from the carryover balance sheet.

The fields of the Employer Carryover page correspond to the numbered lines on the tax card.

Calculating Lump-Sum Taxes

In certain cases, you can calculate employee income tax independently of specific job characteristics by means of a lump-sum tax rate. The following section provides an overview of the most important statutory regulations regarding lump-sum taxation and provides concrete examples of how lump-sum taxes are calculated.

Overview of the Statutory Regulations for Lump-Sum Tax

In certain cases, the government allows you to tax income according to a lump sum. When income is taxed at a lump-sum rate, a certain percentage of an employee's pay is paid to the tax office, regardless of that employee's specific pay criteria. In such cases, the income tax table is not used. Applying a lump-sum tax to an employee's income reduces the amount of work necessary and also often reduces the tax amount the employee pays. As an employer, you are responsible for paying income and church taxes.

You can establish *fixed* lump-sum tax rates for certain earnings, such as the following:

- Temporary employment: 25 percent.
- Low-income employment (part-time work): 20 percent.
- Travel allowances: 15 percent.
- Direct life insurance: 20 percent.
- Meal allowances: 25 percent.
- Company events: 25 percent.
- Convalescence allowances: 25 percent.

For these kinds of earnings, you can process income taxes *without applying* to the tax office.

In certain cases, you can also process other earnings (one-time payments of up to EUR 1.000,00 per year) according to specially defined lump-sum tax rates. These rates are approved by the tax office on request. This also applies to income taxes changed by the tax office following an external income tax audit.

Church tax must always be paid, even if income is taxed at a lump-sum rate. The base used for assessing church tax is the lump-sum income tax. The tax office can waive claims for church tax if the employer can prove that some or all of the employees concerned are not members of the taxable churches.

In certain cases, a lump-sum income tax assessment can trigger exemptions for social insurance payments. For example, travel allowances, direct life insurance, meal allowances, company events, and convalescence allowances are exempt from social insurance.

The calculation is done if certain earnings are assigned to the different lump sum accumulators (DE_A3_K2024 to DE_A3_K2514).

Cash Method Taxes

An employee may often receive earnings that are related to a much earlier pay period. Because these earnings are subject to statutory tax and social insurance requirements, deductions must be made accordingly.

If certain payments cannot be taxed in the year in which they were earned (because the tax card for that year has already been closed), the payment and its tax portion are carried over into the following year.

PeopleSoft Global Payroll provides you with the pay elements and the calculation rules for processing such payments according to the cash method.

Legal Requirements and Compliance

Whether taxes can be assigned to the period in which they were incurred depends on whether an employee's tax card has already been closed. However, social insurance contributions that are paid later are always credited to the pay period in which the entitlement to the earnings originated.

Tax Deductions

Earnings are normally taxed (income tax, church tax, solidarity tax) in the year in which they are paid to the employee. The taxable portion of those earnings is calculated for each pay period (calendar month) and deducted from the employee's pay.

Earnings, such as overtime, merit bonuses, and expenses, however, are usually paid later. Similarly, entitlements that arise at the end of the year cannot usually be paid and taxed until the new year. However, you can assign these amounts to the year in which they were earned only if the employee's tax card has not yet been closed. Tax cards are generally closed during the first quarter of the following year in order to allow employees to file their income tax returns.

New payment amounts arising for a year for which the appropriate tax card has already been closed cannot be included in the closed year. Such amounts are carried over into the current calendar year (with an open tax card).

Social Insurance Contributions

Social insurance contributions for retrospectively paid earnings are also transferred to the DEUEV Provider later, but are credited to the pay period (month) in which the earnings entitlement arose. Here, the cash method cannot be applied; instead, the *incurred payment method* is applied, and the amounts are assigned to the month and year in which they are earned. The corresponding report to the DEUEV provider can be processed using the DEUEV function within PeopleSoft Global Payroll. Be sure to comply with the March Clause.

Annual Income Tax Calculations

PeopleSoft Global Payroll uses three income tax calculations that cover the entire calendar year. The following sections provide explanations of the system requirements for these three processes, as well as some calculation examples.

Annual Income Tax Adjustment

This section provides the most important information on how annual income tax adjustments are processed by PeopleSoft Global Payroll.

Purpose of the Annual Income Tax Adjustment

Over the course of a calendar year, there may be times when too much tax is paid because of varying incomes or because of an entry of an exempt amount on the tax card sometime during the year. The annual income tax adjustment process corrects this problem.

Annual Income Tax Adjustment by the Employer

Employers who employ at least ten persons on December 31 must perform annual income tax adjustments. In accordance with §42 b EstG, other employers are entitled but not obliged to perform these tax adjustments.

Employees Eligible for Annual Income Tax Adjustments

Employers can perform an annual income tax adjustment only for employees to whom the following conditions apply:

- The employee is subject to unlimited income tax.
- The employee is a resident in the country or has habitual abode there.
- The employee was employed without interruption in the adjustment year.
- The employee was employed on December 31, or is receiving pension benefits from the employer.

The employer may not perform annual income tax adjustments in the following cases:

- If requested by the employee.
- The employee is taxed according to tax class V or VI in the adjustment year or in part of the adjustment year.
- The employee was taxed for a part of the adjustment year according to tax class III or IV.
- Payments to the employee were interrupted, and for this reason had the capital letter *U* entered in his or her payroll balance, or a previous employer entered the capital letter *U* on the employee's tax card.

- The employee is taxed in the adjustment year partially in accordance with the general income tax table and partially in accordance with the special income tax table.
- The employee received earnings with tax concessions in accordance with the Global Assignment Decree (ATE) or which are tax-exempt in accordance with the Double Taxation Agreement (DBA).

Annual Income Tax Adjustment With PeopleSoft Payroll

The annual income tax adjustment is automatically performed as a part of the normal payroll calculation in December. Thus, the current pay period for the annual income tax adjustment is December.

The following employees are excluded from the annual income tax adjustment:

- Employees for whom the Annual Income Tax Adjustment check box on the page General Tax Data has been manually cleared.
- Employees in tax class V or VI in the current tax year (or part of the year).
- Employees in the tax class III or IV in a part of the current tax year.
- Employees with additional benefits (short-time pay, additional maternity allowance, or old age part-time increase amounts).
- Employees who have the capital letter *U* entered in their tax cards.
- Employees who were not processed for the entire year using the General or Special Income Tax Table.
- Employees with earnings in accordance with a Double Taxation Agreement (DBA) or Global Assignment Decree (ATE).

The calculation rules determine the applicable taxable gross and the tax data from the balance table for the months January through November and include the data from the current pay period (December).

The taxable gross consists of regular earnings and other taxable earnings. Tax-exempt pension amounts, old-age relief payments, and the tax-exempt amounts entered in the tax card are included in their entirety in the process.

Church tax and solidarity tax must also be adjusted whenever the annual income tax adjustment is made for an employee. If the employee stops paying church tax in the course of the adjustment year and this is indicated on the tax card, the church tax annual adjustment can be closed.

The following pay elements are generated for payback amounts:

- DE_TX_J001, income tax payback.
- DE_TX_J019, church tax payback.
- DE_TX_J023, solidarity tax payback.

The annual adjustment is performed only in December and is not rerun for retro payments.

Permanent Annual Income Tax Adjustments

This section provides an overview of permanent annual income tax adjustments in PeopleSoft Global Payroll for Germany and provides an example.

Purpose of the Permanent Annual Income Tax Adjustment

The term *permanent annual income tax adjustment* describes a special process in the taxation of regular pay during the course of the calendar year.

In this process, the *regular* income tax deduction is made using the *annual income tax table*.

Thus, excess taxes that can result from fluctuating income are permanently adjusted. This process has nothing to do with an actual *annual income tax adjustment*.

Employees Eligible for Permanent Annual Income Tax Adjustments

Income tax for *regular* pay can be determined according to the anticipated annual pay with the annual income tax table if the following apply:

- The employee is subject to unlimited income tax.
- The employer has the employee's tax card.
- The employee has been employed without interruption since the beginning of the calendar year.
- The letter *U* is not entered in the employee's pay balance or tax card.
- The employee has not received short-time work or bad-weather allowances, maternity benefits, or compensation for income loss.
- The employee has not received earnings with tax concessions in accordance with the Global Assignment Decree (ATE) or earnings that are tax-exempt in accordance with the Double Taxation Treaty (DBA) during the adjustment year.
- The employee has not been transferred from the general income tax table to the special tax table, or vice-versa.
- Cases in which the employee cannot perform a permanent annual income tax adjustment essentially coincide with cases in which the employee cannot perform an annual income tax adjustment at the conclusion of the calendar year end.

Permanent Annual Income Tax Adjustment With PeopleSoft Global Payroll

The following employees are excluded from the permanent annual income tax adjustment:

- Employees for whom the Permanent Annual Income Tax Adjustment option on the page General Tax Data has been manually cleared.
- Employees with additional benefits (short-time pay, additional maternity allowance, old age part-time increase amounts).
- Employees who have the capital letter *U* entered in their tax cards. (The capital letter *U* entered by the previous employer is currently not supported.)
- Employees who were not processed for the entire year using the general or special income tax table.
- Employees with earnings in accordance with the Double Taxation Agreement (DBA) or Global Assignment Decree (ATE).

The calculation rules determine the appropriate taxable gross amount and the tax data for previous months and include the data from the current pay period.

Calculation Example

Pay Period	Regular pay	Tax Days	Tax
January	7.000	30	
February	6.000	30	
March	7.000	30	
April	9.000	30	
Sums 01 through 03	20.000	90	3163
Sums 01 through 04 (See auxiliary calculation)	29.000	120	4928
April			1765

Auxiliary calculation:

Anticipated annual gross	29.000	:120 * 360 =	87.000
Tax on anticipated gross:			14.784
Tax on 01 – 04	14.784	:360 * 120 =	4.928
Tax 04		4.928 - 3.163 =	1.765

Income Tax on One-Time Payments

Carryovers according to the tax card are included to determine accrued pay (January through July).

The following is an example of calculated income tax for a one-time payment made in August 1999.

Pay Period	Regular Pay	One- Time Payment
January	9429,73	
February	9429,73	7396,27

Pay Period	Regular Pay	One- Time Payment
March	9429,73	
April	9429,73	
May	9429,73	
June	9429,73	
July	9429,73	1438,10
August	9840,73	10.118,25
Total January - July:	66.008,11	

Total January - July:	=	66.008,11		
9.840,73 * 5 (anticipated)	+	49.203,65		
	+	7396,27		
	+	1438,10		
	=	124.046,13	Annual tax, tax class 3	26.596
	+	10.118,25		
	=	134.164,38	Annual tax	30.180
Tax 04			Difference (tax on bonus)	3584

CHAPTER 7

Setting Up Garnishments for Germany

When an employee owes money to certain third parties, that person's salary might be garnished. As the employer, you're required to pay part of the employee's salary to the garnisher. PeopleSoft Global Payroll for Germany helps you process all the employer tasks involved in handling garnishments. The system determines the correct garnishment amounts, generates the corresponding deductions, and creates bank transfer data.

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

- Set up garnishments.
- Review garnishment processing results.
- Calculate interest in garnishment processes.

Setting Up Garnishments

In this section, we discuss how to:

- Define garnishment priority and basic garnishment information.
- Define garnishments in more detail.
- Enter information about dependents.
- Define garnishment disposable income and priority distribution percentage.
- Enter bank and transfer instructions for a garnishment.
- Enter instructions for overriding and element.

Pages Used to Set Up Garnishments

Page Name	Object Name	Navigation	Usage
Garnishment - Order	GPDE_GR_EE1	Global Payroll, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Order	Define garnishment priority and basic garnishment information.
Garnishment - Detail	GPDE_GR_EE2	Global Payroll, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Detail	Define garnishments in more detail.
Garnishment - Dependents	GPDE_GR_EE3	Global Payroll, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Dependents	Enter information about dependents.
Garnishment - Income	GPDE_GR_EE4	Global Payroll, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Income	Define garnishment disposable income and priority distribution percentage.
Garnishment - Bank Transfer	GPDE_GR_EE5	Global Payroll, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Bank Transfer	Enter bank and transfer instructions for a garnishment.
Garnishment - Override	GPDE_GR_EE6	Global Payroll, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Override	Enter instructions for overriding an element.

Entering Basic Garnishment Information

Access the Garnishment - Order page.

Order | Detail | Dependents | Income | Bank Transfer | Override

Bauer, Friedrich Employee KD0004 Empl Rcd#: 0

Garnishment Order Find | View All First 1 of 1 Last

Garnishment Priority: 1

Garnishment Type: General

Garnishment ID:

Garnishment Received Date: 11/11/2002 4:08PM

Garnishment Information Find | View All First 1 of 1 Last

Effective Date: 11/11/2002 Status: Active

☐ Pre-Garnishment

Entry Type: Deduction Element Name:

Order page

Garnishment Order

Garnishment Priority

The priority of this garnishment in relation to other garnishments you might have set up for an employee. The lower the number, the higher the priority. So, the system processes a garnishment with a priority of 1 before a garnishment with a priority of 5.

Garnishment Type

Specify whether the garnishment concerns a *General* order or a *Support* order.

Garnishment Received Date

The system populates this field with a time stamp.

Garnishment Information

Effective Date

The first valid payroll date.

Pre-Garnishment

Select if you haven't received the garnishment order but your company wants to initiate a pregarnishment deduction. In accordance with § 845 Section 2 of the German Code of Civil Procedure, a pregarnishment is permitted for a maximum of 4 weeks. Thereafter, you must convert the pregarnishment to a garnishment or rescind it.

To convert a pregarnishment to a garnishment, clear this field. If you haven't received the garnishment order after 4 weeks, change the status to *Inactive*. The employee is reimbursed for the deducted pay.

Entry Type

Enter the entry type for the garnishment element. The default is *Deduction*.

Element Name

Enter the garnishment element name. The prompt lists all garnishment sample deduction elements that PeopleSoft delivers. Be aware that the assignment of the deduction is unique.

For example, a company receives two different court orders for an employee. The first has priority 1, and the assigned garnishment deduction element is DE_GR_G001. For the second court order, you'd have to assign a deduction element that isn't equal to DE_GR_G001.

It's very important to follow this approach to ensure that the process works correctly.

Entering Garnishment Detail

Access the Garnishment - Detail page.

The screenshot displays the 'Garnishment - Detail' page. At the top, there are tabs: Order, Detail (selected), Dependents, Income, Bank Transfer, and Override. Below the tabs, the employee information is shown: Bauer, Friedrich, Employee, KD0004, and Empl Rcd#: 0. The main section is titled 'Garnishment Order' and includes a 'Find | View All' link and navigation buttons (First, 1 of 1, Last). Below this, the 'Garnishment Priority' is set to 1. The 'Garnishment Information' section shows the 'Effective Date' as 11/11/2002. The 'Detail' section contains several input fields: 'Garnishment Amount' (0.00), 'Max Garn Amount' (99999999.99), 'Interest Rate' (0.00), 'Garn Processing Fee' (0.00), and 'Currency Code' (DEM). Each input field has a search icon (magnifying glass) next to it.

Detail page

Detail

Garnishment Amount

Enter the amount that's to be deducted from the payee's earnings monthly.

Max Garn Amount
(maximum garnishment amount)

If the garnishment order specifies a maximum monthly amount, enter that amount.

Interest Rate

Enter the garnishment interest rate deduction element and the percentage.

Garn Processing Fee
(garnishment processing fee)

Enter the garnishment processing fee deduction element and the amount.

Entering Garnishment Dependent Information

Access the Garnishment - Dependents page.

In the Dependents group box, enter the number of dependents declared in the garnishment order. Based on that number, legal amounts and percentages appear.

Warning! PeopleSoft delivers and maintains the Garnishment Dependents Table. Although you can modify this table, carefully consider the impact of changes.

Access the Garnishment - Dependents page.

The screenshot displays the 'Garnishment Order - Dependents' page. At the top, there are tabs: 'Order', 'Detail', 'Dependents' (which is the active tab), 'Income', 'Bank Transfer', and 'Override'. Below the tabs, the employee information is shown: 'Bauer, Friedrich', 'Employee', 'KD0004', and 'Empl Rcd#: 0'. The main content area is titled 'Garnishment Order' and includes a 'Find | View All' link and navigation buttons for 'First', '1 of 1', and 'Last'. Below this, the 'Garnishment Priority' is set to '1'. The 'Garnishment Information' section shows the 'Effective Date' as '11/11/2002'. The 'Dependents' section contains a 'Number of Dependents' field with the value '0' and a search icon, a 'Dependents Overwrite' checkbox, and two fields for 'Exemption Amount (Par. 850c/1)' and 'Exemption Pct (Par. 850c/2)'.

Dependents page

Dependents

- | | |
|--|---|
| Number of Dependents | Select the number of dependents specified by the garnishment order. Choose from the prompt that lists the number of dependents, the exemption amount, and the percentage. |
| Dependents Overwrite | This check box applies only to property garnishments. To override the exemptions, select this check box. |
| Exemption Amount (Par. 850c/1) (exemption amount paragraph 850c/1) | This field appears if the garnishment type is General and Dependents Overwrite is selected. |
| Exemption Pct (Par. 850c/2) (exemption percentage paragraph 850c/2) | This field appears if the garnishment type is General and Dependents Overwrite is selected. |

Entering Garnishment Income Information

Access the Garnishment - Income page.

Enter the court-specified amounts that differ from the garnishment amounts specified in the German Code of Civil Procedure.

The screenshot shows the 'Income' tab of the 'Garnishment Order' window. At the top, there are tabs for 'Order', 'Detail', 'Dependents', 'Income' (selected), 'Bank Transfer', and 'Override'. Below the tabs, the employee information is displayed: 'Bauer, Friedrich', 'Employee', 'KD0004', and 'Empl Rcd#: 0'. The main section is titled 'Garnishment Order' and includes a 'Find | View All' link and navigation buttons for 'First', '1 of 1', and 'Last'. Below this, the 'Garnishment Priority' is set to '1'. The 'Garnishment Information' section contains the 'Effective Date' as '11/11/2002'. The 'Disposable Income' section has three input fields: 'Min Income Amt' (with a value of 'DEM'), 'Min Income Pct' (with a value of 'DEM'), and 'Other Income' (with a value of 'DEM'). The 'Priority Distribution Percent' section has a 'Distribution' input field.

Income page

Disposable Income

Min Income Amount (minimum income amount) Enter the minimum income established by the courts.

Min Income Pct (minimum income percentage) If the courts have specified that a percentage of total income is to be paid for support garnishments, enter this percentage.

Arrears If arrears have accrued, enter the amount.

Other Income Enter the minimum income set by the courts, if applicable.

Priority Distribution Percent

If different garnishments exist simultaneously, you can use the Distribution field to specify the percentage of the total garnished amount to be paid for this garnishment order. The distribution percentage is not legally stipulated.

Entering Bank Transfer Information

Access the Garnishment - Bank Transfer page.

Order Detail Dependents Income **Bank Transfer** Override

Bauer, Friedrich Employee KD0004 Empl Rcd#: 0

Garnishment Order Find | View All First 1 of 1 Last

Garnishment Priority: 1 + -

Garnishment Information Find | View All First 1 of 1 Last

Effective Date: 11/11/2002 + -

Bank Transfer

[Assignment](#)

[Recipient](#)

Bank Transfer page

Bank Transfer

Assignment Click this link to define garnishment payment assignment information.

Recipient Click this link to define garnishment payment recipient information.

See Also

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

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions,” Assigning Recipients to Deductions and Payees

Entering Garnishment Override Information

Access the Garnishment - Override page.

Order Detail Dependents Income Bank Transfer **Override**

Bauer, Friedrich Employee KD0004 Empl Rcd#:

Garnishment Order Find | View All First 1 of 1 Last

Garnishment Priority: 1 + -

Garnishment Information Find | View All First 1 of 1 Last

Effective Date: 11/11/2002 + -

Earning / Deduction Override

	Accumulator Name	Entry Type	Element Name	Variable Name	Percent	
1	DE_GR_G50	Earnings	DE_ER_M15060	DE_GR_GOVRD_M15060	25	+ -

Override page

The German Code of Civil Procedures specifies the maximum percentage of earnings that can be deducted. When you enter an employee's earnings, specify the deductible percentage for each earnings type. You can override the deductible percent of an earning/deduction amount. The percentage applies only to individual garnishments; otherwise, the legal percentage rates apply that are specified in the Earnings Table and the Deductions Table for individual pay elements.

To override the garnishment percentage for an earnings element, select the element name and enter the garnishment percentage. Add new rows to override further earnings.

To override the garnishment percentage for a deduction, select the entry type and enter the garnishment percentage for the deduction in the Percent field. Add new rows to override further deductions.

Earning/Deduction Override

Accumulator Name	Select the appropriate accumulator.
Entry Type	Select <i>Earnings</i> or <i>Deduction</i> .
Element Name and Variable Name	Select the appropriate element and variable.
Percent	Enter the percentage.

Reviewing Garnishment Processing Results

In this section, we discuss how to view the status of a garnishment.

Page Used to View Garnishment Processing Results

Page Name	Object Name	Navigation	Usage
Garnishment/Rslt (garnishment results)	GPDE_GR_RSLT	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Information, Garnishment Results DEU	After defining and calculating a garnishment, view the status of a garnishment.

Viewing Garnishment Processing Results

Access the Garnishment Rslt page.

The fields display data based on the garnishment type. If the garnishment type is General, the page displays Slice Begin Date, Slice End Date, Garnishment Amount, Element Name, General Garn (general garnishment), Already Paid GG (already paid general garnishment), and General Rest. If the garnishment type is Support, the page displays Slice Begin Date, Slice End Date, Garnishment Amount, Arrears, Element Name, Support Garn (support garnishment), Already Paid SG (already paid support garnishment), and Support Rest.

Garnishment Amount	Total amount that the employee owes the debtor.
Arrears	Total amount to be paid by the employee besides the garnishment amount. Arrears occur only if the garnishment type is Support.
General Garn (general garnishment)	Calculated amount for a general garnishment.
Support Garn (support garnishment)	Calculated amount for a support garnishment.
General Rest	The difference between the total amount that the employee owes the debtor and the payments made for the general garnishment.
Support Rest	The difference between the total amount that the employee owes the debtor and the payments made for the support garnishment.

Calculating Interest

In this section, we discuss how to calculate interest in garnishment processes.

PeopleSoft supports the four garnishment-related element categories:

Category	Description
GR_A	Garnishment - Accumulator
GR_D	Garnishment - Deduction

Category	Description
GR_I	Garnishment - Interest Rate
GR_P	Garnishment - Fee

The element categories are used to classify the garnishment deduction elements. PeopleSoft delivers the following sample deduction elements for garnishments:

Deduction Elements	Description
DE_GR_G001 – DE_GR_G010	General Garnishment
DE_GR_S001 – DE_GR_S010	Support Garnishment

The sample garnishment deduction elements are assigned to the category GR_D.

Every deduction of category GR_D is assigned to only one accumulator that's keyed by the garnishment priority. PeopleSoft delivers the following sample accumulators for garnishment:

General Garnishments

Accumulator	Member
DE_GR_G001_AC	DE_GR_G001
DE_GR_G002_AC	DE_GR_G002
DE_GR_G003_AC	DE_GR_G003
DE_GR_G004_AC	DE_GR_G004
DE_GR_G005_AC	DE_GR_G005
DE_GR_G006_AC	DE_GR_G006
DE_GR_G007_AC	DE_GR_G007
DE_GR_G008_AC	DE_GR_G008

Accumulator	Member
DE_GR_G009_AC	DE_GR_G009
DE_GR_G010_AC	DE_GR_G010

Support Garnishments

Accumulator	Member
DE_GR_S001_AC	DE_GR_S001
DE_GR_S002_AC	DE_GR_S002
DE_GR_S003_AC	DE_GR_S003
DE_GR_S004_AC	DE_GR_S004
DE_GR_S005_AC	DE_GR_S005
DE_GR_S006_AC	DE_GR_S006
DE_GR_S007_AC	DE_GR_S007
DE_GR_S008_AC	DE_GR_S008
DE_GR_S009_AC	DE_GR_S009
DE_GR_S010_AC	DE_GR_S010

To use your own garnishment deduction elements, set up a new deduction of the category GR_D and assign it to a new accumulator that's keyed by the garnishment priority number DE_GR_SEQ.

The national court order defines exactly what percentage of earnings is attachable. The garnishment type determines the percentage. General Garnishments have two percentages: 100 and 50. Support Garnishments have three: 100, 75, and 50. The identification of attachable and unattachable earnings must include up to a maximum of the percentage defined by the accumulators. PeopleSoft delivers the following set of statutory accumulators:

Accumulator	Description
DE_GR_G50	Garnishment General 50%
DE_GR_S50	Garnishment Support 50%
DE_GR_S75	Garnishment Support 75%
DE_GR_AL100	Garnishment 100%

A court can overwrite this partitioning. Assume that for a general garnishment, a bonus is attachable by 50 percent and the court order determines, for this case, a percentage of 65. This change is valid only for this specific garnishment case. Therefore, every member is assigned to a variable that's predefined with a fixed percentage.

Example

Accumulator	Member	Earning	Percentage
DE_GR_AL100	DE_ER_M10000	DE_GR_OVRD_M10000	100%
DE_GR_AL100	DE_ER_M10001	DE_GR_OVRD_M10001	100%
DE_GR_AL100	DE_ER_M25000	DE_GR_OVRD_M25000	100%
DE_GR_AL100	DE_ER_M27000	DE_GR_OVRD_M27000	100%

The predefined percentage of the variables can be overridden by the garnishment setup. It's valid only for this payee and garnishment.

Additional Deductions Used for Garnishments

Deduction	Description
DE_GR_FEE1 - DE_GR_FEE10	Processing Fee DD 1 - Processing Fee DD 10
DE_GR_IRT1 - DE_GR_IRT10	Interest Rate DD 1 - Interest Rate DD 10

Additional Accumulators Used for Garnishments

Accumulator	Description
DE_GR_TX_SI	Taxes and Social Insurance
DE_GR_SPAID_AC	Support Garnishment Already Paid
DE_GR_GPAID_AC	General Garnishment Already Paid
DE_GR_S001_AC - DE_GR_S010_AC	Support Garnishment DE_GR_S001 - DE_GR_S010
DE_GR_G001_AC - DE_GR_G010_AC	General Garnishment DE_GR_G001 - DE_GR_G010

Arrays Used for Garnishments

Array	Description
DE_GR_EE	Garnishment Payee Data
DE_GR_EE_OVRD	Individual Pye Garn E/D OvrD
DE_GR_REFERENCE	Reference Table for Garnishment

PeopleSoft delivers the DE_GR_CALC_SEC section to handle garnishment calculation.

CHAPTER 8

Working With German Absence Rules

PeopleSoft delivers predefined rules for processing absences. We've designed these rules to comply with German laws and tariffs. You can modify some of the absence rules and create new ones to reflect your company policies, the specific requirements of tariff contracts, work agreements, and employment contracts.

This chapter provides an overview of absence rules and describes how to:

- Setup absence steps for Germany.
- Modify take elements.
- Calculate entitlement for paid vacation.
- Define absence entitlement plans.
- Issue advance payment for vacations.
- Enter maternity and educational leave data.

Note. This chapter supplements the absence documentation provided in the *PeopleSoft Global Payroll PeopleBook*. Before you begin reading about German absence functionality, read “Understanding Absences” to familiarize yourself with how PeopleSoft Global Payroll handles absence processing.

Absence Setup Steps for Germany

Before you can enter and process absences, you must complete various setup steps. We describe the general setup steps under Absence Set-Up and Management Tasks in the *PeopleSoft Global Payroll PeopleBook*. Following are the specific steps applicable to PeopleSoft Global Payroll for Germany:

To prepare PeopleSoft Global Payroll for Germany for absence processing:

1. Define work schedules and assign a schedule to each payee.

Instructions for creating and assigning work schedules are in the Using Schedules section of the *PeopleSoft Global Payroll PeopleBook*.

2. Define holiday schedules.

Instructions for creating and assigning holiday schedules are in the Using Schedules section of the *PeopleSoft Global Payroll PeopleBook*.

3. Define or modify entitlement and take elements.

Use the predefined absence entitlement and absence take elements delivered with PeopleSoft Global Payroll for Germany, modify some attributes of these elements, or create your own absence elements. In this chapter, we list the delivered absence elements and describe the attributes you can change.

4. Create entitlement plans.

Entitlement plans provide a convenient way to define the amount of paid time off to which employees are entitled for vacation, sickness, accidents, or other reasons that you define. You can base entitlement on weekly work days, age, length of service, or other factors. When you run the Absence process, the system retrieves the entitlement plan associated with the payee to determine the entitlement that is appropriate for the absence that is being processed.

5. Assign entitlement plans to payees.

After you define your entitlement plans, associate them with pay entity, pay group, or payees using supporting element override.

6. Assign absence elements to payees and process lists.

As with all primary elements, you must assign absence entitlement and take elements to payees and include them 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.

Delivered Absence Rules

The following table lists the absence take elements PeopleSoft delivers with PeopleSoft Global Payroll for Germany and identifies the units in which the absence take is calculated (hours or days).

The Earnings Units Paid and Earnings Units Unpaid columns identify the formulas that populate the units paid and units unpaid values used by the earnings calculation. The columns show only the suffix of the formula name. The full name of each formula is DE_AB_COUNT followed by the unique suffix.

If a count formula appears in the Earnings Units Unpaid column, but not in the Earnings Units Paid column, the absence is always unpaid. If a formula appears in both columns, the absence is unpaid only when the entitlement balance is zero or less.

The Priority column shows the relative priority of the absence when a payee has more than one absence event for the same date.

Absence Reason	Take Element	Units	Earnings Units Paid	Earnings Units Unpaid	Priority
Vacation	DE_AB_M60	D2	D2B	D2U	300
Vacation unpaid	DE_AB_M30			D1	300
Sick	DE_AB_M10	D3	H2B	H2U	100 KUG
Curing	DE_AB_M15	D3	D1		100 KUG
Sick unpaid	DE_AB_M11			H2	100

Absence Reason	Take Element	Units	Earnings Units Paid	Earnings Units Unpaid	Priority
Paid absence	DE_AB_M55		H2		400
Educational leave	DE_AB_M78			D1	100
Military service < 3days	DE_AB_M70	D1	D1		200
Military training	DE_AB_M75			D1	200
Military service	DE_AB_M76			D1	200
Instead of military service	DE_AB_M77			D1	200
Not excused unpaid	DE_AB_M50			H1	150
Unpaid	DE_AB_M56			H1	150
Training leave	DE_AB_M69	D1	H1		500
Maternity	DE_AB_M79			D1	100
Legal strike	DE_AB_M20			H1	300
Work accident	DE_AB_M16	D3	H1B	H1U	100
Work accident unpaid	DE_AB_M17			H1	100
Travel accident	DE_AB_M18	D3	H1B	H1U	100
Travel accident unpaid	DE_AB_M19			H1	100
Bummelei unpaid	DE_AB_M40			H1	200

Absence Reason	Take Element	Units	Earnings Units Paid	Earnings Units Unpaid	Priority
KUG normal	DE_AB_M90		H2		100
KUG sick	DE_AB_M91		H2		100
Marriage	DE_AB_MB001		D2		700
Marriage of the children	DE_AB_MB002		D2		700
Golden anniversary of parents	DE_AB_MB003		D2		700
Childbirth of wife	DE_AB_MB004		D2		700
Death of spouse	DE_AB_MB005		D2		700
Death of parents, children, and other relatives	DE_AB_MB006		D2		700
Moval active job	DE_AB_MB007		D2		700
Moval because of job	DE_AB_MB008		D2		700
Job anniversary 25, 40, 50	DE_AB_MB009		D2		700
Childcare	DE_AB_MB020		D2		700

Delivered Entitlement Elements

We deliver four entitlement elements with PeopleSoft Global Payroll for Germany:

- DE_AB_VACA: vacation.
- DE_AB_SICK: sick time.

- DE_AB_WACC: work accident.
- DE_AB_TACC: travel accident.

Entitlement for vacations is frequency-based; entitlement for sickness and accidents is defined per absence.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Absence Elements,” Defining Absence Take Priorities

Modifying Take Elements

You can modify the take elements delivered with PeopleSoft Global Payroll for Germany and most of the count formulas and earnings elements that these take elements use with the exception of the PeopleSoft-maintained elements described below.

The following earnings codes and count formulas affect social insurance, tax, and DEUEV calculations; you cannot change them.

Earnings Code	Formulas Related to Earnings Code
DE_SI_0012_RE (social insurance reduction days)	DE_AB_SIRED_1DAY reduces with the first unpaid day. DE_AB_SIRED_1MON reduces after one month unpaid. For unpaid absences, these formulas calculate the number of social insurance (SI) reduction days. Payroll also considers SI reduction days for new hires and terminations within a month. Depending on the absence take, SI days must be reduced with the first unpaid day or after a waiting period of 30 days.
DE_TX_NOI (work interruptions)	DE_AB_UDAYS_COUNT Counts the number of at least five consecutive days a payee is absent without pay (referred to as a work interruption).
DE_AB_DEU_AB* (DEUEV stop reason)	DE_AB_DEUEV_GEN DEUEV Beginning of work interruption
DE_AB_DEU_AN* (DEUEV start reason)	DE_AB_DEUEV_GEN1 DEUEV End of work interruption

Note. The Take Config 1 field associated with the absence take element stores the reason code for a DEUEV interruption. The count formulas assign the DEUEV reason to the units of the earnings code.

Changing Count Formulas

The take elements delivered with PeopleSoft Global Payroll for Germany use predefined formulas to calculate the day count and to calculate the number of units the system uses to generate positive input for earnings. You can select a different formula for the day count or for the calculation of positive input.

The suffix for each absence count formula is unique and can provide information about the count formula; for example, it can tell you how the formula interprets absences that are less than one day as explained in the following table:

Suffix Description	Meaning	Examples
B or U included in suffix B = paid (bezahlt) U = unpaid (unbezahlt)	These count formulas can be used only when an entitlement element is associated with the take element (for example, work accidents). If the entitlement balance covers only part of a day's absence, the system generates the correct number of units for paid earnings and unpaid earnings for the same day.	DE_AB_COUNT_D1B or DE_AB_COUNT_D1U
BAL	Use these formulas as day count formulas. The formula DE_AB_COUNT_HOLRED is used by these count formulas to reduce units for public holidays.	DE_AB_COUNT_BAL or DE_AB_COUNT_D3BAL

The table below lists the count formulas that PeopleSoft delivers. An *X* in the Day Count column indicates that the formula is an appropriate selection for the Day Count field on a take element's Day Formula page. An *X* in the Earnings Units column indicates that the formula is appropriate for the Element Name - Unit field in the Units tab of the Day Formula page. Use the Formula View page to view a formula.

Description	Day Count	Earnings Units	Formula Name
<i>Count workdays:</i> Counts scheduled days including holidays.	X	X	DE_AB_COUNT_D1
<i>Count workdays paid:</i> Counts scheduled days including holidays. Can be used if earnings code is for a paid absence. Considers system element PIN DAY COUNT PD.		X	DE_AB_COUNT_D1B

Description	Day Count	Earnings Units	Formula Name
<i>Balance count schedule days:</i> Counts scheduled days including holidays, then uses the formula DE_AB_COUNT_HOLRED to reduce units for public holidays.	X		DE_AB_COUNT_D1BAL
<i>Count workdays unpaid:</i> Counts scheduled days including holidays. Can be used if earnings code is for an unpaid absence. Considers system element PIN DAY COUNT UNP.		X	DE_AB_COUNT_D1U
<i>Count work days without public holiday:</i> Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.)	X	X	DE_AB_COUNT_D2
<i>Count work days without public holiday paid:</i> Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.) Can be used if earnings code is for a paid absence. Considers system element PIN DAY COUNT UNP.		X	DE_AB_COUNT_D2B
<i>Count work days without public holiday unpaid:</i> Scheduled days without holidays (counts if holiday type = space). Can be used if earnings code is for an unpaid absence. Considers system element PIN DAY COUNT UNP.		X	DE_AB_COUNT_D2U
<i>Calendar days</i>	X	X	DE_AB_COUNT_D3

Description	Day Count	Earnings Units	Formula Name
<i>Calendar days + reduction of holiday:</i> Calendar days reduced by the units for public holiday with formula DE_AB_COUNT_HOLRED.	X		DE_AB_COUNT_D3BAL
<i>Scheduled hours:</i> Scheduled hours with holiday (ignores holiday type).	X	X	DE_AB_COUNT_H1
<i>Scheduled hours + reduction of holiday:</i> Scheduled hours with holiday (ignores holiday type) reduced by the units for public holiday with formula DE_AB_COUNT_HOLRED.	X		DE_AB_COUNT_H1BAL
<i>Scheduled hours paid:</i> Scheduled hours with holiday (ignores holiday type). Can be used if earnings code is for a paid absence.		X	DE_AB_COUNT_H1B
<i>Scheduled hours unpaid:</i> Scheduled hours with holiday (ignores holiday type). Can be used if earnings code is for an unpaid absence.		X	DE_AB_COUNT_H1U
<i>Scheduled hours without public holiday:</i> Scheduled hours without holiday (counts if holiday type = space).	X	X	DE_AB_COUNT_H2

Description	Day Count	Earnings Units	Formula Name
<i>Scheduled hours without public holiday paid:</i> Scheduled hours without holiday (counts if holiday type = space). Can be used if earnings code is for a paid absence.		X	DE_AB_COUNT_H2B
<i>Scheduled hours without public holiday unpaid:</i> Scheduled hours without holiday (counts if holiday type = space). Can be used if earnings code is for an unpaid absence.		X	DE_AB_COUNT_H2U

Two conditions can cause a formula to count an absence as a half day: Select the Half Day check box when you enter the absence on the Absence Entry page or enter a number of hours that is less than the payee's scheduled hours.

Example of Count Formula DE_AB_COUNT_H1B (Scheduled Hours Paid)

(filler)

```

IF SCHED HRS > 0
THEN
IF PARTIAL HOURS > 0
THEN
PARTIAL HOURS * (DAY COUNT PD / DAY COUNT) to formula
ELSE
SCHED HRS * (DAY COUNT PD / DAY COUNT) to formula
ENDIF
ENDIF

```

Calculating Entitlement for Paid Vacation

PeopleSoft delivers the formula DE_AB_VAC_ENTCALC1, which you can use to calculate entitlement for paid vacation. The formula calculates entitlement monthly and prorates entitlement when a payee works less than a full month. It automatically increases entitlement for new hires and grants entitlement annually for existing employees.

The formula does the following:

1. Calculates entitlement for the current month, taking calendar segmentation into account. It prorates entitlement based on calendar days and stores the result in the month-to-date accumulator DE_AB_VAC_ENTMONTH.

2. Calculates entitlement for the remaining months of the calendar year and stores the result in the variable element DE_AB_TEMP2.
3. For the last slice or segment in the calendar, the formula does the following:
 - Calculates the new annual entitlement by taking the entitlement for the current month (DE_AB_VAC_ENTMONTH) and adding to it the entitlement for the previous month (stored in the year-to-date accumulator DE_AB_MONSUM) and entitlement for the remaining months of the year, until year-end or the payee's termination date (DE_AB_TEMP2).
 - Determines whether the calculated annual entitlement represents a new entitlement (January or a new hire) or an adjustment to the previous month's calculation.

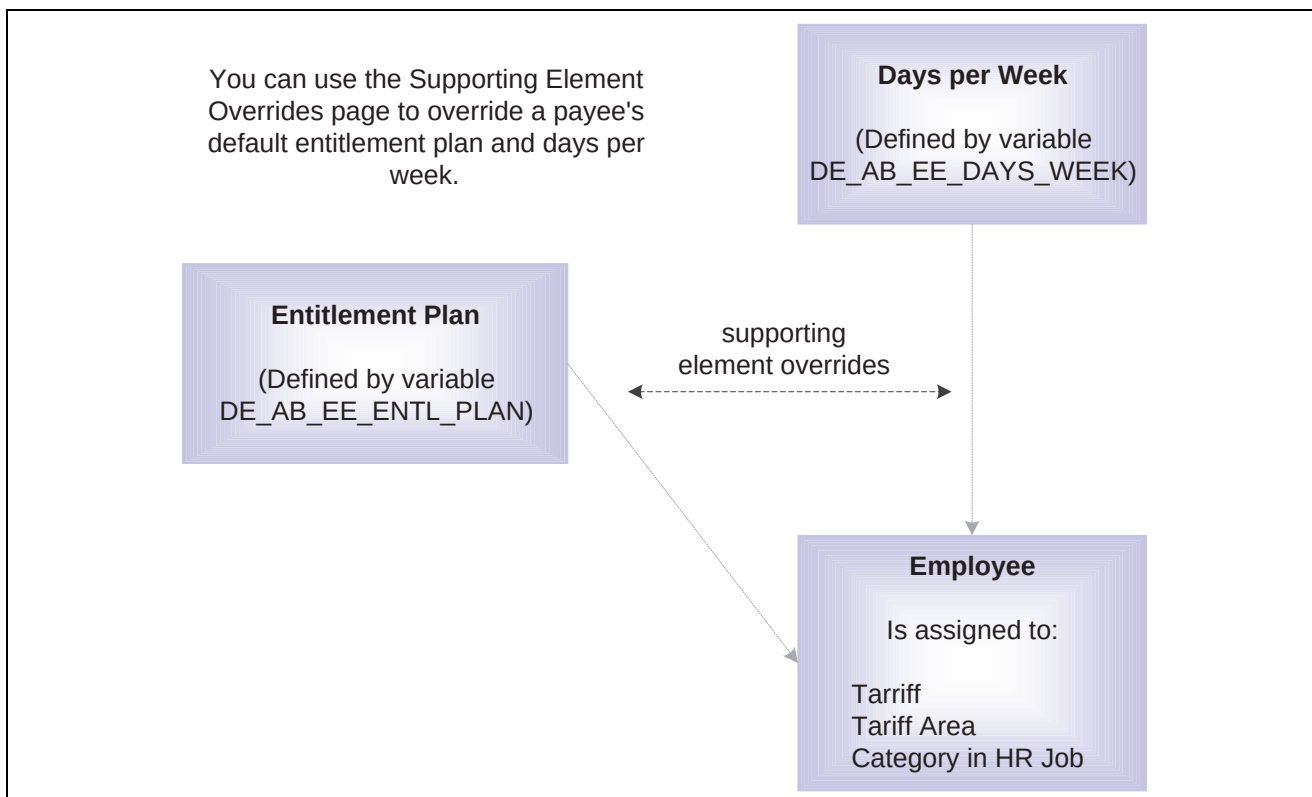
Defining Absence Entitlement Plans

An entitlement plan specifies the number of paid absence units to which payees are entitled for a variety of absence reasons, such as vacation time, sickness, and accidents. For each entitlement reason, you can enter the number of entitlement units that should be granted based on the number of workdays per week, the payee's age, years of service, and/or job function. Absence entitlement plans provide a convenient method of grouping a set of entitlement rules into a single plan.

Assigning Entitlement Plans to Payees

Assign an entitlement plan on the pay entity, pay group, or payee level using the Supporting Overrides page.

If you do not associate an entitlement plan with a payee (through use of the Supporting Element Overrides page), vacation entitlement for the payee is automatically set to 25 (as calculated by the formula DE_AB_VAC_ENTFORM). Entitlement for sickness, work, and travel accident is automatically set to 44.44 (as calculated by the per absence entitlement formula DE_AB_ENTFORM_PA).



Defining a payee's entitlement plan and days per week

Note. When you assign an entitlement plan to a payee, you must still associate the individual entitlement elements that are within the plan to payees. The entitlement plan simply specifies the number of entitlement units to which the payee is entitled. It does not specify that the payee is eligible to receive the entitlement.

To override a payee's default entitlement plan:

1. Access the Payee Supporting Element Overrides page for the payee.
2. On the Elements/Dates tab, complete the Element Type and Element Name fields as follows.
In the Element Type field, select *Variable*. In the Element Name field, select DE_AB_EE_ENTL_PLAN.
3. On the Values tab, enter the name of the entitlement plan that you want to assign to the payee.

Adjusting an Employee's Number of Workdays per Week

The system refers to the payee's number of workdays per week to retrieve the correct row from the entitlement plan table.

The number of workdays per week comes from the Tariff Factor Table. You can use the variable element DE_AB_EE_DAYS_WEEK to override this number for individual employees. Use the Supporting Element Overrides page to enter the override amount for the variable.

Pages Used to Define Absence Entitlement Plans

Page Name	Object Name	Navigation	Usage
Absence Entitlement Plans - General Data	GPDE_AB_ENTITLEMNT	Set Up HRMS, Product Related, Global Payroll, Elements, Absence Elements, Absence Entitlement Plans DEU, General Data	Enter the name of the entitlement plan and the plan's effective date.
Absence Entitlement Plans - Detail Data	AB_ENTITLEDE	Set Up HRMS, Product Related, Global Payroll, Elements, Absence Elements, Absence Entitlement Plans DEU, Detail Data	Specify the number of vacation days to award to employees based on their age, length of service, or other vacation entitlement. First define the entitlement elements and formula elements that calculate entitlement for the plan.

Entering Entitlement Plan Names and Effective Dates

Access the Absence Entitlement Plans - General Data page.

The screenshot shows the 'General Data' tab of the 'Absence Entitlement Plans' page. The 'Entitlement:' field is populated with 'ENTPLAN01'. Below this, there is a table-like structure with the following fields:

- *Effective Date:** 01/01/1998 (with a calendar icon)
- *Status:** Active (with a dropdown arrow)
- *Description:** Entitlement Plan 01
- Short Description:** PLAN 01

At the top right of the data entry area, there are navigation controls: 'Find', 'View All', 'First', '1 of 1', and 'Last'. There are also '+' and '-' buttons on the right side of the data entry area.

General Data page

Entitlement The entitlement plan name that you entered to access this page.

Specifying the Number of Vacation Days

Access the Absence Entitlement Plans: Detail Data page.

General Data Detail Data

Entitlement: ENTPLAN01

Status: Active

Effective Date: 01/01/1998

Element

*Entitlement: DE_AB_VACA *Formula: DE_AB_VAC_ENTCALC

Absence Entitlement Details

	Days/Week	Between Age	and Age	Between Service Years	and Service Years	Job Function Code	Entitlement	Additional Entitlement		
1	1		99		99				+	-
2	2		99		99				+	-
3	3		99		99				+	-
4	4		99		99				+	-
5	5		40		99				+	-
6	5	41	65		99				+	-
7	6		99		99				+	-
8	7		99		99				+	-

Detail Data page

Entitlement The entitlement plan that you entered to access this page.

Element

Entitlement Select the entitlement element that you want to associate with this entitlement plan.

Formula Select the formula element that calculates entitlement for the element named in the Entitlement field.

To calculate entitlement for paid vacation, use the formula element named DE_AB_VAC_ENTCALC1 delivered with PeopleSoft Global Payroll for Germany. The formula automatically prorates entitlement for payees who leave or join the company mid-period.

If the entitlement element is resolved per absence (for example, sickness, travel or work accident), leave the field blank.

Absence Entitlement Details

Days/Week Enter the number of workdays per week that corresponds to the entitlement amount. For example:

Five days/week results in vacation entitlement of 30 days/year.

Four days/week results in vacation entitlement of 24 days/year.

Between Age If entitlement in your plan varies according to age, enter the age from which an employee is eligible.

When calculating entitlement, the system uses the end of the calendar year to determine a payee's age. For example, assume the pay period is January 2000 and you are paying an employee who was born 31 December 1950. The system considers the age of this employee to be 50 years—not 49 years.

and Age

If entitlement in your plan varies according to age, enter the age until which an employee is eligible.

The age you enter in this field represents the payee's age as of 31 December of the current year.

Between Service Years

If entitlement in your plan varies according to length of service, enter the minimum number of years of service required for this entitlement.

The number of years you enter in this field represents years of service as of 31 December of the current year.

and Service Years

If entitlement in your plan varies according to the length of service, enter the maximum number of years of service allowed for this entitlement.

The number of years you enter in this field represents years of service as of 31 December of the current year.

Job Function Code

Enter the job function code to which the plan applies. (Job function code is not used by the delivered lookup formulas.)

Entitlement

Enter the number of units of entitlement that you want to grant to the payee.

Additional Entitlement

Enter an additional entitlement amount in this field. (Additional entitlement is not considered by the delivered formulas, such as DE_AB_VAC_ENTCALC1 for paid vacation or DE_AB_ENTFORM_PA for sickness, work accident, and travel accident.)

See Also

Chapter 8, "Working With German Absence Rules," Calculating Entitlement for Paid Vacation, page 107

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," Entering German Nation DEUEV Codes

Issuing Advance Payment for Vacations

Use the Absence Event Entry page to record actual absences. To grant a payee advance payment for a vacation, enter the payment amount and a date in the User Defined fields on the Absence Event Input Detail page when you record the absence.

Absence Event Input Detail

Absence Take: KOAT PTO  **Event Priority:** 10 **Source:** On-line

Absence Type: Vacation **Absence Reason:**  [Comments](#)

***Process Action:** Normal  **Voided** ☐ **Manager Approved** ☒ **Last Updated:**

User Defined Fields					
	Date	Decimal	Character	Monetary	Currency
1	02/25/2003 			55000	DEM 
2	02/26/2003 			55000	DEM 
3	02/27/2003 			55000	DEM 
4					

Override	
Entitlement:	Adjustment:

*Begin Date:	02/25/2003 	Partial Hours	Or Half Day	Or All Days
End Date:	02/27/2003 		☐	☐
Original Begin Date:	02/25/2003 			

View of the Absence Event Input Detail page when entering a request for advance payment

Enter the date for which you want to generate positive input in the Date field in the first row. Enter the payment amount in the Monetary field and select the currency code. If the vacation falls within more than one pay period, for example 31 July to 5 August, the date you enter determines the pay period in which the advance payment is processed. For example, a date of 31 July causes the positive input to be generated for July; a date of 5 August, causes the positive input to be generated during the August payroll.

Entering Maternity and Educational Leave Data

Women are entitled to maternity leave six weeks before and three weeks after the birth of a child (the protection period). A woman or man can take an extended leave of absence (educational leave) of up to three years following the maternity leave. The employer must send a letter to the employee to ask how long the educational leave will be.

Use the Maternity Leave page to record the details of a maternity leave or educational leave.

Page Used to Enter Maternity and Educational Leave Data

Page Name	Object Name	Navigation	Usage
Maternity Leave	GPDE_AB_EE_MATERN	Global Payroll, Payee Data, Maintain Absences, Maternity Leave DEU	Enter data for a maternity or educational leave.

Entering Maternity or Educational Leave

Access the Maternity Leave page.

Maternity Leave

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

Expected/Actual Date of Birth Find | View All First 1 of 1 Last

Expected Date of Birth: 04/08/2003 [Calendar] [Add] [Minus]

Date of Birth: [Calendar]

Absence Take Maternity

From: 02/25/2003 [Calendar] To: 06/03/2003 [Calendar] *Absence Take: MATERNITY TKE [Search]

Absence Take Educational Leave

From: [Calendar] To: [Calendar] *Absence Take: [Search]

Letter Details Find | View All First 1 of 1 Last

Letter Code [Search] Date Letter Printed [Calendar] [Add] [Minus]

Maternity Leave page

Expected Date of Birth Enter the child's expected birth date.

Date of Birth Enter the child's date of birth. When you enter this date, the system recalculates the end date of the protection period.

Absence Take Maternity

From Enter the begin date of the maternity leave.

To Enter the end date of the maternity leave.

Absence Take Enter the take element for the maternity leave.

Absence Take Educational Leave

From Enter the begin date of the educational leave.

To Enter the end date of the educational leave.

Absence Take Enter the take element for the educational leave.

Letter Details

Letter Code Select the code for the letter you want to send to the employee.

Date Letter Printed Enter the date on which you want to print the letter.

Batch Processing

At the beginning of the Absence process, the system retrieves the following information:

- Tariff, tariff area, and employee category for the payee.
- Entitlement plan and workdays associated with Tariff Tables.
- Entitlement plan and workdays for payee, if different from tariff table.
- Disability data.
- Entitlement from entitlement plan.

Absence Process List and Sections

Use the absence process list (DE AB ABSENCE) delivered with PeopleSoft Global Payroll for Germany, modify this process list, or build your own.

The sections within DE AB ABSENCE are as follows:

- DE_ABS_INIT: Initializes section. Executes multiple counts in preparation for absence calculations. For example, counts scheduled days, scheduled hours, and public holidays (days and hours).
- DE_ABS_ENTITLEMENT: Calculates entitlement.
- DE_ABS_TAKE: Calculates take.
- DE_ABS_TERM_SECT: Calculates vacation pay-off for terminated payees.
- DE_ABS_GEN_PI: Generates positive input for earnings and deductions.

Note. PeopleSoft delivers a separate process list, DE MT PRCLST, for maternity leave.

CHAPTER 9

Managing Old Age Part-Time Employment

This chapter provides an overview of old age part-time employment calculations and describes how to:

- Set up for old age part-time processing.
- Set up your old age part-time models.
- View old age part-time minimum net calculation parameters.
- Assign an old age part-time model to an employee.

Overview of Old Age Part-Time Employment

Old Age Part-Time (OAPT) is defined in the Altersteilzeitgesetz and is required when employees request it of German companies. OAPT requires the calculation of payroll increases and grosses. PeopleSoft Global Payroll for Germany calculates the statutory and voluntary gross increases, as well as statutory and voluntary difference amounts for pension insurance.

Through old age part-time work, an employee who qualifies for OAPT can work half-time for up to five years and receive half of the normal payments during this time. In addition to this, the employer must pay the following:

- At least 20 percent of the part-time salary as a tax-free gross increase.
- At least 70 percent of the former full-time net (Minimum Net Increase).
- Pension insurance contributions for the difference between old age part-time gross and 90 percent of full-time gross (Difference Amount for Pension Insurance).

Voluntary increases can use a different calculation base and can apply a different mode for the social insurance limit.

Gross Increase

If you are using a voluntary gross increase in your calculations, you can either add an additional percentage or specify a total gross increase.

The relevant part-time gross consists of recurring and one-time earnings depending on the following conditions:

If	Then
Recurring earnings are above the social insurance limit.	Use the recurring earnings only.
Recurring earnings are below the social insurance limit, but recurring earnings plus the bonus exceed the social insurance limit.	Use the social insurance limit.
Recurring earnings plus the bonus are below the social insurance limit.	Use the sum of recurring earnings and the bonus.

Minimum Net Increase

If the part-time gross plus the gross increase is less than 70 percent of the fictitious full-time net, then the employer has to pay the difference as the minimum net increase.

Difference Amount for the Pension Insurance

In addition to gross increases, you must increase the gross used to calculate pension insurance and pay the contributions for this increased amount. By law, 90 percent of the full-time contributions must be paid. This means you must pay the difference between what the employee actually pays and the 90 percent of what they paid when working full time. If you want, you may pay more than this amount.

Note. The system provides no processes to evaluate whether an employee can participate in an old age part-time program. You, as the payroll administrator, must decide whether the necessary requirements have been met (for example, reducing work time by half, three years of full-time employment before old age part-time employment, at least 55 years old, and so on). Note also that the system does not verify whether the conditions for entitlement to reimbursement of these increases by the employment office (for example, hiring unemployed persons or taking on employees when they finish their vocational training, and so on) have been satisfied.

Understanding Increase Models

This section explains absolute increases and relative increases.

Absolute Increases

The absolute increase is calculated without looking at other increases.

The current implementation allows absolute increases only for the gross increases.

The statutory gross increase is always an absolute increase. The voluntary model gross increases can be set to absolute mode by deselecting the 'subtract previous increases' option.

Relative Increases

The relative increase fills a gap between a previously calculated amount and a goal amount.

For example, if an employee gets a net of EUR 1000, but he should for some reason get a minimum net of EUR 1200, then the gap is EUR 200 and the resulting (relative) increase is EUR 200.

Another example is an employee who is entitled to a statutory increase of EUR 200. In this example, the company agreement in voluntary increase model 1 could result in a total increase of EUR 240. If the company increase is a total increase, it means that the company will take into account the payment out of the statutory increase (EUR 200) and add only the difference of EUR 40.

If the increase would have been an absolute increase, then the employee would be entitled to the statutory increase of EUR 200 and the voluntary increase of EUR 240 resulting in a total of EUR 440.

Understanding Part-time and Full-time

The main issue for the old age part-time calculation is the availability of the part-time and full-time components of the relevant payments.

During the normal payroll process only the part-time pay is directly available. To calculate the full-time amount for the part-time amounts, the following methods are employed.

Part-time Accumulators

The elements in an accumulator for part-time are set up the usual way.

Type	Element	Percent	Description
Earning	DE_ER_M10000	100	Salary
Earning	...	...	...

Full-time Accumulators

The elements in an accumulator for full-time are set up so that the percentage field is used to specify a full-time factor which is defined as the number that converts the part-time amount to a full-time amount. Typically the factor will be the reciprocal of the part-time percentage.

Since the factor has to be expressed as a percentage, the value has to be multiplied by 100.

There are predefined variables for the most common cases.

Variable	Description
DE_AZ_P_VZ	Earning reduced by part-time percentage
DE_AZ_P_AAJ	Earning prorated by old age part-time period in the current year (for example, vacation pay)
DE_AZ_P_AVJ	Earning prorated by old age part-time period in the previous year (for example, Tantieme)

Variable	Description
DE_AZ_P_VZ_ARB	Special case: Earning reduced by part-time percentage, but paid only during a worktime phase. Resolves to the full-time factor during a worktime period, 0 otherwise.
DE_AZ_P_TZ_ARB	Special case: Earning not reduced, but paid only during a worktime phase. Resolves to 100% during a worktime period, 0 otherwise.

Variables to calculate the full-time amount for a fixed percentage, such as 65%, can be easily created by assigning them the value. For example, $(1/65\%) * 100 = 10000/65$.

Type	Element	Percent	Percent	Description
Earning	DE_ER_M10000	Variable	DE_AZ_P_VZ	Salary
Earning	...	...	...	...

Relationship Between Corresponding Full-time and Part-time Accumulators

Normally, each earning in the part-time accumulator also has to be in the corresponding full-time accumulator.

There may be exceptions when the full-time amount is calculated differently than the part-time amount; for example, when a fixed statutory limit is applied that only affects the full-time amount but not the part-time amount.

An example is the tax free amount for company shares (Vermögensbeteiligung), which is half of the amount used for the shares but with a fixed maximum. If a percentage of the income is used for shares, then the limit can be exceeded in the full-time calculation, but not in the part-time calculation.

For cases similar to this you can define one earning for part-time and a different earning for full-time and place the full-time element in the full-time accumulator and the part-time element in the part-time accumulator.

Using this method allows you to easily handle elements with a complicated, non-linear relationship.

Dedicated Accumulators for the Increases

To allow a maximum of flexibility for the bases of the different increases, each increase has dedicated accumulators for recurring earnings and one-time earnings as well as part-time and full-time amounts, where applicable.

Each model (statutory, voluntary 1, and voluntary 2) has a separate set of accumulators.

Example Accumulator	Description
DE_AZ_A_K02	Customer Setup (K) statutory model (0) minimum net increase (2)
DE_AZ_A_K12	Customer Setup (K) voluntary model 1 (1) minimum net increase (2)
DE_AZ_A_K22	Customer Setup (K) voluntary model 2 (2) minimum net increase (2)

This is necessary for situations such as when tariff contracts can contain clauses where one-time payments may or may not be used for one or more increases.

Also, some earnings are considered in the calculation of the difference amounts for pension insurance, but may not be used for the other increases.

If one-time payments should not be considered for the minimum net increase of voluntary increase model 1, then do not place these earnings in the following accumulators.

Example Accumulator	Description
DE_AZ_A_K12	Customer Setup (K) voluntary model 1 (1) minimum net increase (2)
DE_AZ_A_K12_12	Part-time (1) one-time earnings (2) (leave this accumulator empty)
DE_AZ_A_K12_22	Full-time (2) one-time earnings (2) (leave this accumulator empty)

Accumulator Exception for Pension Insurance

For the calculation of the difference amounts for pension insurance, there is only the statutory set of accumulators available because there is no freedom of choice regarding what elements have to be used in the voluntary calculation, but only which percentage (> 90%) will be applied.

Increase Model Calculation Sequence

The increases are always calculated in the following logical sequence:

- Statutory
- Voluntary increase model 1 (if applicable)
- Voluntary increase model 2 (if applicable)

When calculating statutory difference amounts for pension insurance, the formulas are only looking at previous difference amounts which were a result of statutory calculation, although the year-to-date contributed gross would contain voluntary increases as well.

Therefore, the calculation results for the statutory increases should return the same values for an employee who has a statutory model only, as well as for an employee who has additional voluntary models.

If there is a corresponding increase available to the employee in all increase models (for example, the minimum increase), then the increases will be calculated so that the later calculations will fill the gaps between the previous calculation and the current calculation goal.

The calculation sequence is also reflected in the order of the sections.

Understanding the Sick-Fill Calculation

When an employee in old age part-time is unpaid sick, then the statutory increases and the statutory difference amount will be less than normal because they are based on his earnings.

However, law stipulates that the increases and difference amounts for the employee should be the same as normal during this time. The differences in the increases are paid by the employer on behalf of the unemployment office (BA). However, one-time earnings should not be considered.

Calculation of the Loss of Income

First the loss of income due to unpaid absence is determined.

There are two accumulators for this purpose. One defines the earnings that can be reduced at all. The other defines the unreduced base amounts of the same earnings. Only recurring earnings may be specified.

The difference between the two accumulators is the loss of income for old age part-time due to unpaid absence.

Accumulator	Description
DE_AZ_A_K04_11	Reducible Payment Amounts
DE_AZ_A_K04_1A	Bases of Reducible Payments (Enter the AutoAssign components named xxx_BASE instead of the earnings named xxx.)

To find the share of unpaid sickness among the unpaid absence, another two accumulators are available where you may specify units of unpaid sickness and units of unpaid absence.

Accumulator	Description
DE_AZ_A_K04_0B	Time Units Unpaid Sickness
DE_AZ_A_K04_0C	Time Units Unpaid Total

Time units can be days or hours, but must be of the same type.

The income loss due to sickness is determined by dividing unpaid sickness by unpaid absence and multiplying the result by the loss of income determined in the previous step.

The full-time loss is determined by dividing the part-time loss by the old age part-time percentage.

Hypothetical Unreduced Calculation

After the preceding steps have been accomplished, the amount of loss is added to the calculation bases, where applicable, and the calculation of the increases and difference amounts is repeated.

This is a hypothetical/fictitious calculation because no sickness is assumed for the month and the full social insurance limit is applied.

Variable naming for the hypothetical calculation is done by introducing another owner code of 'H' because all the other naming codes are potentially needed again.

This way DE_AZ_B_000_00 of the regular calculation becomes DE_AZ_B_H00_00 for the hypothetical calculation.

Similarly, for the sick-fill difference, another owner code of 'S' is introduced and the variable DE_AZ_B_000_00 of the regular calculation becomes DE_AZ_B_S00_00 for the difference.

Results

The sick-fill amounts are the differences between the hypothetical results and the actual results.

As example of the statutory gross increase would be $DE_AZ_B_S01_63 = DE_AZ_B_H01_63 - DE_AZ_B_001_63$.

Generally, however, the amounts for the gross increase and the minimum net increase have to be adjusted in such a way that the hypothetical (H) result for the sum of these increases is not exceeded. This could happen if the reduced minimum net increase is greater than the unreduced minimum net increase.

Customer Setup Element Naming

All customer-controlled accumulators for the old age part-time earning setup have names beginning with DE_AZ_A_K. The corresponding sample accumulators are named DE_AZ_A_P.

All available predefined factors for the accumulation percentage start with DE_AZ_P.

Setting Up for Old Age Part-Time Processing

This section provides procedures for setting up old age part-time processing.

To set up your system for old age part-time processing:

1. Define your old age part-time increase models on the Old Age Part-Time Increase Model page.
2. Define your old age part-time models on the Old Age Part-Time Model page.

These are the models that you are going to assign to individual employees.

3. Set up your accumulators.

The accumulators used for old age part-time processing follow a specific naming convention, so it is easy to determine the function of each accumulator.

4. Assign individual employees to an old age part-time model.

Old Age Part-Time Accumulator Element Naming Conventions

To make the identification of accumulators and other element functionality clear, all PeopleSoft-delivered accumulators used by old age part-time processing follow a specific naming convention.

Accumulators are categorized according to whether they are part-time values, full-time values, or fictitious values. Full-time values include part-time elements with a factor/percentage, variable percentages, and predefined factors available for full-time amounts (such as standard proration and proration by old age part-time period).

A three-digit code is included in the accumulator element name to classify the calculation. The first digit identifies the element owner. The second digit identifies the type/accumulator group. The third digit identifies the calculation purpose.

A two-digit code is included in the accumulator name to classify the amount type. The first digit identifies the timecode/type. The second digit identifies the amount specification.

PeopleSoft-delivered accumulators used for old age part-time processing abide by follow the following naming convention where <class> represents the three-digit code and <amount-type> represents the two-digit code: DE_AZ_A_<class>_<amount-type>.

Calculation Classification

Digit	Purpose	Values
1 (first)	Owner/Calculation Type	0 = Calculation K = Customer P = PeopleSoft (delivered samples) H = Hypothetical calculation for Sick-Fill S = Calculation results for Sick-Fill

Digit	Purpose	Values
2 (second)	Type/Accumulator Group	0 = Statutory 1 = Voluntary Model 1 (e.g., tariff) 2 = Voluntary Model 2 (e.g., company agreement)
3 (third)	Calculation Purpose	0 = Other 1 = Gross Increase 2 = Minimum Net 3 = Difference amount for pension insurance 4 = Input parameters for sick-fill

Amount Type Classification

Digit	Purpose	Values
1 (first)	Time Code/Type	0 = Other 1 = Part-Time 2 = Full-Time 3 = Difference amount 4 = Contribution (for difference amount) 5 = Base (of an increase) 6 = Increase
2 (second)	Amount Specification	1 = Recurring gross 2 = One-Time gross 3 = Total gross 4 = Net pay (tax and SI-free) 5 = Overtime 6 = March Clause 7 = Calculated net 8 = Minimum net 9 = Total net A = Unprorated amount (BASE) B = Time units unpaid sick C = Time units unpaid total

Examples

DE_AZ_A_101_11 = Customer setup for statutory gross-increase (101) for recurring part-time gross (11).

DE_AZ_A_103_21 = Customer setup for statutory difference amount for pension insurance (103) for recurring gross full-time (21).

DE_AZ_A_122_22 = Customer setup for voluntary model 2 minimum net increase (122) for one-time gross full-time (22).

Old Age Part-Time Accumulators for Setup

The following table lists the accumulators for old age part-time setup.

Accumulator	Description
DE_AZ_A_K01_11	Part-time Gross Statutory Gross Increase
DE_AZ_A_K01_12	Part-time Gross Once Statutory Gross Increase
DE_AZ_A_K02_11	Part-time Gross Recurring Statutory Minimum Net
DE_AZ_A_K02_12	Part-time Gross Once Statutory Minimum Net
DE_AZ_A_K02_21	Full-time Gross Recurring Statutory Minimum Net
DE_AZ_A_K02_22	Full-time Gross Once Statutory Minimum Net
DE_AZ_A_K02_14	Part-time Tax and SI-free Statutory
DE_AZ_A_K03_11	Part-time Gross Recurring Statutory Difference Amount
DE_AZ_A_K03_12	Part-time Gross Once Statutory Difference Amount
DE_AZ_A_K03_21	Full-time Gross Recurring Statutory Difference Amount
DE_AZ_A_K03_22	Full-time Gross Once Statutory Difference Amount
DE_AZ_A_K03_15	Part-time Overtime Pay Statutory
DE_AZ_A_K11_11	Part-time Gross Vol.1 Gross Increase
DE_AZ_A_K11_12	Part-time Gross Once Vol.1 Gross Increase
DE_AZ_A_K12_11	Part-time Gross Recurring Vol.1 Minimum Net
DE_AZ_A_K12_12	Part-time Gross Once Vol.1 Minimum Net
DE_AZ_A_K12_14	Part-time Tax and SI-free Vol.1
DE_AZ_A_K12_21	Full-time Gross Recurring Vol.1 Minimum Net
DE_AZ_A_K12_22	Full-time Gross Once Vol.1 Minimum Net

Accumulator	Description
DE_AZ_A_K21_11	Part-time Gross Vol.2 Gross Increase
DE_AZ_A_K21_12	Part-time Gross Once Vol.2 Gross Increase
DE_AZ_A_K22_11	Part-time Gross Recurring Vol.2 Minimum Net
DE_AZ_A_K22_12	Part-time Gross Once Vol.2 Minimum Net
DE_AZ_A_K22_14	Part-time Tax and SI-free Vol.2
DE_AZ_A_K22_21	Full-time Gross Recurring Vol.2 Minimum Net
DE_AZ_A_K22_22	Full-time Gross Once Vol.2 Minimum Net
DE_AZ_A_K04_0B	Time Units Unpaid Sickness
DE_AZ_A_K04_0C	Time Units Unpaid Total
DE_AZ_A_K04_11	Reducible Payment Amounts
DE_AZ_A_K04_1A	Bases of Reducible Payments
DE_AZ_A_K03_11AP	Workphase Only Recurring Pay 100%

Result Elements of the Calculation

The following are the result elements of the calculation.

Gross Increases (Earnings)

Earning	Description
DE_AZ_001	OAPT Statutory Gross Increase
DE_AZ_002	OAPT Statutory Min.Net Increase
DE_AZ_011	OAPT Vol.1 Gross Increase
DE_AZ_012	OAPT Vol.1 Min.Net Increase

Earning	Description
DE_AZ_021	OAPT Vol.2 Gross Increase
DE_AZ_022	OAPT Vol.2 Min Net Increase
DE_AZ_S01	OAPT Fill Stat Gross Increase
DE_AZ_S02	OAPT Fill Stat Min Increase

Difference Amounts for Pension Insurance (Accumulators)

Accumulator	Description
DE_AZ_003_31	OAPT Statutory Difference Amount Recurring Pay
DE_AZ_003_32	OAPT Statutory Difference Amount Onetime Pay
DE_AZ_003_36	OAPT Statutory Difference Amount March Clause
DE_AZ_013_31	OAPT Voluntary 1 Difference Amount Recurring Pay
DE_AZ_013_32	OAPT Voluntary 1 Difference Amount Onetime Pay
DE_AZ_013_36	OAPT Voluntary 1 Difference Amount March Clause
DE_AZ_023_31	OAPT Voluntary 2 Difference Amount Recurring pay
DE_AZ_023_32	OAPT Voluntary 2 Difference Amount Onetime Pay
DE_AZ_023_36	OAPT Voluntary 2 Difference Amount March Clause

Employer Contributions (Deductions)

Deduction	Description
DE_AZ_003_41	Pension Insurance Contribution Statutory Increase Recurring Pay
DE_AZ_003_42	Pension Insurance Contribution Statutory Increase One-time Pay

Deduction	Description
DE_AZ_003_46	Pension Insurance Contribution Statutory March Clause
DE_AZ_013_41	Pension Insurance Contribution Vol.1 Increase Recurring Pay
DE_AZ_013_42	Pension Insurance Contribution Vol.1 Increase One-time Pay
DE_AZ_013_46	Pension Insurance Contribution Vol.1 March Clause
DE_AZ_023_41	Pension Insurance Contribution Vol.2 Recurring Pay
DE_AZ_023_42	Pension Insurance Contribution Vol.2 One-time Pay
DE_AZ_023_46	Pension Insurance Contribution Vol.2 March Clause
DE_AZ_S03_41	Fill of Pension Insurance Contribution Statutory Increase

Setting Up Your Old Age Part-Time Models

Before assigning an old age part-time model to an employee, you must define your models, increase models, and minimum net calculation parameters.

Pages Used to Set Up Old Age Part-Time Models

Page Name	Object Name	Navigation	Usage
Old Age Part-time Model	GPDE_AZ_MDL	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Old Age Part-Time Model	Use to define your old age part-time models.
Old Age Part-time Increase Mod (Model)	GPDE_AZ_IMDL	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Old Age Part-Time Inc Model	Use to define your old age part-time increase models.

Defining Old Age Part-Time Model

Access the Old Age Part-time Model page.

Old Age Parttime Model

OAPT Model: GDATZ3

Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001

*Description: Test ATZ3

*OAPT Part Time Percentage: 50.00

Increase Model 1: GDATZ3 Test ATZ3

Increase Model 2:

Old Age Part-time Model page

The model defined on this page is the summary of the increase parameters. The model may include references to one or two voluntary increase models (defined on the Old Age Part-Time Increase Model page). The statutory increases are always calculated and not visible as a model. If you want to use a statutory model only, then you do not need to specify any increase models.

OAPT Part Time Percentage

This is the percentage of OAPT time that the employee works. If the employee works half time in OAPT, this is 50 percent.

Increase Model 1

Select the OAPT Increase Model ID defined on the Old Age Part-time Increase Model page (for example, tariff).

Increase Model 2

Select the OAPT Increase Model ID defined on the Old Age Part-time Increase Model page (for example, company).

Defining Old Age Part-Time Increase Model

Access the Old Age Part-time Increase Model page.

Old Age Parttime Increase Mod.

OAPT Increase Model ID: GDATZ3

Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001

*Description: Test ATZ3

Percent Gross Increase: 40.00 ☒ Subtract Previous Increases

*Limit Mode for Gross Increase: Apply SI-Limit

Percent Minimum Net:

*Limit Mode for Minimum Net: Apply SI-Limit

Percent Pension Increase:

Old Age Part-time Increase Model page

Percent Gross Increase

Percent of additional gross increase, if any.

Subtract Previous Increases

Select to subtract previous increases.

	When selected the increases of the statutory model or a previous voluntary model is taken into account and only the difference is generated.
	If not selected, then the increase will be added on top of previous increases.
	No additional increase will be calculated if Percent Gross Increase is left empty.
Limit Mode for Gross Increase	Select the monthly social insurance limit mode to be used for gross increases. Values are <i>Apply SI-Limit</i> , <i>Ignore SI-Limit</i> , and <i>Statutory Limit Method</i> .
Percent Minimum Net	Enter the percentage for a voluntary minimum net that is higher than the statutory percentage or refers to a different base.
	No additional increase will be calculated if the field is left empty.
Limit Mode for Minimum Net	Select the monthly social insurance limit mode to be used for full-time or part-time gross of minimum net calculation. Values are <i>Apply SI-Limit</i> , <i>Ignore SI-Limit</i> , and <i>Statutory Limit Method</i> .
Percent Pension Increase	Additional increase percentage for pension insurance.
	No additional difference amount will be calculated if the field is left empty.

Note. When bonus, tax-free amounts, etc. should be ignored for some increases, then the corrections have to be made to the respective accumulators.

Viewing Old Age Part-Time Minimum Net Calculation Parameters

View the data that originates from the employment office for the minimum net calculation formula.

Page Used to View Old Age Part-Time Minimum Net Calculation Parameters

Page Name	Object Name	Navigation	Usage
Old Age Parttime Minnet Setup	GPDE_AZ_MN_DATA	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Old Age Part-Time Minnet	Use to view old age part-time minimum net calculation setup parameters.

Viewing the Calculation Parameters

Access the Minimum Net Calculation Parameters page.

Minimum Net Calc Parameters

Find | View All

First 1 of 1 Last

*Effective Date:

01/01/2002

+

-

*Percentage Health Insurance:

6.800

*Percentage Home Care Insurance:

0.850

*Percentage Pension Insurance:

9.550

*Percentage Unemployment Ins.:

3.250

*SI-Limit Health Insurance x100:

337500

*Percentage Churchtax:

8.000

Minimum Net Calculation Parameters page

The data are supplied as system data. You should not change these values.

Assigning an Old Age Part-Time Model to Employee

Once an old age part-time model has been defined, assign the model to an employee. Each old age part-time employee has only one model assigned.

Page Used to Assign Model to an Employee

Page Name	Object Name	Navigation	Usage
Old Age Part-Time	GPDE_AZ_EE1	Global Payroll, Payee Data, Social Security/Insurance, Add Old Age Part-Time Data	Use to assign an old age part-time model to an individual employee.

Assigning the Model to an Employee

Access the Old Age Part-Time page.

Old Age Part-Time

Amme,Isabella Maria d'

EmplID: KDG012

Empl Rcd#: 0

Find | View All

First 1 of 1 Last

*Begin Date:

07/01/2002

*End Date:

06/30/2003

*OAPT Model:

GDAZ3

TestATZ3

☐ Sick Fill Agreed

☐ Agreement Signed

☐ Blocking

Old Age Part-time page

Begin Date/End Date

These dates limit the period in which the model applies.

OAPT Model

The code for the selected model.

Sick Fill Agreed

Select if the employer has agreed to make payments during an employee illness.

Agreement Signed

Select if the payment transfer agreement has been signed by the employee (Abtretungserklärung).

Blocking

Select to indicate that the employee has chosen a block mode old age part-time.

For a block mode old age part-time you have to enter the work periods in the grid that becomes visible when Blocking is selected.

CHAPTER 10

Managing Payroll Data

When you hire a new employee, you must enter basic data in the PeopleSoft Human Resources Management system, such as the employee's name, employment record, and job. This data is the basis for all the tasks involved in human resources management, such as salary plans or payroll processing. In addition, you enter information about retroactive processing for payees in PeopleSoft Global Payroll.

This chapter provides an overview of managing payroll data and describes how to enter additional job data and general remarks for an employee.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Working With Payee Data"

Entering Additional Payroll Data

You may need to enter additional payroll data.

Pages Used to Enter Additional Payroll Data

Page Name	Object Name	Navigation	Usage
Additional Employment Data	GPDE_AL_EMPLMT1	Global Payroll, Payee Data, Define Payee Data DEU, Additional Employ	Specify whether a pay slip should be printed for an employee each time that employee is paid.
General Remarks	GPDE_AL_ACCT_INFO	Global Payroll, Payee Data, Add General Remarks DEU, General Remarks	Enter additional information for a payee.

Specifying When to Print Pay Slips

Access the Additional Employment Data page.

Additional Employ			
Amme,Isabella Maria d'	Employee	EmplID: KDG012	Empl Rcd#: 0
Pay Slip Print	☒		
Pay Slip Address:	Location Address		
Termination Date:	01/31/1980		

Additional Employment Data page

Pay Slip Print

Select if you want to print a pay slip for the employee.

Pay Slip AddressSpecify where to send the pay slip: *Location Address* (Company address) or *Personal Address*.**Termination Date**

Enter the date you want to stop printing pay slips, if applicable.

Entering Additional Payee Information

Access the General Remarks page.

General Remarks	
Amme,Isabella Maria d'	Employee
EmplID: KDG012	Empl Rcd#: 0
Find View All First 1 of 1 Last	
Effective Date:	11/01/1999
Balance Information:	
Description:	

General Remarks page

Balance Information

Enter information about the balance.

Description

Enter information about the employee. The information is for your information only.

Reporting on Employee Payroll Data

You can run a report to list any overpayments made to employee in addition to their regular salary.

Pages Used to Report on Employee Payroll Data

Page Name	Object Name	Navigation	Usage
Overpayment List	GPDE_RC_AL09	Global Payroll, Absence and Payroll Processing, Payroll Reports, Overpayment List DEU, Overpayment list	Lists additional payments made by an employer to an employee's normal salary.
Pay Balance	GPDE_RC_TX03	Global Payroll, Absence and Payroll Processing, Payroll Reports, Pay Balance DEU, Pay Balance	Displays the pay elements and employee data upon which payroll is based for each month of a given year.
Results Register - Report Options	GPDE_RC_TX04_1	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register DEU, Report Options	Generates a summary of the employee pay elements by pay period. A separate page is created for each company and each retro pay period.
Results Register- Elements View	GPDE_RC_TX04_2	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register DEU, Elements View	View elements for the results register.

Reporting Pay Balances – GPDETX03

Access the Pay Balance report page.

Print Pay Entity Report

Select this check box if you want to print only those pages that display the annual and monthly totals for a pay entity, and not all of the retro pay data for all employees that the report includes.

Reporting the Payroll Register – GPDETX04

Access the Payroll Register report page.

On the Report Options page, create a report that monitors the associated accumulators and contains the payroll register for a selected company and pay group for the specified reporting period (from and to dates).

In addition to gross pay, the columns of the report provide information on base amounts (calculation bases) for income tax, church tax, bonus tax, health insurance, and so on, as well as the resulting payment.

On the Elements View page, define the other columns that you want to see in your report.

Override Indicator

Determines which columns appear in the report. You can display up to 10 columns in your report. Also configure the level of detail that you want to appear. Select this check box if you want to override the description of the selected element.

Element Heading

If you have selected the Override Indicator for an element, enter a new heading name to serve as a new description of the element.

Sequence

Indicates the column in which the element will appear. If you want to have the YTD Bonus Tax as the second column in your report, for example, select a sequence number of 2.

CHAPTER 11

Managing BVV Funds

This chapter provides an overview of BVV and describes how to:

- Make contribution payments.
- Set up a BVV company.

Understanding BVV Funds

The Pension Insurance Association of the German Banks and Banking Industry (BVV) is an intercompany pension fund as defined in § 1 Section 3 of the German Company Pension Plan Act. This type of insurance isn't direct insurance as defined in § 1 Section 2 of the Company Pension Plan Act, but rather can be taken out only within the framework of mandatory enrollment based on employment in a member company. If an employee leaves a member company, coverage can continue on a voluntary basis. In addition, you can tax employer contributions into the pension fund as a lump sum.

In PeopleSoft Global Payroll for Germany, the contribution statement is an electronic data interchange notification, which includes personal and other data on contributions for an insured person according to contribution class. For reasons of immediacy and completeness, you must report transaction records even if they do not involve the payment of contributions. Report back and retro payments separately for an insured person according to the months in which the payments take effect. In addition, you can also process employee contributions to other types of insurance, such as supplemental insurance policies, voluntary insurance policies, and voluntary differential payments towards existing basic insurance policies.

Before you set up a BVV company, you should understand how Global Payroll for Germany handles BVV registration, tax regulations, and BVV contribution statement requirements.

Understanding Registration

Register all employees with mandatory insurance coverage, including self-employed field workers who work exclusively for a member company. In such cases, these workers are considered statutory employees. When you register an employee for the first time, enter *00000000* as the BVV member number and then specify the actual hire date for employment with the company. Every insured person receives an eight-digit BVV membership number. This eight-digit number is a check number that PeopleCode checks.

See Also

Chapter 11, "Managing BVV Funds," Entering BVV Employee Data, page 149

Understanding Tax Regulations

You must add employer contributions to an employee's taxable earnings and have the employee pay the resulting taxes unless you pay income tax as a flat amount. The flat rate is 20 percent of the employer contributions, including church tax. If the employee pays a flat rate tax, the employer contributions are subject to social insurance.

If the employee changes from a member company to another company that is not a member and continues insurance on a voluntary basis, the new employer can participate in payment of the insurance contributions. However, a flat rate is applicable in this case only if the employer contributions are based on mandatory requirements.

Setting Up Accumulators

In order to create BVV contribution statements, you need to set up two specific accumulators. The accumulators themselves are PeopleSoft-delivered, but you might want to add your own salaries. The following table lists the accumulators required for BVV gross earnings and provides examples of the elements that they contain.

Accumulators	Description	Example Elements
DE_BV_BVV00	Earnings relevant to regular BVV gross.	DE_ER_M10000 Regular salary + DE_ER_M10001 Salary + DE_ER_M10002 Base pay +
DE_BV_BVV05_TYD	Earnings relevant to BVV one-time pay, gross.	DE_ER_M14000 Vacation pay + DE_ER_M14001 Profit-sharing bonuses +

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Setting Up Accumulators"

Understanding Pay Elements

The following table lists the pay elements related to BVV. PeopleSoft automatically generates these pay elements for each BVV employee.

Pay Element	Type	Description
DE_DD_BVV 00	Deduction (=DD)	Total BVV Contribution.
DE_DD_BVV 10	Deduction (=DD)	BVV Employee Contribution.
DE_DD_BVV 20	Deduction (=DD)	BVV Employer Contribution.

Pay Element	Type	Description
DE_ER_BVV 23	Earning (=ER)	BVV Lump-Sum Tax EE.
DE_ER_BVV 24	Earning (=ER)	BVV Lump-Sum Tax ER.
DE_ER_BVV 25	Earning (=ER)	BVV Tax EE (qualified EE discount).
DE_ER_BVV 26	Earning (=ER)	BVV Tax ER (qualified EE discount, gross-up).
DE_DD_BVV 30	Deduction (=DD)	BVV Voluntary.
DE_DD_BVV 40	Deduction (=DD)	BVV Additional Risk Insurance.
DE_DD_BVV 50	Deduction (=DD)	BVV General Supplemental Insurance.
DE_DD_BVV 60	Deduction (=DD)	BVV Differential Amount.
DE_DD_BVV 70	Deduction (=DD)	BVV Contr Military / Civilian Service.
DE_DD_BVV80		Supplemental pension insurance.
DE_DD_BVV90		Supplemental risk insurance.
DE_DD_BVV100		Supplemental risk insurance.
DE_DD_BVV110		Supplemental widow pension.
DE_DD_BVV120		Widow pension/decrease.
DE_DD_BVV130		Supplemental orphan pension.
DE_DD_BVV140		Supplemental insurance-deathfund.
DE_DD_BVV150		Voluntary/supplemental pension.
DE_BV_NBV00		Total contribution DN/RN.

Pay Element	Type	Description
DE_BV_NBV10		EE contribution DN/RN.
DE_BV_NBV20		ER contribution DN/RN.
DE_BV_NBV30		Tariff N voluntary tariff.
DE_BV_NBV40		Tariff N supplemental risk insurance.
DE_BV_NBV50		Tariff N general risk insurance.
DE_BV_NBV60		Tariff N difference amount.
DE_BV_NBV80		Tariff N supplemental pension insurance.
DE_BV_NBV90		Tariff N supplemental risk insurance.
DE_BV_NBV100		Tariff N supplemental risk insurance.
DE_BV_NBV110		Tariff N supplemental widow pension.
DE_BV_NBV120		Tariff N widow pension/decrease.
DE_BV_NBV130		Tariff N supplemental orphan pension.
DE_BV_NBV140		Tariff N supplemental insurance death fund.
DE_BV_NBV150		Tariff N voluntary/supplemental pension.
DE_DD_BVV22		ER contribution BVV taxable part.
DE_ER_BVVB26		Grossed up portion of the BVV contribution.

Understanding Contribution Payments

You must make contributions to the BVV by the tenth day of every month. If you cannot make a contribution statement by this time, you can pay the contribution in the form of a partial payment that corresponds to the amount of the anticipated contribution.

For other benefits, such as maternity benefits, the contributions must be set up in the corresponding contribution class. Employers are not obligated to pay contributions for inactive or suspended jobs, such as during maternity leave and extended maternity leave. No contribution is withheld when an employee dies or reaches retirement age.

Understanding Contribution Classes

Employees with mandatory insurance coverage are divided into contribution classes according to their monthly earnings. This classification process includes special payments, such as commissions, travel expenses, and profit-sharing bonuses. Because profit-sharing bonuses, awards, and irregular commissions can be totaled only at the end of the year, you must determine the sum of these payments by December at the latest. One-twelfth of the sum that must be included when figuring an employee's income limit can be calculated in December and added to the payments to be made on the first of the next year. This calculation is then included in the contribution statement. One-time payments, such as those for marriage, birth, and overtime, are not included in the contribution calculations.

Note. PeopleSoft Global Payroll for Germany assigns employees with mandatory insurance coverage who work only part of the month to the contribution class that corresponds to the earnings paid for the respective full-time working hours.

See Also

Chapter 11, "Managing BVV Funds," Displaying BVV Contribution Amounts for Contribution Classes, page 148

Handling Interruptions of Employment and Withdrawals

PeopleSoft Global Payroll for Germany treats an interruption as a suspension of contribution payments rather than as a withdrawal. Enter the reason for an employment interruption as one of the process types beginning with 0 on the BVV Employee Data page. The second digit corresponds to the reason for the interruption.

Note. If you select process types 01 through 08 (interruption) on the BVV Employee Data page, PeopleSoft Global Payroll determines both the contribution share and contribution class. If no BVV gross is available, the system creates a reporting record without a contribution, indicating a contribution class of 00 and the respective process type.

Classes 10 through 19 are for withdrawals. Use withdrawal and registration notifications to report internal company transfers that result in changing the BVV company. When an employee's employment or affiliation with the company is terminated, specify the termination date, the reason for termination, and the employee's most recent valid address.

Enter information about an employee's employment interruption or withdrawal on the BVV Employee Data page.

Use the following process types to indicate the reason for the interruption or withdrawal:

Type	Reason
01	Maternity leave
02	Rehire commitment
03	Temporary military service
04	Unpaid leave
05	End of supplemental sick pay
07	Change to part-time
08	Accepted pre-seniority
10	Previously class 00 and not termination reasons 11-18
11	Death
12	Retirement disability
13	Old age pension
14	End of company seniority
15	transfer to group
16	Insurance suspended from the beginning
17	Change to part-time (= withdrawal)
18	Termination (resignation)

See Also

Chapter 11, “Managing BVV Funds,” Entering BVV Employee Data, page 149

Determining Contributions

In PeopleSoft Global Payroll, the section DE_BV_1000 of the process list DE_AL_DEU1 process calculates the BVV contribution. Define all earnings that are relevant to the regular BVV gross in the accumulator DE_BV_BVV00 and all the one-time payments relevant to the *next* calendar year in the accumulator DE_BV_BVV05_YTD.

See Also

Chapter 11, “Managing BVV Funds,” Displaying BVV Contribution Amounts for Contribution Classes, page 148

Chapter 11, “Managing BVV Funds,” Entering BVV Employee Data, page 149

Setting Up a BVV Provider Type

Set up a BVV provider type for your organization and then define a BVV reporting record using the BVV provider type component. The system supports relief and pension provider types. The provider type definition contains general information such as the address, sorting and banking data.

Pages Used to Set Up a BVV Provider Type

Page Name	Object Name	Navigation	Usage
Provider	GPDE_BV_PRVDR1	Set Up HRMS, Product Related, Global Payroll, Pensions, BVV Provider Fund Types DEU, Provider	Set up a BVV provider type for your organization.
Reporting	GPDE_BV_PRVDR2	Set Up HRMS, Product Related, Global Payroll, Pensions, BVV Provider Fund Types DEU, Reporting	Define a BVV reporting record. The BVV defines the sorting fields on this page and provides you with the information to enter here. Use these to sort the data files and reports every time you send information to the BVV company.
Bank Transfer	GPDE_BV_PRVDR3	Set Up HRMS, Product Related, Global Payroll, Pensions, BVV Provider Fund Types DEU, Bank Transfer	Enter the BVV fund's bank account information.
BVV Contribution	GPDE_BV_RATE	Set Up HRMS, Product Related, Global Payroll, Pensions, BVV Contribution Classes, BVV Contribution	Display BVV contribution amounts for a specific contribution class. The table displays a validity record per contribution class (00–36). PeopleSoft delivers this table with data valid as of October 2000. You must enter any changes delivered by BVV.
BVV Provider Data	GPDE_AL_PE_BV	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entities DEU, BVV Provider Data	Enter BVV provider data such as provider number and fund type.
BVV Limits	GPDE_BV_LIMIT	Set Up HRMS, Product Related, Global Payroll, Pensions, BVV Limits DEU	Define BVV contribution limits.
BVV Transfer Disk	GPDE_RC_BV01	Global Payroll, Pension, BVV Transfer Disk DEU	Create a BVV transfer disk.
Maintain BVV Data - General page	GPDE_BV_EE	Global Payroll, Payee Data, Pension Information, Maintain BVV Data DEU, General	Enter BVV employee data. This is where you specify each employee with mandatory insurance coverage who participates in BVV reporting.
Maintain BVV Data - Detail page	GPDE_BV_EE_DTL	Global Payroll, Payee Data, Pension Information, Maintain BVV Data DEU, Detail	Enter additional BVV employee data.

Setting Up BVV Provider Fund Types for Your Organization

Access the Provider page.

Provider | Reporting | Bank Transfer

Fund Type: Pension Fund

Definition Find | View All First 1 of 1 Last

***Effective Date:** 01/01/1998

Provider Name: BVV Versicherungsverein des Bankgewerbes A.G.

Country: DEU Germany

Address: Kurfürstendamm 111-113
10711 Berlin [Edit Address](#)

Provider page

Fund Type Can be either *Pension* or *Support*.

Defining a BVV Reporting Record

Access the Reporting page.

Provider | **Reporting** | Bank Transfer

Fund Type: Pension Fund

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/1998

***Sort Key:** 0 ***Sort Key Length:** 0000

***Insurance Sort Key:** 0 ***Sort Key Length:** 0000

***Sort Key Z1:** 0

***Sort Key Z2:** 0

***Sort Key Z3:** 0

***Sort Key Z4:** 0

Reporting page

Enter a default reporting setup. The data can be overridden individually on the pay entity level.

Sort Key Enter the BVV sort key provided by BVV.

Sort Key Length Enter the BVV sort key character length.

Insurance Sort Key Enter the insurance sort key provided by BVV.

Sort Key Z1–Z4 Enter the additional sort keys provided by BVV.

Define BVV Bank Transfer Information

Access the Bank Transfer page.

The screenshot displays the 'Bank Transfer' tab within a software interface. At the top, there are three tabs: 'Provider', 'Reporting', and 'Bank Transfer'. Below the tabs, the 'Fund Type' is set to 'Pension Fund'. The main section is titled 'Definition' and contains several input fields: 'Effective Date' (01/01/1998), 'Country Code' (DEU, Germany), 'Bank ID' (50070024, Deutsche Bank), 'Account #' (9999555444), 'Account Name' (empty), and 'Currency Code' (DEM, Deutsche Mark). Navigation controls at the top right of the 'Definition' section include 'Find', 'View All', 'First', '1 of 1', and 'Last'. There are also '+' and '-' buttons next to the '1 of 1' indicator.

Bank Transfer page

Assign a BVV Type to a pay entity.

Displaying BVV Contribution Amounts for Contribution Classes

Access the BVV Contribution page.

BVV Contribution

BVV Contribution Class: 7

Definition

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

*Effective Date:	01/01/2002		+	-
BVV Class Limit Amount:	357.90			
BVV Total Contribution:	20.71			
BVV Employer Contribution:	13.96			
BVV Employee Contribution:	6.75			
*Currency Code:	EUR		euro	

BVV Contribution page

BVV Contribution Class	The contribution class.
BVV Class Limit Amount	The upper limit of the monthly earnings of this contribution class.
BVV Total Contribution	The sum of the BVV employer contribution and BVV employee contribution.
BVV Employer Contribution	The amount that the employer pays toward the BVV pension fund.
BVV Employee Contribution	The amount that the employee pays toward the BVV pension fund.

See Also

Chapter 11, “Managing BVV Funds,” Understanding Contribution Classes, page 143

Entering BVV Employee Data

Access the Maintain BVV Data - General page.

General		Detail	
Demmer, Peter		Employee	
EmplID: KDG057		Empl Rcd#: 0	
Find View All First 1 of 1 Last			
*Effective Date:	11/12/2002		
Membership Number:	0000000	Provider Number:	
Hire Date:	08/03/1998	Permanent Claim:	
Seniority Date:	08/05/1996	Termination Date:	
Tariff:	Pension Fund/New Tariff (DN)	EE Percent Tariff N:	50.00
Process Type:	04 Unpaid Leave		
☐ Employer Pays Contribution ☐ Employer Pays Taxes ☐ Unlimited Tax Contribution ☐ Contribution Without Bonus ☐ Take Over Pension Promise			

Maintain BVV Data - General page

Membership Number

Enter the employee's employee ID reported by the BVV. The eighth digit of the employee ID is a check digit.

Note. Enter 00000000 when you register an employee for the first time, and replace this number after the BVV provides an employee ID number.

Provider Number

The system assigns the provider number, provider type and default definition at the pay entity level. The pay entity membership numbers are also stored on the EE level. This enables a direct assignment of EE, provider number, and pay entity.

Hire Date

Enter the employee's hire date.

Seniority Date

Enter the date when BVV membership through your company began. You can enter a date other than the actual BVV hire date in the case of an intercompany job transfer.

Tariff

Select *Base Pension/Old Tariff—Pension Fund (DA)*, *Base Pension/Old Tariff—Relief Fund (RA)*, *Base Pension/New Tariff—Pension Fund (DN)*, or *Base Pension/New Tariff—Relief Fund (RN)*. The value you enter here controls the presence of the EE Percent Tariff N field on this page, and the Civil Service and EE Cntr Taxable Supported field on the Maintain BVV Data—Detail page.

Process Type

In the case of a job interruption or withdrawal, select the related BVV process type.

Note. In the case of a termination (process type 10–19), do not enter the last day worked as the effective date, but rather the *first day after termination*. For example, if an employee leaves the company at the end of the month, the effective date that you enter is the first day of the following month.

Employer Pays Contribution

Select this check box if the employer pays all BVV insurance contributions. No employee contributions (TBVV10) are paid while this check box is selected.

Employer Pays Taxes

Select this check box to extrapolate if the lump-sum limit is exceeded. This is only necessary if you, and not the employee, are paying the tax.

Note. If you select this check box and the lump-sum limit—which is currently 145.206 euros as of September 1998—is excluded, PeopleSoft Global Payroll calculates the contribution based on the excess amount.

Unlimited Tax Contribution

Select this check box if the lump sum ceiling limit varies for group insurance policies. You must monitor the ceiling limit. The complete BVV employer contribution (TBVV20) is taxed at a flat rate.

Warning! You must check the limit of the possible lump sum ceiling yourself.

Contribution Without Bonus

Select this check box for employees who are in early retirement. You do not include bonuses when you calculate contributions for these employees.

Note. If you select this check box, the element TBVV2T (BVV 1/12 one-time payment in previous year) is not included in the calculation. This applies to employees in early retirement, for example.

See Also

Chapter 11, “Managing BVV Funds,” Handling Interruptions of Employment and Withdrawals, page 143

Entering Additional BVV Employee Data

Access the Maintain BVV Data - Detail page

The screenshot displays the 'Maintain BVV Data - Detail' page. At the top, there are tabs for 'General' and 'Detail'. Below the tabs, the employee's name 'Breit-Gossmann,Heiner' and title 'Employee' are shown, along with 'EmplID: KD0001' and 'Empl Rcd#: 0'. A search bar at the top right contains 'Find | View All' and pagination 'First 1 of 1 Last'. The main content area is divided into several sections:

- Currency Code:** USD (US Dollar) with a search icon and '+' '-' buttons.
- Civil Service** section with 'Class:' and 'Contribution:' fields, both set to USD.
- EE Cntr Taxable Supported** section with a 'Contribution:' field set to USD.
- Supplementary Insurance** section with a table showing 'Amount' and 'USD' with '+' '-' buttons.

Maintain BVV Data - Detail page

Civil Service (BVV
contribution for civil service)

Enter the contribution that the employee pays during military or civil service, if any. During an employee's military or civil service, you must deduct contributions as if the employee is still working for the company.

Note. If the Class and Contribution fields contain values, the contribution is paid during military/civilian service.

**EE Cntr Taxable
Supported**

Enter the contribution for additional insurance.

CHAPTER 12

Managing DEUEV

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

- Set up for DEUEV processing.
- Enter employee data that is relevant to DEUEV.
- Run the DEUEV report process.
- Checking the DEUEV process.
- Monitor your DEUEV processing status.
- Change DEUEV processing currency.
- Start and terminate the DEUEV system.
- View DEUEV reported events.
- Transfer DEUEV report data to disk or tape.

Understanding DEUEV Processing

As an employer, you have a statutory requirement to report to social insurance providers all the business events that are relevant to your employees, in accordance with the Data Entry and Transfer Ordinance (DEUEV). PeopleSoft Global Payroll for Germany gives you tools for meeting all DEUEV reporting requirements. It tracks reportable business events, enables you to view events, and produces necessary DEUEV reports and data files.

To automatically generate reports and route them to the social insurance providers in accordance with DEUEV statutes, your organization must be certified by your DEUEV provider.

PeopleSoft Global Payroll for Germany prepares DEUEV reports for the following entities:

- Statutory health insurance providers.

These organizations route some reported data to the retirement insurance providers and the German Federal Employment Office (BA). Data includes earnings subject to social insurance contributions, used as the basis for determining employee and employer contributions and employee entitlement to health insurance.

- Pension insurance providers.

The Federal Insurance Office for Salaried Employees (BFA) and the Regional Social Insurance Board (LVA) require information about the period of employment and insurance contributions to calculate an employee's retirement entitlements.

- The Employment Office.

The Employment Office requires employment data (including type of job, contribution totals for unemployment insurance, and actual employment time) so that it can distinguish between employment and unemployment, calculate entitlement for unemployment benefits, and analyze and regulate the labor market.

The DEUEV Reporting Process

Here are the steps for the DEUEV reporting process:

1. Make sure you're properly set up for DEUEV processing.
This involves setting up name prefixes and suffixes, DEUEV nationalities, and pay groups for DEUEV participation. You need to know all business events that initiate a DEUEV process.
2. Enter the employee data that's relevant to DEUEV.
Such data entry as a name or address change triggers a DEUEV process.
3. Run the DEUEV daily, monthly and report process.
4. Audit DEUEV reports run previously by viewing DEUEV reported events.
You can make corrections to the data and rerun the reports.
5. Transfer the DEUEV report data to disk or tape.
6. Submit data files to a DEUEV provider.
You submit a disk or tape to the provider, who can route some of the data to other social insurance providers.

Setting Up for DEUEV Processing

To set up your system for DEUEV processing:

1. Set up name prefixes and suffixes.
2. Set up DEUEV nationalities.
3. Set up pay groups for DEUEV participation.
4. Know business events that initiate a DEUEV process.

In this section, we discuss how to:

- Specify employees who participate in DEUEV reporting processes.
- View definitions of business events that initiate a DEUEV process.

Note. The definition of report records, basic name prefixes and suffixes, and nationalities is set up and maintained by PeopleSoft.

Pages Used to Set Up for DEUEV Processing

Page Name	Object Name	Navigation	Usage
DEUEV Data	GPDE_AL_PAYGROUP1	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Groups DEU, DEUEV Data	Specify employees (by pay group) who participate in DEUEV reporting processes.
DEUEV Business Events	GPDE_DV_EVTREC	Global Payroll, Social Security/Insurance, Define Business Event DEUEV DEU, DEUEV Business Event	View definitions of business events that initiate a DEUEV process.

Setting Up Name Prefixes and Suffixes

Set up name prefixes and suffixes on a series of pages available in the Administer Workforce menu.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Setting Up the Administer Workforce Business Process,” Defining Additional Employment Data

Setting Up DEUEV Nationalities

The Nation Deuev Table is maintained by PeopleSoft and stores nationality codes specified by the German Deuev Directive that regulates how data is to be provided to the German social insurance administration by companies doing business in Germany.

All the nationality codes that are applicable for DEUEV participation are located in the Nation Deuev Table, which is set up and maintained by PeopleSoft.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Setting Up Country-Specific Tables,” Entering German Nation DEUEV Codes

Setting Up a Pay Group for DEUEV Participation

Access the DEUEV Data page.

Pay Group Name Defaults Supporting Elements **DEUEV Data** Source Bank

Pay Group: GD1PG1 Paygroup1
Pay Entity: GD1 German Payroll Comp. 1

Definition Find View All First 1 of 1 Last

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

DEUEV Detail

Participation: Immediate Notification

DEUEV Data page

You use pay groups to specify employees who participate in DEUEV reporting processes. Use the Participation field on the DEUEV page of the Pay Group component to designate whether, and in which form, the members of a pay group are to participate.

Participation

If a pay group doesn't participate in the DEUEV reporting processes, select *No Participation*. Business events aren't recorded for the employees of the pay group, and no reports are made.

To create and submit reports at regular intervals for a pay period, select *Normal*.

If the pay group requires immediate reports for the group of employees (for example, construction, fairground, or transport workers), select *Immediate Notification*. Reports that must be submitted to the social insurance providers are created immediately and submitted to the respective offices.

Viewing DEUEV Business Events Definitions

Access the DEUEV Business Events page.

DEUEV Business Ev

Business Event Type: 01 **Description:** Einstellung

EE Staus: Active **Frequency:** Monthly

DEUEV Applic: Day Run

Customize Find First 1 of 1 Last									
	Reporting Reason	Report Type	DBME	DBNA	DBGB	DBAN	DBEU	DBSO	
1	10	ANM	☒	☒	☐	☒	☐	☐	+ -

DEUEV Business Events page

Warning! PeopleSoft maintains DEUEV business event data. Do not update this data.

Business Event Type The business event type that you entered to access this page.

EE Status (employee status) The status that's assigned to employees after the report that's identified in the Report Type field is generated. Valid values are: *Active*, *Term (terminated)*, and *Unchanged*.

Do not change the value in this field.

Frequency How often the system processes the event: *Daily or Monthly*.

Do not change the value in this field.

DEUEV Applic (DEUEV application) Select the application that handles this business event.

Options are *Annual Run*, *Currency*, *Day Run*, *End*, *Month Run*, *Online*, and *Start*.

Reporting Reason A number that identifies the reason for the report.

Report Type The code in this field identifies the type of report that's generated when this event occurs. Do not change the value in this field.

DBME, DBNA, DBGB, DBAN, DBEU, and DBSO represent the types of data that can appear on the DEUEV reports. A check mark identifies which data is to be included in the report.

The system includes DSME (report identification data) for every business event.

DBME Report reason.

DBNA Employee's name.

DBGB Birth date.

DBAN Address.

DBEU European social insurance number.

DBSO

Immediate report. If selected, this check box indicates that the report is to be created immediately and submitted to the social insurance provider's respective offices. It applies only when generating reports for pay groups that are defined with a DEUEV participation type of *Immediate Notification*.

Note. The DBEU data elements exist only for employees in European Union countries.

Warning! Do not change the settings for Frequency, Reporting Reason or EE Status. PeopleSoft maintains the appropriate values for these fields.

See Also

Chapter 12, "Managing DEUEV," Table of DEUEV Business Events, page 158

Chapter 12, "Managing DEUEV," Report Reasons and Descriptions, page 163

Table of DEUEV Business Events

All valid DEUEV business events are listed in the DEUEV Business Events Table, which is exclusively set up and maintained by PeopleSoft.

The following table lists the stored business events.

Event Type	Report Reason	Report Type	Event	Description	DEUEV Application	Data Elements
1	10	ANM	Registration of new hire	Employee is a new hire	Daily run	DBME DBNA, DBAN
2	10	ANM	Registration of change to employment subject to social insurance	Employee was already hired but is only now subject to social insurance contributions	Monthly run	DBME DBNA, DBAN
3	13	ANM	Registration in accordance with Withdrawal 13 or 14	Continuation of normal employment following unpaid leave longer than 1 month (unpaid vacation, strike, etc.)	Daily run	DBME DBNA, DBAN

Event Type	Report Reason	Report Type	Event	Description	DEUEV Application	Data Elements
4	10	ANM	Rehire	Employee was employed in this company and is rehired	Daily run	DBME DBNA, DBAN
5	10	ANM	Registration when hired without SI number	The SI number is unknown	Daily run	DBME DBNA, DBGB DBAN, DBEU
6	10	ANM	Registration of low-income earner	For briefly employed workers, seasonal workers, and low-income earners	Daily run	DBME DBNA, DBAN
7	10	ANM	Registration of low-income earner without SI number	The SI number is unknown	Daily run	DBME DBNA, DBGB DBAN, DBEU*
9	13	ANM	System start	The employee group is entered in the payroll system	System start	DBME DBNA, DBAN
11	30	ABM	Withdrawal at termination	Termination of employment	Daily run	DBME
12	30	ABM	Withdrawal for change of employment not subject to social insurance contributions	Employee must no longer pay mandatory social insurance	Monthly run	DBME

Event Type	Report Reason	Report Type	Event	Description	DEUEV Application	Data Elements
13	34	ABM	Withdrawal and vacation /strike	For interruptions longer than 1 month	Daily run	DBME
14	35	ABM	Withdrawal for lawful strike, lockout	For interruptions longer than 1 month	Daily run	DBME
15	49	ABM	Withdrawal because of death	Employee dies during normal employment situation	Daily run	DBME
16	30	ABM	Withdrawal of low-income earner	Termination of employment	Daily run	DBME
19	36	ABM	System end	Payroll accounting system changes	System close	DBME
21	32	ABM	Change in contribution category		Monthly run	DBME
	12	ANM				DBME, DBNA, DBAN
22	31	ABM	Change of SI provider	Change of SI provider	Monthly run	DSME, DBME
	11	ANM	Change of SI provider		Monthly run	DSME - DBME - DBNA - DBAN
23	33	ABM	Change of SI region		Monthly run	DSME, DBME

Event Type	Report Reason	Report Type	Event	Description	DEUEV Application	Data Elements
	13	ANM	Change of SI region		Monthly run	DSME - DBME - DBNA - DBAN
24	33	ABM	Change from education relation		Monthly run	DSME - DBME
	13	ANM	Change from education relation		Monthly run	DSME - DBME - DBNA - DBAN
25	33	ABM	Change to old-age part time		Monthly run	DSME, DBME
	13	ANM	Change to old-age part time		Monthly run	DSME - DBME - DBNA - DBAN
26	30	ABM	Change of insignificance		Monthly run	DSME, DBME
	10	ANM	Change of insignificance		Monthly run	DSME - DBME - DBNA - DBAN
27	33	ABM	Change of employee category		Monthly run	DSME, DBME
	13	ANM	Change of employee category		Monthly run	DSME - DBME - DBNA - DBAN
28	36	ABM	Begin/end of insignificant employment		Monthly run	DSME, DBME

Event Type	Report Reason	Report Type	Event	Description	DEUEV Application	Data Elements
	13	ANM	Begin/end of insignificant employment		Monthly run	DSME - DBME - DBNA - DBAN
31	51	UNT	Interruption due to illness	If more than 1 pay period social insurance gross = 0	Monthly run	DSME, DBME
32	52	UNT	Interruption due to maternity leave	If more than 1 pay period social insurance gross = 0	Monthly run	DBME
33	53	UNT	Interruption due to national service	Civilian, military service, military training longer than 3 days	Monthly run	DBME
41	54	SON	One-time payment	Earnings during an interruption	Monthly run	DBME
51	60	AEN	Change in name	Employee data	online	DBNA
52	61	AEN	Change in address	Employee data	online	DBAN
53	63	PIN	Change in nationality	Employee data	online	
54	62	AEN	Change in employee ID	Optional; not currently implemented	Online	DSME

Event Type	Report Reason	Report Type	Event	Description	DEUEV Application	Data Elements
55	36	ABM	Currency change	Payroll currency change	Currency	DBME
	13	ANM	Currency change	Payroll currency change	Currency	DBME, DBNA, DBAN
60	50	JAH	Annual report	Reports earnings otherwise unreported for the year-end close	Monthly run	DSME
70	91	KON	Control report	Alternative if social insurance card not received	Daily run	DSME, DBME
80	92	SOF	Immediate report	Required for employees in construction and other industries	Daily run	DBNA, DBAN, DBSO
99			Return after interruption	End of an interruption, internal remark	Monthly run	

Report Reasons and Descriptions

The following table shows the officially relevant report reasons and their description.

Report reason	Description
Registrations	
10	Registration due to hire

Report reason	Description
11	Registration due to change in health insurance provider
12	Registration due to change in contribution category
13	Registration due to other reasons, such as changes in employment record number
13	Registration after unpaid leave or strike longer than 1 month, in accordance with § 7 Sec. 3 Sec. 1 Social Security Code IV (SGB IV)
13	Registration due to change in East/West state without changing health insurance provider
13	Registration due to change in payroll system (optional)
13	Registration due to change in employee category code without changes in contribution category
13	Registration due to currency change during a calendar year
Withdrawals	
30	Withdrawal due to termination
31	Withdrawal due to change in health insurance provider
32	Withdrawal due to change in contribution category
33	Withdrawal due to other reasons, such as changes in employment
34	Withdrawal due to change to employment subject to social insurance contributions after an interruption longer than 1 month
35	Withdrawal due to strike of longer than 1 month
36	Change in payroll system (optional)

Report reason	Description
36	Currency change during a calendar year
40	Simultaneous registration and withdrawal due to termination of employment
49	Withdrawal due to death
Annual report, interruption report, other earnings report...	
50	Annual report
51	Interruption report due to drawing pay benefits or entitlement to them
52	Interruption report due to maternity leave
53	Interruption report due to mandatory national service
54	Report of a one-time work payment (special report)
Change reports (apply only to data transfer)	
60	Change in name
61	Change in address
62	Change in file number or employee ID (optional)
63	Change in nationality
Other reports (apply only to data transfer)	
91	Control report
92	Immediate report

Entering Employee Data Relevant to DEUEV

When you enter or update certain types of employee data, job data, and social insurance data, the system recognizes whether the data is relevant to DEUEV and creates a trigger for DEUEV processing.

In this section, we discuss the types of changes that create triggers.

Entering and Updating Employee Data

When you make the following employee data changes or entries in PeopleSoft Human Resources, Global Payroll automatically creates a trigger that generates a reportable business event.

- Name changes.

Changing an employee's name on the Personal Data - Name page causes the system to record business event 51 (change in name).

- Address changes.

Entering an address change on the Personal Data - Address page causes the system to record business event 52 (change in address).

- Date of birth and nationality.

Enter the employee's nationality and date of birth on the Personal Data - Eligibility/Identity page. For foreign employees from European Union member countries who are hired without a social insurance number, enter the place of birth. The system automatically records business event 53 when you save entries or changes to the Personal Data - Eligibility/Identity page.

Entering Job Data

You establish data for a DEUEV report by changing certain values in the Work Location and Payroll pages.

- Employment information.

The system recognizes the business event for the selected employee depending on your selection in the Action/Reason field on the Work Location page.

- Payroll data.

On the Payroll page, select the Pay Group in which to report employee data to the social insurance provider. You specify an employee's DEUEV participation via the pay group.

See Also

Chapter 12, "Managing DEUEV," Report Reasons and Descriptions, page 163

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Social Insurance Data

You record employee data for all types of social insurance (health, nursing care, pension, unemployment) on the pages in the Social Insurance component. This data is required for creating DEUEV reports.

See Also

Chapter 5, “Managing Social Insurance for Germany,” page 33

Running the DEUEV Report Process

In this section, we discuss how to:

- Produce a daily DEUEV report.
- Produce a monthly DEUEV report.
- Run a generic DEUEV report.

Pages Used to Run the DEUEV Report Process

Page Name	Object Name	Navigation	Usage
DEUEV Daily Run	GPDE_DV_RUN_DAY	Global Payroll, Social Security/Insurance, Run Daily DEUEV DEU, Daily Run	Run the daily DEUEV process.
DEUEV Monthly Run	GPDE_DV_RUN_MON	Global Payroll, Social Security/Insurance, Run Monthly DEUEV DEU, DEUEV Monthly Run	Run the monthly DEUEV process.
DEUEV Report Generation	GPDE_DV_RUN_REP	Global Payroll, Social Security/Insurance, DEUEV Report Generation DEU, Report Generation	Run the DEUEV reporting data generation process.

Running a DEUEV Daily Run Process

Access the DEUEV Daily Run page.

Daily Run

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

Language: English

Process Request Parameters

Calendar Group ID: GD_DEUEV0110
DEUEV Abr. Oktober 2001

From Date:

To Date: 10/31/2001

As Of Date: 11/01/2001

Daily Run page

Select the Calendar Group ID from which to report and complete the From Date, To Date, and As Of Date fields. The purpose of the daily run is to detect DEUEV related events, which do not depend on payroll results.

For the From Date, use the reference date for the start of the processing. This is normally the date of the system start event. The To Date is the end of the relevant period, usually the end of the month. The As Of Date is the date from which you look at the period, usually the first day of the next period.

Running a DEUEV Monthly Run Process

Access the DEUEV Monthly Run page.

Deuev Monthly Run

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

Language: English

Process Request Parameters

Calendar Group ID: GD_DEUEV0112
DEUEV Abr. Dezember 2001

ID:

Deuev Monthly Run page

Select the Calendar Group ID from which to report. The purpose of the monthly run is to detect events that depend on payroll results.

Running a DEUEV Reporting Data Generation Process

Access the DEUEV Reporting Data Generation page.

Report Generation page

Select the Calendar Group ID from which to report, and complete the From Date and To Date fields. Select the checkbox if you want Immediate Notifications. The purpose of this process is to combine and evaluate the results of the daily, monthly, and other runs. The information is processed and generates the messages for the social insurance providers in the database. After running this process, you can view the results in the statistics pages. This data will be transferred to disk in a later step.

For the From Date, use the reference date for the start of the processing. This is normally the date of the system start event. The To Date is the end of the relevant period, usually the end of the month.

Checking the DEUEV Process

After completing the steps outlined in the preceding sections of this chapter, you prepare for DEUEV processing.

To prepare for DEUEV processing:

1. View the business events that have created triggers for a particular employee.
2. View the reports that you would generate due to current business events.
3. View the report data that you would generate due to current business events.
4. Enter the selection criteria for the report for one or more employees.
5. View the statistics for the records that you selected.

In this section, we discuss how to:

- View business events that have created triggers for a particular employee.
- View reports to generate due to current business events.
- View report data to generate due to current business events.
- Enter selection criteria for a report.
- View registration statistics for selected records.
- View earnings reporting statistics for selected records.
- View registration error statistics for selected records.
- View name reporting statistics for selected records.
- View cancelled registration statistics for selected records.

Pages Used to Prepare for DEUEV Processing

Page Name	Object Name	Navigation	Usage
DEUEV Trigger	GPDE_DV_TRIGGER	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Information, DEUEV Triggers DEU, DEUEV Trigger	View business events that have created triggers for a particular employee.
DEUEV Reportable Events – Report	GPDE_DV_DSME_SO	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reportable Events DEU, Reports	View reports that you would generate due to current business events.
DEUEV Reportable Events - Report Data	GPDE_DV_DBME_SO	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reportable Events DEU, Report Data	View report data that you would generate due to current business events.
DEUEV Statistics - Parameter Entry	GPDE_DV_DSME_DW	Global Payroll, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Parameter Entry	Enter selection criteria for a report. You can view a selection of the DEUEV reports for an individual employee or all employees.
DEUEV Statistics – Valid Registration	GPDE_DV_DSME_ST_A	Global Payroll, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Valid Registration	View registration statistics for the records that you selected on the DEUEV Statistics - Parameter Entry page.
DEUEV Statistics - Earnings Reporting	GPDE_DV_DSME_ST_E	Global Payroll, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Valid Registration	View earnings reporting statistics for the records that you selected on the DEUEV Statistics – Parameter Entry page.
DEUEV Statistics - Registration Error	GPDE_DV_DSME_ST_F	Global Payroll, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Registration Error	View registration error statistics for the records that you selected on the DEUEV Statistics - Parameter Entry page.
DEUEV Statistics – Name Reporting	GPDE_DV_DSME_ST_N	Global Payroll, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Name Reporting	View name reporting statistics for the records that you selected on the DEUEV Statistics - Parameter Entry page.
DEUEV Statistics - Canceled Registration	GPDE_DV_DSME_ST_O	Global Payroll, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Canceled Registration	View canceled registration statistics for the records that you selected on the DEUEV Statistics - Parameter Entry page.

Viewing Recorded Triggers

Access the DEUEV Trigger page.

DEUEV Trigger

Nickel,HelmutEmployee**EmplID:** GD_DEUEV45

Empl Rcd#: 0**RVNR:** 09160971N492

Customize | Find | First 1-6 of 6 Last

Business Event Type	Event Effective Date	Description
01	10/01/2001	Einstellung
24	11/01/2001	Wechsel Ausbildungsverhältnis
24	01/01/2002	Wechsel Ausbildungsverhältnis
52	02/01/2002	Anschriftsänderung
33	04/01/2002	Unterbrechung Dienstpflicht
28	05/01/2002	Beginn/Ende geringf. Besch.

DEUEV Trigger page

The system creates DEUEV reports based on business events that you have recorded. You can view reports but not change them, so we recommend that you check the business events on this page before creating reports.

RVNR Displays the pension insurance number.

Business Event Type Displays the number of the business event.

Event Effective Date Displays the date when the business event occurred.

Description Displays a description of the business event.

Viewing Reportable DEUEV Reports

Access the DEUEV Reportable Events - Reports page.

Reports | Report Data

Nickel,HelmutEmployee**EmplID:** GD_DEUEV45

Empl Rcd#: 0**RVNR:** 09160971N492

Reason	Event Type	Event	Effdt	Cancel	EE Category	SI Provider	SI Provider #
10	Start	01	10/01/2001	☐	101	IKK/4	Innungskrankenkasse 15039837
33	WthdOther	24	11/01/2001	☐	101	IKK/4	Innungskrankenkasse 15039837
13	Other	24	11/01/2001	☐	102	IKK/4	Innungskrankenkasse 15039837
33	WthdOther	24	01/01/2002	☐	102	IKK/4	Innungskrankenkasse 15039837
13	Other	24	01/01/2002	☐	101	IKK/4	Innungskrankenkasse 15039837
61	AddrChng	52	02/01/2002	☐	101	IKK/4	Innungskrankenkasse 15039837
53	IntrpDuty	33	04/01/2002	☐	101	IKK/4	Innungskrankenkasse 15039837
32	WthContCat	28	05/01/2002	☐	101	IKK/4	Innungskrankenkasse 15039837
12	Cat Change	28	05/01/2002	☐	109	IKK/4	Innungskrankenkasse 15039837

DEUEV Reportable Events - Report page (1 of 2)

Customize Find First 1-9 of 9 Last												
ER Number	Nationality Key	DBME	DBNA	DBGB	DBAN	DBEU	DBSO	Frequency	Reporting Date	Report Type	Status	Current DEUEV Run
99999993	000	☒	☒	☐	☒	☐	☐	M		ANM	A	53
99999993	000	☒	☐	☐	☐	☐	☐	M		ABM	E	53
99999993	000	☒	☒	☐	☒	☐	☐	M		ANM	A	53
99999993	000	☒	☐	☐	☐	☐	☐	M		ABM	E	53
99999993	000	☒	☒	☐	☒	☐	☐	M		ANM	A	53
99999993	000	☐	☐	☐	☒	☐	☐	M		AEN	N	53
99999993	000	☒	☐	☐	☐	☐	☐	M		UNT	E	53
99999993	000	☒	☐	☐	☐	☐	☐	M		ABM	E	53
99999993	000	☒	☒	☐	☒	☐	☐	M		ANM	A	53

DEUEV Reportable Events - Report page (2 of 2)

The system compares the current (reportable) events with previously reported events to make corrections or cancellations.

Reason	The reason for the report.
Event	The description of the event.
Effdt (effective date)	Date when the event occurred.
Cancel	Selected if a cancellation occurred.
EE Category (employee category)	The employee category.
SI Provider (social insurance provider)	The provider number of the social insurance provider.
ER Number (employer number)	The employer ID.
Nationality Key	Identifies the payee's nationality.
DBME	Selected if the element DBME (report reason) is a component of the report.
DBNA	Selected if the element DBNA (name) is a component of the report.
DBGB	Selected if the element DBGB (birth date) is a component of the report.
DBAN	Selected if the element DBAN (address) is a component of the report.
DBEU	Selected if the element DBEU (EU social insurance number) is a component of the report.
DBSO	Selected if the element DBSO (immediate report) is a component of the report.
Frequency	Frequency of the report: <i>D</i> for daily, <i>M</i> for monthly.
Reporting Date	Date when the report was copied to a disk or tape.

Report Type

Report type (Registration, Withdrawal, Change Report, Annual Report, Control Report, Immediate Report). Valid values are:

JAH: annual report.

ANM: registration.

ABM: withdrawal.

AEN: change report.

KON: control report.

SOF: immediate report.

Status

Report status. Valid values are:

A: Valid registration.

E: Valid earnings reporting.

F: Registration error.

N: Valid name reporting.

O: Cancelled registration.

Current DEUEV Run

Displays the sequence number issued by the system for the run.

Viewing Reportable DEUEV Report Data

Access the DEUEV Reportable Events - Report Data page.

Reports

Report Data

Nickel,Helmut

Employee

EmplID: GD_DEUEV45

Empl Rcd#: 0

RVNR: 09160971N492

Customize | Find | View All

First

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Last

Reason		Effdt	Cancel	Control	Begin Date	End Date	Number of Days	Currency	Amount	Contr Group	Activity Keys	Region	Multi Employ	Current DEUEV Run
10	Start	10/01/2001	☐	☐	10/01/2001					1211	78142	West	☐	53
33	WthdOther	11/01/2001	☐	☐	10/01/2001	10/31/2001		DEM	2500.0000	1211	78142	West	☐	53
13	Other	11/01/2001	☐	☐	11/01/2001					1211	78102	West	☐	53
33	WthdOther	01/01/2002	☐	☐	11/01/2001	12/31/2001		DEM	2450.0000	1211	78102	West	☐	53
13	Other	01/01/2002	☐	☐	01/01/2002					1211	78142	West	☐	53
53	IntrpDuty	04/01/2002	☐	☐	01/01/2002	03/31/2002		EUR	4500.0000	1211	78142	West	☐	53
32	WthContCat	05/01/2002	☐	☐	04/01/2002	04/30/2002		EUR		1211	78142	West	☐	53

DEUEV Reportable Events - Report Data page

Reason

The reason for the report.

Effdt (effective date)

Date when the event occurred.

Cancel

Selected if a cancellation has occurred.

Control

Selected if this is a control report.

Begin Date and End Date	Begin and end dates of the reporting period.
Number of Days	Contains a value if the report is simultaneously a registration and a withdrawal report that concerns a low-income earner.
Amount	Amount of reportable pay.
Contr Group (contribution group)	Contribution group of the employee.
Activity Keys	This value is composed out of the fields BA-Code, Position in Job, Education as defined on the employee SI setup.
Region	Region of the employee's DEUEV provider. Valid values are <i>West</i> and <i>Ost</i> .
Multi Employ (multiple employment)	Selected if the employee has multiple employment.
Current DEUEV Run	The sequence number issued by the system for the run.

Entering Selection Criteria for DEUEV Reports

Access the DEUEV Statistics - Parameter Entry page.

Parameter Entry page

Selection Criteria

When you enter selection criteria besides the employee ID, the system sorts the report data according to the criteria you enter.

ID	To see statistics for an employee, enter the employee ID.
Empl Rcd# (employee record number)	To see statistics for a particular job, enter the employee record number.

Effdt (effective date)	Enter the effective date.
Reason	Select the report reason.
Current DEUEV Run	Enter the number of the DEUEV run for which you want to see processing results.
Cancel	Enter <i>Y</i> to select all cancelled messages, <i>N</i> to ignore the cancelled messages.
Event Type	Select the type of event for which you want to see statistics.
Datetime Created	Select the date for when the process was run.
Report Type	Select the type of report for which you want to see statistics.
No Reporting Date	Select the messages that have no reported date yet (messages that have not yet been written to disk).
RVNR	Select the pension insurance number of the employee.
ER SI Number (employer social insurance number)	Select the employer's social insurance number as defined on pay entity location.
SI Provider (social insurance provider)	Select the name of the primary social insurance provider.
Provider	Select the number of the employer's SI provider.
EE Category (employee category)	Select the employee category.
Nationality Key	Select the nationality code.
Frequency	Select <i>MON</i> to view messages from the monthly runs and <i>DAY</i> to view messages from the daily runs only.
Status	Select the status of the statistics you want to review. Valid values are: <i>A</i> : Valid registration <i>E</i> : Valid earnings reporting <i>F</i> : Registration error <i>N</i> : Valid name reporting <i>O</i> : Cancelled registration.
Reporting Date	Select the date when the disk was created and closed.
Calendar Group ID	Enter the calendar group ID for which you want to review statistics.

Viewing DEUEV Record Statistics

Access any of these pages:

- DEUEV Statistics - Valid Registration.
- DEUEV Statistics - Earnings Reporting.
- DEUEV Statistics - Registration Error.
- DEUEV Statistics - Name Reporting.
- DEUEV Statistics - Canceled Registration.

See Also

[Chapter 12, “Managing DEUEV,” Viewing DEUEV Reported Events, page 178](#)

Monitoring Your DEUEV Processing Status

In this section, we discuss how to check the status of your DEUEV processing.

Page Used to Check on DEUEV Processing Status

Page Name	Object Name	Navigation	Usage
DEUEV Process Status	GPDE_DV_PRCST	Global Payroll, Review Absence/Payroll Info, DEUEV Process Status DEU, Process Status	Check the status of your DEUEV processing. The type of run is selected, and pertinent data about the run is listed.

Changing DEUEV Processing Currency

In this section, we discuss how to change your DEUEV processing currency.

Page Used to Change DEUEV Processing Currency

Page Name	Object Name	Navigation	Usage
DEUEV Currency Change	GPDE_DV_RUN_CUR	Global Payroll, Social Security/Insurance, Change Currency DEUEV DEU, Currency Change	Change your DEUEV processing currency by completing the Calendar Group and As Of Date fields.

Starting and Terminating the DEUEV System

You have to run the system start process before instituting the DEUEV system. The process generates the initial registrations for all employees that are contained in the pay groups of the specified calendar group.

The system end process does a similar thing when you want to terminate the DEUEV system. It generates the required final withdrawals for all employees in the specified calendar group.

In this section, we discuss how to:

- Start your DEUEV system.
- End your DEUEV system.

Pages Used to Start and Terminate the DEUEV System

Page Name	Object Name	Navigation	Usage
DEUEV System Start	GPDE_DV_RUN_STA	Global Payroll, Social Security/Insurance, Start System DEUEV DEU, Deuev System Start	Start your DEUEV system by completing the Calendar Group and As Of Date fields.
DEUEV System Termination	GPDE_DV_RUN_END	Global Payroll, Social Security/Insurance, Terminate System DEUEV DEU, Deuev System End	Terminate your DEUEV system by completing the Calendar Group and As Of Date fields.

Viewing DEUEV Reported Events

After creating your report data, you can view the DEUEV reported events. View newly created and existing reports that were transferred to a data file through the pages in the DEUEV Reported Events component.

In this section, we discuss how to:

- View all reports that contain DSME data.
- View all reports that contain DBME data.
- View a payee's name and title.
- View a payee's birth data.
- View a payee's address information.
- View a payee's EU social insurance number and birth country.
- View immediate reports.

Pages Used to View DEUEV Reported Events

Page Name	Object Name	Navigation	Usage
DEUEV Reported Events - Reports	GPDE_DV_DSME	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Reports	View all reports that contain DSME data.
DEUEV Reported Events - Report Data	GPDE_DV_DBME	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Report Data	View all reports that contain DBME data.
DEUEV Reported Events - Name Data	GPDE_DV_DBNA	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Name Data	View a payee's name and title as they appear in reports that contain DBNA data.
DEUEV Reported Events - Birth Data	GPDE_DV_DBGB	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Birth Data	View a payee's birth data.
DEUEV Reported Events - Address Data	GPDE_DV_DBAN	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Address Data	View a payee's address information.
DEUEV Reported Events - EU SI Numbers (DEUEV reported events - European Union social insurance numbers)	GPDE_DV_DBEU	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, EU SI Numbers	View a payee's European Union social insurance number and birth country for reports that include DBEU.
DEUEV Reported Events - Immediate Reports	GPDE_DV_DBSO	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Immediate Reports	View immediate reports for the payee.

Transferring DEUEV Reports Data to Disk or Tape

In this section, we discuss how to transfer report data to disk or tape.

To transfer DEUEV report data to a disk or tape:

1. Access the DEUEV Disk page.
2. Enter the sending information.
3. When receiver information appears enter the disk type, file number, and calendar group ID information.

- Run the process.

Page Used to Transfer DEUEV Report Data to Disk or Tape

Page Name	Object Name	Navigation	Usage
DEUEV Disk	GPDE_DV_RUN_DSK	Global Payroll, Social Security/Insurance, Create DEUEV Disk DEU, Deuev Disk	Use to transfer the report data to disk or tape.

Creating the DEUEV Disk

Access the DEUEV Disk page.

Deuev Disk

Run Control ID: SAMPLE
Report Manager
Process Monitor
Run

Language: English

Process Request Parameters

Calendar Group: GD_DEUEV0109

Deuev Sender

Provider ID: 05555553
Pay Entity: GDB
Location: KD914
Edit Mailing Address

Address
DEUEV-Firma 2
Zweigstelle Dresden
Hinter dem Zwinger 2
01234 Dresden

Deuev Receiver

Provider ID: 15451439
SI Provider: VDAK

Address
VDAK e.V.
Postfach 1961
53709 Siegburg

Disk Type: 3.5" HD
Clerk: KU0007 Locherty, Betty
File Number: 1
Department: 13000 Finance
DEUEV Close
Telephone:
Reset Overrides

DEUEV Disk page

You create reports and save data to a file at the same time. You copy reports with different frequencies to different data files.

Process Request Parameters

Calendar Group

Select the ID for the calendar group that corresponds to the DEUEV report you want to be transferred to a disk or tape.

Disk Type

Select *3.5" H*, *5.25" HD*, or *Tape*.

File Number Sequence number of the file for a provider. This number is handled automatically for each receiver and is incremented each time you run the process with the DEUEV Close option selected.

DEUEV Close When you select the DEUEV Close check box and click the Run button, the system processes the reports.

The record is then considered as reported. The report files you created can be transferred to disk or tape.

Warning! Do not select this option until you are satisfied with your data. As long as this field is unselected, you can rerun the process and check the results.

DEUEV Sender

Complete the Provider ID of the employer.

DEUEV Receiver

Select the Provider ID of the receiver (Social Insurance provider).

Repeating Report Runs

After you run the DEUEV reports, check them for completeness and ensure that the reported data is correct. If you discover that the reports are incomplete or contain incorrect data, make the necessary corrections and rerun the reports.

Rejected Reports

If a data file contains faulty reports (for example, a data element is missing), the DEUEV provider rejects the file. The data on the file is considered unreported, and you must re-create it. An error protocol identifies the type of error. You must determine the cause of the error such as inconsistencies in the file information, and correct the problem.

Mark the rejected reports as faulty by opening the panel DEUEV Reported Events and setting the status of the rejected report to F. This means that the system handles it as if it didn't exist. In the next DEUEV run, the report is re-created in accordance with your corrections and sent to the receiving office.

CHAPTER 13

Defining Direct Insurance for Germany

This chapter provides an overview of direct insurance and describes how to:

- Set up direct insurance.
- Enter direct insurance data.

Understanding Direct Insurance

Direct insurance represents a type of earning that is subject to lower taxation than regular earnings. Direct insurance premiums can either be paid by the employer in addition to wages or salaries or can be financed by converting wages or salaries from legally owed compensation.

The employer pays insurance fees directly to the insurer and deducts those fees from the employee's income. The advantage to employees is that they pay a fixed tax percentage that is lower than the tax percentage for their regular salaries.

The lump-sum tax rate for such future insurance benefits has been 20 percent since 1996, but legislation grants such tax concessions, depending on how the insurance premiums are financed.

This chapter discusses the types of direct insurance and how to set up calculations for direct insurance in PeopleSoft Global Payroll for Germany.

Types of Direct Insurance

Tax concessions apply to the following types of direct insurance:

- Capital life insurance.
- Term life insurance.
- Combined term and capital life insurance.
- Retirement insurance.
- Pension insurance with capital options.
- Accident and employment disability insurance with guaranteed premium refund.
- Supplemental accident insurance combined with a life insurance policy.
- Employment disability insurance combined with a life insurance policy.

- Variable life insurance.

Note. Tax concessions apply only to insurance policies with a term of at least five years.

Direct insurance benefits are paid directly by the employer to the employee's account at the employee's insurance company. Benefits can be made paid regularly (periodically), or in the form of a one-time payment. Such payments can involve normal work pay, a pay conversion, or a one-time payment. Each case requires different taxation processes. Earnings up to 1752, per year are also taxed differently than the share of earnings above this limit.

The interest yielded from these types of insurance policies is nontaxable, if the term of the policy is not less than 12 years and individual contribution adjustments do not exceed the lump-sum amount.

If pay is converted, the insurance premium is deducted from the compensation amount in advance, or if the employer makes a one-time payment, the premium is taxed at the lump-sum rate of 20 percent. This rate applies up to an annual total amount of 1752, earnings above this amount are taxed separately.

Amounts from one-time payments, as well as old policies, are exempt from social insurance contributions.

Setting Up Direct Insurance

All set up for direct insurance is done in the core application, using elements that are specific for Germany. There are no specific pages in PeopleSoft Global Payroll for Germany that need to be set up for direct insurance.

To set up direct insurance:

1. Set up the earnings element that's used to put in the direct insurance on the Earnings Name page in the core application.
2. Define the calculation rule for the direct insurance earnings on the Earnings Calculation page in the core application.
3. Assign the earnings element to an accumulator on the Accumulators page in the core application.
4. Assign an individual recipient for direct insurance deductions on the Payee Deduction Recipients page in the core application.

Note. Once the earnings element is assigned to an accumulator, all entered amounts related to the earnings are automatically deducted. The deduction element used is DE_DD_M90100.

Entering Direct Insurance Data

Enter direct insurance data in the Earnings component in the core application. There are two pages that are important in defining direct insurance data: the Earnings Calculation page and the Accumulators page.

See Also

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

Setting up an Earning for Direct Insurance

Access the Earnings Name page.

See Also

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

Calculation Rules for Direct Insurance

Access the Earnings Calculation page, where you can view the calculation rule information for the direct insurance deduction.

Define the calculation rule of the direct insurance earnings as an *Amount*, and select *Payee Lvl* as the amount.

See Also

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

Assigning Accumulators for Direct Insurance

Create a new earnings element, which must be added to an accumulator for direct insurance. Depending on who is paying the lump-sum tax, the accumulator is different. PeopleSoft delivers both of these accumulators.

- If the employer is paying the lump sum-tax, use the DE_A3_K2042 accumulator.
- If the employee is paying the lump-sum tax, use the DE_A3_K2052 accumulator.

By assigning the earnings to one of these accumulators, you define the earnings as a direct insurance type of earnings.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Accumulators”

Assigning Recipients for Direct Insurance Deductions

Use the Deduction Recipients page in the core application to define the banking details for direct insurance deductions. This includes assigning a recipient ID and identifying a deposit schedule.

Note. You must assign the DE_DD_M90100 deduction element to the individual recipient.

See Also

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

CHAPTER 14

Calculating Net-to-Gross Payments for Germany

This chapter provides an overview and describes how to:

- Set up net-to-gross payments for earnings.
- Set up net-to-gross earnings for reporting.

Note. Setup for net-to-gross payments for Germany is done in the core application, using elements that are specific to Germany. There are no specific pages in PeopleSoft Global Payroll for Germany that you need to set up for net-to-gross payments.

Setting Up Net-to-Gross Calculation for Earnings

Some earnings, such as bonuses, are paid as net amounts, so you must calculate the corresponding gross amounts.

To set up a net-to-gross calculation for earnings:

1. Set up the earnings for net-to-gross calculations on the Earnings Name page in the core application.
2. Assign the net-to-gross earnings to an accumulator on the Accumulators page in the core application.
3. Set up the gross earnings on the Earnings Name page in the core application.

Assign the grossed-up amount to a gross earnings by defining a corresponding grossed-up earnings for each net-to-gross earnings, using a calculation rule of *Base * Percent* on the Earnings Calculation page in the core application.

4. Assign the gross earnings to an accumulator on the Accumulators page in the core application.
The net-to-gross payment is automatically calculated and stored.
5. Add the net-to-gross earnings and the grossed-up earnings to the earnings element group on the Element Groups - Members page in the core application.
6. Add the net-to-gross earnings to a section, where all earnings are processed, on the Definition page in the core application.
7. Add the grossed-up earnings to another section, where grossed-up earnings are processed, at the end of the process.
8. Assign the grossed-up earnings to a print class of the payslip and the pay balance, and to the print class of the other reports that print earnings.

Note. Some net-to-gross earnings elements are delivered but not maintained by PeopleSoft.

Setting Up Net-to-Gross Payments for Earnings

Set up net-to-gross payments in the Earnings component in the core application.

Note. For net-to-gross payments, set up net earnings and gross earnings separately.

See Also

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

Setting Up Net-to-Gross Payments

First, set up the net-to-gross payment as an earnings element on the Earnings Name page in the core application.

There are three types of net-to-gross calculations:

- Annualized.
- Bonus.
- Multiple Year Bonus.

See Also

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

Assigning Net-to-Gross Earnings to an Accumulator

In order to define the type of calculation used, assign each type of net-to-gross earnings to an accumulator on the Accumulators page in the core application.

Assign each type of net-to-gross earnings to the following accumulators:

Type of Earnings	Assign to Accumulator
Annualized	DE_A3_KT001G
Bonus	DE_A3_KT002G
Multiple Year Bonus	DE_A3_KT003G

Example

If you select a net-to-gross earnings type of *Bonus*, the following information appears on the Accumulators page:

Earnings Name	Calculation	Rounding	Earning Accumulators	Accumulators	Supporting Elements Override
Element Name: DE_AZ_011		OAPT Voluntary Gross Increase		Owner: PS Mnt	
Accumulators Contributed To Customize Find View All First 1-3 of 3 Last					
Members Contributions					
	Element Name	*Begin Date	End Date	*Accumulator Sign	
1	DE_A3_P5410	01/01/19		Add	+ -
2	DE_A3_PT002G	11/12/20		Add	+ -
3	DE_A3_KT002G	11/12/20		Add	+ -

Example of assigning an earning to an accumulator

Note. If an earnings element is PeopleSoft-maintained, the naming convention for the element includes *P*. For example, DE_A3_PT002G is a PeopleSoft-maintained earnings element. If an earnings element is customer-maintained, the naming convention for the element includes *K*. For example, DE_A3_KT002G is a customer-maintained earnings element.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Accumulators”

Setting Up Gross Earnings

The next step is to set up the appropriate gross earnings.

To assign the grossed-up amount to gross earnings, set up a corresponding grossed-up earnings for each net-to-gross earnings.

Define the calculation rule for the gross earnings on the Earnings Calculation page in the core application.

Note. Select a calculation rule of *Base * Percent* for these earnings.

The *Base* of the earnings is the corresponding net-to-gross earnings. The *Percent* for the earnings is a certain formula for each type of net-to-gross calculation. Use the following formulas for each type of net-to-gross calculation:

Type of Net-to-Gross Calculation	Formula
Annualized grossed-up earnings	DE_TX_NGA_EARN
Bonus grossed-up earnings	DE_TX_NGB_EARN
Multiple Year Bonus grossed-up earnings	DE_TX_NGMYB_EARN

The grossed-up amount is stored in the earnings. Assigning formulas to the earnings enables the grossed-up amount of the earnings to calculate automatically.

Example

If you select a net-to-gross earnings type of *Annualized*, enter the following information on the Earnings Calculation page.

The screenshot displays the 'Earnings Calculation' page for element DE_ER_M90000. The page is titled 'Uppgrossed Base Pay Netto' and is owned by 'PS Non-Mnt'. The 'Definition' tab is active, showing the following details:

- Effective Date:** 01/01/1998
- Status:** Active
- Calculation Rule:** Base * Percent
- Unit:** (empty)
- Rate:** (empty)
- Base:** Earnings (DE_ER_M80000)
- Percent:** Formula (DE_TX_NGA_EARN)
- Amount:** (empty)
- Frequency:** Use Calendar Period Frequency
- Generation Control:** (empty)
- Retro Recalc Option:** Always Recalc (selected)
- Version:** 8.00.00.00

Example of defining a calculation rule for a net-to-gross earnings

See Also

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

Assigning Gross Earnings to an Accumulator

In order to ensure that the grossed-up earnings is calculated correctly, assign each type of grossed-up earnings to an accumulator on the Accumulators page in the core application.

Assign each type of grossed-up earnings to the following accumulators:

Type of Earnings	Assign to Accumulator
Annualized	DE_TX_N001G
Bonus	DE_TX_N002G
Multiple Year Bonus	DE_TX_N003G

Example

If you select a grossed-up earnings type of *Bonus*, enter the following information on the Accumulators page.

The screenshot shows the 'Accumulators' tab in the PeopleSoft interface. At the top, the 'Element Name' is 'DE_ER_M90000' (Upgrossed Base Pay Netto) and the 'Owner' is 'PS Non-Mnt'. Below this is a table titled 'Accumulators Contributed To' with a search bar and navigation controls. The table has columns for 'Element Name', '*Begin Date', 'End Date', and '*Accumulator Sign'. One entry is shown: 'DE_TX_N001G' with a begin date of '01/01/19'. To the right of the entry is an 'Add' button and a dropdown menu.

Example of assigning a grossed-up earnings to an accumulator

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Accumulators”

Processing Net-to-Gross Earnings

By assigning the earnings to an accumulator, the net-to-gross is automatically calculated because the net-to-gross process is defined in the standard process list.

The results of this process, which are deductions, are automatically stored.

The naming convention for the deduction elements is as follows:

DE_<XX>_T<NNN>

The value of <XX> is the type of deduction. For example, it can be SI (Social Insurance) or TX (Tax).

The value of <NNN> is a number such as 001. For example, the element name for the annualized tax deduction that is stored is the following:

DE_TX_T001

Delivered Accumulators

PeopleSoft delivers the following accumulators to handle net-to-gross earnings.

Accumulator	Description
DE_A3_KT001G	Earnings assigned to annualized Net to Gross
DE_A3_KT002G	Earnings assigned to Bonus Net to Gross
DE_A3_KT003G	Earnings assigned to MY Bonus Net to Gross
DE_TX_N001G	Grossed Up annualized Earnings
DE_TX_N002G	Grossed Up Bonus Earnings
DE_TX_N003G	Grossed Up MY Bonus Earnings

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Processing Elements”

Adding Earnings to an Element Group

Add the net-to-gross earnings and the grossed-up earnings to the earnings element group of DE_AL_EARNINGS on the Element Groups - Members page in the core application.

See Also

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

Adding Earnings to a Section

Add the net-to-gross earnings to the DE_ER_1000 section on the Section Definition page in the core application. This is where all earnings for PeopleSoft Global Payroll for Germany are processed.

Next, add the grossed-up earnings to another section at the end of the process. The grossed-up earnings must be added to the DE_TX_FINAL section on the Section Definition page in the core application.

Note. You must add the net-to-gross earnings and the grossed-up earnings separately. Each type of earnings is added to a different section.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Processing Elements,” Selecting Elements That Constitute a Section

Setting Up Net-to-Gross Earnings for Reporting

Once you have defined your net-to-gross earnings and the grossed-up earnings, you must prepare them for reporting and printing.

Note. First decide which earning has to be assigned to the print classes. This decision depends on the individual needs of your company.

To set up earnings for reporting:

1. Assign the earnings you selected to the print class of the payslip on the Payslip page.
2. Assign the earnings you selected to the print class of the pay balance on the Pay Balance page.
3. Assign the earnings you selected to the print class of other earnings, which print earnings.

Note. Assigning net-to-gross earnings to a print class is only useful if you want to view the base of the grossed-up earnings.

See Also

[Appendix B, “PeopleSoft Global Payroll for Germany Reports,” page 221](#)

[Chapter 3, “Defining Country Data,” Specifying a Print Class, page 19](#)

Pages Used to Report Total Compensation

Page Name	Object Name	Navigation	Usage
Total Compensation	GPDE_RC_AL02	Global Payroll, Absence and Payroll Processing, Payroll Reports, Total Compensation DEU, Total Compensation	Lists the total gross salaries of all employees.
Employee Compensation	GPDE_RC_AL02	Global Payroll, Authority Correspondence, Payee Compensation Report DEU, Empl. Compensation	Lists the gross salary of an individual employee.
Pay Element Summary per Month	GPDE_RC_AL04	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Summary DEU	Records the payroll process by defining all earnings and deductions for a specific month. It lists, per payday, the current totals and the cumulative totals for the year.
Pay Element Summary by Year	GPDE_RC_AL05	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Summary Year DEU, Pay Element Year	Records the payroll process by defining all earnings and deductions for a specific year.
Payroll Statistics	GPDE_RC_AL06	Global Payroll, Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistics	Documents gross salary and working hours for all employees. The report must be sent to the Statistisches Bundesamt.
Industrial Statistics	GPDE_RC_AL08	Global Payroll, Authority Correspondence, Industrial Statistics DEU, Indust. Statistics	Lists the monthly gross salary and number of employees per department. The report must be sent to the Statistisches Bundesamt.

Delivered Net-to-Gross Elements

The following tables list the elements that PeopleSoft Global Payroll for Germany delivers that are pertinent to country setup.

Net-to-Gross Earnings

The following table lists the net-to-gross earnings.

Earning	Description
DE_ER_M80000	Base Pay Net 1
DE_ER_M81000	Base Pay Net 2
DE_ER_M81050	Base Pay Net 3
DE_ER_M82000	Regular Bonus Pay Net
DE_ER_M83000	MY Bonus Pay Net
DE_ER_M90000	Grossed Up Base Pay Netto 1 (corresponding to DE_ER_M80000)
DE_ER_M91000	Grossed Up Base Pay Netto 2 (corresponding to DE_ER_M81000)
DE_ER_M91050	Grossed Up Base Pay Netto 3 (corresponding to DE_ER_M81050)
DE_ER_M92000	Grossed Up Regular Bonus Pay Netto (corresponding to DE_ER_M82000)
DE_ER_M93000	Grossed Up MY Bonus Pay Netto (corresponding to DE_ER_M83000)

Note. PeopleSoft delivers a structured query language (SQL) query that you can run to view the names of all delivered elements that are designed for Germany.

See Also

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

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

CHAPTER 15

Setting Up Payslips for Germany

This chapter describes the page you must complete to create your payslip.

Defining Payslips

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

Page Used to Set Up Payslip Messages

Page Name	Object Name	Navigation	Usage
Payslip Messages	GPDE_AL_01_MSG	Global Payroll, Payslips, Add Payslip Messages DEU, Payslip Messages	Enter payslip data.

Designating the Payslip Message Data

Access the Payslip Messages page.

Payslip Messages

Current Pay End Date: 11/30/2002

Payslip Messages

Find | View All First ◀ 1 of 1 ▶ Last

Pay Entity:

Q

Pay Group:

Q

Business Unit:

DEU01

Q

German Business Unit

Location Code:

Q

Department:

Q

EmplID:

Q

Description:

Enter message here.

Payslip Messages page

The page lists the groups to which you can send a message. Enter a value for the field you want to use as a parameter, for example select a *Business Unit* to send a message to all payees within that parameter. Use the *Description* field to create the actual message.

PaySlip Message Examples

The following examples illustrate payslip messages to a group of payees and to a single payee, respectively.

Example 1

Suppose that you want to issue the message “Have a nice holiday” on the payslips of all payees belonging to a particular pay group.

1. Select the appropriate current pay end date.
2. Select the pay entity issuing the payslip.
3. Enter the pay group ID for the appropriate pay group.
4. Enter the exact wording of your message in the Description field.

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

Example 2

Suppose that you want to issue the message “We don’t have your current address on file” on the payslip of a specific payee.

1. Select the appropriate current pay end date.
2. Select the pay entity issuing the payslip.
3. Enter the employee ID for the payee.
4. Enter the exact wording of your message in the Description field.

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

Generating a Payslip

Use the Payslip report component to generate payslips.

See Also

Appendix B, “PeopleSoft Global Payroll for Germany Reports,” page 221

Page Used to Generate a Payslip

Page Name	Object Name	Navigation	Usage
Report Options	GPDE_RC_AL01_1	Global Payroll, Payslips, Create/Print Payslips DEU, Report Options	Enter the parameters for the payslips report.
Elements View	GPDE_RC_AL01_2	Global Payroll, Payslips, Create/Print Payslips DEU, Elements View	Select the elements to view on the payslips report.

Running the GPDEAL01 – Payslip Report

Access the Payslip run control page.

- Retro and Current Period** Select to display the results for retro calculation and for the current period.
- Current Period Only** Select to display the results for the current period only.
- Retro Periods Only** Select to display the results for retro calculation periods only.

CHAPTER 16

Setting Up Banking for Germany

This chapter provides an overview of banking for Germany and describes how to:

- Define your banking feature for Germany.
- Set up bank information.
- Set up defaults for source banks.
- Set up banking defaults for payees.
- Run local country bank processing.

Overview of How to Define Your Banking Feature for Germany

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 setting it up on PeopleSoft Global Payroll for Germany pages.

To define your banking feature for Germany:

1. Define your banks and branches on the Bank Table page and the Bank Branch Table page in the core application.
2. Define your source banks on the Pay Entity Source Bank Link page in the core application.

Define the organization level for your source bank on the Pay Entity Source Bank Link page in the core application.

3. Define further information about source banks in PeopleSoft Global Payroll for Germany.

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

4. Define bank account information for payees.

First, define information on the Bank Account Information page in the core application. Then further define banking information for a payee in PeopleSoft Global Payroll for Germany on either the Payee Source Bank Default page or on the Payee Foreign Bank Transfer page.

5. Run the banking process on the Banking Run Control page in the core application.
6. Create payment files and reports in PeopleSoft Global Payroll for Germany.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Setting Up Bank Information

PeopleSoft Global Payroll for Germany uses the same bank information pages as PeopleSoft Human Resources. Set up basic naming and address information for the banks that your company does business with on the Bank Table page, Bank Branch Table page, the Source Bank Account page.

See Also

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

Setting Up Defaults for Source Banks

All of your payments are processed through your source banks. Specify the classification criteria for your source banks on the Pay Entity Source Bank Link page in the core application. There, you can define the level of organization for which you’re funding your payroll. Levels include pay entity, department, and pay group. Depending on the level that you select, you can further define your source bank information in PeopleSoft Global Payroll for Germany in the following components:

- Pay Entity.
- Department.
- Pay Group.

For example, suppose that you select *Pay Entity* as the organizational level for your source bank on the Pay Entity Source Bank Link page in the core application. For every pay entity in your organization, you must set up a source bank default link on the Pay Entity - Local Source Bank Link page in PeopleSoft Global Payroll for Germany. Also use these pages to define the payment type.

Pages Used to Set Up Defaults for Source Banks

Page Name	Object Name	Navigation	Usage
Local Source Bank	GPDE_AL_PAYENTITY2	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entities DEU, Local Source Bank	Enter information about source bank and payment type at the pay entity level. You must first have selected <i>Pay Entity</i> as the organization level on the Pay Entity Source Bank Link page and have set up Source Bank IDs.
Source Bank	GPDE_AL_DEPT3	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Department DEU, Source Bank	Enter information about source bank and payment type at the department level. You must first have selected <i>Department</i> as the organization level on the Pay Entity Source Bank Link page and have set up Source Bank IDs.
Source Bank	GPDE_AL_PAYGROUP2	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Groups DEU, Source Bank	Enter information about source bank and payment type at the pay group level. You must first have selected <i>Pay Group</i> as the organization level on the Pay Entity Source Bank Link page and have set up Source Bank IDs.

Entering Information at the Pay Entity Level

Access the Pay Entity - Local Source Bank Link page.

Source Bank Link Tax Data **Local Source Bank** S/I Data Refund Ins Data BVV Provider Data

Pay Entity: GD1 German Payroll Comp. 1

Definition Find | View All First 1 of 1 Last

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

Source Bank Setup Customize | Find | First 1-5 of 5 Last

	Source Bank ID	Description	Payment Type		
1	KD01	Deutsche Bank	Wages and Salaries	+	-
2	KD01	Deutsche Bank	Social Insurance	+	-
3	KD01	Deutsche Bank	External Transfer	+	-
4	KD01	Deutsche Bank	U1/Sick Leave	+	-
5	KD01	Deutsche Bank	U2/Maternity Leave	+	-

Local Source Bank page

Source Bank Setup

Source Bank ID

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

Payment Type

Select the payment type that you want to use: Advance Payments, BVV, Capital Accumulation, Company Pensions, Direct Life Insurance, External Transfer, Garnishments, Social Insurance, or Taxes.

Note. The Pay Entity is automatically populated from the PeopleSoft Global Payroll core application.

Entering Information at the Department Level

Access the Department - Source Bank page.

Department Tbl Gbl
Department Tbl Ca
Source Bank

SetID: SHARE
Department: 13000

Definition
Find | View All
First 1 of 2 Last

Effective Date: 04/07/1989

Source Bank Setup
Customize | Find
First 1 of 1 Last

	Source Bank ID	Description	Payment Type		
1	B31	Deutsche Bank	Wages and Salaries	+	-

Department - Source Bank page

Note. The Department is automatically populated from the PeopleSoft Global Payroll core application. On this page, enter information about the source bank ID and the payment type.

See Also

Chapter 16, “Setting Up Banking for Germany,” Entering Information at the Pay Entity Level, page 201

Entering Information at the Pay Group Level

Access the Pay Group - Source Bank page.

Pay Group Name		Defaults		Supporting Elements		DEUEV Data		Source Bank	
Pay Group:		GD2PG2		Paygroup 2					
Pay Entity:		GD2		German Payroll Comp.2					
Definition Find View All First 1 of 1 Last									
Effective Date:		01/01/2001		Status:		Active			
Source Bank Setup Customize Find First 1 of 1 Last									
	Source Bank ID	Description	Payment Type						
1	B31	Deutsche Bank	Capital Accumulation						

Pay Group - Source Bank page

Note. The Pay Group is automatically populated from the PeopleSoft Global Payroll core application. On this page, enter information about the source bank ID and the payment type.

See Also

[Chapter 16, “Setting Up Banking for Germany,” Entering Information at the Pay Entity Level, page 201](#)

Setting Up Banking Defaults for Payees

When you set up defaults for banks in Germany, use the Payee Source Bank Default page and the Payee Bank Account page.

If you are setting up defaults for banks in a country other than Germany, use the Payee Foreign Bank Transfer page and the Payee Bank Account Info page.

Note. The Payee Bank Account page and the Payee Bank Account Info page are display-only; their fields are unavailable for input. Use the Payee Source Bank Default page and the Payee Foreign Bank Transfer page (the second page in each component) to enter setup information for payees.

Pages Used to Set Up Banking Defaults for Payees

Page Name	Object Name	Navigation	Usage
Override Source Bank DEU - Payee Bank Account	PYE_BANKACCT	Global Payroll, Payee Data, Net Pay/Recipient Elections, Override Source Bank DEU, Payee Bank Account	View bank account information for a payee. You must first have set up bank account information for a payee.
Payee Source Bank	GPCH_BK_PYE_ACCT2	Global Payroll, Payee Data, Net Pay/Recipient Elections, Override Source Bank DEU, Payee Source Bank	Assign a payee's bank account to a default source bank. First complete the Source Bank Account page.
Manage Foreign Bank Acct DEU - Payee Bank Account	PYE_BANKACCT	Global Payroll, Payee Data, Net Pay/Recipient Elections, Manage Foreign Bank Acct DEU, Payee Bank Account	View bank account information for payees. You must first have set up bank account information for a payee.
Payee Foreign Bank	GPDE_BK_PYE_ACCT1	Global Payroll, Payee Data, Net Pay/Recipient Elections, Manage Foreign Bank Acct DEU, Payee Foreign Bank	Enter data on foreign bank transfers. First complete the Payee Bank Account Info page.

Viewing Bank Account Information for Payees

Access the Override Source Bank - Payee Bank Account page.

Payee Bank Account

Payee Source Bank

Fisch,Volker

Employee

EmplID: GD210000001

Bank Accounts

Find | View All

First 1 of 1 Last

Account ID: 1

Type: Checking

Status: Active

+

-

Country Code: DEU

Germany

Bank ID: 50070024

Deutsche Bank

Branch ID:

Account #: 121212

Account Name: Volker Fisch

*Currency Code: DEM

Deutsche Mark

AC Account Name:

Payee Bank Account page

See Also

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

Assigning Payee Bank Accounts to Default Source Banks

Access the Payee Source Bank page.

The screenshot shows the 'Payee Source Bank' page. At the top, there are two tabs: 'Payee Bank Account' and 'Payee Source Bank'. The 'Payee Source Bank' tab is selected. Below the tabs, the page displays the employee's name 'Fisch, Volker' and 'Employee' status, along with the 'EmplID: GD210000001'. A 'Bank Accounts' section contains a table with one row: '*Account ID: 1', 'Type: Checking', and 'Status: Active'. Below this table is a 'Source Bank Default' section. It has two fields: 'Pay Type' with a value of '1' and 'Wages and Salaries', and 'Source Bank ID' with a value of 'B31' and 'Deutsche Bank'.

Payee Source Bank page

Bank Accounts

Type The type of account.

Source Bank Default

Pay Type Enter the type of payment to be made to the payee: *Wages and Salaries*.

Source Bank ID Enter the source bank ID that you assigned to your source bank on the Source Bank Accounts page. Source banks are the money sources from which payroll disbursements are drawn.

Viewing Bank Account Information for Payees

Access the Manage Foreign Bank Account - Payee Bank Account page.

Payee Bank Account Payee Foreign Ban

Bernst,Ernst Employee EmpID: GXBKEE7

Bank Accounts Find | View All First 1 of 2 Last

Account ID: 1 Type: Checking Status: Active + -

Country Code: USA United States

Bank ID: 009824567 State Bank

Branch ID:

Account #: 111

Account Name: aaa

*Currency Code: USD US Dollar

AC Account Name:

Payee Bank Account page

This page displays the information that you entered on the Bank Account Information page.

See Also

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

Entering Data on Foreign Bank Transfers

Access the Payee Foreign Bank page.

Payee Bank Account Payee Foreign Ban

Bernst,Ernst Employee EmpID: GXBKEE7

Bank Accounts Find | View All First 1 of 2 Last

*Account ID: 1 Type: Checking Status: Active

National Sort Code:

Execution Code: Standard

Instruction Code:

Fee Payment Code: Euro Acct

Fee Account Code: Partition

Transfer Account Code: DEM Acct

Payee Foreign Bank page

Bank Accounts

Account ID	Assigns a number to the bank account information.
National Sort Code	Enter your national sort code.
Execution Code	Select the execution code that you require: <i>Check, Check Ord, Standard, or Urgent.</i>
Instruction Code	Select the instruction code that you require: <i>Avis, Legitim, Telephone, or Telex/Fax.</i>
Fee Payment Code	Select the type of account that you want to use: <i>Curr Acct, DEM Acct, or Euro Acct.</i>
Fee Account Code	Select the fee account code that you require: <i>Contractor, Orderer, or Partition.</i>
Transfer Account Code	Select the type of account to which the money should be transferred: <i>Curr Acct, DEM Account, or Euro Acct.</i>

Local Country Bank Processing

Once you've set up information in the PeopleSoft Global Payroll core application, you can use this information when running processes in PeopleSoft Global Payroll for Germany to create actual payment files and payment reports. This includes writing structured query reports (SQRs) and extracting data from the output file that the system creates in the core application in the banking run control process.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Banking Instructions," Creating Payments for Deductions in a Calendar Run

Pages Used in Local Country Bank Processing

Page Name	Object Name	Navigation	Usage
Setup Bank Transfer Process	GPDE_BK_BNKTRN	Set Up HRMS, Product Related, Global Payroll, Banking, Payment Types DEU, Setup Bank Transfer	View the accumulators that are assigned to payment types. You must first assign the banking related earnings/deductions to these accumulators.
Setup Bank Data File	GPDE_BK_XFERDTA	Set Up HRMS, Product Related, Global Payroll, Banking, Bank File Content DEU, Setup Bank Data File	Define the files that are created by the Bank Transfer report. You must define which earning or deduction must be transferred and to which file it must be written.
Bank Disk	GPDE_RC_BK01	Global Payroll, Payment Processing, Create Bank File DEU, Bank Disk	Creates one or several files containing all data records in their required formats. Copy the files that this report creates to newly formatted diskettes to be used for the data transfer with banks.
Banklist	GPDE_RC_BK02	Global Payroll, Payment Processing, Create Bank List DEU, Bank List	Provides information on all payments that have been made to employees through a financial institution, such as a bank or post office.

Viewing Accumulators Assigned to Payment Types

Access the Setup Bank Transfer page.

Setup Bank Transf

Payment Type: Wages and Salaries

Element Name: DE_BK_PAYMT1 Bank Transfer Income/Wages

Setup Bank Transfer page

Payment Type The payment type that you selected to access this page.

Element Name The accumulator assigned to the payment type.

Payment Types and Accumulators Used in Bank Transfer Process

PeopleSoft Global Payroll for Germany supports the following payment types:

Payment Type	Description
1	Wages and Salaries
3	Taxes
4	Social Insurance
6	Capital Accumulation
7	Direct Life Insurance
8	Garnishment
9	External Transfer
V	Advanced Payment
B	BVV
U	U1/Sick Leave
L	U2/Maternity Leave

The following accumulators hold the amounts for the various payment types:

Accumulator	Description
DE_BK_PAYMT1	Bank Transfer Wages/Salaries
DE_BK_PAYMT3	Bank Transfer Taxes
DE_BK_PAYMT4	Bank Transfer Social Insurance
DE_BK_PAYMT6	Bank Transfer Capital Accumulation
DE_BK_PAYMT7	Bank Transfer Direct Insurance
DE_BK_PAYMT8	Bank Transfer Garnishment

Accumulator	Description
DE_BK_PAYMT9	Bank Transfer External Transfer
DE_BK_PAYMTV	Bank Transfer Advanced Payment
DE_BK_PAYMTB	Bank Transfer BVV
DE_BK_PAYMTU	Bank Transfer U1/Sick Leave
DE_BK_PAYMTL	Bank Transfer U2/Maternity Leave

The accumulators are not important for the payroll calculation process, but they are used for the bank transfer. Only these earnings/deductions that are referenced by the accumulators are transferred.

Defining Files Created by the Bank Transfer Report

Access the Setup Bank Data File page.

Setup Bank Data F

Definition Find | View All First 1 of 1 Last

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

Seq: 1

Source Bank: B31 Deutsche Bank

Deposit Schedule: GDDEPOSIT

☒ **Wages and Salaries** ☐ **Income Tax and Church Tax** ☐ **Capital Accumulation Benefits**

☒ **Advance Payments** ☐ **Social Insurance Contributions** ☐ **Direct Life Insurance**

☐ **BVV** ☐ **External Transfers** ☐ **Garnishments**

Setup Bank Data File page

Date

The date on which the last bank diskette was created.

Seq. (sequence)

The system automatically assigns a sequence number. This defines the number of files that are created.

Source Bank

Enter a source bank that you defined on the Source Bank page in the core application.

Deposit Schedule	Enter a deposit schedule that you defined on the Deposit Schedules page in the core application.
Wages and Salaries	Select this check box if you want wages and salaries to be transferred.
Income Tax and Church Tax	Select this check box if you want these taxes to be transferred.
Capital Accumulation Benefits	Select this check box if you want these benefits to be transferred.
Advance Payments	Select this check box if you want these payments to be transferred.
Social Insurance Contributions	Select this check box if you want these contributions to be transferred.
Direct Life Insurance	Select this check box if you want direct life insurance to be transferred.
BVV	Select this check box if you want BVV to be transferred.
External Transfers	Select this check box if you want external transfers to be transferred.
Garnishments	Select this check box if you want garnishments to be transferred.

Reporting on Bank Transfers – GPDEBK01

Access the Bank Transfer report page.

Transfer Sequence	Specify the sequence in which the data is transferred to the bank. Set up the format of this data using the Bank Transfer Disk page.
Deposit Schedule	Select a deposit schedule that you defined on the Deposit Schedules page.
Diskette Type	Select the type of disk that you are using to store the files that the report creates.

Note. This report creates no printable output file, which is why there is no PDF file published on CD-ROM with your documentation.

APPENDIX A

Understanding Error Processing

This appendix discusses:

- Creating error messages.
- Message formula source code.
- Delivered error message elements.
- Error message examples.

Creating Error Messages

For successful payroll calculation, the system must detect error conditions and notify you of unsuccessful data processing. Error messages can alert you of common error conditions that need correcting without interrupting the calculation process. PeopleSoft Global Payroll for Germany includes a methodology that enables you to easily create your own error processing messages while delivering a set of predefined error messages for common error conditions.

You can create error messages that identify error conditions that are specific to your needs. Your error messages can include instructions to online users on how to correct payroll data to enable processing to continue.

This feature has two facets:

- A set of predefined utility formulas that you can use as templates to meet your needs.
- Suggestions on how to organize the utility formulas to optimize their use and to ease maintenance of your error processing messages.

With encapsulated error-handling messages, there's a minimum of maintenance overhead for the formulas. Ease of use also encourages you to use the error message feature more often, ensuring greater accuracy in your payroll processing.

Example

Assume that it's a functional processing error when the variable `DE_TX_CLASS` is greater than 6. Further assume that there's a message (17125,1218) that displays "Employee Tax Class is greater than 6 (invalid)!"

The error checking formula might look like this:

```
FM.DE_EM_CHECK_1218:
    IF VR.DE_TX_CLASS > 6
    THEN
```

```

1218 >> VR.DE_EM_NUMBER

FM.DE_EM_ERROR >> VR.DE_EM_DUMMY

ENDIF

0 >> FM.DE_EM_CHECK_1218

```

In the functional formula that handles the tax calculation, you'd have to add only one single line to call the dedicated error-checking formula:

```
FM.DE_EM_CHECK_1218 >> VR.DE_EM_DUMMY
```

The advantages to this approach to error processing messages are:

- The functional look of the formulas (the tax formula, in this example) is disturbed only slightly.
- There's a visual link from the error message number to the location in the program where it is called.
- The overhead for maintaining one formula is minimal.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Calculation Elements," Defining Formula Elements

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Calculation Elements," Defining Message Elements

Using Error-Handling Messages in Array Processing

When an array is processed and no rows are retrieved, an error-handling formula is executed directly by the array module. If the return of no rows is considered an error, a special error checking formula isn't required because the error was already detected. In such a case, you can use a more generic approach that uses one formula to print the error message (such as, DE_EM_ERROR, explained later in this chapter) and set the message number immediately before calling the array.

For consistency it's advisable to use the dedicated formula approach with arrays. If an array is used repeatedly and the messages should differ each time, then use the alternative method defined elsewhere in this chapter.

Message Formula Source Code

Message formulas delivered with PeopleSoft Global Payroll for Germany use a cascading style for encapsulation. The following illustrates the processing levels for an error message:

```

/* user assigns error number */

1234 >> VR.DE_EM_NUMBER

/* calls error procedures */

FM.DE_EM_ERROR

/* error procedures sets payment in error flag */

1 >> VR.DE_EM_SEVERITY

```

```

/* calls general message procedure */

FM.DE_EM_MESSAGE

/* general message procedures assigns message set */

17125 >> SY.MSG_SET_NBR

/* calls output routine */

FM.DE_EM_MSG_OUTPUT

/* output sets error number */

VR.DE_EM_NUMBER >> SY.MSG_NBR

/* sets severity */

VR.DE_EM_SEVERITY >> SY.MSG_PAYMENT_ERR

/* calls core error messages */

EM.MSG_PIN

```

The message base formula DE_EM_MSG_OUTPUT performs the call to the Global Payroll message feature and is generally not used directly. Instead, it's the common interface for the other message formulas.

DE_EM_NUMBER and DE_EM_SEVERITY expect a variable set.

MSG_SET_NBR expects a system elements set.

MSG_BINDx_PTR and MSG_BINDx_NM_IND expect a system elements set (if applicable).

Delivered Error Message Elements

Because the goal of the error-processing formulas is to simplify the creation of error messages, and to optionally set the payment in error, PeopleSoft delivers a set of predefined elements for your use.

Error Message Formulas

The message set number is specified in some of the formulas, so you need to use these formulas as a template for your own error formulas with your own message set number. The formula DE_EM_MSG_OUTPUT can be used to ultimately issue the message.

Message Formula	Description
FM.DE_EM_NO_MESSAGE	Creates no message. Use this formula as an error formula in arrays where the array doesn't have to return any rows. The formula itself does nothing, but its presence confirms that it's acceptable for nothing to happen.

Message Formula	Description
FM.DE_EM_WARNING	Prints a warning and information. Standard formula for printing a message without additional parameters. The payment isn't set in error, which means that the calculation continues.
FM.DE_EM_ERROR	Prints error message. Standard error formula for printing a message without additional parameters and to set the payment in error.
FM.DE_EM_MSG_OUTPUT	Prints a message. This formula provides the interface between the error handling of PeopleSoft Global Payroll for Germany and the Global Payroll core message facility. It sets the flag DE_EM_ERROR_STATUS for upcoming process items so that certain formulas or sections will be avoided if an error already occurred. All message formulas for PeopleSoft Global Payroll for Germany use this formula to output their messages.
FM.DE_EM_MESSAGE_NV	Prints message with PIN and value. Standard formula for printing a message with additional parameters of PIN number as %1 of the message text (DE_EM_NAME_PTR) and PIN value as %2 of the message text (DE_EM_VALUE). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0).
FM.DE_EM_MESSAGE_N	Prints message with PIN number. Standard formula for printing a message with the additional parameter PIN number as %1 of the message text (DE_EM_NAME_PTR). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0).
FM.DE_EM_MESSAGE_V	Prints message with PIN value. Standard formula for printing a message with the additional parameter PIN value as %1 of the message text (DE_EM_VALUE). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0).

Basic Message Formulas

Most error situations can be explained to the user with a self-explanatory message and don't require the output of PIN numbers or values. Therefore, in most cases, it's sufficient to identify the message number and indicate whether to set the payment in error or continue.

To accomplish this, use the basic message formulas DE_EM_WARNING or DE_EM_ERROR. These formulas use the message number DE_EM_NUMBER as the only parameter. Even the MESSAGE_SET_NBR is fixed and need not be specified.

This type of message, for example, “Employee has no social insurance data in GPDE_SE_EE” can be used when there’s no need to print the name or the value of the element that causes the error.

Error Situations and Message Numbers

Message catalog entries for PeopleSoft Global Payroll for Germany are assigned to the message set number 17125 and start with the number 1000.

Note. Message numbers below 1000 are reserved and don’t show up in the message log.

Not all the message formulas that are delivered with PeopleSoft Global Payroll for Germany are listed here, but you can see their design by using the Global Payroll core formula pages. You can easily identify these messages, because their formula elements are named by use of the naming convention DE_EM_CHECK_<number> where <number>, is the message number.

Note. Make sure you understand how to use formulas to create messages, by referring to the *PeopleSoft Global Payroll PeopleBook*.

Error Message Variables

The following variables are reserved for passing parameters to message routines.

Variable	Description
DE_EM_NUMBER	Message number reference in the message catalog.
DE_EM_NAME_PTR	Pointer variable for assigning the element name (always use element number).
DE_EM_VALUE	Decimal variable for assigning the element value.
DE_EM_SEVERITY	1 for error, 0 for warning.
DE_EM_DUMMY	Dummy variable used for error handling.
DE_EM_ERROR_STATUS	Flag that indicates whether an error occurred.

Note. Not all variables are evaluated by all routines.

Error Message Examples

To clarify how error message are created in PeopleSoft Global Payroll for Germany, here are some examples:

Example DE_EM_NUMBER Formula

(filler)

```

IF SOMEERROR = TRUE THEN

    123 >> DE_EM_NUMBER

    FM.DE_EM_WARNING >> VR.DE_EM_DUMMY

ENDIF

```

This formula might print a message similar to “Employee part-time percentage for old age part-time is below limit, please check.”

Example DE_EM_MESSAGE_NV Formula

(filler)

```

IF SOMEERROR = TRUE THEN

    /* set message number for the right text */

    1234 >> VR.DE_EM_NUMBER

    /* pass the element in a pointer so its name will be printed */

    VR.DE_SI_SOME_VAR (use element number)

        >> VR.DE_EM_NAME_PTR (use element number)

    /* pass the element value so the value will be printed */

    VR.DE_SI_SOME_VAR (use element value)

        >> VR.DE_EM_VALUE

    /* in this example we set the payment in error */

    1 >> VR.DE_EM_SEVERITY

    /* print message */

    FM.DE_EM_MESSAGE_NV >> VR.DE_EM_DUMMY

ENDIF

```

This formula might print a message similar to “Employee part-time percentage *DE_SE_SOME_VAR* is *12.44* (below limit).” The italicized text comes from the variable references to *DE_SI_SOME_VAR*, which are replaced by the element name and value.

Example DE_EM_CHECK_1008 Formula (check – provides not found)

(filler)

```

1008 >> VR.DE_EM_NUMBER

FM.DE_EM_ERROR >> FM.DE_EM_CHECK_1008

```

This is the simplest case in which a message should be triggered by an array error formula. There’s no need for further condition checking, because the array already detected that it couldn’t retrieve a row.

Note. There may be arrays where a row's absence isn't an error. In such cases, we recommend that you use DE_EM_NO_ERROR as the error formula to explicitly show this.

Example DE_EM_CHECK_1023 Formula (check - rate ID for provider)

(filler)

```
0 >> FM.DE_EM_CHECK_1023

IF VR.DE_SI_H_RATE_EE = ' '

    THEN 1023 >> VR.DE_EM_NUMBER

    FM.DE_EM_ERROR >> VR.DE_EM_DUMMY

ENDIF
```

This is a normal error check that's used in a functional formula. It checks for a certain functional condition and prints an error message only if required. If all checks are programmed like this, it's very easy to find the location of the formula usage through the message number.

APPENDIX B

PeopleSoft Global Payroll for Germany Reports

This appendix provides an overview of PeopleSoft Global Payroll for Germany reports and enables you to:

- View summary tables of all reports.
- View report details and tables accessed.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation. You can print all of the reports in each of the German official languages: German and English.

See Also

PeopleSoft Process Scheduler

PeopleSoft Global Payroll for Germany Reports: A to Z

This table lists the PeopleSoft Global Payroll for Germany reports, sorted alphanumerically by report ID.

Note. For more information about running the reports, refer to the appropriate chapter in this PeopleBook.

Report ID and Report Name	Description	Navigation	Run Control Page
GPDEAL01 Payslip	Creates a summary of an employee's pay elements according to pay month.	• Global Payroll, Payslips, Create/Print Payslips DEU, Report Options • Global Payroll, Payslips, Create/Print Payslips DEU, Elements View	GPDE_RC_AL01_1, GPDE_RC_AL01_2
GPDEAL02 Total Compensation	Lists the total gross salaries of all employees.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Total Compensation DEU, Total Compensation	GPDE_RC_AL02
GPDEAL03 Employee Compensation	Lists the gross salary of an individual employee.	Global Payroll, Authority Correspondence, Payee Compensation Report DEU, Empl. Compensation	GPDE_RC_AL03

Report ID and Report Name	Description	Navigation	Run Control Page
GPDEAL04 Pay Element Summary per Month	Records the payroll process by defining all earnings and deductions for a specific month. It lists, per payday, the current totals and the cumulative totals for the year.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Summary DEU, Pay Element Month	GPDE_RC_AL04
GPDEAL05 Pay Element Summary per Year	Records the payroll process by defining all earnings and deductions for a specific year.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Summary Year DEU, Pay Element Year	GPDE_RC_AL05
GPDEAL06 Payroll Statistics	Documents gross salary and working hours for all employees. The report must be sent to the Statistisches Bundesamt.	Global Payroll, Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistics	GPDE_RC_AL06
GPDEAL07 Element Contribution List	Documents the calculation process by defining all contributions and deductions.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Element Contribution List DEU, Elem. Contr. List	GPDE_RC_AL07
GPDEAL08 Industrial Statistics	Lists the monthly gross salary and number of employees per department. The report must be sent to the Statistisches Bundesamt.	Global Payroll, Authority Correspondence, Industrial Statistics DEU, Indust. Statistics	GPDE_RC_AL08
GPDEAL09 Overpayment List	Lists additional payments made by an employer to an employee's normal salary.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Overpayments List DEU, Overpayment List	GPDE_RC_AL09
GPDEBK01 Bank Transfer	Creates one or several files containing all data records in their required formats. Copy the files that this report creates to newly formatted diskettes to be used for the data transfer with banks.	Global Payroll, Payment Processing, Create Bank File DEU, Bank Disk	GPDE_RC_BK01
GPDEBK02 Banklist	Provides information on all payments that have been made to employees through a financial institution, such as a bank or post office.	Global Payroll, Payment Processing, Create Bank List DEU, Bank List	GPDE_RC_BK02
GPDESI09 Compulsory Health Insurance	Helps employers to decide about the right health insurance contribution class (voluntary versus mandatory).	Global Payroll, Social Security/Insurance, Compulsory Health Insurance Report DEU, Comp. Health Ins.	GPDE_RC_SI09

Report ID and Report Name	Description	Navigation	Run Control Page
GPDESI10 SI Contributions	Summarizes all social insurance data relevant to all employees. It displays all the values that have been set for a specific organization. This report can also write results in ACSII files.	Global Payroll, Social Security/Insurance, SI Contributions Report DEU, SI Contribution	GPDE_RC_SI10
GPDESI11 Employer Liability Summary	Lists the total gross salaries for all employees grouped by hazard.	Global Payroll, Social Security/Insurance, Employer Liability Summary Report DEU, Empl. Liability S.	GPDE_RC_SI11
GPDESI12 Employer Liability Detail	Lists all gross salaries grouped by employee and hazard.	Global Payroll, Social Security/Insurance, Employer Liability Detail Report DEU, Empl. Liability D.	GPDE_RC_SI12
GPDETX01 Tax Statement	Statutory report that you must deliver to the authorities biannually as part of tax declaration.	Global Payroll, Taxes, Tax Statement Report DEU, Tax Statement	GPDE_RC_TX01
GPDETX02 New Tax Card	Collects all changed data and creates a new row in the tax card table.	Global Payroll, Year-End Processing, Create New Tax Card DEU, New Tax Card	GPDE_RC_TX02
GPDETX03 Pay Balance	Displays the pay elements and employee data upon which payroll is based for each month of a given year.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Pay Balance DEU, Pay Balance	GPDE_RC_TX03
GPDETX04 Payroll Register	Generates a summary of the employee pay elements by pay period. A separate page is created for each company and each retro pay period.	- Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register DEU, Report Options - Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register DEU, Elements View	GPDE_RC_TX04_1 and GPDE_RC_TX04_2
GPDETX05 Tax Registration	Prints for the relevant period the necessary information to be sent to the revenue office.	Global Payroll, Taxes, Tax Registration Report DEU, Tax Registration	GPDE_RC_TX05
GPDEGL01 Accounting Voucher	Lists GL results by ChartField.	Global Payroll, Time and Labor/GL, Create Accounting Voucher DEU, Account. Voucher	GPDE_RC_GL01
GPDEGL02 Reconciliation List	Summarizes and groups GL results per account.	Global Payroll, Time and Labor/GL, Create Reconciliation List DEU, Reconciliat. List	GPDE_RC_GL02
GPDEDV01 Create DEUEV Disk	Create DEUEV Report files for floppy disk.	Global Payroll, Social Security/Insurance, Create DEUEV Disk DEU	GPDE_DV_RUN_DSK

Report ID and Report Name	Description	Navigation	Run Control Page
GPDEDV02 Generation of trigger for DEUEV	Generation of trigger for DEUEV	- Global Payroll, Social Security/Insurance, Run Daily DEUEV DEU - Global Payroll, Social Security/Insurance, Run Monthly DEUEV DEU - Global Payroll, Social Security/Insurance, Change Currency DEUEV DEU - Global Payroll, Social Security/Insurance, Start System DEUEV DEU - Global Payroll, Social Security/Insurance, Termination System DEUEV DEU	GPDE_DV_RUN_DAY, GPDE_DV_RUN_MON, GPDE_DV_RUN_CUR, GPDE_DV_RUN_STA, GPDE_DV_RUN_END
GPDEDV03 Generation of message for DEUEV	Generation of message for DEUEV	Global Payroll, Social Security/Insurance, DEUEV Report Generation DEU	GPDE_DV_RUN_REP

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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