

PeopleSoft®

PeopleSoft 8.8
Global Payroll for Italy PeopleBook

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Global Payroll for Italy 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 Italy Preface

This preface discusses:

- PeopleSoft application fundamentals.
- PeopleBook structure.

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

PeopleSoft Application Fundamentals

The *PeopleSoft Global Payroll for Italy PeopleBook* provides you with implementation and processing information for your PeopleSoft Global Payroll for Italy 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.

CHAPTER 1

Getting Started With PeopleSoft Global Payroll for Italy

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

PeopleSoft Global Payroll for Italy Business Processes

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

- Absence
- S503
- Payslips
- Loans
- Social Security
- DM10
- GV93
- Tax
- IRPEF F24 control report
- 730
- CUD
- TFR termination payments

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

Implementing PeopleSoft Global Payroll for Italy

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

- HRMS fundamental tables, common to multiple PeopleSoft HRMS applications.
- PeopleSoft Human Resources tables.
- PeopleSoft Global Payroll core application tables.

- PeopleSoft Global Payroll for Italy country extension tables.

In the planning phases of your implementation, take advantage of all PeopleSoft sources of information, including installation guides and table-loading sequences.

Important! The order in which you set up tables required to implement PeopleSoft Global Payroll for Italy may vary; each individual application isn't necessarily set up in sequence. For example, you may set up Human Resources tables, then tables for the Global Payroll core application, then several tables specific to the country extension, followed by additional Global Payroll core tables. In addition, the order in which you set up tables may also depend on the features you want to use and whether you're implementing one or multiple Global Payroll country extensions. The information provided in this chapter offers a high-level guide of how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.

Setting Up PeopleSoft HRMS Fundamental Tables

PeopleSoft Global Payroll for Italy 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 Italy setup.

Step	Reference
1. Set up PeopleSoft HRMS fundamental 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 Italy requires the setup of tables in various PeopleSoft Human Resources business processes. The following table lists Human Resources setup steps important to the PeopleSoft Global Payroll for Italy implementation, not all required steps.

Step	Reference
1. Define the following codes and associate them with your Company codes: INAIL, INPDAI, INPS, C.I.A., and PREV codes.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Setting Up Local Country Functionality"
2. Associate your INAIL codes with job function codes and job codes.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Setting Up Jobs"
3. Enter City table data.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Setting Up Local Country Functionality"

Setting Up PeopleSoft Global Payroll Core Application Tables

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

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

Setting Up Core PeopleSoft Global Payroll for Italy Tables

The steps discussed in this section suggest an order in which you define information on your PeopleSoft Global Payroll for Italy tables. PeopleSoft delivers rules to meet most legal requirements plus sample rules for company-specific requirements. Implementation teams complete the necessary legal elements and set up company-specific requirements.

Step	Reference
1. Set up Social Security (INPS) data.	Chapter 11, “Setting Up Italian Social Security,” Setting Up Social Security, page 61
2. Set up pension funds.	Chapter 11, “Setting Up Italian Social Security,” Setting Up Pension Funds, page 64
3. Set up your DM10 report.	Chapter 12, “Preparing the DM10 Form,” Setting Up the DM10 Report, page 67
4. Set up payslips.	Chapter 8, “Setting Up Payslips for Italy,” page 45
5. Set up GV93 report.	Chapter 13, “Creating the GV93 Report,” page 75
6. Set up 730 data.	Chapter 16, “Managing 730 Calculations,” page 95
7. Set up CUD reports.	Chapter 17, “Managing CUD Reports,” page 101
8. Set up the IRPEF F24 Control Report.	Chapter 15, “Preparing the IRPEF F24 Control Report,” page 89

CHAPTER 2

Understanding PeopleSoft Global Payroll for Italy

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

- Business processes supported by PeopleSoft Global Payroll for Italy.
- PeopleSoft Global Payroll for Italy integrations.
- Delivered elements for Italy.
- The naming convention for delivered elements.
- How to view delivered elements.

PeopleSoft Global Payroll for Italy

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

PeopleSoft Global Payroll for Italy Business Processes

PeopleSoft Global Payroll for Italy supports the following business processes:

- Absence

The system includes rules that calculate INPS refunds and employer contributions for absences related to vacations, festivities, reduction of work hours, licenses, maternity leave, work accidents, professional illness, illness (with comporto), marriage leave, and disability leave.

- S503

Print the S503 report, which contains the details of the calculation and payment of the social security indemnities related to every event of illness or maternity for a payee on a monthly basis.

- Payslips

PeopleSoft Global Payroll for Italy enables you to generate payslips. You can adapt your payslip to display the exact information you require. You can also reprint the payslip numerous times.

- Loans

The system enables you to manage employee loans and repayment schedules.

- Social Security

PeopleSoft Global Payroll for Italy manages both INPS and INPDAl contributions. For INPS, the social security feature assesses income to calculate the different employer and employee contribution payments, applies minimum and maximum contribution income, rounding rules, and deductions, calculates decontribution, solidarity, contribution on overtime, and the weekly marche, and prepares data for the monthly DM10 and 770 declarations.

For INPDAl, the social security feature calculates the applicable days, minimum income, contribution ranges, continuous adjustments, the TFR pension fund contribution, and the INPDAl TFR contribution, for both the previous and current year. It also indicates INPDAl contributions on notifications for the current and future year.

- **DM 10**

PeopleSoft Global Payroll for Italy enables you to deliver salary and contribution data to the National Authority for Social Security using the monthly DM10 declaration, both in paper and electronic format.

- **GV93**

The application creates the GV93 report used to relay employee and employer contributions due to INPDAl.

- **Tax**

The system provides rules to calculate and deduct the annual income tax withholding (IRPEF). This is done both for local and national taxes and for incomes related to the current year, previous year, and additional monthly payments. Tax deductions to gross tax are then calculated.

- **IRPEF F24 control report**

Print the report containing the tax data needed for the official F24 form. The report contains the amounts needed for all tax types: ordinary, local, previous year, and termination payments.

- **730**

The system enables you to calculate all reimbursements and deductions linked to 730 fiscal assistance.

- **CUD**

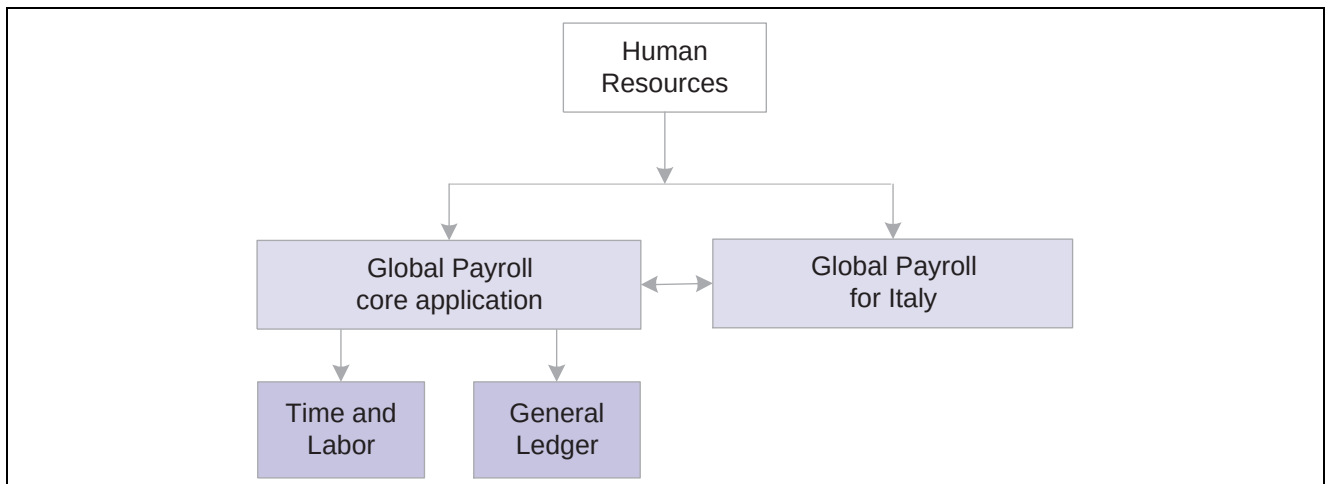
Print both fiscal and social security portions of this report. On-line pages display the annual report details considering separately fiscal and social security data.

- **TFR Termination payments**

The system calculates the applicable income, and months of reference income, applies the specific TFR taxes, contributions, and allowances, and manages advanced TFR payments.

PeopleSoft Global Payroll for Italy Integrations

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



PeopleSoft Global Payroll for Italy integration flow with other PeopleSoft applications

We cover integration considerations in this PeopleBook.

Understanding Delivered Elements

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

Creating Delivered Elements

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

The core application has the following characteristics:

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

Country extensions have the following characteristics:

- They are built using the core application.

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

Element Ownership and Maintenance

The delivered elements and rules of your Global Payroll country extension can be classified 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.

Understanding Element Ownership in PeopleSoft Global Payroll for Italy

The following table illustrates the approach to element ownership and maintenance in PeopleSoft Global Payroll for Italy.

Functional Area	Ownership	Class
Absence	PS Delivered/Not Maintained	Customary
Payslips	PS Delivered/Not Maintained	Customary
Loans	PS Delivered/Not Maintained	Customary
Social Security	PS Delivered/Not Maintained	Customary
DM10	PS Delivered/Not Maintained	Customary

Functional Area	Ownership	Class
GV93	PS Delivered/Not Maintained	Customary
S503	PS Delivered/Not Maintained	Customary
Taxation	PS Delivered/Not Maintained	Customary
F24	PS Delivered/Not Maintained	Customary
730	PS Delivered/Not Maintained	Customary
CUD	PS Delivered/Not Maintained	Customary
TFR	PS Delivered/Not Maintained	Customary
Gross Salary	PS Delivered/Not Maintained	Customary
Assignees	PS Delivered/Not Maintained	Customary
Contractors	PS Delivered/Not Maintained	Customary
Pay enhancements	PS Delivered/Not Maintained	Customary

See Also

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

Creating Elements for Italy

The PeopleSoft Global Payroll core application consists of a payroll rules engine that enables you to define the rules of your payroll system and execute payroll calculations. It provides a set of pages for entering and maintaining payroll rules. All of the elements delivered as part of your country extension were created using these pages in the core application.

PeopleSoft Global Payroll for Italy delivers most of the legal elements needed to run an Italian payroll. You must create additional elements to meet needs that are specific to your own industry or organization. To do this, use the same core components and pages that PeopleSoft used to create the elements delivered for Italy.

The tools needed to define payroll elements are fully documented in the core application PeopleBook.

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 Italian elements:

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

Primary and Supporting Elements

PeopleSoft Global Payroll for Italy uses the naming convention FFF TT NAME for supporting and primary elements (earnings and deductions). Supporting elements are 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.

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 $EARN1 = \text{Rate} \times \text{Unit}$. 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 Italy, all suffixes fall into one of the following types:

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

See Also

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

Functional Area Codes for Italy

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

Functional Area Code	Description
730	Fiscal assistance
770	770 report elements
ABS	Absences
CCC	Contractors
CNL	Related to Labor Agreement
CUD	CUD report
DTR	Tax deductions
F24	F24 control report
FER	Vacations, PTO
FPC	Complementary pension funds
GEN	Common to more than 1 functional area
INA	INAIL
IND	Recurring indemnities
INPD	INPDAI elements
INPS	INPS social security
IRP	Taxation
MAG	Additional monthly payments
MAT	Maternity

Functional Area Code	Description
ONE	Deductible and detractable expenses (Oneri)
POL	Complementary health insurances
PRE	Loans
RTR	Gross earnings
SCA	Seniority increases
SNG	Blood donation
STR	Overtime and majorations
TFR	TFR
TRA	Transfer indemnities

Element Type Codes (PIN_TYPE)

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

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

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

Suffixes for Italy

PeopleSoft Global Payroll for Italy 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 Italy

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

See Also

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

CHAPTER 3

Defining Country Data for Italy

This chapter describes how to:

- Use core functionality for Global Payroll Italy.
- Access family data.
- Access previous employment data.
- Establish reasons for changing information.

Using Core Functionality for Global Payroll Italy

This section describes how to use specific core PeopleSoft Global Payroll features, integration with Human Resources, segmentation, retroactivity and pay entities in your Italian payroll system.

Integration With PeopleSoft Human Resources

Your PeopleSoft Global Payroll for Italy application is designed to use company data and employee personal and job data entered in your PeopleSoft Human Resources (HR) application. We provide the necessary arrays and Structured Query Reports (SQRs) to collect the HR data needed for payroll processing.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Updating Workforce Information”

Segmentation

PeopleSoft Global Payroll for Italy permits segmentation only in the following instances:

- Hiring/termination during the month.
- Changes in the labor agreement during the month.
- Changes of company during the month.

Changes in labor agreement and company require a separate payslip. Only one payslip is issued for periods related to hiring and termination.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Segmentation”

Retroactivity

PeopleSoft Global Payroll for Italy uses forward retroactivity as its standard. The system only uses the corrective method to enable the employer to edit the payroll calculation after the monthly closing, but before the INPS declaration.

Retroactivity can be triggered by individual and collective events, such as retroactive changes to the national labor agreement and changes in the rules.

Retroactive deltas on earnings and deductions to be forwarded in case of retroactive calculation can be defined at a single element level.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Retroactive Processing”

Defining Pay Entities

The pay entity is a legal definition of an organization from a payroll perspective; it is the organization that is responsible for making payments to payees. Often the organization and the pay entity are the same. Use the Pay Entity component in the core PeopleSoft Global Payroll application to define pay entities for your organization.

See Also

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

Accessing Family Data

Family data is specifically used to manage Italian payroll and is complementary to PeopleSoft Human Resource data. In this section, we discuss how to enter family information.

Pages Used to Access Family Data

Page Name	Object Name	Navigation	Usage
Name	GPIT_DEPEND_BENEF1	Global Payee, Payee Data, Define Family Data ITA, Name	Enter information about family members. Enter one Familiar ID for each relative.
Personal Profile	GPIT_DEPEND_BENEF2	Global Payee, Payee Data, Define Family Data ITA, Personal Profile	Enter additional information about family members. Indicate if they are ANF or tax dependent.
Family Summary	GPIT_DEP_BENEF_SUM	Global Payroll, Payee Data, Review Family Data ITA, Family Summary	View family information.

Entering Family Member Information

Access the Name page.

Enter the relative’s name and relationship to the employee.

Personal Profile

Access the Personal Profile page.

Personal Profile

Buonarroti, Michelangelo Mr. Employee EmpID: KIG001

Familiar ID Find | View All First 1 of 2 Last

Familiar ID 01

Familiar information Find | View All First 1 of 1 Last

Relationship to Employee Spouse

Familiar Name Bellotti, Anna

Date of Birth: 01/02/1940 Birth Country: Birth Location:

Gender: Female Marital Status: Disabled

ANF Data

☐ Flag ANF Dependant

ANF End Date:

ANF Family Income:

TAX Data

☐ Flag Tax Dependant

Tax Dependant %:

National ID Customize First 1 of 1 Last

Country	*National ID Type	Description	National ID	Primary ID
ITA	CF	Fiscal Code		

Personal Profile page

Use the ANF Data and TAX Data group boxes to indicate a dependent's status for ANF and tax purposes.

Accessing Previous Employment Data

PeopleSoft Global Payroll for Italy uses previous employment data when running a payroll. This information is complementary to PeopleSoft Human Resource data.

Use the Previous Employer page to enter an employee's previous employment data for the year. When calculating termination or year-end adjustment, the system reads this data, totals the values from previous employers, increases the year-to-date accumulators accordingly, and prepares previous employment data for year-end reports. The system reads this data only once; it won't reread it during a second adjustment.

Pages Used to Access Previous Employment Data

Page Name	Object Name	Navigation	Usage
Previous Employer	GPIT_PDL_EE1	Global Payroll, Payee Data, Taxes, Define Prior Employer Data ITA, Previous Employer	Enter the employee's previous employment data for the year.

Establishing Reasons for Changing Information

PeopleSoft Global Payroll for Italy uses reasons for changing information data when running a payroll. This information is complementary to PeopleSoft Human Resources data.

Page Used to Establish Reasons for Changing Information

Page Name	Object Name	Navigation	Usage
Changing Reason	GPIT_REA_CHANGE1	Set Up HRMS, Product Related, Global Payroll, Taxes, Employment Change Reasons ITA, Changing Reason	Create a reason for changing information code.

CHAPTER 4

Setting Up Pay Enhancement Elements

This chapter provides an overview of various pay enhancements and discusses:

- Sample accruals.
- Contributions on CTO.
- Advanced contributions on PTO.
- Transfer indemnities and garnishments.
- 14th month payments.

Note. You can find the results of these calculations on the payroll results tables. Also, you can run the Results Register report using the print class KIVARIE to display elements related to these calculations.

Sample Accruals

Many organizations keep track of various accruals throughout the year as they must be able to pay these amounts at fixed months of the year, or at termination. PeopleSoft Global Payroll for Italy helps you keep track of 13th month, TFR, and vacation accruals. The basic principle behind the accrual mechanisms is that the monthly accrual is equal to the up-to-date total accrual minus the total accrual of the previous month.

Note. The system assumes that all PTO (vacations, ROL, and ex-festivities) are accrued together, and that paid and unused PTO are bundled.

Contributions on CTO

Most labor agreements have a mechanism of compensatory time off where employees that work extra hours can store their extra hours instead of having them paid as overtime, and recover them in the following months. This balance is paid to the payee upon termination. Because this balance comes from overtime hours, the stored balance is split into three ranges and liable to different contribution percentages (5%, 10%, and 15%) unless the labor agreement states otherwise.

Advanced Contributions on PTO

Employers and employees should pay social contributions on PTO that is unused for two years. To do this the monetary value corresponding to the unused balance increases the social security income. If the payee takes the PTO after receiving the advance the contribution should be recovered. To obtain this the monetary value of the used PTO will decrease the social security income.

Transfer Indemnities and Garnishments

This section explains three features:

- Daily allowances.
- Transfer indemnities.
- Garnishments.

Daily Allowances

These are daily amounts paid to payees who work away from their business location. These amounts are liable to special tax and social security rules. The exemption limits depend on whether the transfer is within Italy or abroad and which part of the travel expenses is reimbursed by the employer. To specify this information units and rates should be entered as PI for the following earnings:

Earning	Description
TRAERDIA1IT	Transfer in Italy 1/3.
TRAERDIA2IT	Transfer in Italy 2/3.
TRAERDIA3IT	Transfer in Italy 3/3.
TRAERDIA1ES	Transfer abroad 1/3.
TRAERDIA2ES	Transfer abroad 2/3.
TRAERDIA3ES	Transfer abroad 3/3.

Transfer Indemnities

These are one time payments granted to payees to compensate for a change in work location. These amounts can be partially exempt from tax and social security rules, depending on the situation. The amount of exemption depends whether the transfer is within Italy or abroad. The exemption limit is a total value for the year, even if the employee has more than one transfer indemnity in the year.

Earning	Description
TRAERINTRITA	Transfer indemnity in Italy.
TRAERINTREST	Transfer indemnity abroad.

Garnishments

These are amounts withdrawn from the payee and paid directly to a third party due to a court order or a suspended loan repayment. The amount is 1/5 of the net pay, excluding guaranteed payments such as family allowances. In order to trigger a garnishment deduction, a supporting element override must be selected for variable PRE VR CESSQUINTO.

Earning	Description
PREDDCESSQUI	Garnishment deduction.

14th Month Payment

Depending on labor and company agreements, your payees may be entitled to a 14th Month Payment. The payment depends on entitlements accrued in a yearly period and the last salary. The process assumes the accrual period is from July to June of the following year and that the payment is made in June, at the end of the accrual period.

CHAPTER 5

Setting Up Contractors

This chapter provides an overview of contractors and explains how to set up contractor data.

Understanding Contractors

The system manages contractors the same way as regular employees. Taxes are calculated using normal brackets and tax deductions are applicable when requested. The system applies local taxation, fiscal assistance (730), and previous employer data. However, contractors are exempt from some entitlements, such as PTO, additional monthly payments, and TFR.

Some setup steps are unique to these payees. Contractors are not limited to monthly payment frequencies. In these cases you must prorate tax and deduction brackets accordingly.

Contractors should be grouped in separate paygroups that can be processed with or without regular payees. Payroll runs for contractors must use specific process lists that include only general elements for which contractors are eligible, and specific contractor elements, while excluding elements that don't apply.

Special social contribution rules (INAIL and INPS) and taxation rules on termination payments apply to contractors.

Setting Up Contractor Data

To set up contractor data follow the instructions for payee setup, with the alterations listed below on the following pages.

This section explains how to:

- Set up payroll information.
- Set up calendars.
- Set up process lists.
- Set up rate codes.
- Enter the presence of other pension fund information.

Pages Used to Set Up Contractor Data

Page Name	Object Name	Navigation	Usage
Payroll	JOB_DATA2	Workforce Administration, Job Information, Job Data, Payroll	Set up payroll information for contractors.
Calendar-Definition	GP_CALENDAR1	Set Up HRMS, Product Related, Global Payroll, Framework, Calendars, Calendars, Definition	Set up a calendar for contractors.
Process List-Definition	GP_PROCESS	Set Up HRMS, Product Related, Global Payroll, Framework, Processing, Process Lists, Definition	Set up process lists for contractors.
Compensation	JOB_DATA3	Workforce Administration, Job Information, Job Data, Compensation	Set up rate codes for contractors.
Supporting Element Overrides	GP_PAYEE_SOVR	Global Payroll, Payee Data, Create Overrides, Supporting Elements	Enter pension fund information.

Setting Up Payroll Information

Access the Payroll page.

Contractors must use KI COCOCO for the *Eligibility Group* field.

Setting Up Calendars

Access the Calendar-Definition page.

The pay group used on the Calendar-Definition page must only contain contractors with the same pay frequency. This frequency must also agree with the Calendar period.

Setting Up Process Lists

Access the Process List-Definition page.

Possible additional elements for contractors should be added to sections of process list IT CCC.

Setting Up Rate Codes

Access the Compensation page.

Set up two rate codes for contractors:

- KICCCM for contractors paid monthly.
- KICCCT for contractors paid quarterly.

Select the frequency conversion option for both.

Entering the Presence of other Pension Fund Information

Access the Supporting Element Overrides page.

If the payee has another mandatory pension fund enter a value of 1 for the element CCC VR ALTRPENS.

CHAPTER 6

Setting Up Assignees

This chapter explains how to set up assignments.

Setting Up Assignments

This section explains how to maintain payee assignment data and set up assignee data tax exemptions.

Pages Used to Set Up Assignments

Page Name	Object Name	Navigation	Usage
Define Assignee Data	GPIT_ESPATR_EE	Global Payroll, Payee Data, Taxes, Define Assignee Data ITA	Maintain payee assignment data.
Specify Tax Reduction	GPIT_TDETR_FAMDEP	Global Payroll, Payee Data, Taxes, Specify Tax Reduction ITA	Assignee exemption status to assignees out.

Maintaining Payee Assignment Data

Access the Define Assignment Data page.

Vivaldi, Antonio ID: KIG041 Empl Rcd#: 0

Assignee Data Find | View All First 1 of 1 Last

*Effective Date: 10/30/2002 Status: Active

Assignee in/out End Date: 01/01/2003 *Country: AUS Australia

*Type of Assignee: Assignee out

*Contributive Status: Assignee out non Conventioneer

Taxation Status: Fiscally Non Conventioneer

Define Assignment Data page

Country

Select the country from which the Assignee In comes, or in which the Assignee Out works.

Type of Assignee

Select either *Assignee In* or *Assignee Out*.

Contributive status

Enter the contribution status based on the *Type of Assignee* and the *Country*. Options are *Assignee in from EEC Country*, *Assignee in non conventionate*, *Assignee in partial convent*, *Assignee out conventionate*, *Assignee out in EEC country*, *Assignee out non conventionate*, *Assignee out partial convent*.

Note. Contribution rates and contributive income calculations depend on contributive status.

Note. Convention status impacts DM10 codes. For conventionate and non conventionate employees, illness and maternity contributions should be printed separately with codes P300 and P400. For partially conventionate employees, all contributions should have separate codes.

Taxation status

Select either *Fiscally Convent*, *Fiscally Exempt*, or *Fiscally Non Conventioneer*.

Note. Even tax exempt payees are included in year-end tax calculations. Tax status often depends on length of stay which, in the future, can change retroactively. If the payee is tax exempt, the same information must be reported in the tax deductions page. Also, additional months and previous year payments are tax liable because they are related to periods different than the assignment period.

Assigning Exemption Status to Assignees Out

Access the Specify Tax Reduction page.

Leopardi,Giacomo Mr. ID: KIG003 Empl Rcd#: 0

Tax Reductions Find | View All First 1 of 1 Last

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

Salary of Reference: Other Income: EUR

Dependant: Dependant spouse

☐ Exempt taxation assignee out ☐ Familiar Disable

Child / Other dependents Customize | Find | First 1-3 of 3 Last

	*Type of familiar dependent	*Dependent Number	*Percentage of Charge		
1	FI<3	1	100.000	+	-
2	FIGL	3	100.000	+	-
3	FIOP	2	100.000	+	-

Specify Tax Reduction page

Select the *Exempt taxation assignee out* field.

Tax exempt assignees are not entitled to tax deductions, however, this page must be completed for all payees. Note that selecting tax exempt as a payee's tax status does not automatically stop the entitlement to tax deductions.

CHAPTER 7

Setting Up Italian Absences

This chapter provides an overview of absence types specific to Italy and discusses how to:

- Manage absence rules.
- Report absence data.

Understanding Italian Absences

Specific absences are treated, used, stored, and entered as common absences on the Absence Event Entry page. PeopleSoft Global Payroll for Italy uses the following absence types:

- Vacations.
- Festivities.
- Reduction of working hours.
- Licenses.
- Maternity leaves.
- Work accidents and professional illness.
- Illness.
- Disabled payee licenses.
- Marriage leaves.

See Also

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

Vacations

The system uses the following terms:

- Due units (days or hours).

The vacation units the employee is entitled to each year, according to labor and company agreements. May vary according to category and seniority.

- Accrued units.

Part of the total of the due units that the employee has accrued and can use. Time is accrued each month of active service.

- Used units.

The actual units used by the employee.

- Use period.

The period when the employee can use the days accrued every year.

- Accrual period.

The period when the employee accrues vacation days. Decided at the company level. Companies may apply different rules based on employee category. The following table shows when an absence or period is a vacation accrual period.

Absence/Period	Vacation Accrued?
Absences for illness or work accident.	Y
Absences, such as mandatory maternity leave and marriage leave.	Y
Paid licenses.	Y
Probation period.	Y
Worked and paid notice period.	Y
Absences for military service.	N
Optional maternity leave.	N
Extended leave.	N
Periods of INPS assistance – <i>Cassa Integrazione</i> .	N

Festivities

The system accounts for civil and religious festivities.

Reduction of the Working Hours

Labor agreements, national law, and company rules dictate the details of reduced working hours (ROLS). These details include the amount, usage, and accrual of ROLS.

The amount the employees receive for licenses is assessable income for contributions and taxes.

Licenses

In addition to those listed above, employees are entitled to additional licenses. Some examples are listed below.

Situation	Details
Election	Employees working as election officials may be absent for the length of their assignments.
Union	Employees have additional licenses for union meetings. Union representatives have licenses reflecting their constituencies, and for official meetings.
Public Office	Employees holding public office may take an extended, unpaid leave, or may have licenses pursuant to their duties. Those governing the public office pay for these licenses.
Blood Donation	The INPS funds a paid day off for blood donors. The reimbursement covers the total effective salary: additional monthly payments, overtime, and other earnings. Contributions are not applied to this payment. Taxes are.

Maternity Leaves

While on maternity leave, an employee receives a salary based on maternity allowances from the INPS and the employer. While on leave, she continues to accrue seniority and maintains the right to keep her job. The employer disburses the maternity allowance on a monthly basis. By making monthly payments, the employer is providing the allowance before receiving this money from INPS. The organization must then request a refund from INPS on the DM10 report.

The labor agreement (CCNL) can guarantee an allowance greater than that given by the INPS. The employer pays the difference.

The INPS allowance is based on the average daily salary, referred to as RMG-INPS. This amount does not change during the maternity period, regardless of any change in employee status, such as seniority. This includes cases where the employee returns to work, receives a salary increase, and then continues maternity leave.

Thus the employer must pay:

- An advance of the INPS allowance.
- The difference between the INPS and CCNL allowances.
- Festivity payments occurring during the leave.

There are three types of maternity leave: mandatory, optional, and daily break. This section discusses each of these as well as child illness license and employer integration.

Mandatory Maternity Leave

Mandatory maternity leave lasts at least five months (possibly longer), depending on job and contract specifics. It is composed of pre-childbirth and post-childbirth periods.

INPS grants an allowance equal to 80 percent of an average salary (RMG-INPS). The labor agreement may grant a larger percentage. The employer pays the difference.

Earlier mandatory maternity leave grants additional months to the pre-childbirth entitlement period.

Optional Maternity

At any time before the baby's third birthday, the parent can take up to six months (180 days) of optional maternity leave. The total leave amount can be divided into multiple smaller periods. The optional maternity pay rate by INPS is 30 percent of the RMG-INPS.

Additional monthly payments are not accrued during optional maternity periods.

The maternity allowance is a percentage of the average daily salary the employee earned the month before the beginning of the absence. If the optional maternity absence is not directly linked to mandatory maternity, the allowance base is calculated using the wages from the month prior to the optional maternity absence.

The INPS amounts paid for maternity leave are as follows:

Period	Amount Paid by INPS
Mandatory Period	80% RMG-INPS
Optional Period	30% RMG-INPS

The days considered for allowance payment are as follows:

Category	Days Paid	Days Excluded
Operai	Every working day including Saturdays.	Sundays, festivities during the week, and the festivity for the patron saint, if normally paid by the employer.
Impiegati	Every day in the maternity period.	Festivities on Sundays and the festivity for the patron saint, if normally paid by the employer.

The reference salary contains the following elements:

- Earnings paid at the end of each pay period, such as base salary and overtime.
- Earning paid on a regular basis, such as additional monthly payments and allowances for unused vacation days.

The rules governing the calculation of the RMG-INPS depend on the category and the employment type.

Daily Break

According to government regulation, the employee may use two one-hour breaks per day before the baby's first birthday. If the employee's contractual hours are less than six hours per day, she is entitled to only one one-hour break per day. If the employee has more than one infant, she is allowed double the normal allowance. The employee must schedule this break with the employer.

This break is completely paid by the INPS and includes the gross salary and every accessory earning normally received on a continuing basis, such as the monthly rate for additional monthly payments. Overtime is excluded from this calculation. To calculate the hourly rate, the system uses the CCNL hourly coefficient.

Like the Maternity Allowance, the employer makes the payment before receiving reimbursement from the INPS. The INPS amount is not applicable to contributions.

Daily break allowances, hourly rates used, and the corresponding additional monthly payments must be shown separately from other amounts on the payslip.

Child Illness License

Both parents are entitled to unpaid absences for a child's illness when that child is younger than eight years old. Employees are granted seniority increases during this absence, regardless of whether they are given an allowance.

The entire period of certified illness for children under three years is covered by the license. From three to eight, a period of five working days is granted each year.

Employer Integration

According to the national labor agreement, the employer's supplement varies by industry sector.

Industry Sector	Mandatory Allowance
Chemical/Pharmaceutical Manufacturing	100% of the salary (the total absence must not exceed nine months).
Commerce/Service	100% of the salary.
Credit/Finance	100% of the salary.
Food Industry Manufacturing	100% of the salary.
Metal/Mechanics Manufacturing	100% of the salary.

Work Accidents and Professional Illness

A work accident is one that:

- Happens violently and causes damage to the employee.
- Is due to the specific employee's job and happens while that job is being performed.

- Causes death, temporary, or permanent disability.

Professional illness is an alteration of an employee's health caused by that employee's specific job. The National Authority for the Insurances and the Work Accidents (INAIL) is responsible for these allowances. All other similar events that have different characteristics are classified as illness. INAIL allowances cannot be accumulated with INPS allowances.

Work accident indemnity is calculated through two takes depending on the period. The user must always enter take INA AT PERIODO1. The second take is automatically triggered.

In this section, we discuss how to calculate the INAIL average salary.

Calculating the INAIL Average Salary

INAIL allowances are computed using an average daily salary. The calculation differs for hourly and monthly waged employees.

- Hourly compensated employees.

The INAIL allowance is the sum of the following elements. Each element refers to amounts accumulated in the 15 days before the accident.

- Regular hourly wage.
- Average payment for overtime.
- Average payment for vacation.
- Average payment for festivity.
- Additional monthly payments.
- Other annual payments.
- Other additional elements.

- Monthly compensated employees.

The INAIL allowance is the sum of the following elements. Note that festivities are not considered.

- Regular hourly wage.
- Average payment for overtime.
- Average payment for vacation.
- Additional monthly payments.
- Other annual payments.
- Other additional elements.

Employer Supplement

Employer payments are regulated by law. These laws are augmented by the national labor agreements. The majority of labor agreements state that the employer should guarantee a percentage of the normal salary for a fixed period in the event of a work accident.

The employer may pay the work accident allowance before receiving funds from the government.

The employer may pay the allowance after receiving funds from INAIL.

Contribution and Tax Treatment

The work accident allowance from INAIL is taxable, but free from other deductions. However, the employer integration is subject to other deductions. Once in receipt of the check from INAIL, the employer must compare the actual INAIL allowance with the amount paid to the employee. Any accounting differences must then be resolved.

Festivities During Absences

If a festivity occurs during an illness period, the employee receives 100 percent of the INAIL average salary. The employer pays the amount not allocated by INAIL. Thus, the employer pays:

- 100 percent of the INAIL average salary during carenza.
- 40 percent of the INAIL average salary when INAIL pays 60 percent.
- 25 percent of the INAIL average salary when INAIL pays 75 percent.

Illness

For illness allowances paid by INPS, the first three days are paid by the employer without any repayment from INPS. For the following days, INPS pays a percentage of the total salary. In most cases, the CCNL states that the employer must pay the remainder of the regular salary. Normally the employer pays this allowance in advance and is later reimbursed by INPS. The calculation is composed of three parts: days covered by INPS, the allowance paid by INPS, and the allowance paid by the employer. Each of these require access to past records.

Illness indemnity is calculated through two takes, depending on the period. The user must always enter the MAL AT OFFSET take. The second take is triggered automatically.

Note. When implementing PeopleSoft Global Payroll for Italy, you must be able to work with previous absence and payroll data in order to correctly access each employee's situation.

Disability Licenses

Special licenses are assigned to three types of beneficiaries: disabled employees, employees with disabled children, and employees with disabled relatives (as long as these relatives are within the third degree and are residing with the employee). INPS is charged for the payment of these licenses, but the employer pays the allowance in advance. Payees absent for disabled licenses do not accrue vacation time and time for additional monthly payments, but they do accrue seniority.

Because DM10 Codes related to this INPS allowance are different for each type of beneficiary, different absence takes must be used to generate different earnings codes for INPS allowance payments.

Disability Licenses are calculated using the gross salary, including every accessory earning the employee normally receives on a continuing basis. If the employee receives other earnings with a different frequency, only the ones that constitute the normal remuneration, such as additional monthly payments, should be included in the calculation. Overtime is excluded from this calculation.

If two absence takes are defined for the same absence event, the user should always enter the absence take code defined for the first period. The system will automatically use the absence rules for the second period when the first period entitlement is expended.

Marriage Leaves

Every employee is granted a paid leave for marriage. The calculation is different for Impiegati and Operai.

For Impiegati, the employer is fully responsible for remuneration. The payee receives normal salary during the leave, with no allowance related to performance and no changes to the treatment of contributions and taxes. If the marriage leave coincides with another absence, the employee only gets the marriage leave, unless the marriage leave is postponed.

For Industry Operai, the employer must integrate the Check for Marriage Leave (Assegno per congedo matrimoniale) paid by INPS-CUAF. The employee is also paid for any festivities that occur during the marriage leave.

INPS is charged for this allowance, using the DM10 form, but the employer pays the allowance in advance. The allowance is not applicable to contribution payments, but it is taxable.

Managing Absence Rules

PeopleSoft Global Payroll for Italy delivers the following elements to process absences:

- Maternity.
- General absence elements.
- Licenses and vacations.
- INAIL.
- Illness.
- Marriage leave.
- Disability leave.

Maternity

Earnings/Deductions	Description
MATEROBLIG	Mandatory maternity.
MATERFACOLT	Optional maternity.
MATDDTRATT	Maternity deduction.
INPERINTGAZ+	Positive company integration.
INPERINTGAZ-	Negative company integration.
MATERALLBASE	Nurse allowance.

Earnings/Deductions	Description
MATERALLMAGG	Nurse allowance by additional month.
MATDDTRATTAL	Nurse deduction.

General Absence Elements

Earning/Deduction	Description
ABSDDTRATTOR	Hourly absence deduction with CCNL Divisor.
ABSDDTRATTGG	Daily absence deduction with CCNL Divisor.
ABSDDORDIVMO	Absence hourly deduction with variable division.

Licenses and Vacations

Earning/Deduction	Description
FEREROREFER	Hours of paid vacation.
FERERSTIPEN	Days of paid vacation.
FERERHHROL	Paid ROL.
FERERHHFSOPP	Suppressed festivity paid.
FERERFERNGOD	Unused vacation units.
FERERFSONGOD	Unused ex festivity units.
FERERROLNGOD	Unused ROL units.
SINERPERMESS	Union meetings allowance.
PUBERPERMESS	Public positions allowance.
EDUERESAMI	University leaves payments.

Earning/Deduction	Description
EDUERCORSI	Educational course payment.
SNGERDONAZIO	Blood donation.

INAIL

Earning/Deduction	Description
INAERPERIOD1	Indemnity INAIL first period.
INAERPERIOD2	Indemnity INAIL second period.
INAERINTGAZ+	Positive INAIL integration.
INAERINTGAZ-	Negative INAIL integration.
INADDTRATT	Deduction work accident.
INAERRMGNRMM	RMG-INAIL normal monthly paid.
INAERRMGNRMO	RMG-INAIL normal hourly paid.

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

Illness

Abs Entitlement/Take	Description
MALAEMALAT1P	Illness Entitlement first period.
MAL AT MALATTIA	Illness.
MAL AT PERIODO2	Second illness period.

Marriage Leave

Abs Entitlement/Take	Description
PER AT MATRIMONIO	Marriage leave.
PERAEMATRIM	Marriage leave entitlement.

Disability Leave

Abs Entitlement/Take	Description
HND AT GIORNIDIP	Employee disability leave.
HND AEGIORNI	Disability days for month.
HND AT GIORNIFIGLI	Child-disability leave (days).
HND AT OREDIP	Employee disability leave (hours).
HND AT OREFIGLIO	Child disability leave (hours).

See Also

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

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

Reporting Absence Data

The following reports include absence data:

- Payslip.
- CUD form.
- 770 form.
- DM10.
- S503 payment request for illness and maternity allowances.

This section explains how to:

- Set up the S503 report.
- Select the report format.

See Also

Chapter 8, “Setting Up Payslips for Italy,” page 45

Chapter 12, “Preparing the DM10 Form,” page 67

Appendix A, “PeopleSoft Global Payroll for Italy Reports,” page 107

Page Used to Run the S503 Report

Page Name	Object Name	Navigation	Usage
Square B	GPIT_S503_RPT2	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Information, Illness Maternity S503 Dtl ITA, Square B	Review the illness and maternity absence details for the S503 report created by the payroll run.
Square A	GPIT_S503_RPT1	Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Information, Illness Maternity S503 Dtl ITA, Square A	Review the illness and maternity absence details for the S503 report created by the payroll run.
S503 Report	GPIT_S503_RCTL	Global Payroll, Absence and Payroll Processing, Absence Reports, S503 Report ITA	Establish the parameters and run the S503 report.

Setting Up the S503 Report

Access the S503 Report page.

Run Control ID: 123 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Selection Criteria

*From Date: 01/01/2002 *To Date: 12/31/2002

Pay Entity: KIPe1 Pay Entity 1

Pay Group: GNPGMEN101 Pay Group GNPGMEN101

Currency Code: EUR

Company: GBI Establishment ID: KIST1

SetID: ITA Labor Agreement: KI01 Department:

Employee Category: AREA1 Location Code:

EmplID	Name
1	

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

Sort Criteria

Criteria 1: Emplid Criteria 2: Name Criteria 3:

S503 Report page

Use the From Date and To Date fields to isolate the range in which the event payment date must fall.

Selecting the Report Format

Access the Process Scheduler Request page for the S503 Report page.

Illness Maternity (App Eng + Crw)	Runs the application engine that calculates the data, and the crystal report that prints the data to a PDF file.
Illness Maternity (App Eng + SQR)	Runs the application engine that calculates the data, and the SQR that prepares the data for a separate template.
Illness Maternity Report	Runs the crystal report that prints the data to a PDF file.
Illness Maternity (SQR Form)	Runs the SQR report that prints the data to a PDF file.
SQR Forms Landscape Test Grid	Runs the SQR that prepares the template for the report printout.
S503 Report	Runs the application engine that calculates the data.

CHAPTER 8

Setting Up Payslips for Italy

This chapter explains how to:

- Set up payslips.
- Set up payslip messages.
- Set up payslip reports.

Setting Up Payslips

The system maintains the information displayed on the payslip in three areas: the header, the body, and the footer. The header and footer use data contained in four writable arrays derived from payroll: company and employee data, monthly amounts, yearly amounts, and vacations and PTO data. You can easily customize the layout of the header and footer.

Here's how you designate print criteria for a payslip report:

- Access the Print Class page.
- Select a print class or create a new one.
- Select the elements you want to appear on the report.
- Group the elements in print groups.
- Choose the print sequence in which elements within the print group will appear.
- Select the components to appear such as hours, factor, percent, or amount.
- Select the additional criteria.

In this section, we discuss on how to designate print criteria.

See Also

Appendix A, "PeopleSoft Global Payroll for Italy Reports," page 107

Pages Used to Set Up Payslips for Italy

Page Name	Object Name	Navigation	Usage
Print Class	GPIT_BL_PRINT	Set Up HRMS, Product Related, Global Payroll, Reports, Print Classes ITA, Print Class	Select the elements contained in the columns of the body.
Print Class View	GPIT_BL_PRNT_VW	Set Up HRMS, Product Related, Global Payroll, Reports, Print Classes ITA, Print Class View	View the fields on the Print Class page.

Designating Print Criteria

Access the Print Class page.

Print Class | **Print Class View**

Print Class: KIPAYSL

Element List														Customize	Find	View 100	First	1-7 of 200	Last
			Entry Type	Element Name	Status as of Effective Date	Override Indicator	Print Group	Print Sequence	Box Number	Note Code	Description	Print Hours	Print Factor	Print Percent					
1	+	-	Deduction	IRPDDRATADCO	Active		3	12											
2	+	-	Deduction	IRPDDRATADRE	Active		3	14											
3	+	-	Deduction	IRPDDRATADPR	Active		3	344											
4	+	-	Deduction	IRPDDTOTCONG	Active		3	5											
5	+	-	Earnings	RTRERCONTROV	Active		1	261											
6	+	-	Earnings	RTRERRINCCNL	Active		1	260											
7	+	-	Earnings	INPSEDECNE	Active		1	501											

Print Class page (1 of 2)

Print Amount	Print Base	Print Sum	Print Total	Static Pin Indicator	Print Flag	Check Box	Conditional Execution Flag
☒	☐	☐	☐	☐	☐	☐	☐
☒	☐	☐	☐	☐	☐	☐	☐
☒	☐	☐	☐	☐	☐	☐	☐
☒	☐	☐	☐	☐	☐	☐	☐
☒	☐	☐	☐	☐	☐	☐	☐
☒	☐	☐	☐	☐	☐	☒	☐

Print Class page (2 of 2)

Status as of Effective Date The system populates this automatically.

Override Indicator	Changes the default sign of the 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 within the print group.
Box Number	Used only for the CUD report.
Note Code	Used only for the CUD report.
Print Hours	Select if Units should be printed.
Print Factor	Select if Rate should be printed.
Print Percent	Select if Percent should be printed.
Print Amount	Select if Amount should be printed.
Print Base	Select if Base should be printed.
Static Pin Indicator	Used only for the CUD report.
Print Flag	Used only for the CUD report.
Check Box	Prints element as conventional value. Does not enter in net accumulator.
Conditional Execution Flag	Used only for the CUD report.

Setting Up Payslip Messages

PeopleSoft Global Payroll for Italy enables you to send a message—printed on the payslip—to an individual payee or to payees belonging to designated pay groups, locations, or departments.

Here's how you create a payslip message:

1. Access the Payslip Messages page.
2. Select the pay period for which you want to create the message.
3. Choose who will receive the message, by group or individual.
4. Write the payslip message.

Page Used to Set Up Payslip Messages for Italy

Page Name	Object Name	Navigation	Usage
Payslip Messages	GPIT_AL_01_MSG	Global Payroll, Payslips, Add Payslip Messages ITA, Payslip Messages	Designate which payees or payee groups receive payslip messages for a given pay period. Create the payslip message.

Creating Payslip Messages

Access the Payslip Messages page.

Payslip Messages page

Current Pay End Date	Select the pay end date for which you want the message to appear on the payslip.
Pay Entity, Pay Group, Business Unit, Location Code, Department	Use if you want to include only those payees belonging to a certain pay entity, pay group, location, set ID, or department.
EmplID (employee ID)	Use to create a message to an individual payee.
Description	Enter the message.

Setting Up Payslip Reports

Once you establish what appears on the payslip, you can run the report. You can select the parameters used to print the reports. To establish reporting options, select the report parameters and sort criteria used to organize the printed results on the Report Options page. To report in multiple currencies, select the element and currency code on the Pay Element View page.

Pages Used to Set Up Payslip Reports

Page Name	Object Name	Navigation	Usage
Report Options	GPIT_RC_AL01_1	Global Payroll, Payslips, Create/Print Payslips ITA, Report Options	Create a comprehensive summary of an employee's pay elements according to pay month. One page is generated for each month. Employee and company data for the given month are printed in the header.
Pay Elements View	GPIT_RC_AL01_2	Global Payroll, Payslips, Create/Print Payslips ITA, Pay Elements View	Define currency used to display elements on the payslip.

Establishing Report Options

Access the Report Options page.

Report Options | Pay Elements View

Run Control ID: 123 [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Selection Criteria

Print Class: KIPAYSL Current Pay End Date: 12/31/2002

Pay Entity: KIP1 Pay Entity 1

Pay Group: GXPGPIA01 Pay Leave in Advance Tests

Currency Code: EUR

Company: Etab ID:

SetID: Labor Agreement: Department:

Category: Location:

Retro Processing

- ☒ Retro and Current Period
- ☐ Current Period Only
- ☐ Retro Periods Only

EmplID	Name
1	

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

Sort Criteria

Criteria 1: Emplid Criteria 2: Name Criteria 3:

Report Options page

Print Class

PeopleSoft delivers one print class (KIPAYSL) that contains elements related to country extensions for the normal monthly run. This is the print class used for normal monthly runs, to which customer specific elements can be added. Other print classes can be created for additional monthly runs.

Currency Code	Enter a value here to override the payroll currency used on the payee's compensation record.
Retro and Current Period	Use to display the results for retro calculation, as well as for the current period.
Current Period Only	Use to display the results for the current period only.
Retro Periods Only	Use to display the results for retro calculation only.
Department, Location, Category, Establishment ID	Use to select the population on which the report is to be run.
EmplID (employee ID)	Use to run only selected employees.
Sort Criteria	Select the sort criteria you require. Organize the payslip report by category, department ID, employee ID, pay group, location, name, and pay entity.

See Also

Appendix A, "PeopleSoft Global Payroll for Italy Reports," page 107

CHAPTER 9

Managing TFR Termination Payments

This chapter explains how to:

- Process terminations.
- Override termination elements.
- Enter termination elements through positive input.
- Select the termination payment period.
- Run termination reports.

Processing Terminations

Entering the termination action on the Job component triggers the termination process. The system processes the termination payment the month after the termination date.

To calculate termination pay, the system calculates:

1. Applicable income and months of reference income.
2. Reevaluation of the previous years' accrued TFR fund (ISTAT).
3. TFR anticipation.
4. Payment of the accrued TFR in the month after termination (Reference income, TFR tax rate, IRPEF on accrued TFR until 2000 and after 2000 and TFR Deductions).
5. Payment of the accrued TFR Reevaluation in the month after termination (TFR Reevaluation and IRPEF on Reevaluation).
6. Calculation of the taxation of the other indemnities (Incentivo all'esodo, Notification payments and Integrazione transattiva).
7. Calculation of the taxation on accrued reevaluation and accrual mechanism.

Note. The system calculates termination payments with the payroll, not as a separate process.

Overriding Termination Elements

Though most termination elements are taken from existing tables, you can override the following elements on the Supporting Element Overrides page.

Element	Usage
TFR FM FLAGEROG	Set to 1 to force payment of TFR. Set to 0 to freeze payment of TFR.
TFR FM FLGTAXTFR	Set to 1 to force taxation of TFR after TFR has been paid and taxed.
TFR VR RIVALPAG	Enter reevaluation to use on payment if different from calculated.
TFR VR PCTPAGANT	Enter percentage of fund to pay as anticipation.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Overrides”

Entering Termination Elements Through Positive Input

Though most termination elements are taken from existing tables, you can enter the following payment elements through positive input.

Element	Description
RTRERPREAVV	Amount to pay as notification.
TFRERANTICIP	TFR anticipation.
RTRERINCESOD	Amount to pay as incentivo esodo.
RTRERINTTRAN	Amount to pay as integrazione transattiva.

Page Used to Enter Termination Elements Through Positive Input

Page Name	Object Name	Navigation	Usage
Positive Input	GP_PI_MNL_ERNDED	Global Payroll, Payee Data, Assign Earnings and Deductions, One Time	Enter additional payments related to termination payments.

Running Termination Reports

PeopleSoft Global Payroll for Italy uses the print class KITFR on the Generic Report format for termination reports.

See *PeopleSoft 8.8 Global Payroll PeopleBook*, “Setting Up and Running Generic Reports”.

CHAPTER 10

Setting Up Loans in Global Payroll for Italy

This section explains how to manage loan data.

Managing Loan Data

This section explains how to enter loan and beneficiary data.

Pages Used to Manage Loan Data

Page Name	Object Name	Navigation	Usage
Loans Data	GPIT_PREST_EE	Global Payroll, Payee Data, Loans, Loans Data ITA	Enter data for loans that the payee must repay through the payroll process.
Beneficiary Data	GPIT_PRE_BENEF	Set Up HRMS, Product Related, Global Payroll, Loans, Beneficiary Data ITA	Enter the beneficiary for loan deductions.

Entering Loan Data

Access the Loans Data page.

Magnani,Anna Miss ID: KIG031 Empl Rcd#: 0

Absence Data Find | View All First 1 of 1 Last

*Effective Date: 01/01/2002 *End Date: 12/31/2002

*Loan code: 123T456Z

Beneficiary: INA INA Ist. Nazionale Assicuraz.

*Loan Amount: 1200.00 *Installment Amount: 100.00 *Currency: EUR

*Element Name: PRE VR PREST1 ☒ Active Recovery on Termination

Yearly Installments Nbr:

Loans Data page

End Date	Enter the loan period end date.
Loan Code	This is the code the system uses to reference the payee's loan information.
Beneficiary	Enter the loan beneficiary. This field prompts from the <i>Beneficiary</i> page.
Loan Amount	Enter the total loan amount.
Installment Amount	Enter the amount to be deducted for each installment. If, at the last installment, the remaining total is less than this amount, the system deducts only the remaining balance. Any change in the recovery mechanism, such as suspending the installment recovery for a month, must be done in this page and not directly to the deduction elements. Otherwise the loan recovery balance will be incorrect.
Element Name	Select the element that should contain the amount to deduct for the specific payee/loan code. The element is normally a variable. This variable will be connected to the deduction used to deduct this specific loan. The prompt only displays variables containing PRESTITO in Customer Field 1.
Active Recovery on Termination	Select to deduct the outstanding loan payment from the payee's final payments if the payee terminates employment before the loan is fully paid.
Yearly Installment Number	Enter the number of payment installments made per year. For example, entering 13 doubles the December deduction.

Entering Beneficiary Data

Access the Beneficiary Data page.

Beneficiary: CARIPLO

Strings Find | View All First 1 of 1 Last

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

***Description:** Cariplo - Gruppo Intesa BCI

Short Description: Cariplo

Beneficiary Data page

Enter the name and description of the beneficiary organization. This page is referenced by the *Beneficiary* field on the Loans Data page.

CHAPTER 11

Setting Up Italian Social Security

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

- Set up social security data (INPS and INPDAI).
- Set up pension fund data.
- Report social contribution data.

Understanding the Social Security Process

Contributions are amounts paid by the employer to the National Social Security Entity or the Complementary Social Security Entities. These amounts can be on behalf of the employer and the employee. Employee contributions are withheld by the employer and paid to the Social Security Entity. Amounts can be fixed amounts or percentages of income.

In this section, we discuss:

- Calculating assessable income.
- Calculating contributions.
- Calculating reductions.
- Processing adjustments.
- Special rules for INPDAI contributions.

Calculating Assessable Income

The assessable income for the main National Social Security contributions includes all gross earnings except amounts paid by the employer on behalf of the National Social Security Entities. Contributions due to Complementary Social Security Entities are based on a gross income that depends on the entity, such as the TFR income.

Calculating Contributions

The main National Social Security contributions are percentages of the assessable income, except in particular cases in which the income exceeds a ceiling. Employer and employee rates vary depending on labor agreement and employee category. All of these percentages are retrieved by the system via brackets.

The complementary social security contributions are normally made by both employers and employees and can include the destination of part of the TFR fund. Both assessable income and percentages vary depending on the complementary social security entity and on the kind of enrollment. An employee can also add a voluntary contribution that can be either a fixed amount or a percentage of an income.

Other contributions to national social security include contributions on overtime and solidarity contribution.

Calculating Reductions

These reductions apply to the employer contributions made for employees hired under specific conditions. The existence and extent of the reduction depend on:

- Employment type and kind of hiring.
- Hiring location.
- Industrial sector.

Reductions can be of several types:

- Reductions calculated as a percentage of employer social contributions dependant on employment type and hiring location.
- Reductions calculated as a percentage of the assessable income dependant on the type of part time.
- Fixed reduction amounts (Sgravi) normally granted to employers that hire employees in regions of southern Italy with high unemployment rates.

Processing Adjustments

You can make end of the year contribution calculations and their corresponding adjustments. Situations that may require adjustments include:

- Assessable income exceeding pension fund (IVS) contribution ceilings for newly enrolled employees.
- Additional IVS contribution.

IVS contributions are calculated monthly, based on monthly income. Because monthly income may not accurately represent annual income, a contribution adjustment calculation must be done at the end of the year.

- Decontribution.

Earnings based on company productivity are social security exempt up to a percentage of the yearly social security assessable income. In the course of the year, the yearly amount is estimated and the ceiling is calculated on the estimated amount. At year-end or termination the actual yearly amount is calculated, and an adjustment is made to the estimates.

- December earnings (*Elementi Variabili della retribuzione*).

Amounts paid in January but related to December, such as overtime, must be considered in the year end report (CUD, 770) of the year to which they relate.

Special Rules for INPDAl Contributions

The following rules apply to INPDAl contributions:

- INPDAI income is divided into the part related to the previous year and the part related to current year. Notification payments are managed separately.
- Contribution rules depend on the contributive regime:
 - RP for payees enrolled in INPDAI before 1993.
 - CM for payees enrolled in INPDAI after 1993, but enrolled to a mandatory pension fund before 1993.
 - CP for payees not enrolled in a pension fund before 1993.
- The contributive ranges and minimum contributions for RP and CM depend on the number of days of enrollment in INPDAI for the year. For these regimes, the adjustments are made monthly, and based on the progressive values on the ranges. For CP, the behavior of ranges and adjustments is the same as for payees newly enrolled in INPS.
- Notification periods are considered separate periods of contribution.

Setting Up Social Security

PeopleSoft delivers the INPS data you need to process social security. You must enter the ANF and social insurance data.

In this section, we discuss how to:

- Set up ANF data.
- Create INPS categories.
- Create INPS contribution profiles.
- Create INPS Sgravi codes.
- Set up employee social insurance data (INPS and INPDAI).

Pages Used to Set Up Social Security

Page Name	Object Name	Navigation	Usage
ANF Data	GPIT_ANF_EE	Global Payroll, Payee Data, Social Security/Insurance, Maintain ANF Data ITA, ANF Data	Enter data necessary for the Family Allowance calculation.
Inps Category	GPIT_INPS_CAT	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, INPS Categories ITA, INPS Category	Maintain the INPS Category table.
Inps Contribution Code	GPIT_INPS_CDCTR	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, INPS Contribution Codes ITA	Maintain the INPS Contribution Code table.
Inps Profile	GPIT_INPS_PROF	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, INPS Profiles ITA	Maintain the INPS Profile table.
Inps Sgravi	GPIT_INPS_SGRAVI	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, INPS Sgravi ITA	Maintain the INPS Sgravi table.
S.I. Data	GPIT_CTR_EE	Global Payroll, Payee Data, Social Security/Insurance, Maintain Social Ins Data ITA, S.I. Data	Set up an employee's INPS and Sgravi data.

Setting Up ANF Data

Access the ANF Data page.

Doria, Mauro Mr. ID: K10003 Empl Rcd#: 1

ANF Data Find | View All First 1 of 1 Last

*Effective Date: 11/04/2002 Status: Active

INPS Table Element: Inps Table: Default INPS ANF Table

Family Data

Family Income: EUR Family Condition Code:

Members Family Unit: Disabled Children of Age: Children Under Age:

Other Relatives: Other Disabled Relatives Disabled Parent

ANF Data page

INPS Table Element	Enter the element to retrieve the base allowances.
Family Income	Enter the family income and select the currency.
Family Condition Code	Use only if the INPS table must be retrieved online. Field identifies the presence of a spouse and/or disabled dependents.

Setting Up Employee Social Insurance Data

Access the Social Insurance Data page.

Da Siena, Caterina Mrs. ID: KIG009 Empl Rcd#: 0

Contribution Regime Find | View All First 1 of 1 Last

*Effective Date: 04/01/2002 Status: Active *Contribution Regime: INPS

INPS Data

INPS Category: 2 Impiegato INPS Contr Prof: 0000 Norm Contr

Contribution Code: End Date: New Enrolled

INPDAI Data

INPDAI Regime: INPDAI Matricola: Enrollment Date:

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

	Sgravio Code	Description	Begin Date	End Date
1	SC97	Sgravio Capitaro L.449/97	01/01/2002	12/31/2002

Social Insurance Data page

Contribution Regime	Enter the national social security entity in which the employee is enrolled, such as INPS or INPDAI.
INPS Category	Select the INPS Category.
INPS Contribution Profile	Use to manage the employee's rules eligibility.
Contribution Code	Entry depends on the INPS Contribution Profile selected.
New enrolled	Tracks the employee's enrollment in statutory insurance before and after 1993.
INPDAI Regime	Select either CM, CP or RP depending on the payee's enrollment date.
INPDAI Matricola	Payee's INPDAI enrollment code.
Sgravio Code	Tracks the employee's eligibility for contributive reductions. There can be multiple entries.

Setting Up Pension Funds

To manage pension funds, you must establish the fund in the PeopleSoft Global Payroll system and enter the contribution amounts for each employee. In this section, we discuss how to:

- Set up complementary pension fund data.
- Set up complementary fund regimes.
- Set up complementary fund types.
- Select employee pension fund data.

Pages Used to Set Up Pension Funds

Page Name	Object Name	Navigation	Usage
Complementary Fund Code	GPIT_FPC_COD	Set Up HRMS, Product Related, Global Payroll, Pensions, Complementary Fund Codes ITA, Complementary Fund Code	Set up fund codes.
Complementary Fund Regime	GPIT_FPC_REG	Set Up HRMS, Product Related, Global Payroll, Pensions, Complementary Fund Regimes ITA, Complementary Fund Regime	Set up fund regimes.
Complementary Fund Type	GPIT_FPC_TYP	Set Up HRMS, Product Related, Global Payroll, Pensions, Complementary Fund Types ITA, Complementary Fund Type	Set up fund types.
Complementary Pension Funds	GPIT_FPC_EE	Global Payroll, Payee Data, Pension Information, Maintain Compl Fund ITA, Complementary Pension Fund	Select employee pension fund data and voluntary contribution rates using the codes drawn from the complementary pension fund setup pages.

Reporting Social Contribution Data

PeopleSoft Global Payroll for Italy enables you to create the monthly DM10 report for INPS, the monthly GV93 report for INPDAL, the S503, and the CUD reports.

See Also

Chapter 12, “Preparing the DM10 Form,” page 67

Chapter 13, “Creating the GV93 Report,” page 75

Chapter 7, “Setting Up Italian Absences,” Reporting Absence Data, page 41

Chapter 17, “Managing CUD Reports,” page 101

Appendix A, “PeopleSoft Global Payroll for Italy Reports,” page 107

CHAPTER 12

Preparing the DM10 Form

This chapter explains how to:

- Set up the DM10 report.
- Run the DM10 report.

Setting Up the DM10 Report

Using the setup pages, you can:

1. Define the groups of payroll elements used in the DM10 report using the DM10 Group component.
Create group codes to connect a group of elements to more than one DM10 Code. For example, codes 10, 11, and 256 are all related to the same elements, but depend on the payee's condition. Whenever information is introduced, cancelled, or changed, you can manually update the group codes.
2. Position these element groups on the DM10 report using the DM10 Setcode1 page.
3. Set eligibility conditions for reporting payroll elements using the DM10 Setcode2 page.
Every entry on the DM10 Setcode1 page represents a single potential row of the B, C, or D squares of the DM10 form. This does not mean that the report will show the corresponding line. It means only that there are conditions that, if fulfilled, cause the line to appear.

In this section, we discuss how to:

- Set up DM10 group codes.
- Set up square B.
- Set up square C and D.
- Set up DM10 report columns.
- Establish DM10 conditions.

Pages Used to Set Up the DM10 Report

Page Name	Object Name	Navigation	Usage
Setup General	GPIT_DM10_SETGRP1	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, DM10 Groups ITA, Setup General	Set the description and effective date of a DM10 Group Code.
Setup Square B	GPIT_DM10_SETGRP2	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, DM10 Groups ITA, Setup Square B	Assign the Global Payroll result table elements to the DM10 Group Code.
Setup Square C/D	GPIT_DM10_SETGRP3	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, DM10 Groups ITA, Setup Square C/D	Assign more Global Payroll result table elements to the DM10 Group Code columns related to square C/D.
DM10 Setcode1	GPIT_DM10_SETCODE1	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, DM10 Codes ITA, DM10 Setcode	Position element groups on the DM10 report columns.
DM10 Setcode2	GPIT_DM10_SETCODE2	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, DM10 Codes ITA, DM10 Setcode	Establish the conditions a payee must fulfill for the DM10 code to be included in the report.

Setting Up DM10 Group Codes

Access the Setup General page.

The screenshot displays the 'Setup General' page for a DM10 Group Code. At the top, there are three tabs: 'Setup General' (selected), 'Setup Square B', and 'Setup Square C/D'. Below the tabs, the 'DM10 Group Code' is set to '01E'. The main section is titled 'Definition' and includes a search bar with 'Find | View All' and navigation controls 'First', '1 of 1', and 'Last'. The form contains the following fields:

- Effective Date:** A date field showing '01/01/2001' with a calendar icon.
- Description:** A text field containing 'IVS CONTRIBUTION'.
- Comments:** A large, empty text area for additional notes.

Setup General page

Enter the Group Code and its definition.

Setting Up Square B

Access the Setup Square B page.

Setup General | **Setup Square B** | Setup Square C/D

DM10 Group Code: 01E

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/2001 Description: IVS CONTRIBUTION

Square B - Payees Customize | Find | View All | First 1 of 1 Last

*Sequence Number	Element Type	Element Name	*Component Element
1			Amount

Square B - Days Customize | Find | View All | First 1 of 1 Last

*Sequence Number	Element Type	Element Name	*Component Element
1	10	ER0 INPSEUNINPS	Amount

Square B - Salary Customize | Find | View All | First 1 of 1 Last

*Sequence Number	Element Type	Element Name	*Component Element
1	10	ER0 INPSEFPLDAZ	Base

Setup Square B page

- Square B – Payees** Used for statistical codes (such as FE00) to list the element that identifies if the payee satisfies the statistical condition.
- Square B – Days** Selects the elements from the results table used in the Days column for the DM10 codes related to that group. You can establish a period of validity for each element.
- Square B – Salary** Selects the elements from the results table used in the Salary column for the DM10 codes related to that group. You can establish a period of validity for each element.

Setting Up Square C and D

Access the Setup Square C/D page.

Setup General Setup Square B **Setup Square C/D**

DM10 Group Code: 01E

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/2001 **Description:** IVS CONTRIBUTION

Square C - Debit Customize | Find | View All First 1 of 2 Last

*Sequence Number	Element Type	Element Name	*Component Element
1	10	ER0 INPSERFPLDAZ	Amount

Square D - Claims Customize | Find | View All First 1 of 1 Last

*Sequence Number	Element Type	Element Name	*Component Element
1			Amount

Setup Square C/D page

Square C – Debit

Selects the elements from the results table used in the Debit column for the DM10 codes related to that group. You can establish a period of validity for each element.

Square D – Claims

Selects the elements from the results table used in the Credit column for the DM10 codes related to that group. You can establish a period of validity for each element.

Setting Up DM10 Report Columns

Access the DM10 Setcode page.

DM10 Setcode **DM10 Setcode**

DM10 Row ID: 10

Definition Find | View All First 1 of 1 Last

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

Description: OPERAI FULL TIME **Position:** B001

Square Name: B/C **Count Payee** ☒

***DM10 Code:** 10 ***DM10 Code Description:** OPERAI

***Group Code:** 0001 **DM10 Group Description:** MAIN INPS CONTRIBUTIONS

Comments:

DM10 Setcode page

Position

Enter the position within the selected square where the row should be written. If a position is entered, the DM10 Code and DM10 Code Description fields can remain blank. Both are preprinted. If this field is blank, the first free row in the square is used, and the system looks for data in the DM10 Code and DM10 Code Description fields.

Square Name

Select either B/C or D, depending on the location of the line.

Count Payee

Identifies, for this DM10 code, if the payee column must be filled if at least one of the related column amounts is not zero.

DM10 Code

Enter the DM10 code corresponding with the line you are establishing. One row for each line. Use only if the Position field is blank.

DM10 Code Description

Content of the Description column of the DM10. Use only if the Position field is blank.

Group Code

Only those group codes defined in the DM10 Group component are available.

Establishing DM10 Conditions

Access the DM10 Setcode2 page.

DM10 Setcode2 page

Eligibility Conditions

Indicate the ranges that represent the conditions the payee must satisfy for their amounts to be included in the report line. Enter the field limits for the appropriate fields listed. If fields are blank, the condition is considered satisfied for every payee.

Running the DM10 Report

The system enables you to prepare both a paper and an electronic report. Once you have completed the Run Control page, the Process Scheduler page enables you to select the report format.

See Also

Appendix A, "PeopleSoft Global Payroll for Italy Reports," PeopleSoft Global Payroll for Italy Reports: A to Z, page 107

Pages Used to Run the DM10 Report

Page Name	Object Name	Navigation	Usage
DM10 Report ITA	GPIT_DM10_RUNCTL	Global Payroll, Absence and Payroll Processing, Social Security/Insurance, DM10 Report ITA	Run the DM10 Report.

Selecting the Report Format

Access the Process Scheduler Request page for the DM10 Run Control.

Paper DM10 AE	Select this to run an SQR process to create a printed version of the DM10 report.
Electronic DM10 Report	Select this to run an AE process to create an electronic version of the DM10 report.
Common + Paper DM10 Report	Select this to run an AE process to create the common table used to produce both the printed report and the electronic report and run the SQR that produces the printed report.
Common + Electronic DM10 Report	Select this to run an AE process to create the common table used to produce both the printed report and the electronic report and run the AE that produces the electronic report.
Common DM10 Process	Select this to run the AE that prepares the common table used to produce both the printed and electronic report.

CHAPTER 13

Creating the GV93 Report

This chapter provides an overview of the GV93 report and discusses:

- Setting up the GV93 report.
- Running the GV93 report.

Understanding the GV93 Report

GV93 is the monthly report that companies use to notify INPDAI of the social contributions withdrawn by employees from the employer that must be reimbursed by INPDAI. The report is composed of six sections:

- A. Contributions related to previous year's income.
- B. Contributions related to current and following year's income.
- C. Solidarity contribution.
- E. Sum of sections A, B, C.
- F. Other payments at an INPDAI position level.
- G. Sum of sections D and E.

Setting Up the GV93 Report

To set up the GV93 report you must complete the following steps:

1. Set up all the possible sections on the GV93 Section page.
2. Set up all the possible Identification Codes on the GV93 Identification Code page and associate each Identification Code with one section.
3. Set up each GV93 report box in order to link the box to the related payroll elements, to a possible identification code and to the period to which the payment is related. For sections A and B there is a one to one relationship between the boxes in the report and the GV93 codes. The position makes this link. Sections C and F are filled in sequence with all the codes of the sections that are not zero.
4. The additional page is used to enter payments (sections C and F) that are not related to single payees and cannot be retrieved via payee elements, but are related to the whole INPDAI position.

This section explains how to:

- Set up the GV93 boxes.
- Enter payments at the position level.
- Define GV93 sections.
- Define GV93 identification codes.

Pages Used to Set Up the GV93 Report

Page Name	Object Name	Navigation	Usage
Box	GPIT_GV93_BOX	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, GV93 Boxes, Box	Set up the GV93 boxes and select the appropriate elements.
Additional Page	GPIT_GV93_P_AGG	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, GV93 Boxes, Additional Box	Enter payments at an INPDAI position level.
GV93 Section	GPIT_GV93_SEZIONE	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, GV93 Sections ITA	Enter a list of sections for the GV93 report.
GV93 Identification Code	GPIT_GV93_IDECOD	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, GV93 Identification Codes	Enter identification codes for sections C, D, and F of the GV93 report.

Setting Up the GV93 Boxes

Access the Box page.

Box Additional Page

GV93 Box ID: A1

Definition and Eligibility Conditions Find | View All First 1 of 1 Last

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

*Description: Salary up to maximum

*Section: A Data related to previous years

Identif. Code: *Position: 1

Period Begin Date: Period End Date: Yes/No Period

Tax Elements Customize | Find | View All First 1 of 2 Last

	Entry Type	Element Name	Sign
1	Formula	INPD FM IMPF1AP	Add

Box page

- Section** Select the GV93 report section in which this box will appear.
- Identification Code** Select the Identification Code for this box, if needed.
- Position** Select the box location on the GV93 report.
- Period Begin Date** Enter the element used to retrieve the period start date. The period start is used for codes of sections C and F to retrieve the period to which the payment is related. If the element is present and the value is not null, this value is used as the begin date. Otherwise, the system uses the begin date of the period for which the report is run.
- Period End Date** Enter the element used to retrieve the period end date.
- Yes/No Period** Select this option to print the period related to this element on the form. If not selected, the period boxes are blank.
- Tax Elements** Select the elements to be included in this box's calculation.

Entering Payments at the Position Level

Access the GV93 Box-Additional page.

Box

Additional Page

GV93 Box ID:

A1

Salary up to maximum

Section:

A

Data related to previous years

Position:

1

Definition and Eligibility Conditions

Find | View All

First

1 of 1

Last

*INPDAI Code:

KIINPD010

*Period Begin Date:

*Period End Date:

Elem Begin Date:

Elem. End Date:

Identif. Code:

P1

Previndai

*Amount:

EUR

GV93 Box-Additional page

- INPDAI Code

Select the INPDAI position to which the additional payment is related.
- Period Begin Date

Begin date of the period to which this additional payment should be applied.
- Period End Date

End date of the period to which this additional payment should be applied. If this field is blank, the system uses the begin date of the period for which the report is run.
- Element Begin Date

Enter the begin date to be printed on the report for the specific code.
- Element End Date

Enter the end date to be printed on the report for the specific code.
- Identification Code

Enter the identification code to be printed on the report for this specific payment and INPDAI position.
- Amount

Enter the amount to be printed on the report for this specific payment and INPDAI position. If there is already an amount for this INPDAI position and identification code, the amount entered here will be added to the previously calculated amount.

Defining GV93 Sections

Access the GV93 Section page.

Section: A

Definition		Find View All	First	1 of 1	Last
*Effective Date:	01/01/2001				
*Status:	Active				
*Description:	Data related to previous years				

GV93 Section page

Set up the sections for the GV93 report. Once entered, these sections are available on the GV93 Identification Code and Box pages.

Defining GV93 Identification Codes

Access the GV93 Identification Code page.

GV93 Identification Code: P1

Definition		Find View All	First	1 of 1	Last
*Effective Date:	01/01/2001				
*Status:	Active				
Description:	Previndai				
*Section:	C Solidarity Contribution				

GV93 Identification Code page

Enter the particular identification codes available for sections C, and F of the GV93 report. Once entered, these codes are available on the Box page.

Running the GV93 Report

Once you have set up the GV93 data you can run the report.

Page Used to Run the GV93 Report

Page Name	Object Name	Navigation	Usage
GV93 Report	GPIT_GV93_RUNCTL	Global Payroll, Social Security/Insurance, GV93 Report	Create and print the GV93 report.

Creating and Printing the GV93 Report

Access the GV93 Report page.

Run Control ID: 123 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: Italian

Selection Criteria

*Month: 01 - January

*Year: 2002

Run Type for C Section

☒ Monthly Run ☐ Quarterly Run

Quarter:

Begin Date: End Date:

Pay Entity: KIPE1 Pay Entity

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

	Company	Description		
1				

Pay Group [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

	Pay Group	Description		
1				

Sort Criteria

INPDAl Company Code

GV93 Report page

Use the fields on this page to establish the parameters for the GV93 report. You can run the report for specific companies, pay groups or pay entities. You may also make time specifications using the month, year, and run fields.

CHAPTER 14

Managing Taxation for Italy

This chapter provides an overview of income tax processing and describes how to:

- View delivered rules for income tax withholding.
- Set up income tax data.
- Report income tax data.

Understanding Italian Income Tax Withholding

This section explains:

- Additional monthly payments.
- Tax deductions.
- Additional IRPEF taxes.
- Job-end adjustments.
- Separate taxation.

Additional Monthly Payments

Additional monthly payments, even when paid along with regular monthly salaries, must be kept separate from all other earnings in the tax calculation. The system applies the same monthly brackets it uses for normal payments, but stores the resulting values in a separate accumulator.

The system separately applies contribution deductions to additional monthly income to obtain the taxable income value.

Tax Deductions

The net tax is determined by subtracting tax deductions from the gross tax. Tax deductions include deductions for:

- Subordinate employment.
- Family dependents: spouse, children and other relatives.
- Deductible costs.
- Deductible costs.

Additional IRPEF Taxes

Additional taxes are local taxes. They are calculated as part of the year-end adjustment as a percentage of that year's taxable income. These taxes are paid in installments in the next year. This category includes:

- Additional county tax.
- Additional city tax.

If the annual tax deductions are greater than or equal to the annual gross IRPEF tax, causing the net IRPEF value to be zero, then no additional IRPEF tax is due.

Additional County Tax

This tax percentage is made up of a fixed percentage (currently 0.9%) plus a possible additional part that varies by region. The percentage applied corresponds to the region of the payee's physical address as of adjustment time. If the payee has changed address lately, the county as of 60 days prior to time of the adjustment is considered.

Additional City Tax

This tax percentage varies by city.

Job End Adjustments

You must also make adjustments when a payee's employment ends.

The system calculates the adjustment values by doing the following:

- Computing monthly values for taxes and deductions for the month in which the adjustment is taking place.
- Computing yearly values for taxes and deductions as by that month.
- Retrieving what has already been held from the employee during the year, including the current month.

The difference between what should be held on an annual base and what has been actually held so far, including the current month, is the adjustment value.

- Year-end adjustments.
- Job-end adjustments.

Separate Taxation

To calculate separate taxation, the system:

- Averages the employee's taxable earnings from the two years preceding the retroactive payment. This calculation excludes other retroactive payments or end of employment allowances.
- Applies current tax brackets and percentages to this amount to produce the gross tax.
- Subtracts the deductions not previously applied from the gross tax to produce the net tax.

The tax is deducted from the retroactive payment and separated from current and end of employment taxes.

Viewing Delivered Rules for Income Tax Withholding

PeopleSoft Global Payroll for Italy provides rules to calculate and deduct estimated income tax from monthly earnings and to make year-end and end-of-employment adjustments.

Monthly Income Tax Estimates and Deductions

Rules for IRPEF income tax include the following:

- Determination of tax rates according to Scaglioni tables.
- Data input pages and elements to calculate tax deductions for family dependents.
- Elements to calculate net salary.
- Data input pages and elements to calculate additional county, city, and state IRPEF taxes.

Year-End and End-of-Employment Adjustments

Rules for year-end and end-of-employment adjustments include the following:

- Accumulators to calculate taxes paid.
- Elements to compare annual and monthly calculations.

Setting Up Income Tax Data

Before processing income tax withholding, you must:

1. Set up current Scaglioni values for tax brackets.
2. Set up additional IRPEF default information.
3. Set up current municipal, regional, and provincial IRPEF tax percentages.
4. Set up income tax dependent data.

Pages Used to Set Up Income Tax Withholding

Page Name	Object Name	Navigation	Usage
Scaglioni Table	GPIT_SCAGL_TBL	Set Up HRMS, Product Related, Global Payroll, Taxes, Scaglioni ITA, Scaglioni Table	Enter new Scaglioni rates, when necessary. PeopleSoft delivers the elements that populate the income tax brackets; however, you must maintain them.
Local IRPEF Defaults	GPIT_ADD_DFLT_TBL	Set Up HRMS, Product Related, Global Payroll, Taxes, Local IRPEF Defaults ITA, Local IRPEF Defaults	Enter system defaults for additional IRPEF tax payments. You must enter additional income tax information into the system.
City IRPEF Details	GPIT_ADDCOM_TBL	Set Up HRMS, Product Related, Global Payroll, Taxes, City IRPEF Details ITA, City IRPEF Details	Enter new local tax percentages.
State IRPEF Details	GPIT_ADDPROV_TBL	Set Up HRMS, Product Related, Global Payroll, Taxes, State IRPEF Details ITA, State IRPEF Details	Enter new state tax percentages.
County IRPEF Additional	GPIT_ADDREG_TBL	Set Up HRMS, Product Related, Global Payroll, Taxes, County IRPEF Details ITA, County IRPEF Details	Enter new county tax percentages.
Specify Tax Reduction	GPIT_TDETR_FAMDEP	Global Payroll, Payee Data, Taxes, Specify Tax Reduction ITA, Specify Tax Reduction	Enter spouse or dependent type and age, and percentage of dependency.

Maintaining Scaglioni Values

Access the Scaglioni Table page.

Scaglioni Table: IRPF

***Description:** Scaglioni IRPEF annuali

Scaglioni Find | View All First 1 of 1 Last

Effective Date: 01/01/2002

Status: Active

Scaglioni values Customize | Find | View All First 1-3 of 5 Last

	Lower Limit	Upper Limit	Currency	Applied Rate		
1	0.000000	10329.140000	EUR	18.000	+	-
2	10329.140000	15493.710000	EUR	24.000	+	-
3	15493.710000	30987.410000	EUR	32.000	+	-

Scaglioni Table page

PeopleSoft delivers the elements that populate this page, but you must maintain them.

Setting Up Additional Income Tax Defaults

Access the Local IRPEF Defaults page.

Type of IRPEF Additional: COM

Percentage Find | View All First 1 of 1 Last

Effective Date: 01/01/2001

Status as of Effective Date: Active

Number of Installments: 11

Common Fixed Percentage:

☐ Addl IRPEF Paid at Adjustment ☐ Fixed % Reduce Others IRPEF %

Local IRPEF Defaults page

Number of installments Enter the number of installments in which additional tax is held.

- Common fixed percentage** For each kind of additional tax, the applied percentage comprises a fixed value (decided by the central government) and a variable percentage (decided by the local government). Enter the fixed value.
- Add. IRPEF paid at adjustment** (additional IRPEF paid at adjustment) Select this check box to pay all additional IRPEF at adjustment time.
- Fixed % reduce to others IRPEF %** The fixed value entered here can reduce the IRPEF percentage of the Scaglioni by which gross tax is computed.

Setting Up Income Tax Dependent Data

Access the Specify Tax Reduction page

Leopardi, Giacomo Mr. ID: KIG003 Empl Rcd#: 0

Tax Reductions Find | View All First 1 of 1 Last

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

Salary of Reference: Other Income: EUR

Dependant: Dependant spouse

☐ Exempt taxation assignee out ☐ Familiar Disable

Child / Other dependents Customize | Find | First 1-3 of 3 Last

	*Type of familial dependent	*Dependent Number	*Percentage of Charge		
1	FI<3	1	100.000	+	-
2	FIGL	3	100.000	+	-
3	FIOP	2	100.000	+	-

Specify Tax Reduction page

- Salary of reference** Enter the salary to use in the calculation of ranges of tax deductions. If blank, the system uses an estimate based on the payee's earnings.
- Other Income** Possible additional income to use in the calculation of dependent deduction ranges. Indicate its currency.
- Exempt taxation assignee out** Select if the payee is not entitled to tax deductions because he is an assignee out tax exempt. Note that deduction exclusion is not triggered automatically by selecting *tax exempt* as the tax status on the Assignment page.
- Dependent** Select either spouse or child in place of spouse.
- Familiar Disable** Select this field if at least one dependent is disabled.

Child/Other Dependents

Type of familiar dependent	Select from the following: Children (all dependent children except disabled children and children in place of spouse). Child under 3 years (included in number of children). Additional child (children after first, included in number of children). Other dependents. Disabled children (not included in number of children).
Dependent Number	Indicate the number of dependents charged at this percentage.
Percentage of charge	Enter the percentage for deduction.

Reporting Income Tax Data

PeopleSoft Global Payroll for Italy enables you to create the IRPEF F24 control report, 730 report, and the CUD report.

See Also

Chapter 15, “Preparing the IRPEF F24 Control Report,” page 89

Chapter 16, “Managing 730 Calculations,” Reporting 730 Tax Balances, page 99

Chapter 17, “Managing CUD Reports,” page 101

CHAPTER 15

Preparing the IRPEF F24 Control Report

This section explains how to:

- Set up the IRPEF F24 control report.
- Run the IRPEF F24 control report.

Understanding the IRPEF F24 Control Report

The IRPEF F24 Control Report calculates the tax codes that will be printed on the actual F24 report used to pay taxes and social security to state entities. The control report is split into an application engine and an SQR, which may be run individually or together. The application engine creates a temporary table that could also eventually be used by the F24 report. The SQR prints the tax data used to fill in the F24 form. In addition to tax codes that are printed on the F24 report, the control report can contain additional data used to check the construction of the tax codes.

The sections of the F24 report that are considered are:

- Sezione erario

These are ordinary taxes that have different codes based on the location of the establishment and the company. Taxes can be related to the current or previous year. Separate codes are used for payments and deductions related to fiscal assistance for 730.

- Sezione regioni ed enti locali

This section reports local taxes. Local taxes are divided into county taxes (tasse regionali) and city taxes (tassi enti locali). County taxes are organized by county and year, either current or previous. City taxes are listed separately for the states of Trentino, Friuli, and Val D'Aosta. All other states are grouped in the same code. All city taxes must be organized by year. Separate codes are used for payments and deductions related to fiscal assistance for 730, and for managing separate local codes for employee and spouse.

The system uses the following variables to identify the county and city codes that determine the main and local tax rates, and to extract the company and establishment location.

Variable	Description
GEN VR REGF24AC	County for F24 for the current year.
GEN VR REGF24AP	County for F24 for the previous year.

Variable	Description
GEN VR COMF24AC	City for F24 for the current year.
GEN VR COMF24AP	City for F24 for the previous year.
GEN FM ZONAF24	Geographical zone for payee.
730 VR COMCON	City of spouse for 730.
730 VR COMDIP	City of payee for 730.
730 VR REGCON	County of spouse for 730.
730 VR REGDIP	County of payee for 730.

Setting up the IRPEF F24 Control Report

This section explains how to:

- Set up F24 national and local tax codes.
- Set up elements to fill in the F24 tax sections.
- Set up the list of possible sections for the F24 report.

Pages Used to Set Up the IRPEF F24 Control Report

Page Name	Object Name	Navigation	Usage
F24 Codes	GPIT_F24_CODE	Set Up HRMS, Product Related, Global Payroll, Taxes, F24 Codes	Arrange the tax codes on the printed report, link the tax code with the element results, establish if payees are eligible for this tax code based on location.
F24 Groups	GPIT_F24_GROUP	Set Up HRMS, Product Related, Global Payroll, Taxes, F24 Groups	Enter the setup elements to fill in boxes of F24 tax sections.
F24 Squares	GPIT_F24_QUADRO	Set Up HRMS, Product Related, Global Payroll, Taxes, F24 Squares	Enter the list of sections for the F24 report.

Setting Up F24 National and Local Tax Codes

Access the F24 Codes page.

Tax ID: 1001

Definition and Eligibility Conditions Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2001

***Status:** Active

***Description:** Ordinary Tax

***Square:** A Erario Taxes Section

***Position:** 1

Tax Code: 1001 **Local Tax:** **730 Local Tax:**

Installments: **Year:** Current

☐ **Compensation** **Minimum:**

***Tax Group:** 1001 Ordinary Tax

Geographical Area From: 01 **To:** 01

F24 Codes page

Square	Select A, C, or D.
Position	Enter the progressive position with the section.
Tax Code	This is the tax code (codice tributo) printed on the report.
Local Tax	Select County or City if tax is local.
730 Local Tax	Select Employee or Spouse.
Installments	Select City Taxes Table, County Table, or Installment Number. If you select Installment Number, the system will print 0101 in the report's installment column.
Year	Select Current or Previous.
Compensation	This field is not used in the IRPEF F24 report.
Minimum	This field is not used in the IRPEF F24 report.
Tax Group	Select a value to create a link to the elements related to the tax code.
Geographical Area	Code eligibility depends on the location of the payee's company or establishment. Enter the location ranges or leave blank to automatically include a payee.

Set Up Elements for the F24 Tax Sections

Access the F24 Groups page.

Tax Group: 1001

Definition Find | View All First 1 of 1 Last

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

*Description: Ordinary Tax

Tax Elements Customize | Find | View All First 1-4 of 11 Last

	Entry Type	Element Name	Sign		
1	Seg. Accm	IRP AC NET1001 STD	Add	+	-
2	(Invalid Value)	IRP FM TX1001 CON	Add	+	-
3	Earnings	IRPERRESTEUR	Subtract	+	-
4	Deduction	CCCCDIMPCESS	Add	+	-

F24 Groups page

This page is used to select the elements from the results and combine them to find the value to fill in the tax code. Select the elements to populate the F24 tax section boxes.

Setting Up the List Sections for the F24 Report

Access the F24 Squares page.

Square: A

Definition Find | View All First 1 of 1 Last

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

Description: Erario Taxes Section

F24 Squares page

Create the squares for the possible sections in the F24 report.

Running the IRPEF F24 Control Report

This section explains how to run the IRPEF F24 control report.

Page Used to Run the IRPEF F24 Control Report

Page Name	Object Name	Navigation	Usage
F24 Control Report	GPIT_F24_RUNCTL	Global Payroll, Taxes, F24 Control Report ITA	Initiate the process to create and print the IRPEF F24 Control Report.

Generating the IRPEF F24 Control Report

Access the F24 Control Report page.

Run Control ID: GN2 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: Italian

Selection Criteria

From Date: 11/01/2002

End Date: 11/30/2002

Pay Entity: KIPE1 Pay Entity

Pay Group:

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

Company	Description
1	

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

Estab ID	Description
1	

Sort Criteria

☒ S ☐ Y Establ Company

F24 Control Report page

The report prints 3 pages for each of the following:

- National taxes.
- County taxes.
- City taxes.

The last processed payee will always force a break in the report. Additional breaks can be present depending on the selection of sort criteria (company and establishment).

Using the process scheduler you can run the application engine and the SQR separately or together.

CHAPTER 16

Managing 730 Calculations

This chapter provides an overview of 730 tax calculations and describes how to:

- Set up 730 data.
- Report 730 tax balances.

Setting Up 730 Data

This section explains how to:

- Enter normal or corrective 730 data.
- Enter integrative 730 data.
- Enter CAF data.

Pages Used to Set Up 730 Data

Page Name	Object Name	Navigation	Usage
Normal or Corrective 730	GPIT_730_DATI	Global Payroll, Payee Data, Taxes, 730 Data ITA, Normal or Corrective 730	Enter payee data for the original and corrective 730 tax assistance forms.
Integrative 730	GPIT_730_INTEGR	Global Payroll, Payee Data, Taxes, 730 Data ITA, Integrative 730	Enter payee data for the integrative 730 tax assistance form.
CAF Data	GPIT_CAFE_DATA	Set Up HRMS, Product Related, Global Payroll, Taxes, CAF Data	Enter and view CAF specific data.

Entering Normal or Corrective 730 Data

Access the Normal or Corrective 730 Page.

Normal or Corrective 730		Integrative 730	
Verdi, Giuseppe Mr.		ID: KIG007	Empl Rcd#: 0
Normal or Corrective 730 Data Find View All First 1 of 1 Last			
*Effective Date: 11/04/2002	*Status: Active		
CAF Data			
Delivery Date:	*Form Type: Corrective	*Assistance: CAF	
CAF Code: 0002	CAF CGIL LIGURIA S.R.L.		
Installments:	Currency Code: EUR		
Irpef Data		County Tax Data	
Reimburse:	Reimbursement Payee:	Reimbursement Payee:	
Repay:	Repayment Payee:	Repayment Payee:	
1 Advance:	County Code Payee:	City Code Payee:	
2 Advance:	Reimbursement Spouse:	Reimbursement Spouse:	
Separate Taxation Data		City Tax Data	
Advance Payee:	Repayment Spouse:	Repayment Spouse:	
Advance Spouse:	County Code Spouse:	City Code Spouse:	
730 Data to 770 form			
Adjustment Type:	Second Advance:	Not Payable 770	
Corrective 730:			
Adjustments Not Completed:			

Normal or Corrective 730 Page

Delivery Date	Enter the date the payee delivered the form to CAF.
Form Type	Indicate whether the form is corrective or original.
Assistance	Indicate whether CAF or the employer gave the fiscal assistance.
CAF Code	Available values prompt from the CAF table.
Installments	Enter a number between one and five, corresponding with the number of months between July and November. (If the payment date is in the month after the period end date then the fiscal assistance will be between June and October). The installment number is used to create an equal number of payments for each monthly installment. This value applies to all the deductions and advances except the second ordinary tax advance, which is deducted in November (or October).

Reimburse	Enter the amount owed to the payee.
Repay	Enter the amount owed by the payee.
1 advance	Enter the amount of the first advance. This deduction is triggered in July (or June if the payment date is in the month after the period end date).
2 advance	Enter the amount of the second advance. This deduction is triggered in November (or October if the payment date is in the month after the period end date).
Reimbursement payee	Enter the amount paid to the payee.
Repayment payee	Enter the amount owed by the payee.
Reimbursement spouse	Enter the amount paid to the payee's spouse.
Repayment spouse	Enter the amount owed by the payee.
Advance Payee on separate taxation	This advance is paid on behalf of taxes related to previous years' earnings.
Advance Spouse on separate taxation	This advance is paid on behalf of taxes related to previous years' earnings.
Adjustment type	Select the reason for the adjustment.
Second advance	Select the reason why the second advance was not completed or was different from the original value.
Corrective 730	Select the description and reason for the correction.
Not payable 770	Select the field to indicate that the 730 reimbursement process was not completed.
Adjustments not completed	Enter the reason why adjustments were not collected or paid. Valid values are <i>Termination</i> , <i>Unpaid Leave</i> , <i>Deceased Payee</i> , <i>Low Compensation</i> , and <i>Reimbursement not Done</i> .

Entering Integrative 730 Data

Access the Integrative 730 page.

Normal or Corrective 730

Integrative 730

Verdi,Giuseppe Mr.
ID: KIG007
Empl Rcd#: 0

Integrative 730 Data

Find | View All First 1 of 1 Last

*Effective Date: 11/04/2002

*Status: Active

Currency Code: EUR

+ -

Delivery Date:

*CAF Code: 0002 CAF CGIL LIGURIA S.R.L.

IRPEF to Reimburse:

County Tax Data

Reimbursement Payee:

County Code Payee:

Reimbursement Spouse:

County Code Spouse:

City Tax Data

Reimbursement Payee:

City Code Payee:

Reimbursement Spouse:

City Code Spouse:

Integrative 730 page

Delivery date	Enter the date on which the integrative data is delivered to CAF.
IRPEF to reimburse	Enter the amount of IRPEF to be reimbursed.
Reimbursement payee	Enter the amount of county or city tax to be reimbursed.
Reimbursement spouse	Enter the amount of county or city tax to be reimbursed.

Entering CAF Data

Access the CAF Data page.

CAF Code: 0002

CAF Informations		Find View All	First	1 of 1	Last
*Effective Date:	01/01/2001	*Status:	Active		
*Description:	CAF CGIL LIGURIA S.R.L.				
*Fiscal Code:	03356490106	*Number of enrollment:	00002		
Address:					
Postal Code:		State:	GE	Genova	
City:	GENOVA	Country:	ITA		

CAF Data page

Fiscal Code Enter the CAF identification number.

Number of enrollment Enter the CAF identifier.

Reporting 730 Tax Balances

The system uses the data entered on the Normal or Corrective 730 and Integrative 730 pages in the payslip calculations during the normal payroll run. Deductions and reimbursements linked to 730 are reported to the tax authorities in the IRPEF F24 report.

CHAPTER 17

Managing CUD Reports

This section provides an overview of Global Payroll for Italy's CUD functionality and explains how to produce the CUD reports.

Understanding CUD Report

The CUD report is a legal report that every company must produce every year. The report is actually comprised of two smaller parts, which show tax and social security data. A merge engine combines data produced by the two report components and presents data in a printable format.

Fiscal Control Report

The application engine GPIT_FCUD creates the GPIT_FCUD_T% tables, which contain all of the tax data needed for the fiscal control report and for the fiscal part of the CUD report.

The report can be split into nine sections, corresponding to the main divisions of the CUD form. These sections are not identified by codes in the form, they are just a grouping of boxes related to similar subjects. The report contains the following data:

1. General company data such as name, fiscal code, and address.
2. Employee data such as name and fiscal code.
3. Data related to ordinary taxation and local taxation such as tax incomes and tax deductions.
4. Data related to detractions, contributions to complementary health and pension funds and tax reimbursements.
5. Data related to adjustments, such as previous employers' data and year-end adjustments.
6. Data related to previous year's taxation, such as assessable amounts and deducted amounts.
7. TFR and other indemnities data, such as assessable amounts, taxation percentage, and tax deductions.
8. Automatically generated notes.
9. Print date and signature.

Data in sections three through eight is entered in print class KICUD and on the notes pages. Data is retrieved from standard payroll results tables.

Social Security Control Report

Two application engines, GPIT_PCUD1 and GPIT_PCUD2, create the GPIT_PCUD_T% tables that contain all of the social security data needed for the social security control report and for the social security part of the CUD report.

These control report online pages enable the user to check data used in the contributive portion of the CUD form. Data contained in this part of the form is used by social security to compute pension entitlement. The company may have to produce more than one form per year for the same employee, depending on how his contributive HR data changes in the year. Thus, the report should show:

- The data slice by slice. HR data must be uniform within a slice.
- The data grouped by uniform HR data.

This form can be divided into three sections, mainly corresponding to slices and groups:

1. General contributive data.
2. Special payments.
3. Protected absences data.

Writable arrays populate five records with the starting data used to produce the report.

- GPIT_RP_0001 contains payee and company anagraphical data at the detail slice level.
- GPIT_RP_0002 contains payee and company income data at the detail slice level.
- GPIT_CUD_WA contains data specific for CUD at the detail slice level.
- GPIT_PRS_WKDATA contains absence data for protected absences at the detail weekly level in weeks with absences.
- GPIT_ABS_WKDATA contains absence data for protected absences at the detail weekly level in weeks with absences.

The two application engines combine all of the slice level data and group it at a form level.

Producing the CUD Reports

This section explains how to:

- Create CUD notes.
- Create the CUD reports.

Once you have created the CUD reports, you can view the results on the CUD Data page.

Page Used to Produce the CUD Reports

Page Name	Object Name	Navigation	Usage
CUD Notes	GPIT_CUDNOTE	Set Up HRMS, Product Related, Global Payroll, Taxes, CUD Notes	Create CUD notes.
CUD Report	GPIT_CUD_RUNCTL	Global Payroll, Social Security/Insurance, CUD Report	Create the CUD reports.
CUD Data	GPIT_CUD	Global Payroll, Social Security/Insurance, CUD Data	View data from the CUD Fiscal or Social Security Control reports, or the CUD legal form.

Creating CUD Notes

Access the CUD Notes page.

Note Code: 73A

Definition Find | View All First 1 of 1 Last

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

***Description:** IRPEF Balance

Comments:

First Part: LIQUIDAZIONE DA MODELLO 730 NON COMPLETATA. SALDO IRPEF EUR:

☒ **Amount**

Second Part:

CUD Notes page

If the Amount option is selected, the CUD note imbeds the payroll result from the print class between the First Part and Second Part fields.

Creating the CUD Reports

Access the CUD Report page.

Run Control ID: GN2 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: Italian

Selection Criteria

*From Date: 01/01/2002 *Thru Date: 12/31/2002

Pay Entity: Print Class: KICUD

*Population: All

Company	Descr
1 K11	Business Institute - Italy

EmpID	Name
1	

Establishment ID	Descr
1	

Pay Group	Descr
1	

Override Options

Print Date: 11/04/2002 ☐ Override Data

Signature:

Signature Composition

Legal Representative ☐ Company ☐

Sort Criteria

Establishment Company PayGroup Name

CUD Report page

Enter the parameters for the population you would like to process. The population fields enable you to process the report for payees that have TFR paid in the period included between the report start and end dates. The override options enable you to process the selected population without deleting the content of results tables for non-processed payees, to override the Print Date entered on the report, and to print a fixed signature such as the company name. Use the sort criteria to define a print sort order.

Selecting the Report Format

Access the Process Scheduler Request page for the CUD Report page.

- | | |
|--------------------------------------|--|
| CUD Report — All Jobs | Runs the fiscal report, the social security report, and the merge engine. |
| CUD Report (F and SS) | Runs the fiscal report and the social security report. |
| CUD Report (Merge + SQR Form) | Runs the merge report and an SQR to prepare data to be printed on a template form. |
| CUD Report (Merge + Crystal) | Runs the merge report and a Crystal report to prepare data and a template form to be printed together as a PDF file. |
| Cud — Social Security | Runs the CUD Social Security Report. |

**SQR Forms Portrait
Test Grid**

Produces a test grid to locate data on the form. This is not to be used when running the report.

Cud — Fiscal Part

Runs the CUD Fiscal Report.

Note. After running the merge engine, you can view the CUD results tables on the CUD Data page.

APPENDIX A

PeopleSoft Global Payroll for Italy Reports

This appendix provides an overview of PeopleSoft Global Payroll for Italy reports and enables you to:

- View summary tables of all reports.
- View report details and source records.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

PeopleSoft Global Payroll for Italy Reports: A to Z

These tables list the PeopleSoft Global Payroll for Italy reports, sorted by functional category and report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
GPITAL01 Payslip Report	This report produces monthly payslips.	Global Payroll, Payslips, Create/Print Payslips ITA, Report Options	GPIT_RC_AL01_1
GPITDM10 DM10 Form	Monthly DM10 form to report social contributions to INPS.	Global Payroll, Absence and Payroll Processing, Social Security/Insurance, DM10 Report ITA, DM10	GPIT_DM10_RUNCTL
GPITTX01 Generic Report	Report used to print and group used defined elements.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register ITA, Generic Control Report	GPIT_RC_TX02
GPITGV93 GV93 Report	Create and print the GV93 report.	Global Payroll, Social Security/Insurance, GV93 Report	GPIT_GV93_RUNCTL
GPITX01 CUD Report	Yearly report to control fiscal data to be printed in the actual CUD form.	Global Payroll, Social Security/Insurance, CUD Report ITA	GPIT_CUD_RUNCTL
GPITS503 S503 Report	S503 Payment request for illness and maternity allowances.	Global Payroll, Absence and Payroll Processing, Absence Reports, S503 Report ITA	GPIT_S503_RCTL
GPITF24C IRPEF F24 Control Report	Create and print the IRPEF F24 Control Report.	Global Payroll, Taxes, F24 Control Report ITA	GPIT_F24_RUNCTL

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up and Running Generic Reports”

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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