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PeopleSoft 8.8
Global Payroll for The Netherlands
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.

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

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

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook

PeopleBook Structure

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

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured.

Chapters	Description
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.
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.

Chapters	Description
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 The Netherlands

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

PeopleSoft Global Payroll for The Netherlands Business Processes

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

- Earnings
- Deductions
- Taxes
- Social security
- Absences (includes vacations, illness, and other absences)
- Overtime
- Payslips
- Banking

We summarize these business processes in “Understanding PeopleSoft Global Payroll for The Netherlands” and also discuss them in detail in the business process chapters in this PeopleBook.

PeopleSoft Global Payroll for The Netherlands Implementation

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

- Fundamental HRMS tables, common to multiple PeopleSoft HRMS applications.
- PeopleSoft Human Resources tables.
- PeopleSoft Global Payroll core application tables.
- PeopleSoft Global Payroll for The Netherlands country extension tables.

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

Note. The order in which you set up tables required to implement PeopleSoft Global Payroll for The Netherlands may vary; each individual application isn't necessarily set up in sequence. For example, you may set up PeopleSoft Human Resources tables, then tables for the PeopleSoft Global Payroll core application, then several tables specific to the country extension, followed by additional PeopleSoft 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 PeopleSoft 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 The Netherlands requires the setup of fundamental HRMS tables, common to multiple PeopleSoft HRMS applications. The information that you define on these tables lays the foundation for the PeopleSoft Global Payroll for The Netherlands setup.

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

Setting Up PeopleSoft Human Resources Tables

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

Step	Reference
1. Define your organizational structure, including company, establishment, and department setup. At the company level, set up Employer Tax ID (Loonbelastingnr werkgever) for tax purposes.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i>, "Setting Up Organization Foundation Tables" Chapter 3, "Defining Country Data for The Netherlands," page 17
2. Set up your primary employee data, such as personal, job, and compensation data. This includes registering an employee's personal social fiscal number (Sofinummer).	<i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i> , "Hiring Your Workforce"

Step	Reference
3. Set up additional employee data, such as employee classification, status, and disability data. For part-time employees, indicate the number of days per week that the employee works. The system uses this to calculate the number of working days per pay period (for social security purposes) and enters it on the Job Data – Job Information page in PeopleSoft Human Resources. For stand-by employees, indicate their classification as “S” on the Job Data – Job Information page. This is used for tax purposes. For disabled employees, indicate their handicap percentage on the Disability page and indicate if additional tax reduction rules for young handicapped employees (Wajong) are applicable.	• <i>PeopleSoft 8.8 Human Resources PeopleBook: Manage Labor Relations</i>, “Setting Up Labor Relations Data” • <i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i>, “Hiring Your Workforce” • <i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i>, “Entering Additional Data in Human Resources Records,” Entering Disability Information

Setting Up PeopleSoft Global Payroll Core Application Tables

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

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

Setting Up PeopleSoft Global Payroll for The Netherlands Tables

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

Step	Reference
1. Set up and maintain various core elements, such as retro, segmentation, proration, accumulators, rounding rules, suffixes, and iterative triggers, as they apply to The Netherlands.	• Chapter 3, “Defining Country Data for The Netherlands,” page 17 • Chapter 2, “Understanding PeopleSoft Global Payroll for The Netherlands,” page 5
2. Set up general data for PeopleSoft Global Payroll for The Netherlands, including defining company and employee information at the pay entity level and the establishment level. At the establishment level, set up the Social Security number (Aansluitnr UWV) for your company.	Chapter 3, “Defining Country Data for The Netherlands,” page 17
3. Review earnings delivered with your country extension. If necessary, configure the delivered earnings to meet your needs or create new earnings.	Chapter 4, “Defining Earnings for The Netherlands,” page 29
4. Review deductions delivered with your country extension. If necessary, configure the delivered deductions to meet your needs or create new deductions.	Chapter 10, “Defining Deductions in The Netherlands,” page 83
5. Define social security contributions and reporting.	Chapter 5, “Setting Up Social Security Contributions for The Netherlands,” page 35

Step	Reference
6. Set up tax reports.	<u>Chapter 12, “Withholding and Reporting Taxes in The Netherlands,” page 101</u>
7. Set up absence processing, including vacations.	<u>Chapter 6, “Defining Absence Rules for The Netherlands,” page 49</u>
8. Define payslips and payroll reports format.	<u>Chapter 7, “Creating Payslips in The Netherlands,” page 55</u>

CHAPTER 2

Understanding PeopleSoft Global Payroll for The Netherlands

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

- PeopleSoft Global Payroll for The Netherlands business processes.
- PeopleSoft Global Payroll for The Netherlands integrations.
- Delivered elements for The Netherlands.
- Element naming conventions in The Netherlands.
- Viewing delivered elements for The Netherlands.

PeopleSoft Global Payroll for The Netherlands

PeopleSoft Global Payroll for The Netherlands is a “country extension” of the core Global Payroll application. It provides you with the payroll rules, elements, and absence processes needed to run a Dutch payroll.

PeopleSoft Global Payroll for The Netherlands Business Processes

PeopleSoft Global Payroll for The Netherlands supports the following business processes:

- Earnings.

PeopleSoft Global Payroll for The Netherlands provides the ability to define and process different types of earnings. These include base salary components, regular earnings, and incidental earnings. Base salary components include frequency-based salaries and holiday allowances. Regular earnings include commuting allowances and shift work allowances. Incidental earnings include 13th month, bonus, and overtime pay.

- Deductions.

PeopleSoft Global Payroll for The Netherlands provides the ability to define and process different types of deductions. These include regular deductions and incidental deductions. Regular deductions include private health insurance and savings plans. Incidental deductions include salary advances, loans, and garnishments.

- Taxes.

PeopleSoft Global Payroll for The Netherlands includes:

- Taxation rules for active and inactive people, such as employees and *wao-ers* (employees on long-term disability).
- Tax for regular and non-regular payments.
- Advantage ruling (*Voordeelregel*).
- Additional tax rules (*Herleidingsregels*).
- Exceptional tax rules, such as the 30% rule, and common tax reduction rules for low wages, former unemployment, and education.
- Legislative required reports and interfaces.
- Social security.

PeopleSoft Global Payroll for The Netherlands provides the ability to administer, calculate, and process different aspects of social security in The Netherlands. This includes:

- Calculation of social insurances contributions (*ZW, WAO, WW, and ZFW*).
 - Support for additional premiums, such as pension premium, pre-pension premium (*pensioenpremie en vut-premie*) and social insurance gaps (*ANW en WAO-hiaat*).
 - Setup of the employee and employer contribution for social insurances and the additional premiums by establishment.
 - Calculation based on the cumulative or non-cumulative method.
 - Calculation based on working days or average working days.
 - Legislative required reports and interfaces.
 - Absences.
- You can define and track multiple absences with PeopleSoft Global Payroll for The Netherlands. This includes absence types, such as vacation, illness, maternity, typical Dutch absences, and absence types regarding '*Wet Arbeid en Zorg*'. You can track leave balances such as vacation days and reduced work hours (*ADV-dagen*). You can also monitor long-term illnesses (*wet Poortwachter*), and track disability (*WAO*).
- Overtime
- With PeopleSoft Global Payroll for The Netherlands, you can calculate overtime based on Unit * Rate * Percentage, having unit as the extra hours per employee, the base as the employee's hourly rate from the previous period, and a percentage, like 100, 125, 150, or 200.
- Payslips.
- You can generate and print payslips using PeopleSoft Global Payroll for The Netherlands. You can configure how you set up a payslip, show retro on a payslip, and have additional payslips to support special pay runs such as the 13th month.
- Banking.
- You can define the interface to banks in order to pay your employees and non-employees. PeopleSoft Global Payroll for The Netherlands includes:
- Support of bank payments through Interpay, according to the current standard format (*Clieop03*).
 - Net distribution of funds.
 - Payment list (*Overzicht Bank/Giro betalingen*).

- Instruction letter business payment (*Opdrachtformulier voor loonbetalingen*).

See Also

[Chapter 9, “Tracking Earnings for The Netherlands,” page 69](#)

[Chapter 12, “Withholding and Reporting Taxes in The Netherlands,” page 101](#)

[Chapter 11, “Tracking and Reporting Employee Social Security Contributions,” page 89](#)

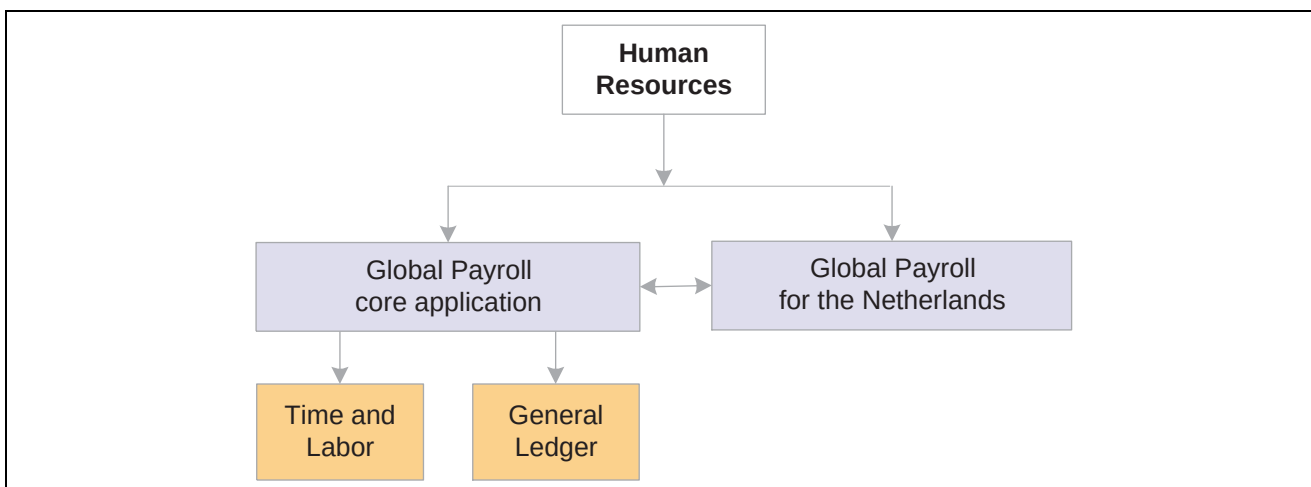
[Chapter 13, “Updating Absences in The Netherlands,” page 119](#)

[Chapter 15, “Running Banking Processes for The Netherlands,” page 149](#)

[Chapter 14, “Generating Payslips for The Netherlands,” page 143](#)

PeopleSoft Global Payroll for The Netherlands Integrations

PeopleSoft Global Payroll for The Netherlands integrates with the following PeopleSoft applications:



PeopleSoft Global Payroll for The Netherlands integration

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

See Also

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

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Interfaces”

Understanding Delivered Elements for The Netherlands

PeopleSoft Global Payroll defines each business process for The Netherlands 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.

This section discusses:

- Creating delivered elements.
- Understanding element ownership and maintenance.

Creating Delivered Elements

All of the elements delivered as part of your country extension were created using the core application—the same application that you use to create additional elements and (in many cases) to configure existing elements delivered as part of PeopleSoft Global Payroll. 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 the country extensions (which contain country-specific rules and elements defined by PeopleSoft).

The core application:

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

Country extensions:

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

Understanding Element Ownership and Maintenance

This section describes PeopleSoft's approach to element ownership and what this means for the maintenance of Dutch payroll rules. This information helps clarify which parts of the system you might be required to maintain, what you can modify, and what parts of the system you cannot change.

Element Ownership in PeopleSoft Global Payroll

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

PS Delivered/Maintained Elements delivered and maintained on an ongoing basis by PeopleSoft.

PS Delivered/Not Maintained	Elements delivered by PeopleSoft that must be maintained by the customer. This category consists primarily of either customary (nonstatutory) rules or statutory elements that customers might want to define according to a different interpretation of the rules. Although PeopleSoft might 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 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.

Element Ownership in PeopleSoft Global Payroll for The Netherlands

Of the five ownership categories described here, only these two are used to define Dutch elements:

- PS Delivered/Maintained.
- PS Delivered/Not Maintained.

Although PeopleSoft Global Payroll for The Netherlands delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure delivered elements to meet your own unique requirements.

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

Element Type	Ownership	Exceptions
Earnings	PS Delivered/Not Maintained	Taxes and social security benefits, like the 30% ruling and private medical allowance.
Deduction	PS Delivered/Not Maintained	Taxes and social security deductions.
Variable	PS Delivered/Not Maintained	Variables used in social security or tax calculations.
Bracket	PS Delivered/Maintained	None.
Accumulator	PS Delivered/Not Maintained	In the tax and social security areas, PeopleSoft delivers multiple balance accumulators as PS Delivered/Maintained, mostly for reporting purposes.

Element Type	Ownership	Exceptions
Element Group	PS Delivered/Not Maintained	Delivered as sample data.
Process List	PS Delivered/Not Maintained	Delivered as sample data.
Section	PS Delivered/Not Maintained	Delivered as sample data.
Formula	PS Delivered/Not Maintained (varies by functional area)	Almost all formulas used in social security or tax calculations are defined as PS Delivered/Maintained. Otherwise, formulas are defined as PS Delivered/Not Maintained.
Array	PS Delivered/Maintained	None.
Writable Array	PS Delivered/Maintained	None.
Historical Rule	PS Delivered/Not Maintained	Delivered as sample data.
Generation Control	PS Delivered/Not Maintained	The controls for tax deduction and social – and additional insurance contributions – are PS Delivered/Maintained.

Understanding Element Naming Conventions

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

This section discusses:

- Naming conventions.
- Functional area codes.
- Element type codes (PIN_TYPE).
- Abbreviations in element names for The Netherlands.
- Prefixes in field names for The Netherlands.

Naming Conventions

This section discusses the naming conventions for:

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

Primary Elements

Primary elements (such as earnings, deductions, absence take, and absence entitlement elements) do not contain functional area codes or element type codes in their names. Primary elements have names, based on Dutch terms, that identify their functions and element types without the use of additional codes.

Supporting Elements

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

- FFF: Functional area code

See [Chapter 2, “Understanding PeopleSoft Global Payroll for The Netherlands,” Functional Area Codes, page 12.](#)

- TT: Type of supporting element

See [Chapter 2, “Understanding PeopleSoft Global Payroll for The Netherlands,” Element Type Codes \(PIN_TYPE\), page 13.](#)

- NAME: Based on a term in Dutch and provides a further means of identifying the element.

For example, in the variable BEL VR ARBKORT:

- BEL represents the functional area (Dutch taxes [*Belastingen*]).
- VR represents the element type (Variable)
- ARBKORT provides a further means of naming the element (variable identifying the Tax Labor Reduction [*Arbeidskorting*]).

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

Component Names (Suffixes)

In PeopleSoft Global Payroll for The Netherlands, suffixes are used to name the components of earnings and deduction elements. For example, when you create an earnings, deduction, or absence element in PeopleSoft Global Payroll, you must define the components that make up the element, such as base, rate, unit, and percentage. The system automatically generates the components and accumulators for the element based on the calculation rule or accumulator periods that are used. The system also names the components and accumulators by appending a suffix to the element’s name.

For example, suppose that you define the earnings element named EARN1 with the following calculation rule:

$EARN1 = Rate \times Unit$

The system automatically creates two additional elements for the components in the calculation rule:

- Rate element: EARN1_RATE.

- Unit element: EARN1_UNIT.

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

- Separator.
- Earnings or deductions component suffixes.
- Earnings or deductions accumulator suffixes.
- Deduction arrears component suffixes.
- Deduction arrears accumulator suffixes.
- Absence entitlement component suffixes.
- Absence entitlement accumulator suffixes.

In PeopleSoft Global Payroll for The Netherlands, all components and accumulators have:

- Country: NLD
- Separator: _

To view all of the suffixes defined for The Netherlands, use the Element Suffixes page in PeopleSoft Global Payroll (core application).

Functional Area Codes

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

Functional Area (English)	Functional Area (Dutch)	Code
Common	Algemeen	ALG
Taxation	Belasting	BEL
Social Security	Sociale Zekerheid	SOC
Absence	Afwezigheid	AFW
Earnings and Deductions	Vergoedingen & Inhoudingen	VER
13th Month Allowance	13e Maand	13E
Holiday Allowance	Vakantietoeslag	VAK
Travel Allowance	Reiskostenvergoeding	REI
Payslip	Salarisstrook	SST

Element Type Codes (PIN_TYPE)

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

Code	Element Type
AE	Absence entitlement
AT	Absence take
AC	Accumulator
AR	Array
AA	Auto assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element group
EM	Error message
FC	Fictitious calculation
FM	Formula
GC	Generation control
HC	Historical rule

Code	Element Type
PP	Previous period rule
PR	Process
PO	Proration rule
RC	Rate code
RR	Rounding rule
SE	Section
SY	System element
VR	Variable
WA	Writable array

Abbreviations in Element Names for The Netherlands

The following table lists some of the common abbreviations used in the names of Dutch elements.

English	Dutch	Abbreviation
Total	Totaal	TT
Minimum	Minimum	MN, MIN
Maximum	Maximum	MX, MAX
Number	Nummer	NR, NUM
Days	Dagen	DG,DGN
Months	Maanden	MND
Years	Jaren	JR
Amount	Bedrag	BDG

English	Dutch	Abbreviation
Base	Grondslag	BS
Ceiling	Limiet	LIM
Percentage	Percentage	PCT
Begin	Begin	BGN
(Employee) Deduction	Inhouding	INH, INHD
(Employer) Deduction	Afdracht	AFD
Regular	Normaal	REG
Non-regular	Bijzonder	NRG
Normal rate	Normaal Tarief	NT
Non-regular rate	Bijzonder Tarief	BT

Prefixes in Field Names for The Netherlands

The following table lists some of the common prefixes used in fields for The Netherlands:

English	Dutch	Prefix
Taxation	Belastingen	TAX
Total	Totaal	TTL
Social insurance	Sociale Verzekering	SV
Insurance	Verzekering	INS
Employee	Werknemer	EE

English	Dutch	Prefix
Absence	Afwezigheid	ABS
Commuting allowance	Reiskosten	COMM

Viewing Delivered Elements for The Netherlands

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

See Also

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

CHAPTER 3

Defining Country Data for The Netherlands

This chapter discusses how to:

- Understand PeopleSoft Human Resources setup considerations in PeopleSoft Global Payroll for The Netherlands.
- Use PeopleSoft Global Payroll core functionality in The Netherlands.
- View delivered process lists and sections for The Netherlands.

Understanding PeopleSoft Human Resources Setup Considerations in PeopleSoft Global Payroll for The Netherlands

This section discusses:

- PeopleSoft Human Resources: Administer Salaries for The Netherlands functionality.
- Organizational level setup in The Netherlands.

PeopleSoft Human Resources: Administer Salaries for The Netherlands Functionality

The Administer Salaries for The Netherlands functionality has been designed primarily for customers using PeopleSoft Human Resources with PeopleSoft Payroll Interface. If you are using PeopleSoft Global Payroll for The Netherlands, you should use the designated functionality found in PeopleSoft Global Payroll for The Netherlands, and not the functionality found in PeopleSoft Human Resources: Administer Salaries for The Netherlands.

This includes setup and assignments for earnings and deductions, enrollment into benefits, and setup and administering social insurance and tax data.

With PeopleSoft Global Payroll for The Netherlands, you will set up the designated functionality through the Set Up HRMS, Product Related, Global Payroll menu path. You'll administer the functionality through PeopleSoft Global Payroll.

Information on how to set up and administer these business processes can be found in the business process chapters of this PeopleBook.

Organizational Level Setup in The Netherlands

When setting up information for your organization, three elements are important for payroll processing:

- Employer tax ID (*Loonbelastingnr werkgever*) - Company level
- Social security number (*Aansluitnr UWV*) - Establishment level
- Social fiscal number (*Sofinummer*) - Employee level

The employer tax ID uniquely identifies the company to the Tax Authority and is defined at the company level. You can record the employer tax ID on the Company Table in Peoplesoft Human Resources.

The social security number uniquely identifies the company to the Social Security agency and is defined at the establishment level. A Dutch company can have several establishments which share the same social security number. You can record your company's social security number on the Social Security pages in PeopleSoft Global Payroll for The Netherlands.

Employees in The Netherlands are uniquely identified through their personal social fiscal number. Each employee can only be registered under one social security number and one tax authority number ID per employment. These registration numbers are derived from an employee's job record in PeopleSoft Human Resources.

See Also

Chapter 3, "Defining Country Data for The Netherlands," Defining Payment Keys in The Netherlands, page 21

Chapter 5, "Setting Up Social Security Contributions for The Netherlands," page 35

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

Using PeopleSoft Global Payroll Core Functionality in The Netherlands

This section discusses how to:

- Define retroactivity.
- Define payment keys.
- Use accumulators.
- Define rounding rules.
- Use proration.
- Use segmentation.
- Use triggers.

Note. For information on suffixes used in PeopleSoft Global Payroll for The Netherlands, see "Understanding PeopleSoft Global Payroll for The Netherlands."

Defining Retroactivity in The Netherlands

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

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

- Corrective
- Forwarding

With the corrective method, the system recalculates the elements of a pay run and updates all balance accumulators and segment accumulators. This results in a complete recalculation of the pay run for that calendar period. The recalculated pay run replaces the previously calculated run. However, the original pay run calculation remains available for auditing and reporting purposes.

With the forwarding method, the system recalculates payments in the respective periods, but does not update balance accumulators for the period. It updates only the segment accumulators. The system creates deltas for each earning, deduction, and segment accumulator used in the process list. It forwards these deltas, which are identified on the Retro Process Override page, to the current period.

Note. In PeopleSoft Global Payroll for The Netherlands, the standard retro method is corrective.

The system generates a retro trigger every time you enter a change for the following data.

Changes in Employee Data

Changes in employee data include compensation rate-related changes:

- Status
- Compensation frequency
- Standard hours
- Pay system flag
- Action for retroactive hire
- Action for retroactive termination

Changes in Other Data

Changes in other data include absence take-related changes:

- Positive input
- Overtime
- Pay group

The system recalculates earnings and deductions and a difference results.

Note. Not all earnings and deductions will have an adjustment for retro. Some of the earnings and deductions are forwarded to one earning or deduction, which then appears as a single adjustment in the current period.

Retro Setup

To set up retro:

1. Define a default retro method (corrective or forwarding).
2. Define a retro process. This includes defining retro overrides and trigger event IDs. In PeopleSoft Global Payroll for The Netherlands, the country is set to “NLD” and the retro process definition ID is set to “RETRO”.

Note. You may need to define retro overrides in case you need to set up an exception handling in case retro occurs across year-end, in which case, the balances in the previous year should not be updated. Instead, the deltas should be forwarded to the current year.

3. Define triggers. This includes specifying backward and forward retro limits and retro triggers. In PeopleSoft Global Payroll for The Netherlands, the country is set to “NLD” and the retro process is set to “RETRO”.

Note. When using forwarding retro, you must define the action to be taken on deltas.

The Retro Calculation Process in The Netherlands

Typical situations in which retro calculation may occur in The Netherlands include:

- When salary increases go into effect retroactively. For example, let’s say that an employee’s current base salary is 5000 euros. In April, the employee receives a salary increase of 250 euros, but her new salary of 5250 euros does not go into effect until June. In July, she will get paid 750 euros (three months * 250 euros) retroactively in addition to her new base salary of 5250 euros.
- When incorrect time data is found or the amount of variables is entered by mistake after the salary payment. The system settles differences in the next pay period. For example, let’s say that you entered the overtime for an employee in May as 10 hours and 30 minutes. On his May payslip, there was an overtime payment of 315 euros. After May, you discover a mistake in the time data and realize that the actual overtime was 9 hours and 30 minutes. Overtime was overpaid by 30 euros in May, and this will be deducted from the employee’s June salary as the adjusted amount of overtime pay.
- When there are changes to the job status, tax data, or social security contributions, there may be some retroactive impact on the payroll calculation.

Processing Statutory Deductions after a Retro Calculation

Whenever a retro calculation occurs, the amount of statutory deductions, such as taxes and insurance premiums, should be processed as follows:

- Income tax - the amount of taxable retroactive pay is considered part of the salary paid in the actual payment month. The system calculates the amount of withholding income tax by adding the amount of taxable retroactive pay to the total amount of taxable salary. The amount of withholding income tax due to retroactive pay is settled at year-end adjustment.
- Social security - retro calculations do not influence the amount of health insurance premium deductions and employee social security premiums. However, due to the retro pay amount of standard remuneration, you may need to occasionally revise this calculation.

Reporting Retro Results on the Payslip

PeopleSoft Global Payroll for The Netherlands enables you to configure the payslip to show retro in different ways. You can choose to print only current results, only retro results, or both the current and retro results on a payslip.

See [Chapter 14, “Generating Payslips for The Netherlands,” Retro and Payslips, page 144.](#)

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Retroactive Processing”

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Triggers”

Defining Payment Keys in The Netherlands

You define payment keys for pay entities and use them with forwarding retro. If your business rules require the use of payment keys, you can set them up in PeopleSoft Global Payroll for The Netherlands. You can have up to four payment keys per pay entity. Valid options are Company, Contract number, Department, and Establishment ID.

When a payment key exists for the recalculation period and the deltas are being forwarded to the current period, the system keeps the retro delta data separate in the current pay period. This allows the system to run a separate gross-to-net calculation in the current pay period for that set of payment keys, thereby creating an additional GP_PYE_SEG_STAT record.

Here’s an example of using payment keys:

Let’s say that you define “Company” as a payment key. A payee working in Company A moves to Company B in the current period. There is retro going back to a prior calendar when the payee was in Company A and there are adjustments to the payee’s current period coming from the prior calendar. The adjustments are associated with Company A and the current period is associated with Company B. In this situation, the adjustments are managed as separate gross-to-net in the current period.

Note. In The Netherlands, you need to keep track of the employer tax number at the company level, and the social security number at the establishment level. When using forwarding retro, the company and establishment entities need to be used as payment keys in order to report the forwarded deltas under the correct registration number.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Retroactive Processing”

[Chapter 3, “Defining Country Data for The Netherlands,” Organizational Level Setup in The Netherlands, page 18](#)

Using Accumulators in The Netherlands

In PeopleSoft Global Payroll, there are two different types of accumulators:

- Auto-generated accumulators: accumulate a particular element during a defined period (payment accumulators).

- Non auto-generated accumulators: accumulate different elements as user definition (balance accumulators). You define these for any period of time for which you want to accumulate any number of elements.

You can indicate when the accumulator is going to be updated in the following ways:

- As contributing: when the system resolves a member.
- As encountered: when the system finds the accumulator in the process list.
- After calculation: during the process, the value of the accumulator is its original value.

In PeopleSoft Global Payroll for The Netherlands, there are several categories for delivered accumulators:

- BEL AC BSREG STHB – (Segment Base Regular). This is a base containing all PeopleSoft-delivered regular earnings and deductions.
- BEL AC BSCRG STHB – (Customary Base Regular). This is a placeholder for user-defined regular earnings and deductions.
- BEL AC COLxxx – (Non-regular earnings). *Model Loonstaat* columns for reporting.
- BEL AC AANGxxx – (Non-regular earnings). *Aangifte Loonbelasting* reporting.
- SOC AC AFD xxx – Social security accumulators for the total contribution per insurance of the employer to the social security agencies.
- SOC AC INH xxx – Social security accumulators for the employee contribution per insurance.
- AFW AC xxx – Accumulators for tracking the different day counts, like scheduled work days, actual work days, and hours.

PeopleSoft Global Payroll for The Netherlands delivers the following accumulators:

Dutch Name	Description
VER AC UURLOON	Period hourly rate
VER AC 13E MND & VER AC 13E MAAND S	13th month allowance earnings, for real accumulated earning by year and current earnings by period
VER AC VAKANTIEGLD & VER AC VAK S	Holiday allowance earning year-to-date, for real accumulated earnings by year and current earnings by period
VER AC PREMIESPAAR	Premium savings year-to-date
VER AC SPAARLOON	Save as you earn year-to-date
VER AC WINSTDELING	Profit sharing year-to-date

Note. All of these delivered accumulators use EMPLID as the Key, and are recorded on the calendar as Period End Date. The system resolves the year-to-date accumulators and those for reporting purposes After Calculation. The system resolves the accumulators that are used as Base for further calculations mostly when the members are contributing.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Accumulators”

Defining Rounding Rules in The Netherlands

PeopleSoft Global Payroll for The Netherlands uses standard rounding rules provided by the core application. By default, PeopleSoft Global Payroll for The Netherlands does not round intermediate results, but rounds the end results of an employee’s net pay to at least two decimals, using the rounding rule GP ROUND NEAR 2DEC provided by PeopleSoft Global Payroll.

PeopleSoft Global Payroll for The Netherlands also has some special rounding rules for Dutch taxes. When calculating regular taxes for an employee, you can round down the annual taxable base if appropriate.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Calculation Elements,”
Defining Rounding Rule Elements

Chapter 12, “Withholding and Reporting Taxes in The Netherlands,” page 101

Using Proration in The Netherlands

A proration is the process by which the system takes a calculated result and applies a coefficient to it. This coefficient factor is defined as a subset of the total pay period, such as a slice or segment period, over the total pay period. This process is closely tied to segmentation.

The way proration is defined is to create a numerator for the proration factor and a denominator. The only elements that can be used in either the numerator or the denominator are accumulators, counts, formulas, or variables. Proration only occurs on amount, base, or units.

PeopleSoft Global Payroll delivers the following proration rules:

- Proration based on calendar days. This calculates the number of calendar days in the segment or slice over the number of calendar days in the period.
- Proration based on workdays. This calculates the number of working days in the segment or slice over the number of working days in the period.
- Proration based on work hours. This calculates the number of working hours in the segment or slice over the number of working hours in the period.

Note. In general, PeopleSoft Global Payroll for The Netherlands uses proration based on workdays.

The following proration rules are delivered with PeopleSoft Global Payroll for The Netherlands:

- For a pay period: ALG PR HUIDIGE PER (Standard Days of Work). This proration rule has a numerator, which is a count element, AFW AC WRKD DAYS (Standard Days of Work per Period) and a denominator, which is a variable element, AFW AC WRKNG DAYS (Actual Days of Work per Period).
- For hours: ALG PR UREN PER (Standard Hours of Work). This proration rule has a numerator, which is a count element, AFW AC WRKD HRS (Standard Hours of Work per Period), and a denominator, which is a variable element, AFW AC WRKNG HRS (Actual Hours of Work).

Examples Using Proration in The Netherlands

The following are two examples using proration in The Netherlands.

- An employee joins the company on January 7, 2002.
- His base salary is 3000 euros.
- January 2002 has 23 working days.

To calculate this employee's pay for January, use the following formula:

- $\text{Actual days worked} / \text{Number of working days in January} * \text{Monthly base salary} = \text{Employee pay}$
- $19 / 23 * 3000 \text{ euros} = 2478,26 \text{ euros}$.

Here's another example of proration calculation:

- Employee is entitled to a 1000 euro allowance for the month of April, effective 12 April, 2002.
- April 2002 has 22 working days.

To calculate this allowance, use the following formula:

- $(\text{Days between 12 April and 30 April}) / (\text{Number of working days in April}) * \text{Allowance} = \text{Actual allowance}$
- $13 / 22 * 1.000 = 590,91 \text{ euros (rounded by two decimal places)}$.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Calculation Elements," Defining Proration Rules

Using Segmentation in The Netherlands

In PeopleSoft Global Payroll, if there is a change to employee details within a pay period that might affect calculation, such as a pay rate increase, the calculation creates two slices. One slice uses the details before the change and the other slice uses the details after the change.

PeopleSoft Global Payroll provides two types of segmentation:

- Period segmentation (full segmentation).
- Element segmentation (slice segmentation).

Period segmentation occurs when more than one gross-to-net calculation is required. Element segmentation occurs when there is a change in the rate that affects the calculation of one or more elements. In other words, element segmentation occurs when you want to calculate a select set of earnings or deductions multiple times, but not the entire gross-to-net calculation.

In PeopleSoft Global Payroll for The Netherlands, examples of period segmentation triggers are job action changes, such as hires or terminations, or organizational changes, such as transfers between companies, establishments, or pay groups.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Segmentation”

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Calculation Elements,” Defining Proration Rules

Using Triggers in The Netherlands

Triggers are used to detect online changes to data that should result in some type of system action. Examples of common data changes that might use triggers include a new employee hire, a change in pay rate, or a change in job location.

PeopleSoft Global Payroll provides three types of triggers:

- Iterative – tells the system to process (or reprocess) an employee for the current period.
- Segmentation – tells the system to segment a period or element.
- Retro – tells the system to perform retro processing.

Note. Before you can use a trigger to process a payee, perform segmentation, or perform retroactive processing, you must first set up a trigger to tell the system when an event occurs; it should perform the desired action.

PeopleSoft Global Payroll for The Netherlands delivers some triggers, however, you can alter these depending on your business needs.

All triggers in PeopleSoft Global Payroll for The Netherlands are defined as NLD_[RECORD NAME].

Delivered Triggers

The following is a list of triggers that are delivered with PeopleSoft Global Payroll for The Netherlands:

Changes to:	Trigger Records
Employee’s compensation record	COMPENSATION
Employee’s job record, including action, organizational, payroll, and employment terms.	JOB and JOB_JR
Employee’s personal data record	PERSON
Employee’s personal data effective date record	PERS_DATA_EFFDT
Disability	DISABILITY_NLD
Employee’s positive input record	GP_PI_MNL_DATA

Changes to:	Trigger Records
Employee's positive input supporting element override record	GP_PI_MNL_SOVR
Employee's payee override record (earning and deduction assignments)	GP_PYE_OVRD
Employee's payee element assignment supporting element override record	GP_PYE_OVR_SOVR
Employee's payee section detail record	GP_PYE_SECT_DTL
Retro trigger record	GP_RTO_TRGR
Segmentation trigger record	GP_SEG_TRGR
Employee's schedule calendar assignment record	SCH_ASSIGN
Employee's workday overrides record	SCH_MNG_SCH_TBL
Employee's absence records	GP_ABS_EVENT, GP_ABS_OVRD
Tax record	GPNL_EE_TAX
Special tax code record	GPNL_EE_TAX_CD
Tax reduction record	GPNL_EE_TAX_DD
Social insurance record	GPNL_EE_SOC_INS
Additional insurance record	GPNL_EE_ADL_INS
Additional insurance detail record	GPNL_EE_ADL_DTL
Employee's vacation entitlements	GPNL_PAYEE_ADD
Employee's commuting record	GPNL_COMM_DATA, GPNL_COMM_DTL
Employee's disability data with regards to the WAO	GPNL_WAO_DATA

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Triggers”

Viewing Delivered Elements

PeopleSoft Global Payroll for The Netherlands delivers the process lists listed in the following table.

Delivered Process Lists for The Netherlands

The following table lists the delivered process lists for The Netherlands:

Process List	Description
SALARIS PR	Regular payroll
VAKANTIE PR	Holiday allowance
13E MAAND PR	13th month allowance
AFWEZIGHEID PR	Absence

Naming Conventions for Delivered Sections in The Netherlands

The delivered process lists for The Netherlands contain sections with the following categories and prefixes:

- BELxxx – for taxes
- VERxxx – for earnings and deductions
- SOCxxx – for social security
- AFWxxx – for absence processing

The INIT section is used for initialization, such as for loading data from setup tables to prepare for calculation.

Note. Delivered sections for The Netherlands are listed in the business process chapters of this PeopleBook.

Note. PeopleSoft delivers a query that you can run to view the names of all delivered elements that are designed for The Netherlands. Instructions for running the query are provided in *PeopleSoft 8.8 Global Payroll PeopleBook*.

See Also

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

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

CHAPTER 4

Defining Earnings for The Netherlands

This chapter discusses how to:

- Define earnings.
- Define allowances.

Note. For a description of all earnings and allowance types in The Netherlands, see “Tracking Earnings for The Netherlands.”

See Also

Chapter 9, “Tracking Earnings for The Netherlands,” page 69

Defining Earnings

Earnings, such as base salary, are defined on the Earnings component in PeopleSoft Global Payroll.

See Also

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

Defining Allowances

This section discusses how to:

- Define the holiday allowance.
- Define the 13th month allowance.
- Define commuting ceilings.

Pages Used to Define Allowances

Page Name	Object Name	Navigation	Usage
Holiday Allowance	GPNL_HOLIDAY_ALLOW	Set Up HRMS, Product Related, Global Payroll, Allowances, Special Pays NLD, Holiday Allowance	Define parameters for calculating the holiday allowance for employees.
13th Month Allowance	GPNL_13TH_MONTH	Set Up HRMS, Product Related, Global Payroll, Allowances, Special Pays NLD, 13th Month Allowance	Define parameters for calculating the 13th month allowance for employees.
Commuting Ceilings	GPNL_COMMUTNG_CLNG	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, Commuting Ceilings NLD, Commuting Ceilings	Define commuting ceilings by transportation type.

Defining the Holiday Allowance

Access the Holiday Allowance page.

Holiday Allowance | 13th Month Allowance

Company: ACC State of Accord

Holiday Allowance Find | View All First 1 of 1 Last

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

*Calculation Method: Real Accumulated Earnings

Accumulator: VER AC VAKANTIEGLD Holiday Allowance YTD

Percent: 8.00 ☒ Separate Pay Run ☒ Include in Termination

Start Period and Pay Period Customize | Find | View All | First 1 of 1 Last

	*Compensation Frequency	Start Period for Accumulator	Period to Pay
1	Monthly	2	2

Holiday Allowance page

Calculation Method

Select the method for calculating the holiday allowance. Values are *Current Earnings* and *Real Accumulated Earnings*. Select *Current Earnings* if you use actual earnings from the current period to calculate the holiday allowance. Select *Real Accumulated Earnings* if you use real accumulated earnings from the start and end date of the accumulator.

Accumulator

Select the accumulator for the holiday allowance. Based on the calculation method selected, the system prompts you with either period/segment accumulators for the current earnings or year-to-date accumulators for

the real accumulated earnings. These accumulators need to be set up with the category equal to SPEC “Special Payments.”

Percent	Enter the percent of base pay that the holiday allowance is.
Separate Pay Run	Select this check box if you want to calculate the holiday allowance in a separate pay run.
Include in Termination	Select this check box if you want to calculate the holiday allowance at the time of an employee’s termination.
Compensation Frequency	Select each compensation frequency that applies to any employee receiving the holiday allowance. Values are <i>Every Four Weeks</i> , <i>Monthly</i> , <i>Quarterly</i> , and <i>Weekly</i> . The system uses the compensation frequency to calculate the holiday allowance. You select a compensation frequency in order to specify the periods, because for each frequency, the periods have a different value. For example, if you select a compensation frequency of <i>Monthly</i> , the period basis is 12. If you select <i>Weekly</i> , the period basis is 52.
Start Period for Accumulator	Enter the period in which the holiday allowance begins accumulating.
Period to Pay	Enter the period in which the holiday allowance is paid.

See Also

Chapter 9, “Tracking Earnings for The Netherlands,” Holiday Allowances, page 71

Defining the 13th Month Allowance

Access the 13th Month Allowance page.

Holiday Allowance

13th Month Allowance

Company: ACC State of Accord

13th Month Allowance

Find | View All First 1 of 1 Last

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

*Calculation Method: Real Accumulated Earnings

Accumulator: VER AC 13E MND 13th Month Allow Earnings YTD

*Percent: 8.33 ☒ Separate Pay Run ☒ Include in Termination

Start Period and Pay Period

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

	*Compensation Frequency	Start Period for Accumulator	Period to Pay		
1	Monthly	2	2	+	-

13th Month Allowance page

Note. The fields on the 13th Month Allowance page are similar to the fields on the Holiday Allowance page. For more information on the 13th Month Allowance page, refer to the Holiday Allowance page description.

See Also

Chapter 4, “Defining Earnings for The Netherlands,” Defining the Holiday Allowance, page 30

Chapter 9, “Tracking Earnings for The Netherlands,” 13th Month Allowances, page 72

Defining Commuting Ceilings

Access the Commuting Ceilings page.

Commuting Ceilings

Transport Type: PRV

Commuting Allowance Data Find | View All First 1 of 1 Last

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

*Description: Private Transport Short Description: Private

*Currency: EUR

Limits					
	*One Way Distance	*Traveling days per week	Limit per Week	Limit per Month	
1	10-15 Km	1 Day	3.75	16.25	+ -
2	10-15 Km	2 Days	7.50	32.50	+ -
3	15-20 Km	3 Days	15.75	68.25	+ -
4	> 20 km	>= 4 Days	30.00	130.00	+ -

Commuting Ceilings page

One Way Distance

Select the distance traveled one way from home to the office. The system calculates the commute allowance calculated based on the distance you enter here. Values include *0–10 Km*, *10–15 Km*, *15–20 Km*, and *> 20 Km*.

Traveling days per week

Select the number of days per week that the commute is traveled. The system calculates the commute allowance based on the number of days you enter here. Values include *1 Day*, *2 Days*, *3 Days*, and *> = 4 Days*.

Limit per Week

Enter the maximum tax-free amount per week for the commute allowance.

Limit per Month

Enter the maximum tax-free amount per month for the commute allowance.

The following table displays how the commute allowance is determined for both private and public transportation. These limits are for the year 2002 and can change from year to year.

One Way Distance	Net Amount when traveling 1 day per week	Net Amount when traveling 2 days per week	Net Amount when traveling 3 days per week	Net Amount when traveling 4 days or more per week
0–10 Km	0,00 per month 0,00 per week	0,00 per month 0,00 per week	0,00 per month 0,00 per week	0,00 per month 0,00 per week
10–15 Km	16,25 per month 3,75 per week	32,50 per month 7,50 per week	48,75 per month 11,25 per week	65,00 per month 15,00 per week
15–20 Km	22,75 per month 5,25 per week	45,50 per month 10,50 per week	68,25 per month 15,75 per week	91,00 per month 21,00 per week
20 Km or more	32,50 per month 7,50 per week	65,00 per month 15,00 per week	97,50 per month 22,50 per week	130,00 per month 30,00 per week

Note. After you’ve defined commuting ceilings, you can enter commuting allowance data for an employee on the Commuting Data page.

See Also

Chapter 9, “Tracking Earnings for The Netherlands,” Assigning Commuting Allowances for Employees, page 77

CHAPTER 5

Setting Up Social Security Contributions for The Netherlands

This chapter provides an overview of social security insurance for The Netherlands and explains how to:

- Define social security information.
- Set up social security reporting.

Understanding Social Security Contributions

In The Netherlands, social security insurance fall into two groups:

- Employee insurance (*Werknemersverzekeringen*) applies to employed people only. There are two types of employee insurance:
 - Social insurance (*sociale verzekeringen*) is mandatory for all employees. Legislation governs the contributions made by employers and employees.
 - Additional insurance (*aanvullende verzekeringen*) depends on the employer's industry type and varies from company to company. For some types of additional insurance, contributions are determined by the company's collective labor agreement.
- National insurance (*Volksverzekeringen*) applies to all resident of The Netherlands. The government pays this insurance from salary and income tax and does not impact payroll. Some additional insurances are based on the National Insurance.

PeopleSoft Global Payroll for The Netherlands calculates employee and employer contributions for social and additional insurance types only.

This section provides a list of common elements and discusses:

- Social insurance.
- Additional insurance.

Common Elements Used in This Chapter

Franchise

Earnings that are exempt from social security contributions. The franchise amount is usually quoted as a daily amount and is deducted from employees' daily earnings before calculating their social security contribution.

WAO (Wet op de arbeidsongeschiktheidsverzekering)	Insurance for disability benefits.
WW (Werkloosheidwet)	Unemployment insurance.
ZW (Ziektewet)	Insurance for sickness benefits.
ZFW (Ziekenfondswet)	Health insurance

Social Insurance

Social insurance contributions are determined by the following social insurance legislation:

- Sickness benefits act (*Ziektewet*)

Sickness benefits paid by employers are usually defined in collective labor agreements. The social security agency pays some sickness benefits, such as maternity leave. There are no employee or employer contributions for this act.

In PeopleSoft Global Payroll for The Netherlands you define the percentage of normal salary paid to sick employees on the Establishment Table NLD page. This PeopleBook provides information about absences.

See [Chapter 6, “Defining Absence Rules for The Netherlands,” page 49.](#)

See [Chapter 13, “Updating Absences in The Netherlands,” page 119.](#)

- Disability benefits act (*Wet op de arbeidsongeschiktheidsverzekering*)

Disability benefits are for employees who are sick for more than a year. The employer pays the contribution for this insurance and it is based on two percentages. One of these percentages is dependent on the employer’s industry type and the number of employees who qualify for disability benefits.

- Unemployment insurance act (*Werkloosheidwet*)

Unemployment insurance provides benefits to employees who lose their job. Both employers and employees contribute towards this insurance. The contribution is based on two percentages, one of which is dependent on the industry.

- Health insurance act (*Ziekenfondswet*)

Health insurance in The Netherlands is dependent on employee’s salary. Employees whose salary is less than the limit set by the government are required to contribute towards the national health insurance. Employees whose salaries exceeds the limit are required to take out private health insurance instead. Contributions to the national health insurance are paid by both employer and employee.

Eligibility for health insurance is determined once a year. Employees’ annual salaries as of 1st November each year determine whether employees must contribute to health insurance for the next year. A specific report to determine whether an employee is eligible for the health insurance act is available. Subsequent pay increases during the year don’t affect these contributions. PeopleSoft Global Payroll for The Netherlands includes a report and an interface MSV (*meldingen*) that enables employers to report changes in health insurance to the social security agency.

Note. PeopleSoft Global Payroll for The Netherlands delivers insurance codes and rules for social insurance. You should review the delivered rules and, if necessary, adjust them for your organization.

Additional Insurance

Regulations for additional insurance vary according to the employer's industry type. PeopleSoft Global Payroll for The Netherlands enables you to define contributions for additional insurance to suit your organizational requirements. Additional insurance where contributions that are paid by the employer only are calculated by the system, but are not shown on the payslip.

Here are some examples of additional insurance:

- Pensions (*pensioen*)
- Pre-pension (*pre-pensioen*)
- General Surviving Relatives Act Gap (*ANW-hiaat verzekering*)
- Disability Benefits Act Gap (*WAO-hiaat verzekering*)
- Schooling fund (*scholingsfonds*)
- Fund for factory committee (*Fonds voor Ondernemingsraad*)

Note. PeopleSoft Global Payroll for The Netherlands includes sample data for additional insurance. Use the samples as a starting point to create your own additional insurance codes and rules.

Defining Social Security Information

This section discusses how to:

- Define insurance codes.
- Define social insurance premiums.
- Define social insurance groups.
- Define social security information for establishments.

To prepare your system for calculating contributions, you set up the following:

1. Insurance codes on the Insurance Code Table NLD page.
2. Contribution percentages and parameters for calculating employee's and employer's contributions. These are defined on the Insurance Premium NLD page.
3. Insurance groups on the Insurance Group NLD page.
4. Social security and absence information for the establishments in your organization. For each establishment you define the default insurance group for social insurance and additional insurance. Establishment information is recorded on the Establishment Table NLD page.

PeopleSoft deliver insurance codes and rules for social insurance and sample data for additional insurance contributions. You should review and adjust the delivered data, and create new codes and contribution rules for your organization.

Pages Used to Define Social Security Information

Page Name	Object Name	Navigation	Usage
Insurance Code Table NLD	GPNL_INS_CD_TBL	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Insurance Code NLD, Insurance Code Table NLD	Define codes for all social security insurance, define the insurance type (social or additional), and select the base (<i>Grondslag</i>) for the calculation.
Insurance Premium NLD	GPGNL_INS_PREMM	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Insurance Premium NLD	Define employee contributions for social and additional insurances codes.
Social Insurance Group Table	GPNL_INS_GRP	Set Up HRMS, Product Related, Global Payroll, Social Security/Insurance, Insurance Group NLD	Define insurance groups.
Establishment (NLD) Table	GPNL_ESTAB_TBL	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Establishment Table NLD	Define the social security and absence information for each establishment in your organization. Note. You must define establishments on the Establishment Table before you can use the Establishment Table NLD page.

Defining Insurance Codes

Access the Insurance Code Table NLD page.

Insurance Code Table NLD

Insurance Code: ZW

Insurance Code
Find | View All
First 1 of 1 Last

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

***Status:** Active

***Description:** Sickness Benefits Act

***Insurance Type:** Social

***Gross Base NT:** SOC AC LOON TAB Social Insurance Regular Bse

***Gross Base BT:** SOC AC LOON BT Social Insurance Non Reglr Bse

Insurance Code Table NLD page

- Insurance Type** Select the insurance type of *Social* or *Additional*.
- Gross Base NT** Select the accumulator that stores the employees' gross regular earnings (*Tabelloon*). The default accumulator is SOC AC LOON TAB, which is the base for social insurance. You should review this and override according to your organization's requirements.
- Gross Base BT** Select the accumulator that stores the employees' gross non-regular earnings (*Bijzonder Tarief*). The default accumulator is SOC AC LOON BT, which is the base for social insurance. You should review this and override according to your organization's requirements.

Defining Social Insurance Premiums

Access the Insurance Premium NLD page.

Insurance Premium NLD

Insurance Code: ZW Sickness Benefits Act **Insurance Number:** 001

Insurance Detail Find | View All First 1 of 1 Last

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

Description: Sickness Benefits Act

Employee

Pctge 1:	Frnchs 1:	Min 1:	Max 1:	Pctge 2:	Frnchs 2:	Min 2:	Max 2:
0.000	0.00	0.00	0.00	0.000	0.00	0.00	0.00

Total 1

Pctge 1:	Frnchs 1:	Min 1:	Max 1:	Pctge 2:	Frnchs 2:	Min 2:	Max 2:
0.000	0.00	0.00	0.00	0.000	0.00	0.00	0.00

Total 2

Inc % EE:	Inc % ER:	FTE Mthd:	Frequency:	Min Age:	Max Age:	Dtrmtn Dt:
0.000	0.000	1	Day	1	64	Last Date

Insurance Premium NLD page

- Insurance Number** Enter the insurance number. Each insurance code can have multiple insurance numbers, which enables you to define different contribution percentages for one insurance code.

Employee

Use this group box to define the employee contributions for the selected insurance code. For some insurance, there are two contribution percentages for different earnings bands. Here is an example of how you set up two percentages:

Let's assume that pension contributions are 5% for annual earnings up to 8000 euros and 7% for earnings over this limit. You would define the employee fields as follows:

- For the first contribution percentage, Pctge 1= 5%, Frnchs 1= 0, Max 1 = 8000
- For the second contribution percentage, Pctge 2=7%, Frnchs 2 = 8000, Max 2 = 999999

Pctge 1 (percentage 1) Enter the employee's contribution percentage for the insurance. If there are two contribution percentages, use the Pctge 2 field to enter the second percentage and use the minimum and maximum fields to define the ranges.

Frnchs 1 (franchise amount 1) Enter the amount that is exempt from social security contributions. The system deducts this amount from employees' earnings before calculating their social security contribution. The franchise amount is associated with the Frequency field. For example, if you enter 50 in the Frnchs field and select *Day* in the Frequency field, this means that 50 euros a day of the employee's earnings are exempt from social security contributions.

Min 1 (minimum 1) and **Max 1** (maximum 1) Enter the earning band for the contribution percentage that you entered in the Pctge 1 field. The minimum and maximum amounts represent earnings for the period defined in the Frequency field. For example, if you enter 150 in the Max 1 field and *Day* in the Frequency field, the contribution percentage applies to earnings up to 150 euros a day.

Min 2 (minimum 2) and **Max 2** (maximum 2) Enter the earning band for the contribution percentage that you entered in the Pctge 2 field. The minimum and maximum amounts represent earnings for the period defined in the Frequency field.

Total 1

Use this group box to define the total contributions for both employee and employer.

Pctge (percentage 1) Enter the total contribution percentage for employee and employer.

Total 2

Inc %EE (increase employee percentage) The system calculates contributions based on a gross base calculated for each employee. Most contributions are based on this gross amount. If the employee contribution uses a different base, enter the percentage increase to the gross base. For example, if the base for a contribution should include employee's paid holiday, you enter 8 to increase the gross base by 8%.

Inc %ER (increase employer percentage) If the employer contribution is not based on the gross base, enter the percentage increase.

FTE Mthd (full time equivalent method check) The system calculates the franchise minimum and maximum amounts using one of the following FTE methods:

1 (Social Security Days Based): Franchise amount is based on the actual number of days worked in the payroll period. This information is derived from the work schedule.

2 (Worked Days Based): This is the standard method based on the number of days per week worked by the employee. This information is recorded in the Workdays/Week field on the Job Data - Job Information page.

3 (Payment Percentage Based): Franchise amount is based on the FTE % field on the Job Data - Job Information page.

Frequency

Defines the period associated with the amounts in the Frnchs, Min, and Max fields. Select from the following options: *Day*, *Period* or *Year*. For most social security contributions, the calculation is based on employee's daily earnings. However, you can define calculations based on annual earnings or another period. If you select *Period*, the system uses the pay period to determine the period.

Min Age, (minimum age) and **Max Age** (maximum age)

Enter the minimum or maximum age at which the employee becomes eligible for the selected insurance. For example, employees start contributing towards the pension insurance at 25 and stop at age 65. The system calculates contributions when the employee's age is equal to or greater than the minimum age, and less than or equal to the maximum age.

Dtrmntn Dt (determination date)

Defines the date used to calculate an employee's age. This is required for determining employee eligibility for insurance codes that have a minimum or maximum age defined. Select *First Day* or *Last Date* of the payroll period.

Defining Social Insurance Groups

Access the Insurance Group NLD page.

Insurance Group NLD

Insurance Group: 210

Insurance Group Definition Find | View All First 1 of 1 Last

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

*Description: All Additional Insurances

*Insurance Type: Additional

Insurance Group Members Customize | Find | View All First 1-2 of 6 Last

*Insurance Code		*Insrnc Nbr		Order Number		
WAOH	Disablement Benefits Act Gap	001	Disablement Benefits Act Gap	10	+	-
ANWH	Surviving Relatives Act Gap	001	Surviving Relatives Act Gap	20	+	-

Insurance Group NLD page

Insurance Type Select the insurance type of *Social* or *Additional*.

Insurance Group Members

Insurance Code Select the insurance code from the codes defined in your Insurance Code table. The system displays only those insurance codes that are the same type that you selected in the Insurance Type field.

Insrnc Nbr (insurance number) Select the insurance number that applies to this insurance group. Each insurance code can have multiple insurance numbers, which enables you to define different contribution percentages for one insurance code.

Order Number Use this field to define the order in which insurance codes are listed on the EE Additional Insurance NLD page.

See Chapter 11, “Tracking and Reporting Employee Social Security Contributions,” Entering Payee Insurance Data, page 89.

Defining Social Security Information for Establishments

Access the Establishment Table NLD page.

Establishment Table NLD	
Establishment ID:	F01 National Office
Establishment Find View All First 1 of 1 Last	
*Effective Date:	10/31/2002
*Social Security Number:	021132700930101
*Social Insurance Group:	100 Standard Social Insurances
*Additional Insurance Group:	200 Standard Additional Insurances
*Base Days Social Security:	Average
*Cumulative Calculation Method:	Cumulative
*Continuous Payment Percentg:	100.00
Waiting Days:	0
Waiting Days %:	0.00
Vacation Period:	0.00
Unit:	Day(s)
Reduced Period:	0.00
Unit:	Hour(s)

Establishment Table NLD page

Social Security Number Enter the establishment's social security number. This is the identification number issued by the social security office for the establishment.

Social Insurance Group Select the insurance group for the establishment. The system displays those insurance groups, defined on the Insurance Group page, that have an insurance type of *Social*.

Additional Insurance Group Select the additional insurance group for the establishment. The system displays those insurance groups, defined on the Insurance Group page, that have an insurance type of *Additional*.

Base Days Social Security Defines how the system calculates the number of social security days in a pay period. Select from these options:

Calendar: The actual number of working days in the pay period.

Average: The average number of working days in a pay period. The system calculates this as follows: $\text{Average} = \text{number of working days in a year} / \text{number of pay periods in year (used for the monthly pay frequency)}$.

Cumulative Calculation Method Defines how the system calculates social insurance for the establishment. Select from these two options:

Cumulative: This method is based on a calculation starting 1st January each year. Each time you run the payroll process, the system calculates the

total base for social security for the year to date, and the total contribution for the year to date. The system calculates the contribution for the payroll period as follows: Contribution for current payroll period = Total contribution minus total contribution from previous period.

No Cumultv: This method calculates the contribution for every pay period based on the number of days in that period.

When you run the last payroll of the year, the system automatically recalculates the total contribution using the *Cumulative* method and the difference is deducted or paid back to the employee.

Continuous Payment Percentg (continuous payment percentage)

Enter the percentage of regular earnings paid to employees who are sick. Typically, this percentage is defined in the collective labor agreement for the establishment. The system uses the earning SALARIS CONT to replace the regular earnings SALARIS or UURLOON.

Waiting Days

Enter the number of sick days before the continuous payment is paid, up to a maximum of two days.

Waiting Days %

Enter the percentage of salary paid to sick employees for the waiting days.

Vacation Period

Enter the vacation entitlement, in days or hours, for employees in the establishment and select *Days* or *Hours* in the Unit field.

Reduced Period

Enter the reduced period, in days or hours, to which employees are entitled, and select *Days* or *Hours* in the Unit field.

See Also

Chapter 13, “Updating Absences in The Netherlands,” page 119

Chapter 9, “Tracking Earnings for The Netherlands,” page 69

Setting Up Social Security Reporting

This section discusses how to:

- Set up the MSV interface.
- Set up the UWV interface.
- Set up the ZFW report.
- Set up the ZFW report limits.

Pages Used to Set Up Social Security Reporting

Page Name	Object Name	Navigation	Usage
Setup UWV Interface	GPNL_UWV_SETUP	Set Up HRMS, Product Related, Global Payroll, Reports, Soc Security Reports Setup NLD, Setup UWV Interface	Define the accumulators for the UWV interface.
Setup MSV Interface	GPNL_MSV_SETUP	Set Up HRMS, Product Related, Global Payroll, Reports, Soc Security Reports Setup NLD, Setup MSV Interface	Define the changes to an employee's job data that are reported in the MSV file.
Setup ZFW Report	GPNL_ZFW_SETUP	Set Up HRMS, Product Related, Global Payroll, Reports, Soc Security Reports Setup NLD, Setup ZFW Report	Define the earnings and deductions that are included in the calculation of gross salary for the ZFW report. The system compares the gross salary to the salary limits defined on the ZFW Report Limits page to determine employees' health insurance obligations.
ZFW Report Limits	GPNL_ZFW_SETUP2	Set Up HRMS, Product Related, Global Payroll, Reports, Soc Security Reports Setup NLD, ZFW Report Limits	Define the salary limits for the ZFW report. Employees who earn less than the limit defined here must pay health insurance contributions.

Setting Up the UWV Interface

Access the Setup UWV Interface page.

Setup UWV Interface
Setup MSV Interface
Setup ZFW Report
ZFW Report Limits

Report UWV Accumulators
Customize | Find | View All | First 1-4 of 4 Last

	Element Use	Element Name	Description
1	Total SS Days	SOC AC S DGN JAAR	Social Security Days by year
2	Total Income for SS	SOC AC LOON TAB CM	Cumulative Regular Earnings
3	SS Days Addit Payments	SOC AC S DGN JAAR	Social Security Days by year
4	SS Amount Addit Payments	SOC AC LOON BT CM	Cumulative Non Regular Earning

Setup UWV Interface page

Report UWV Accumulators

Element Name

Select the accumulators to use for the base of *SS Working Days*, *Total Income for SS*, *SS Benefit Days* and *SS Benefit Income*. PeopleSoft delivers default accumulators for the interface. These elements are calculated during the payroll process and picked up for the interface based on this setup.

Setting Up the MSV Interface

Access the Setup MSV Interface page.

The screenshot shows the 'Setup MSV Interface' page with a tabbed interface. The 'Report MSV Action Mapping' tab is active, displaying a table with 4 rows and 6 columns. The columns are: MSV Action, Action, Reason Code, and two empty columns with '+' and '-' buttons. The table contains the following data:

	MSV Action	Action	Reason Code		
1	Hire	Hire	First Job	+	-
2	Hire	Hire	New Position	+	-
3	Termination	Termination	Early Retirement	+	-
4	Death	Termination	Death	+	-

Setup MSV Interface page

Report MSV Action Mapping

MSV Action Select one of the following actions: *Death*, *Hire*, or *Termination*.

Action Select the job data Action and Reason code combination that corresponds to the MSV Action you selected. When you change an employee's job data, you select an Action and Reason code to define the type of change. The MSV report includes only those employees with the Action and Reason codes defined on this page.

Setting Up the ZFW Report

Access the Setup ZFW Report page.

Setup UJV Interface Setup MSV Interface **Setup ZFW Report** ZFW Report Limits

ZFW Company Setup Find | View All First ◀ 1 of 1 ▶ Last

Company: Insurance Institute Netherland + -

Include Special Pays

☐ 13th Month Allowance ☒ Holiday Allowance

Earnings Customize | Find | View All | ◻ First ◀ 1-2 of 2 ▶ Last

	Element Name	Description		
1	SALARIS	Salary	+	-
2	UURLOON	Hourly Salary	+	-

Saving Plans Customize | Find | View All | ◻ First ◀ 1 of 1 ▶ Last

	Element Name	Description		
1	PREMIE SPAAR	Premium Savings	+	-

Setup ZFW Report page

Include Special Pay

13th Month Allowance

Select if employees receive a 13th month allowance. This only applies when it is a part of the base salary.

Holiday Allowance

If you select this check box, the system looks at the information on the Holiday Allowance setup page for the base and the percentage.

Earnings

Element Name

Select the earnings that are included in the calculation of gross salary for the purposes of the ZFW report.

Saving Plans

Element Name

Select the deductions that are included in the calculation of gross salary for the ZFW report. The system subtracts the selected deductions from the total earnings to calculate an employee's gross salary.

Setting Up the ZFW Report Limits

Access the ZFW Report Limits page.

ZFW Report Limits page

ZFW Limits

Use this group box to define the salary limit that determines an employee's health insurance obligations. Employees whose salaries are less than the salary limit contribute to health insurance and anyone above this limit is required to pay for private health insurance.

The system uses the earnings and deductions you select on the Setup ZFW Report page to calculate employees' gross salary for the report.

ZFW Limit < 65 Enter the salary limit for employees less than 65 years old.

ZFW Limit >= 65 Enter the salary limit for employees 65 years or older.

CHAPTER 6

Defining Absence Rules for The Netherlands

This chapter discusses how to:

- Set up absences.
- Define absence takes in The Netherlands.
- Define absence data for establishments.

Note. An overview of absences, as well as how to manage ongoing absence events, is described in “Updating Absences in The Netherlands.”

See Also

Chapter 13, “Updating Absences in The Netherlands,” page 119

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences”

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Absence Elements”

Setting Up Absences

To set up absences in PeopleSoft Global Payroll for The Netherlands:

1. Define work schedules and assign to employees.
2. Define absence types and reasons.
3. Define absence entitlement elements.
4. Define absence take elements.
5. Add absence elements to eligibility groups and process lists.

Note. You define much of absence setup for The Netherlands on the Absence pages in the core application. For more information on the Absence feature in the core application, refer to PeopleSoft Global Payroll PeopleBook.

In this section, we discuss each absence setup step briefly.

Define Work Schedules and Assign to Employees

Work schedules define the hours and days of the week that employees are scheduled to work. In The Netherlands, defining work schedules is dependent on social security. Social security information is important to the absence process because it tells the system whether a reported absence occurred during a scheduled work time or not. Companies usually pay absences during scheduled work periods unless they are unpaid or the employee has waiting days.

See *PeopleSoft 8.8 Global Payroll PeopleBook*, “Using Schedules”.

Define Absence Types and Reasons

Absence types define the categories of absences you want to track, such as illness, vacation, or leave. Within each absence type, you can create a set of absence reasons that further classify absences. For example, if you create an absence type called Illness, you may want to set up absence reasons such as cold, flu, or stress. You define absence types and reasons on the Absence Types page.

PeopleSoft Global Payroll for The Netherlands delivers the following illness types:

- Leave.
- Unpaid leave.
- Sickness.

For the Sickness illness type, PeopleSoft Global Payroll for The Netherlands delivers the following absence reasons:

- Industrial accident.
- Traffic accident.
- Other accident.
- Private reasons.
- Work situation.
- Unknown.
- Pregnancy related.
- Known by management.
- Known by company doctor.
- Sport related.

See *PeopleSoft 8.8 Global Payroll PeopleBook*, “Defining Absence Elements,”
Defining Absence Types and Reasons.

Define Absence Entitlement Elements

Absence entitlement elements define how much paid time off a company gives employees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances. For example, you might set up a Vacation entitlement element that gives employees 25 days of paid vacation each year. Entitlements can be granted for each absence or at the frequency that you specify. You define absence entitlements on the Absence Entitlements component.

PeopleSoft Global Payroll for The Netherlands delivers absence entitlements for Vacation and Reduced Hours (*ADV*), as well as absence entitlements for Leave as defined in the law *Zorg en Arbeid*.

See *PeopleSoft 8.8 Global Payroll PeopleBook*, “Defining Absence Elements,” Defining Absence Entitlement Elements.

Define Absence Take Elements

Absence take elements define your rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before an entitlement can be used. You link each take element to an absence take and to one or more entitlement elements so that the system can calculate the number of paid and unpaid units and update the entitlement balances. You also link each take element to one or more earnings and deduction elements. You define absence takes on the Absence Take component.

In The Netherlands, companies can decide whether the costs for a leave can be claimed to the Social Security agency by the employer or the employee. You can define this information on the Absence Takes page.

See *PeopleSoft 8.8 Global Payroll PeopleBook*, “Defining Absence Elements,” Defining Absence Take Elements.

See Chapter 6, “Defining Absence Rules for The Netherlands,” Defining Absence Takes in The Netherlands, page 52.

Add Absence Elements to Eligibility Groups and Process Lists

After you set up absence entitlement and absence take elements, follow the same two steps that you follow after defining earnings and deduction elements:

1. Add the absence elements to the appropriate element groups. Element groups are the means by which you assign elements to employees.
2. Add the absence elements to one or more absence process lists. Process lists define which elements the system resolves during absence processing and the order in which it resolves them. You can create one process list for entitlement elements and another one for take elements or combine the two, depending on your needs.

Note. This step does not apply when an entitlement is granted for each absence, rather than at a regular frequency, such as monthly or annually.

In PeopleSoft Global Payroll for The Netherlands, all absence elements in the element group AFW EG (Absences) are included in the eligibility groups. The absence elements are also added to the section AFW SE PROCESS and included in the process list AFW PR (Absence Process NLD), preceded by a section AFW SE INIT for process initialization.

See *PeopleSoft 8.8 Global Payroll PeopleBook*, “Defining Absence Elements,” Preparing Absence Elements for Use.

Note. Once you define absence elements, you will need to manage absence events on an ongoing basis. For an overview of steps on managing absence events, see “Updating Absences in The Netherlands,” Managing Absence Events.

Defining Absence Takes in The Netherlands

This section discusses defining absence takes as they relate to leave payments in The Netherlands.

Page Used to Define Absence Takes

Page Name	Object Name	Navigation	Usage
Absence Takes	GPNL_ABS_TAKE	Set Up HRMS, Product Related, Global Payroll, Elements, Absence Elements, Absence Takes NLD, Absence Takes	Define whether the Social Security agency pays claims to the employer or the employee during an employee's leave.

Defining Absence Takes

Access the Absence Takes page.

Absence Takes page

Absence Costs Claimed Indicate whether the absence cost can be claimed to the Social Security agency or not.

Costs Can be Paid By Specify who can claim the costs of the absence. Values are *Employee* or *Employer*. If an employee goes on leave that is specified as paid by the Social Security agency, companies can choose to either pay the employee directly or have the Social Security agency pay the employee. If the company pays the employee directly, then it can claim the social security costs and should select *Employer* here. If the company decides to have the Social Security agency pay the employee, then the employee can claim the social security costs and you should select *Employee* here.

See Also

Chapter 9, “Tracking Earnings for The Netherlands,” Disability Allowances, page 74

Defining Absence Data for Establishments

With PeopleSoft Global Payroll for The Netherlands, you can define the default number of vacation days and reduced hours entitlements for the whole establishment. You define these on the Establishment Table NLD page.

See Chapter 5, “Setting Up Social Security Contributions for The Netherlands,” Defining Social Security Information for Establishments, page 42.

At the establishment level, you can record the following information:

- The percentage of continuous disability payment, with a minimum of 70 percent.
- The number of waiting days (decreased payment) with a maximum of two days.
- The percentage of continuous payment for waiting days (no minimum or maximum necessary).
- The entitlement for vacation days.
- The entitlement for reduced hours.

Note. On the Define Payee Data page, you can override the absence-related data recorded on the Establishment Table NLD page for an employee.

See Also

Chapter 13, “Updating Absences in The Netherlands,” Defining Payee Data, page 126

CHAPTER 7

Creating Payslips in The Netherlands

This chapter discusses how to define payslips.

Note. An overview of the payslip definition process and how to generate payslips is discussed in “Generating Payslips for The Netherlands.”

See Also

Chapter 14, “Generating Payslips for The Netherlands,” page 143

Defining Payslips in The Netherlands

This section defines the common elements found in the Templates NLD component and discusses how to:

- Set up payslips.
- Define sort keys.
- Define earnings and deductions on the payslip.
- Define accumulators on the payslip.

Common Elements Used in the Templates NLD Component

Payslip ID	The system automatically displays the payslip ID that you create or enter to access this page.
Element Print Order	Enter the order in which you want the elements to appear on the payslip.
Element Type	Specify whether the element is an <i>Earning</i> , <i>Deduction</i> , or <i>Accumulator</i> .
Element Name	Select the element that you want to appear on the payslip. For example, if you select the Element Type <i>Earning</i> , the system displays a list of the earnings that are defined in your system.
Take description from	You can use either the element description that you create when you define the element or you can create your own description that appears on the payslip. Select <i>Element</i> to use the existing element description or <i>User Text</i> to create your own description.
Description	Description appears if you take the element description from the <i>User Text</i> . Enter your description of the element here.

Pages Used to Define Payslips

Page Name	Object Name	Navigation	Usage
Payslip Setup	GPNL_PSLIP_GRP	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates NLD, Payslip Setup	Create a new payslip for the pay groups that you select.
Sort Keys	GPNL_PSLIP_SORTKEY	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates NLD, Sort Keys	Enter the JOB field by which you want to sort the payslip. For example, you can sort by BUSINESS_UNIT or LOCATION. Sort in ascending or descending order.
Earnings and Deductions	GPNL_PSLIP_LINES	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates NLD, Earnings and Deductions	Select the earnings and deduction elements that you want to display on the payslip, as well as the layout of the payslip itself.
Accumulators	GPNL_PSLIP_ACUM	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates NLD, Accumulators	Select the year-to-date accumulators you want to display on the payslip.

Setting Up Payslips

Access the Payslip Setup page.

Payslip Setup | Sort Keys | Earnings and Deductions | Accumulators

Payslip ID: GN401

Description: Pay Group GNPGMEN4xx

Payslip / Pay Groups				Customize	Find	View All	First	1-3 of 6	Last
	Pay Group	Description							
1	GNPGMEN101	Pay Group GNPGMEN101	+	-					
2	GNPGMEN401	Pay Group GNPGMEN401	+	-					
3	GNPGMEN402	Pay Group GNPGMEN402	+	-					

Payslip Setup page

Pay Group

Select the pay group for which you will create payslips based on this template.

Defining Sort Keys

Access the Sort Keys page.

Payslip Setup | **Sort Keys** | Earnings and Deductions | Accumulators

Payslip ID: GN401 **Pay Group** GNPGMEN4xx

Sort Key Definition		
Field Name:	GP_PAYGROUP	A/D: ASC
Field Name:	COMPANY	A/D: ASC
Field Name:	BUSINESS_UNIT	A/D: ASC
Field Name:		A/D:
Field Name:		A/D:

Sort Keys page

Field Name Select the element name by which you want to sort the payslips. These fields come from the JOB record in PeopleSoft Human Resources.

A/D (ascending/descending) Indicate whether you want to sort the element in *ASC* (ascending) or *DESC* (descending) order.

Defining Earnings and Deductions on the Payslip

Access the Earnings and Deductions page. Select the Elements tab.

Note. You can select any earning, deduction, or accumulator to be shown in the body of the payslip.

Payslip Setup

Sort Keys

Earnings and Deductions

Accumulators

Payslip ID: GN401 Pay Group GNPGMEN4xx

Payslip Body

Customize | Find | View All |

First 1-10 of 13 Last

Elements	Description	Retro	Spaces	Print Options		
Element Print Order	Element Type	Element Name				
1 10.00	Earnings	SALARIS				
2 20.00	Earnings	UURLOON				
3 30.00	Earnings	WAO UITKERNG				
4 100.00	Earnings	VAKANTIETSLG				
5 110.00	Earnings	13E MAAND				
6 120.00	Earnings	INSS CALC IR_DEVOL				
7 200.00	Deduction	SPAARLOON				
8 210.00	Deduction	WINSTDELING				
9 220.00	Deduction	SOCINH1PNSNT				
10 221.00	Deduction	SOCINH2PNSNT				

Earnings and Deductions page: Elements tab

Description

Access the Earnings and Deductions page. Select the Description tab.

[Payslip Setup](#) | [Sort Keys](#) | **Earnings and Deductions** | [Accumulators](#)

Payslip ID: GN401 Pay Group GNPGMEN4xx

Payslip Body [Customize](#) | [Find](#) | [View All](#) | First 1-10 of 13 Last

Elements	Description	Retro	Spaces	Print Options
Element Print Order	Take description from	Description		
1	10.00	Element	Salary	
2	20.00	Element	Hourly Salary	
3	30.00	Element	Disablement Allowance	
4	100.00	Element	Holiday Allowance	
5	110.00	Element	13th Month Allowance	
6	120.00	Element	INSS for Income Tax	
7	200.00	Element	Save as you earn	
8	210.00	Element	Profit Sharing	
9	220.00	Element	PENS Employee NT	
10	221.00	Element	PENS Employee NT	

Earnings and Deductions page: Description tab

Retro

Access the Earnings and Deductions page. Select the Retro tab.

Payslip ID: GN401 Pay Group GNPGMEN4xx

Earnings and Deductions

Payslip Body

Customize | Find | View All | First 1-10 of 13 Last

Elements	Description	Retro	Spaces	Print Options
Element Print Order	Description	Retro Type		
1 10.00	Salary	One Line	+	-
2 20.00	Hourly Salary	One Line	+	-
3 30.00	Disablement Allowance	One Line	+	-
4 100.00	Holiday Allowance	One Line	+	-
5 110.00	13th Month Allowance	One Line	+	-
6 120.00	INSS for Income Tax	One Line	+	-
7 200.00	Save as you earn	One Line	+	-
8 210.00	Profit Sharing	One Line	+	-
9 220.00	PENS Employee NT	One Line	+	-
10 221.00	PENS Employee NT	One Line	+	-

Earnings and Deductions page: Retro tab

Retro Type

Indicate how retro results will be printed on the payslip. For example, let's say that an employee has a monthly gross salary of 5500 euros but in the months of January and February, his gross salary was incorrectly calculated as 5000 euros. In the March payroll, this mistake is corrected, resulting in a recalculated result and a retro pay of 1000 euros. If you select:

Current and Adjustment: Both the current results and the adjusted results appear on separate lines. The adjusted result appears as a single total amount. In our example, there will be one line showing the current amount of 5500 euros for the month of March, and another line showing the recalculated amount of 1000 euros (500 euros each for January and February.)

Current and Deltas: Both the current results and the adjusted results appear on separate lines. The adjusted results are further broken down by pay period. In our example, there will be one line showing the current amount of 5500 euros for the month of March, another line showing the recalculated amount of 500 euros for January, and a third line showing the recalculated amount of 500 euros for February.

One Line: Both the current results and the recalculated results appear as a single combined amount on the same line. In our example, there will be one line showing the current and adjusted amount of 6500 euros for the month of March.

Spaces

Access the Earnings and Deductions page. Select the Spaces tab.

Payslip Setup
Sort Keys
Earnings and Deductions
Accumulators

Payslip ID: GN401 **Pay Group** GNPGMEN4xx

Payslip Body
Customize | Find | View All |
First 1-10 of 13 Last

Elements
Description
Retro
Spaces
Print Options

	Element Print Order	Description	Lines Before	Lines After	Separator		
1	10.00	Salary	0	0	☐	+	-
2	20.00	Hourly Salary	0	0	☐	+	-
3	30.00	Disablement Allowance	0	0	☐	+	-
4	100.00	Holiday Allowance	0	0	☐	+	-
5	110.00	13th Month Allowance	0	0	☐	+	-
6	120.00	INSS for Income Tax	0	0	☐	+	-
7	200.00	Save as you earn	0	0	☐	+	-
8	210.00	Profit Sharing	0	0	☐	+	-
9	220.00	PENS Employee NT	0	0	☐	+	-
10	221.00	PENS Employee NT	0	0	☐	+	-

Earnings and Deductions page: Spaces tab

Lines Before Enter the number of empty lines you want to appear on the payslip before this element.

Lines After Enter the number of empty lines you want to appear on the payslip after this element.

Separator Select if you want to print a line between the earnings and deductions and the accumulators for those earnings and deductions.

Print Options

Access the Earnings and Deductions page. Select the Print Options tab.

Payslip ID: GN401 Pay Group GNPGMEN4xx

Payslip Body Customize | Find | View All | First 1-10 of 13 Last

Elements	Description	Retro	Spaces	Print Options									
Element Print Order	Description	Regular	Non Regular	Regular and Total	Non Regular and Total	Total	Base	Percentage	Rate	Unit			
1 10.00	Salary	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
2 20.00	Hourly Salary	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
3 30.00	Disablement Allowance	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
4 100.00	Holiday Allowance	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	
5 110.00	13th Month Allowance	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	
6 120.00	INSS for Income Tax	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	
7 200.00	Save as you earn	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
8 210.00	Profit Sharing	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
9 220.00	PENS Employee NT	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
10 221.00	PENS Employee NT	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

Earnings and Deductions page: Print Options tab

Regular, Non Regular, Regular and Total, Non Regular and Total, and Total

Select these check boxes to define the details of the information to be printed on the payslip. You can indicate whether you want to have the earning or deduction printed in the column for regular and non-regular payments, or for regular and non-regular totals. Use these check boxes to indicate in which column (s) the resulted amount of the elements are printed.

Note. In The Netherlands, it is possible to print non-regular payments such as the holiday allowance and the 13th month allowance on a separate payslip. You can specify whether these allowances are processed in a separate pay run or a regular pay run during setup. Information on how to set up the holiday allowance and the 13th month allowance is in the “Defining Earnings for The Netherlands” chapter.

Base, Percentage, Rate, and Unit

Select these check boxes to indicate which components need to be printed on the resulted amount.

See Also

[Chapter 4, “Defining Earnings for The Netherlands,” Defining Allowances, page 29](#)

[Chapter 14, “Generating Payslips for The Netherlands,” 13th Month Allowance and Payslips, page 144](#)

Defining Accumulators on the Payslip

Access the Accumulators page. Select the Elements tab.

[Payslip Setup](#)
[Sort Keys](#)
[Earnings and Deductions](#)
[Accumulators](#)

Payslip ID: GN401 Pay Group GNPGMEN4xx

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

Elements		Description		
	Element Print Order	Element Name		
1	10.00	BEL AC BSREG STHB		

Accumulators page: Elements tab

On the Elements tab, select accumulators to be printed at the bottom of the payslip, with a maximum of eighteen accumulators, printed in three columns. This can be used for year-to-date accumulators, or to print the total tax base, tax deduction, or social security days.

Description

Access the Accumulators page. Select the Description tab.

[Payslip Setup](#)
[Sort Keys](#)
[Earnings and Deductions](#)
[Accumulators](#)

Payslip ID: GN401 Pay Group GNPGMEN4xx

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

Elements		Description		
	Element Print Order	Take description from	Description	
1	10.00	Element	Segment Base Regular	

Accumulators page: Description tab

CHAPTER 8

Setting up Banking Processing for The Netherlands

This chapter provides an overview of banking processing setup for The Netherlands and discusses how to set up banking processing.

Understanding Banking Processing Setup

To use the banking feature that PeopleSoft Global Payroll for The Netherlands offers, you first need to enter standard banking-related information in the PeopleSoft Global Payroll core application. You can then run the core banking process. To continue with the processing in PeopleSoft Global Payroll for The Netherlands, however, you have to set up additional information for the system to use when creating the Instruction letter for business payments and the electronic fund transfer file (EFT) CLIEOP-03.

Note. PeopleSoft Global Payroll for The Netherlands delivers the bank information for the 'Bank Giro Centrale' as system data under data Bank ID 'BGC'.

See Also

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

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

[Chapter 15, “Running Banking Processes for The Netherlands,” page 149](#)

Setting Up Banking Processing

All the additional information required by the system is at the pay entity level.

Page Used to Set Up Banking Processing for The Netherlands

Page Name	Object Name	Navigation	Usage
Pay Entity Details	GPNL_PYENT_DTL	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entities NLD, Pay Entity Details	Enter additional pay entity-level information for the system to include in the Instruction letter business payments and the EFT CLIEOP-03 file.

Entering Additional Pay Entity Information for the Banking Process

Access the Pay Entity Details page.

Pay Entity Details

Pay Entity: GN1PYENT01 Pay Entity GN1PYENT01

Effective Date: 11/06/2002

Details

Contact Name: B-BU150 Broethe, Greta

File Directory:

File Name:

File Last Extension:

Batch Medium: Datacom

Pay Entity Details page

Contact Name

Enter the employee ID of the person in your organization responsible for making the payment to the bank. It is optional to have the contact person's name appear on the Instruction letter business payment. If used on the letter, the contact person's department and business telephone number can be included on the letter.

File Directory

This is where the payment file is placed in the system.

File Name

This is the basic name for the file. During the payment process, the system adds an extension so that the files in the directory are not overwritten. For example, if you set the filename to CLIEOP03 on this page, the system names each payment file CLIEOP03.01, CLIEOP03.02, and so forth.

File Last Extension

The system initializes this field automatically. It is the number of executions of the banking process.

Batch Medium

Select from *Cartridge*, *Datacom*, *Diskette*, or *Tape*.

See Also

Chapter 15, “Running Banking Processes for The Netherlands,” page 149

CHAPTER 9

Tracking Earnings for The Netherlands

This chapter discusses prerequisites, provides an overview of the different earnings types in The Netherlands, and discusses how to:

- Define the minimum wage.
- Assign commuting allowances for employees.
- View delivered earnings elements.

Prerequisites

Before you can track the different earnings and allowances discussed in this chapter, you must set up certain parameters. This includes the following steps:

- Define holiday allowances.
- Define 13th month allowances.
- Define commuting ceilings.

See Also

[Chapter 4, “Defining Earnings for The Netherlands,” page 29](#)

Understanding Earnings in The Netherlands

With PeopleSoft Global Payroll for The Netherlands, you can set up the following types of earnings:

- Base salary.
- Hourly rate.
- Holiday allowance.
- 13th month allowance.
- Overtime (100%, 125%, 150%, and 200%).
- Bonuses.
- Commuting allowance (taxable and tax-free).
- Disability allowance.

- Private medical allowance.
- Shift work allowance.
- Weekend allowance.
- Meal allowance.
- Mileage allowance (taxable and tax-free).
- Golden handshake.
- Festivity allowance.
- Regular reimbursements.
- Reimbursement of expenses.

The different types of earnings are paid to employees as a result of the employment relationship. Each earning has different rules and parameters, which are used to define how earnings are taxed, calculated, and adjusted.

A company can calculate an employee's earnings through a period rate or an hourly rate, which usually depends on the employee's professional category.

The salary of part-time employees must be calculated from a full-time salary. For an example of how this is calculated, refer to "Base Salary" section.

Base Salary

In The Netherlands, calculating an employee's base salary depends on the number of worked days and non-worked days per pay period. If an employee doesn't work for the entire pay period, the base salary is prorated. In The Netherlands, proration is based on working days (which is all days in the pay period minus weekends).

Here's an example of calculating base salary:

- Employee joins the company on January 7, 2002.
- The base salary is 3000 euros.
- The pay period is Monthly.
- January 2002 has 23 working days.

To calculate this employee's base salary for January 2002, the system uses the following formula:

Actual days worked/Number of days in pay period * Base salary

$19/23 * 3000 = 2.478,26$ euros

What if an employee works part-time? Here's an example of calculating the base salary for the same employee working part-time, at 50 percent time three days per week.

$(3000 * .50) = 1.500,00$ euros

The PeopleSoft-delivered earnings SALARIS (Salary) is calculated based on the amount that is retrieved from the compensation rate code that is included in the base pay of the employee's compensation record.

Hourly Rates

In the Netherlands, some employees, such as standby employees, get paid with an hourly rate. The general formula to calculate the monthly income for an employee paid with an hourly rate is:

$$\text{Salary} = \text{Total Working Hours} * \text{Hourly Rate}$$

$$\text{The hourly rate} = \frac{\text{Base salary} * \text{Number of Pay Periods}}{\text{Number of Social Security Days} / \text{Number of Working Hours per Day}}$$

Note. The calculation of the hourly rate from the base salary is only applicable for employees who receive base pay, but for whom you need to determine the hourly rate to pay for certain earnings, such as overtime, for example.

The PeopleSoft-delivered earnings UURLOON (Hourly Salary) is derived from the compensation rate code that is included in the base pay of the employee's compensation record. You can enter the working hours at the payee level as a recurring earning if it is a fixed number of hours per period, or you can enter the actual hours worked as a one-time earning for each pay period.

PeopleSoft Global Payroll for The Netherlands delivers the accumulator VER AC UURLOON to keep track of hourly rates.

Holiday Allowances

In The Netherlands, it is very common for companies to pay their employees with an annual holiday allowance. Typically, companies pay the holiday allowance in May or June of each year.

Most companies pay a holiday allowance that is equal to 8 percent of an employee's base pay. When an employee terminates or retires, the holiday allowance is paid in full during the employee's last pay period. How the holiday allowance is calculated can vary by company. Below are some ways in which the holiday allowance can be calculated:

- Periodically paid together with the base salary.
- Based on the real accumulated earnings of the past year. For example, the accumulator builds from June 1, 2001 to May 31, 2002 and the company pays the holiday allowance during the May pay period.
- Based on the base salary of the pay period in which the company pays the holiday allowance. If an employee has worked the whole year as a full-time employee, the holiday allowance is calculated as:
Actual base salary (100%) * Number of months (12) * Holiday allowance percentage (.08).

For example, an employee whose monthly base salary is 3000 euros would receive a holiday allowance of 2880 euros, based on the calculation below:

$$3000 * 12 * .08 = 2880$$

- Equal to the fiscal year (January 1 to December 31) but is already paid in May or June. This means that an employee gets part of the holiday allowance paid in advance. If the employee terminates later in the year, he has to refund the holiday allowance to his employer.

Note. PeopleSoft Global Payroll for The Netherlands supports each calculation method for the holiday allowance.

You set up holiday allowance parameters for your company, including calculation method, on the Holiday Allowance page. The PeopleSoft-delivered earning VAKANTIETSLG is based on a calculation of Base * Percentage, both derived from the setup.

PeopleSoft Global Payroll for The Netherlands delivers the accumulator VER AC VAKANTIEGLD to keep track of year-to-date balances of the holiday allowance.

See Also

Chapter 4, “Defining Earnings for The Netherlands,” Defining the Holiday Allowance, page 30

13th Month Allowances

In The Netherlands, it is very common for companies to pay their employees a 13th month allowance. Typically, the 13th month allowance is paid in November or December of each year. The percentage is the same for every employee in the company and is usually equal to 8.33 percent of an employee’s base salary.

When an employee terminates or retires, the 13th month allowance is paid for the periods the base is accumulated during his last pay period.

How the 13th month allowance is calculated can vary by company. Below are some ways in which the 13th month allowance can be calculated:

- Based on the real accumulated earnings of the current year. For example, the accumulator builds from January 1 to December 31 and the company pays the 13th month allowance in the December pay period.
- Based on actual salary times the number of pay periods for an employee divided by the number of pay periods. With this method, the system calculates the number of periods for an employee in an accumulator. Every pay period has a proration factor of 1, which is added to the accumulator. Exceptions are made for part-time employees and employees whose hire or termination dates do not match with the start date or end date of a pay period.

Note. PeopleSoft Global Payroll for The Netherlands supports each calculation method for the 13th month allowance.

The following are some examples of how PeopleSoft Global Payroll for The Netherlands calculates the 13th month allowance:

- Base salary = December salary
 - Proration factor = Number of actual days the employee worked / Total number of working days in the pay period
 - Part-time factor of 0,8 is used if an employee works at 80 percent of full-time
1. Employee A joined the company on 1 February, 2002, and his base salary as of 1 June, 2002 is 3000 euros per month. The 13th month pay of Employee A = $(11/12) * 3000 = 2750$ euros.
 2. Employee B leaves the company on 31 October, 2002, and her base salary as of 1 June, 2002, is 3000 euros. The 13th month pay for Employee B = $(10/12) * 3000 = 2500$ euros (paid in October).
 3. Employee C leaves on 16 October, 2002 and his base salary as of 1 June, 2002, is 3000 euros. The 13th month pay for Employee C = Period 1 – Period 9 gives a prorating factor of 9 and for October, the prorating factor should be $(11/23 * 1) = 0.47826$. So, the calculation is $9.47826 / 12 * 3000$ euros = 2.369,57 euros.

You set up 13th month allowance parameters for your company, including calculation method, on the 13th Month Allowance page. The PeopleSoft-delivered earning 13E MAAND is based on a calculation of $\text{Base} * \text{Percentage}$, both derived from the setup.

PeopleSoft Global Payroll for The Netherlands delivers the accumulator VER AC 13E MAAND to keep track of 13th month allowances.

See Also

Chapter 4, “Defining Earnings for The Netherlands,” Defining the 13th Month Allowance, page 31

Overtime

If an employee works more than his normal hours as stated in his contract, he receives overtime pay. In The Netherlands, overtime is paid per pay period and is part of the employee’s taxable income.

Typically, overtime is calculated as:

An employee’s hourly rate times the number of overtime hours times an additional percentage.

The most common percentages for overtime in The Netherlands are 100 percent, 125 percent, 150 percent, and 200 percent.

For each of these percentage rates, PeopleSoft Global Payroll for The Netherlands delivers an earnings called OVERWERK, which is based on a calculation rule of $\text{Unit} * \text{Rate} * \text{Percentage}$. The unit is entered at the payee level as the actual number of extra hours worked, the rate is a variable called VER VR V UUR TRF, which is the hourly rate derived from the base salary from the previous pay period, and the percentage is equal to 100, 125, 150, or 200, respectively.

Bonuses

For some employees, an additional allowance based on performance results in a bonus payment. Bonuses are common for employees working in sales. Several methods can be used to calculate bonuses. The amount of the bonus can be a percentage of the amount sold or a percentage of the employee’s salary. The percentage of the bonus is entered through positive input on the Earnings component in PeopleSoft Global Payroll.

PeopleSoft Global Payroll for The Netherlands delivers an earning called BONUS which is calculated based on the compensation rate from the previous period times the percentage entered at the payee level.

See Also

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

Commuting Allowances

In The Netherlands, it is common for companies to pay employees for a commuting allowance. Up to a certain amount, this allowance is free of tax and social security.

The type of transportation used (public or private) is important in determining commuting allowances. Other factors used in determining the allowance are the distance traveled, the number of days traveled per week, and the compensation per period.

If an employee uses public transportation, he can get a commuting allowance in one of two ways:

- The employer pays the real costs for the public transportation (net payment.)
- The employer pays a net amount up to the legal maximum. All additional payments are eligible for tax and social security.

If an employee commutes with private transportation, the costs are tax-free up to a certain amount. The amount depends on the one-way distance from home to office and the number of days that the employee is commuting.

PeopleSoft Global Payroll for The Netherlands delivers commuting ceilings. These ceilings will be updated by PeopleSoft in tax updates, however, you can also change the ceilings if you need to.

If you need to create your own commute ceilings, you must first set up the commuting ceilings for each type of transportation on the Commuting Ceilings page. Then, you can calculate an employee's commuting allowance by entering his information on the Commuting Data page. If an employee works in more than one location, you can enter the information for each location separately. This page includes fields for the total allowance, the tax-free portion, and the taxable portion of the commuting allowance. Once you've entered an employee's commute information, the system calculates the taxable and tax-free amounts and displays these amounts on the Commuting Data page.

Note. The Commuting Data page is discussed later in this chapter.

PeopleSoft Global Payroll for The Netherlands delivers two earnings for commuting allowances:

- REISKOSTEN B
- REISKOSTEN O

REISKOSTEN B represents the taxable amount (*Belast*) and REISKOSTEN O represents the tax-free amount (*On-belast*). Both are calculated from an amount derived from the setup.

See Also

Chapter 9, "Tracking Earnings for The Netherlands," Defining Commuting Data, page 78

Chapter 4, "Defining Earnings for The Netherlands," Defining Commuting Ceilings, page 32

Disability Allowances

In The Netherlands, after 52 weeks of illness, an employee can go on disability(*WAO*). Disability pay depends on the percentage of the disability.

Companies can either make direct payments to the employee and get a reimbursement from Social Security or they can let Social Security pay the employee. If Social Security pays the employee, the company can also make an additional payment, if this is in the CLA (Collective Labor Agreement). For example, if an employee is 80 – 100 percent disabled, he will receive a maximum payment of 70 percent of his last known base salary with a certain maximum per day.

PeopleSoft Global Payroll for The Netherlands delivers two earnings for disability allowances:

- WAO UITKERNG
- WAO SUPLETIE

Both of these earnings are assigned at the payee level, in order to be taken into consideration for the payroll. WAO UITKERNG retrieves the amount from the WAO Data page and WAO SUPLETIE requires the amount to be entered on the Earning/Deduction Assignment page.

See Also

Chapter 6, “Defining Absence Rules for The Netherlands,” page 49

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Overrides,” Assigning and Disabling Earnings and Deduction Elements for Payees

Private Medical Allowances

In 2002, if an employee earns more than 30.700 euros per year, he is not entitled to health insurance (*ziekenfondswet*) provided by the government. Once a year, on November 1, an employee’s annual salary is compared to the annual limit. If the employee’s salary is more than the maximum limit, he is exempt from qualifying for national health insurance, starting on January 1 of the following year.

Most companies provide their employees with an allowance for the higher costs of obtaining private medical insurance. This allowance is often based on the premium that the employee has to pay (including for family members). This allowance is a gross amount. Often, the allowance is a percentage of the total premium that an employee has to pay for private medical insurance.

Shift Work Allowances

In The Netherlands, if an employee works a shift other than a daytime shift, certain allowances may apply.

The shift work allowance can be calculated in one of two ways:

- A fixed amount per shift.
- The hours worked in a shift times a certain rate.

Weekend Allowances

In The Netherlands, companies often pay a weekend allowance to employees who work during a weekend. This allowance is a net amount, which has to be calculated for net-to-gross for tax and social security purposes. This allowance is common in companies that have employees working in shifts. You can enter the weekend allowance through positive input.

Meal Allowances

In PeopleSoft Global Payroll for The Netherlands, the meal allowance is entered at the payee level and is subject to tax and social security.

Mileage Allowances

In The Netherlands, employees who don’t have a company car, but need to travel for business can get a mileage allowance. This allowance is tax-free up to a certain limit. If the company pays more than the limit, the additional amount becomes taxable. In PeopleSoft Global Payroll for The Netherlands, you can enter this information, and distinguish between the tax-free amount and the taxable amount.

PeopleSoft Global Payroll for The Netherlands delivers a formula, REI FM KM VERGOED, that checks the allowance with a pre-defined limit and assigns the allowance to the taxable earning, in case the limit has been reached.

Golden Handshake

The golden handshake allowance is a type of compensation for a former employee in the case of an industrial or labor dispute. The gross amount is eligible for income tax.

Festivity Allowance

A company can give its employees a certain allowance tax-free for certain festivities, such as public holidays, employee birthdays, employee anniversaries, or other private occasions for an employee. In 2002, the limit for the festivity allowance is 136 euros.

Regular Reimbursements

This is a fixed amount given to every employee for normal expenses related to his job. For example, employees who travel for business will have some miscellaneous expenses, such as parking, coffee, and the like. These expenses are covered by the fixed amount, so that an employee does not have to declare small expenses. Usually, this is paid as a net amount up to a certain limit. Every company has its own arrangements with the tax authorities regarding the non-taxable amount.

Reimbursement of Expenses

A taxable or net amount of income provided to the employee as compensation of non-regular expenses can be reimbursed. Examples include expenses such as car rentals and airplane tickets.

Defining Minimum Wage

In The Netherlands, all employees are eligible to earn at least the minimum wage. The minimum wage is determined twice a year, on January 1 and July 1.

The minimum wage varies, depending on an employee's age. Employees between the ages of 23 and 65 are eligible for one rate, and employees between the ages of 15 and 22 are eligible for another rate (the minimum youth wage).

Employees between the ages of 23 and 65 are eligible for the minimum gross wage, based on a full-time workweek (a maximum of 40 hours). The current minimum wage, effective January 1, 2002, is:

- 1.206,60 euros per month
- 278,40 per week

For employees between the ages of 15 and 22, the minimum youth wage is calculated as a factor based on age, seniority, and full-time employment. The factor for calculating the amount per age is shown below:

Age	Percentage of minimum gross wage	Monthly Amount (as of 01/01/2002)	Weekly Amount (as of 01/01/2002)
15	30%	362,00	83,50
16	34,5%	416,30	96,10
17	39,5%	476,60	110,00
18	45,5%	549,00	126,70
19	52,5%	633,50	146,20
20	61,5%	742,10	171,30
21	72,5%	874,80	201,90
22	85%	1.025,60	236,70
23 and older	100%	1.206.60	278,40

Note. It is also common for companies to define minimum and maximum wages per job level, so the wage that an employee earns may be related more to the company's wage levels, rather than the minimum wages.

The amount of minimum wage per age, as shown in the table above, is used for printing purposes on the payslip. For example, if an employee is 19 years old and is paid on a monthly basis, the amount that has to be printed on the payslip is 633,50 euros, regardless of his FTE factor.

In PeopleSoft Global Payroll for The Netherlands, the minimum wage is entered as a variable with a monthly amount and a weekly amount. This amount is valid for employees 23 years or older. The variable SST VR MN LOON M or W is PeopleSoft-delivered and maintained. For employees who are less than 23 years old, the system creates a bracket with percentages to correct the minimum wage. This bracket (SST BR MN LOON) is PeopleSoft-delivered and maintained.

Assigning Commuting Allowances for Employees

This section discusses commuting allowances for employees.

Page Used to Assign Commuting Allowances

Page Name	Object Name	Navigation	Usage
Commuting Data	GPNL_COMMUTNG_DATA	Global Payroll, Payee Data, Assign Earnings and Deductions, Commuting Data NLD, Commuting Data	Enter commute information for an employee in order to calculate taxable and tax-free commute allowances.

Defining Commuting Data

Access the Commuting Data page.

Commuting Data page

Transport Type	Select the type of transportation the employee takes. Values are <i>Public Transport</i> and <i>Private Transport</i> .
One Way Distance	Indicate the distance it takes an employee to commute from his home to the office, one-way. Values are provided in a range of kilometers, and include <i>0–10 Km</i> , <i>10–15 Km</i> , <i>15–20 Km</i> , and <i>> 20 Km</i> .
Traveling Days per Week	Select the number of days per week that the employee commutes. Values are <i>1 Day</i> , <i>2 Days</i> , <i>3 Days</i> , or <i>>= 4 Days</i> .
Commuting Amount	The commuting amount is automatically calculated by the system based on the distance and the number of days traveling. However, you can override the amount manually here. When the amount is higher than allowed, then the amount is divided into a taxable amount and a tax-free amount.
Frequency ID	Select the frequency with which the commuting allowance will be paid. Values are <i>Evry 4 Wks</i> (Every 4 Weeks), <i>Monthly</i> , <i>Quarterly</i> , and <i>Weekly</i> .
Taxable Amount	Based on the information you have entered, the system calculates the taxable amount of the commuting allowance that appears here.

Tax Free Amount

Based on the information you have entered, the system calculates the tax-free amount of the commuting allowance that appears here.

Viewing Delivered Earnings Elements

This section contains information about delivered elements and rules created by PeopleSoft for earnings, earnings accumulators, and earnings process lists and sections.

Earnings

This table contains information about earnings delivered by PeopleSoft Global Payroll for The Netherlands.

Earnings	Description
SALARIS	Base salary
UURLOON	Hourly rate
VAKANTIETSLG	Holiday allowance
13E MAAND	13th month allowance
BONUS	Bonus
WAO UITKERNG	Disability allowance
WEEKENDDNST	Weekend allowance
PLOEGENDNST	Shift work allowance
OVERWERK 100	Overtime 100%
OVERWERK 125	Overtime 125%
OVERWERK 150	Overtime 150%
OVERWERK 200	Overtime 200%
MAALTIJD VER	Meal allowance

Earnings	Description
ZKV BIJDRAGE	Private medical allowance
REISKOSTEN B	Commuting allowance
REISKOSTEN O	Commuting allowance tax-free
KM VERGOED B	Mileage allowance
KM VERGOED O	Mileage allowance tax-free
GOUDEN HAND	Golden handshake
VASTE ONKOST	Regular reimburse
FEESTDAGEN	Festivity allowance
VAR ONKOSTEN	Reimbursement of expenses
VERHUISKOST	Expenses for moving house
NAHEFFING	Additional tax payment

Note. All earnings generated out of absences are documented in the absences chapter.

See Also

Chapter 13, “Updating Absences in The Netherlands,” page 119

Earnings Accumulators

When you create your own earning element, you should be aware of the PeopleSoft-delivered accumulators to which an earning element may contribute.

Earnings are categorized by the accumulators to which they contribute. Some earnings contribute to the base of the tax rules and/or the social security contribution. A subset of those earnings might also contribute to the base for pension, vacation, or the 13th month allowance. For each of the different bases, PeopleSoft Global Payroll for The Netherlands delivers accumulators to which earnings can contribute.

This table lists the accumulators used with earnings elements in PeopleSoft Global Payroll for The Netherlands.

Accumulator	Description
BEL AC BSREG STHB	Taxes, regular earnings
BEL AC BSNRG STHB	Taxes, non-regular earnings
SOC AC LOON TAB	Social insurance, regular earnings
SOC AC LOON BT	Social insurance, non-regular earnings
SOC AC PENS NT BS	Pension contribution, regular earnings
SOC AC PENS BT BS	Pension contribution, non-regular earnings
BEL AC COL [n] STHB	Reporting <i>Tabel [n] Model loonstaat</i>
NTG AC NETTO VER S	Net-to-gross, non-regular earnings
ALG AC VERGOEDNG S	Net earnings

Earnings Process Lists and Sections

This table contains information about the main process lists used to calculate earnings elements in PeopleSoft Global Payroll for The Netherlands.

Process List	Description
SALARIS PR	Payroll
VAKANTIE PR	Holiday allowance
13E MAAND PR	13th month allowance

This table contains information about the main sections used to calculate earnings elements in PeopleSoft Global Payroll for The Netherlands.

Section	Description
VER SE INIT	Payroll initialization
VER SE HR BASIS	HR earnings calculation

Section	Description
VER SE BEREKENING	GP earnings calculation
VER SE VAKANTIETSL	Holiday allowance
VER SE 13E MAAND	13th month allowance
VER SE NTG EARNING and VER SE NTG CALC	Net to gross earnings calculation

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

See Also

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

CHAPTER 10

Defining Deductions in The Netherlands

This chapter provides an overview of the different types of deductions in The Netherlands and discusses how to view delivered deduction elements.

Understanding Deductions in The Netherlands

With PeopleSoft Global Payroll for The Netherlands, you can set up the following types of deductions:

- Savings plans.
- Private health insurance.
- Company cars.
- Union contributions.
- Loans, salary advances, and garnishments.

Note. All of these deductions are set up in the Deduction component in PeopleSoft Global Payroll. For more information on how to set up a deduction, see *PeopleSoft Global Payroll PeopleBook*.

In addition to these deductions, social security premiums and taxes are also deducted from an employee's earnings.

See Also

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

Chapter 11, “Tracking and Reporting Employee Social Security Contributions,” page 89

Chapter 12, “Withholding and Reporting Taxes in The Netherlands,” page 101

Savings Plans

In The Netherlands, there are three different savings plans that an employee can participate in:

- Premium savings (*Premierspaarregeling*)
- Save as you earn (*Spaarloonregeling*)
- Profit sharing (*Winstdeling regeling*)

For every plan, there is a maximum contribution amount per year. Maximum limits change every year. The limit for the Save as you earn and Profit sharing savings plans is based on the combined amount of deductions. For the year 2002, the following maximum contributions apply:

- Premium savings – 526 euros
- Save as you earn and Profit sharing (combined) – 788 euros

In many companies, an employee can choose to either have his contribution deducted every pay period, or once a year. For example, an employee can designate that his Holiday allowance or 13th month allowance go into his savings plan.

Note. Savings plans are discussed in more detail in the Taxation chapter.

The setup of the deductions is based on amount values that you can enter at the payee level with positive input or recurring deduction assignments. Save as you earn and Profit sharing savings are deducted from the gross base, while Premium savings is deducted from the net income.

Note. You can use the Payee Add Deduction Recipient functionality to direct the deduction to the appropriate bank account. Setup for the Payee Add Deduction Recipient is discussed in the banking chapter of *PeopleSoft Global Payroll PeopleBook*.

PeopleSoft Global Payroll for The Netherlands delivers three different deductions for each type of savings plan. For each savings plan, there is also a Peoplesoft-delivered accumulator, used to keep track of year to date savings plan balances. Delivered deduction elements and accumulators are listed later in this chapter.

See Also

Chapter 12, “Withholding and Reporting Taxes in The Netherlands,” page 101

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Chapter 10, “Defining Deductions in The Netherlands,” Viewing Delivered Deduction Elements, page 86

Private Health Insurance

If an employee earns more than a certain amount per year, he is not entitled to receive health insurance (*ziekenfondswet*) provided by the government. In 2002, the limit is 30.700 euros. Once a year, on 1 November, an employee’s annual salary is compared to the annual limit. If the employee’s salary is more than the maximum limit, the employee is exempt from qualifying for national health insurance, starting on 1 January of the following year.

Private health insurance is available for employees who do not qualify for the national health insurance (*ziekenfondswet*). Many Dutch companies have special agreements with private health insurers to get the lowest insurance prices for their employees. When a company does not provide private health insurance to its employees, employees have to purchase the private health insurance themselves.

In PeopleSoft Global Payroll for The Netherlands, private health insurance is typically deducted as a fixed amount per pay period and needs to be assigned at the payee level as a recurring deduction.

Private health insurance is deducted from an employee’s net income, after tax and social security have been calculated. It is not deducted from an employee’s gross salary.

PeopleSoft Global Payroll for The Netherlands delivers a deduction element for private health insurance.

See Also

[Chapter 10, “Defining Deductions in The Netherlands,” Viewing Delivered Deduction Elements, page 86](#)

Company Cars

Often, companies offer their employees, such as salespeople and consultants, the use of a company car. Company cars do not qualify for the salary tax; however, employees have to declare this benefit on their income tax statement.

In PeopleSoft Global Payroll for The Netherlands, a company car deduction is provided to allow for refunds in case the employee uses a more expensive company car than he is eligible for. The deduction is taken as a flat amount from the employee’s net income.

PeopleSoft Global Payroll for The Netherlands delivers a deduction element for company cars.

See Also

[Chapter 10, “Defining Deductions in The Netherlands,” Viewing Delivered Deduction Elements, page 86](#)

Union Contributions

Some Dutch companies deduct union contributions from an employee’s salary. Typically, a flat amount is deducted and transmitted to the union’s bank account.

PeopleSoft Global Payroll delivers union contributions as a flat amount, which you can override at the payee level, either as a one-time deduction or a recurring deduction. The deduction is taken from an employee’s net income. On the deduction setup, you can specify the recipient. For the union contribution, you can use the Deduction Recipient page in the Deduction component to direct the deduction for each payee to the same recipient.

PeopleSoft Global Payroll for The Netherlands delivers a deduction element for union contributions.

See Also

[Chapter 10, “Defining Deductions in The Netherlands,” Viewing Delivered Deduction Elements, page 86](#)

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

Loans, Salary Advances, and Garnishments

PeopleSoft Global Payroll for The Netherlands handles repayment for loans, salary advances, and garnishments in a similar way.

You enter all three types of deductions as fixed amounts. You can either enter a one-time deduction or a recurring deduction at the payee level. All three deductions are taken from an employee’s net income, after tax and social security calculations.

For garnishments, you can use the Payee Add Deduction Recipient functionality to direct the deduction to the appropriate recipient.

PeopleSoft Global Payroll for The Netherlands delivers deduction elements for loans, salary advances, and garnishments.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Chapter 10, “Defining Deductions in The Netherlands,” Viewing Delivered Deduction Elements, page 86

Viewing Delivered Deduction Elements

This section contains information about the delivered elements and rules created by PeopleSoft Global Payroll for The Netherlands to handle deductions.

Deductions

The following table lists the delivered deduction elements for The Netherlands.

Deduction	Description
INHD AUTO	Company car
INHD ZKV	Private health insurance
PREMIE SPAAR	Premium savings
SPAARLOON	Save as you earn
WINSTDELING	Profit sharing
INHD LENING	Loans
LOONBESLAG	Garnishment
VOORSCHOT	Salary advance
INHD VAKBOND	Union contribution

Deduction Process Lists

The following table lists the main process list that the system uses to calculate deduction elements in The Netherlands.

Process List	Description
SALARIS PR	Payroll

Deduction Sections

The following table lists the main sections that the system uses to calculate deduction elements in The Netherlands.

Section	Description
VER SE INHOUDING	Net deductions calculation
VER SE INHOUDNG BR	Gross deductions calculation

Deduction Accumulators

The following table lists the PeopleSoft-delivered accumulators used with each type of savings plan.

Deduction	Accumulator
Premium savings	VER AC PREMIERSPAAR
Save as you earn	VER AC SPAARLOON
Profit sharing	VER AC WINSTDELING
Net deductions	ALG AC INHOUDING S Note. Each net deduction is added to the accumulator ALG AC INHOUDING S in order to be subtracted from the net results. Those deductions that impact either taxes or social security contributions are directly subtracted from the bases for calculation, like BEL AC BSREG STHB or SOC AC LOON TAB. See Chapter 9, “Tracking Earnings for The Netherlands,” Earnings Accumulators, page 80.

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

CHAPTER 11

Tracking and Reporting Employee Social Security Contributions

This chapter discusses how to:

- Enter payee insurance data.
- Report social security contributions.
- View delivered social security elements.

Entering Payee Insurance Data

This section lists prerequisites and common elements for entering payee insurance information, and discusses how to:

- Enter social insurance information.
- Enter additional insurance information.

Prerequisites

Before you can record payee insurance information, set up the following information:

- Insurance codes for social and additional insurance.
- Contribution percentages for each insurance code.
- Insurance groups.
- Establishment social security and absence information.
- Employee information, such as personal and job data.

PeopleSoft Global Payroll for The Netherlands uses information you set up in PeopleSoft Human Resources to calculate social security contributions. In particular, make sure you define:

- Date of Birth field on the Identity/Diversity page.
- Workdays/Week field on the Job Data - Job Information page (the default is 5 days per week).
- FTE% field on the Job Data - Job Information page.
- Employee earnings.

See Also

[Chapter 5, “Setting Up Social Security Contributions for The Netherlands,” page 35](#)

Common Elements Used in This Section

Contribution Method

For a selected insurance, the Contribution Method defines whether the payee is insured and who makes contributions. Select the contribution method from these options:

00 No Premium: The employee is not insured for this insurance. The system does not calculate contributions or print information on the payslip for the insurance.

01 Employee/Total: The employee is insured and contributions are made by the employee and employer. The system calculates both the employee and total contributions, but the payslip shows the employee’s net deduction only.

02 No Employee/Total: Used for insurance that is paid by the employer only. The system calculates the total contribution but does not include any information on the payslip for this insurance.

03 No EE/Employer: Used for conscientious objectors. Such employees are not insured and therefore do not pay contributions. However, the system calculates the employer contribution for the insurance because employers are obliged to pay contributions for conscientious objectors. The payslip doesn’t include any information about this insurance.

04 Private Health Insurance: (for ZFW insurance only). Select this method if the employee has private health insurance. Employees whose salary is above the limit set for the Health Insurance Act (*Ziekenfondswet*) must pay for private health insurance.

Pages Used to Enter Payee Insurance Data

Page Name	Object Name	Navigation	Usage
EE Social Insurance NLD	GPNL_EE_SOC_INS	Global Payroll, Payee Data, Social Security/Insurance, Maintain Social Ins Data NLD, EE Social Insurance NLD	Enter payees’ social insurance information.
EE Additional Insurance NLD	GPNL_EE_ADTL_INSR	Global Payroll, Payee Data, Social Security/Insurance, Maintain Addl Ins Data NLD, EE Additional Insurance NLD	Enter payees’ additional insurance information.

Entering Social Insurance Information

Access the EE Social Insurance NLD page.

EE Social Insurance NLD	
Berg,Jeroen van de	Employee EmplID: KN0001
Social Insurance Details Find View All First 1 of 1 Last	
*Effective Date:	10/31/2002 *Status: Active
Use Establishment Data:	No
*Social Insurance Group:	100 Standard Social Insurances
Insurance Contribution Detail	
*ZW Contribution Method:	01 Employee/Total
*WAO Contribution Method:	01 Employee/Total 1111
*WW Contribution Method:	01 Employee/Total
*ZFW Contribution Method:	01 Employee/Total
SetID:	GN001
Vendor ID:	
Registration No.:	
Year End Reporting Code:	01 Vouchers < 20 holidays

EE Social Insurance NLD page

Social Insurance Details

Use Establishment Data Select *Yes* if you want the default social insurance group for the payee based on the Establishment data. Otherwise, select *No*.

Social Insurance Group Select the payee's social insurance group. The social insurance group defined for the payee's establishment appears by default from the Establishment Table NLD page.

Insurance Contribution Detail

ZW Contribution Method Select a contribution method for sickness benefits.

WAO Contribution Method Select a contribution method for disability benefits.

WW Contribution Method Select a contribution method for unemployment insurance.

ZFW Contribution Method Select a contribution method for health insurance.

Vendor ID Use this field to record employees' health insurance company. It is an optional field that you can use to record national health insurance or a private insurance company. Select the vendor from the vendors defined on the Vendor table.

- Registration No** (registration number) Enter the employee's association member registration number. This is an optional field.
- Year End Reporting Code** Select the code used for year end reporting to the social security agency. These codes are defined by the social security agency and are used in the year end interface.

Entering Additional Insurance Information

Access the EE Additional Insurance NLD page.

EE Additional Insurance NLD

Berg, Jeroen van de Employee EmpID: KN0001

Additional Insurance Find | View All First 1 of 1 Last

*Effective Date: 10/31/2002 *Status: Active

Use Establishment Data: No

Additional Insurance Group: 200 Standard Additional Insurances

Insurance Code	Insurance Number	Contribution Method	Insurance Override
		EE/Total	☐

EE Additional Insurance NLD page

- Use Establishment Data** Select *Yes* if you want the default additional insurance group for the payee based on the Establishment data. Otherwise, select *No*.
- Additional Insurance Group** Select the additional insurance group that applies to the employee. The additional insurance group defined for the payee's establishment appears by default from the Establishment Table NLD page.
- Insurance Override** Select to override the default contributions defined for the insurance code/insurance number. The system displays the Employee Percentage 1, Employee Percentage 2, Total Percentage 1, Total Percentage 2, Increase Percentage Employee, and Increase Percentage Employer fields when you select the check box.
- Employee Percentage 1** Enter the employee's contribution percentage for the insurance. If there are two contribution percentages for different earnings bands, use the Employee Percentage 2 field to enter the second percentage.

Total Percentage 1	Enter the total contribution percentage for employee and employer. If there are two contribution percentages for different earnings bands, use the Total Percentage 2 field to enter the second percentage.
Increase Percentage Employee	The system calculates contributions based on a gross base calculated for each employee. Most contributions are based on this gross amount. If the employee contribution uses a different base, enter the percentage increase to the gross base.
Increase Percentage Employer	If the employer contribution is not based on the gross base, enter the percentage increase.

Reporting Social Security Contributions

This section lists prerequisites and common elements for social security contribution reporting and discusses how to:

- Run the MSV report.
- Print the MSV report.
- Run the ZFW Eligibility report.

Prerequisites

Before you can run the MSV, UWV, or ZFW reports, set up the parameters for these reports. Setup for these reports are discussed in “Setting Up Social Security Contributions for The Netherlands.”

See Also

Chapter 5, “Setting Up Social Security Contributions for The Netherlands,” page 35

Common Elements Used in This Section

Year	Enter the year for which you want to run the report.
Filter By	Specify the employees you want to include in the report using one of these options: <i>EmplID</i> : Select to run the report for one employee. The system displays the EmplID field where you select an employee. <i>Group</i> : Select to run the report for a group of employees defined by a group ID. <i>SSN</i> : (social security number). Select to include all employees with the selected social security number. The system displays the SSN field where you select a social security number.
Group ID	Select the group of employees to include in the report. You define groups using the Group Build functionality.
Rebuild Group	Select to rebuild the group before running the report.

Group As Of Date	Select the effective date for the group.
Refinement Date	Select the refinement date if you want to rebuild the group before running the report.
File Path	Enter the location of the directory that will be used to store the MSV or UWV file. This could be in a directory on the process server, or on another server, in which case you must include the server name.
File Name	Enter the name of the MSV or UWV file.

Pages Used to Generate Social Security Reports

Page Name	Object Name	Navigation	Usage
Year-End Employee Report	GPNL_RC_SOC_YEE	Global Payroll, Social Security/Insurance, Summary Report NLD, Year-End Employee Report	Run the Summary report (GPNLPSYE) that lists employees' social security contributions for the year.
Prevent 5% Report	GPNL_RC_SOC_5PCT	Global Payroll, Social Security/Insurance, Prevent 5% Report NLD	Run the Prevent 5% report (GPNL5PCT) that summarizes total social insurance contributions for a given period. This enables employers to track increases in social security contributions. Increases in contributions over 5% must be reported to the Social Security agency.
MSV Interface	GPNL_RC_SOC_MSV	Global Payroll, Social Security/Insurance, MSV Interface NLD	Run the MSV (melding sociale verzekeringen) report (GPNL_SOC_MSV) that provides the social security agency with employee information. Employers are required to send an MSV report within one month of the following events: • Hiring an employee • Change in employment • Termination of an employee • Correction of a previous report
MSV Report NLD	RUNCTL_INT001_NL	Global Payroll, Social Security/Insurance, MSV Report NLD	Generate a printed version of the MSV report for each employee.

Page Name	Object Name	Navigation	Usage
UWV Interface	GPNL_RC_SOC_UWV	Global Payroll, Social Security/Insurance, UWV Interface NLD	Run the UWV report (GPNL_SOC_UWV) that lists personal information and annual earnings for all employees in a company. You run this at the end of the year and submit it to the social security agency before 1 February of the next year.
ZFW Eligibility Report	GPNL_RC_SOC_ZFW	Global Payroll, Social Security/Insurance, ZFW Eligibility Report NLD	Run the ZFW Eligibility Report that lists the estimated annual salaries for those employees in a company with changes to their health insurance. This report is required to determine whether an employee must arrange for private health insurance or contribute to the health insurance act (ZFW). Employees whose salaries are less than the salary limit contribute to health insurance and anyone above this limit is required to pay for private health insurance. The report is run once a year and lists salaries as of 1 November.

Running the MSV Report

Access the MSV Interface page.

MSV Interface

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

Report Request Parameters

Company: ACC State of Accord

Begin Date: 10/01/2002 End Date: 10/31/2002

File Path:

File Name:

Delivery Method: Regular Identification Medium: Company

Contact Name:

	Social Security Number	Sender		
1		☐		

MSV Interface page

Delivery Method

The delivery method defines whether the MSV report is for all employees or for employees whose details have changed only. Select one of the following values:

Incidental: Generates a report for all employees in the selected company. You need to generate an incidental report the first time you send information electronically to the social security agency or after a company reorganization.

Regular: Generates a report of employee changes. This includes new and terminated employees, employees whose jobs have changed, and to make corrections to previous submissions.

Identification Medium

Use this field to identify the tape you're using to send the report to the social security agency. Select one of these values:

Company: Indicates that the tape belongs to the company.

GAK: Indicates a GAK tape.

Contact Name

Select the employee who is the contact person for the report. This information is included in the supporting list that the system generates with the report.

Social Security Number

Select the social security numbers for the report. Social security numbers are assigned to establishments on the Establishment Table NLD page. The report only includes employees who are part of establishments with the selected social security numbers.

Sender

Select if the social security number is the sender for the report. You can select only one security number as sender per file.

Printing the MSV Report

Access the MSV Report NLD page.

MSV Report NLD

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

Language: English

Report Request Parameters

EmplID: 0002 Empl Rcd#: 0 As Of Date: 11/01/2002

Reason for Communication

- ☒ Hire
- ☐ Change Data Social Insurance
- ☐ Change Data Industrial Board
- ☐ Termination
- ☐ Death

☐ Correction

MSV Report NLD page

Use the MSV Report NLD page to deal with individual cases and print the MSV report per employee.

Reason for Communication Select the reason for communicating the MSV Report. Options are *Hire*, *Change Data Social Insurance*, *Change Data Industrial Board*, *Termination*, or *Death*.

Correction Select when the report replaces a previous erroneous notification.

Running the ZFW Eligibility Report

Access the ZFW Eligibility Report page.

ZFW Eligibility Report

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

Report Request Parameters

Company: ACC State of Accord

Year: 2002

Reason to Change: Both ☒ **NAW Details**

Filter By: EmplID

EmplID: 0002 Allerseelen, Gregor

ZFW Eligibility Report page

Reason to Change

The ZFW report lists employees whose health insurance provision is changing. Use this field to define which employees to include the report:

To Health: Lists only employees who will be changing from private health insurance to the health insurance (ZFW).

To Private: Lists only employees who will be changing from the health insurance to a private health insurance. This occurs when an employee's salary exceeds the salary limit defined for health insurance.

Both: Lists all employees who are changing health insurance.

NAW Details

Select if you want to include the employees' name, address, and city details on the report.

Filter By

Select whether you want to filter the ZFW Eligibility report by *EmplID* or by *Group*.

Viewing Delivered Social Security Elements

This section describes the elements delivered by PeopleSoft for calculating and storing social security contributions.

Social Security Deductions

PeopleSoft delivers a set of deductions for social security contributions with the following naming conventions:

Deduction	Description
SOCAFDnXXXyy	The total contribution (<i>Afdracht</i>) that includes both employee and employer contributions.
SOCINHnXXXyy	The employee's contribution (<i>Inhouding</i>).

Where:

- n is 1 or 2 to represent the contribution percentage 1 or 2 defined on the Insurance Premium page.
- XXX is the insurance code defined on the Insurance Code Table NLD page.
- yy is NT (*Normaal Tarief*) or BT(*Bijzonder Tarief*)

Deduction Setup

Each deduction has a similar definition:

- Calculation Rule is Base * Percentage, where:
 - Base is a formula that calculates the net base amount.
See *PeopleSoft 8.8 Global Payroll PeopleBook*, “Defining Calculation Elements,” Defining Formula Elements.
 - Percent is one of the variables that retrieves the contribution percentage.
See *PeopleSoft 8.8 Global Payroll PeopleBook*, “Defining Calculation Elements,” Defining Variable Elements.
- Pre Process Formula is *SOC FM SOC AR RUN*. This formula retrieves insurance data for the employee.
- Accumulator associated with the deduction is a year to date accumulator, which is required for the cumulative method of calculating contributions. These accumulators are named SOC AC INH yy XXX or SOC AC AFD yy XXX (where yy is NT or BT and XXX is the insurance code).
- Supporting Element Override is SOC VR INS XXX (where XXX is the insurance code), which is a variable that links the deduction to the correct insurance code.

Social Security Net Base Formulas

PeopleSoft delivers the following formulas that calculate the net base amount (*Grondslag*):

Formula	Description
SOC FM GRND INH NT	Calculates net base for employee contributions on regular earnings (<i>Normaal Tareif</i>)
SOC FM GRND INH BT	Calculates net base for employee contributions on non-regular earnings (<i>Bijzonder Tareif</i>).

Formula	Description
SOC FM GRND AFD NT	Calculates net base for total contributions on regular earnings.
SOC FM GRND AFD BT	Calculates net base for total contributions on non-regular earnings

The formulas use the gross base accumulator defined on the Insurance Code page and the parameters that are defined on the Insurance Premium NLD page. The default gross base accumulator is SOC AC LOON TAB.

Social Security Variables

PeopleSoft delivers the following variables for determining the contribution percentage:

- SOC VR INHD PCT 1
- SOC VR INHD PCT 2
- SOC VR AFD PCT 1
- SOC VR AFD PCT 2

CHAPTER 12

Withholding and Reporting Taxes in The Netherlands

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

- Enter and retrieve tax data.
- Calculate taxable base.
- Calculate tax.
- Calculate employer tax reductions.
- Set up tax reporting.
- Run tax reports.
- View delivered tax elements.

Understanding Tax Calculations

The system calculates salary tax based on the tax year that starts 1 January and ends 31 December. Salaries, wages, and certain periodic payments received under social security legislation are subject to salary tax. The employer withholds this tax, and it is essentially an advance levy on the person's final income tax assessment.

Income taxes in The Netherlands consist of taxes and national insurance premiums for AOW (Dutch Old age Pensions Law), ANW (Dutch (surviving) relatives Law) and AWBZ (Law for special health care). Not all Dutch employees are eligible for the Dutch income tax. For those people who are not eligible for the Dutch income tax the salary tax is also the final tax.

PeopleSoft Global Payroll for The Netherlands performs the major steps of salary tax calculation in the following order:

1. Retrieves tax data.
2. Calculates regular and non-regular taxable base.
3. Calculates regular tax.
4. Calculates exception tax (*herleidingsregels*).
5. Calculates non-regular tax.
6. Calculates advantage rule.
7. Calculates yearly maximum.
8. Calculates special earnings.

9. Calculates employer tax reductions.

Later sections discuss most of these calculation steps in detail.

Entering and Retrieving Tax Data

This section discusses how to:

- Enter employee tax data.
- Retrieve tax data.

Page Used to Enter Employee Tax Data

Page Name	Object Name	Navigation	Usage
Employee Tax Data	GPNL_EE_TAX	Global Payroll , Payee Data, Taxes, Maintain Tax Data NLD, Employee Tax Data	Maintain employee data related to tax calculation and reporting.

Entering Employee Tax Data

Access the Employee Tax Data page.

Employee Tax Data

Berg, Jeroen van de Employee EmplID: KN0001

Tax Data First 1 of 1 Last

*Effective Date: 11/07/2002

*Tax Table: White Tax Table

*Exception Tax: No Exception Rules

*Travel Data: N/A

*Kind of Hours: Standard Hours

*Income Code: Wages-Other

☒ Tax Credits ☐ Anonymous Rate

☒ Advantage Rule ☐ 30% Ruling

Special Adjustment

Percentage: Authorization Date:

Special Tax Codes View All First 1 of 1 Last

*Special Tax Code
Payment WAO

Employer Tax Reductions View All First 1 of 1 Last

Tax Reduction	End Date
LAGE LONEN	

Employee Tax Data

Tax Table

Select the appropriate tax table to use for calculating the employee's taxes. Values are:

No Tax: For employees who do not pay tax.

White Tax Table: For taxes related to present employment.

	<i>Green Tax Table:</i> For taxes related to former employment, as in the case of certain pension or disability payments.
Exception Tax	The selected value determines which additional tax rule is applicable in calculating exception tax (<i>Herleidingsregels</i>). See <u>Chapter 12, “Withholding and Reporting Taxes in The Netherlands,” Calculating Exception Tax (<i>Herleidingsregels</i>), page 108.</u>
Travel Data	Select the value that describes the employee’s travel conditions that impact taxes: <i>Arrangement Tax Authority:</i> An arrangement regarding the private use of a company car. <i>Carpool Rules Applicable:</i> Select if the employee travels to and from work with another employee, whether driving or not. <i>Company Car or Van:</i> Select if the employee has a company car. This information is used on the Personal Information report (<i>Model Loonstaat</i>) and year-end reports. <i>Employer Transportation:</i> Select if the employer takes care of commuting for the employee. The employee is not entitled to a travel allowance. This information is used on the Personal Information report (<i>Model Loonstaat</i>) and year-end reports. <i>N/A:</i> Select if travel allowance does not apply to the employee. <i>Private Use of Company Van 10%:</i> When an employee gets a company van from the employer and the employee is allowed to use the van for private use. The private use of this van is limited because of the state of the car.
Kind of Hours	Select the basis for determining the part-time factor for calculating tax reduction. <i>Real Hours:</i> The system factors the real working hours of the employee (overtime included) over 36 hours. <i>Standard Hours:</i> The system factors the employee’s standard hours in the Job record over 36 hours. The factor cannot exceed 1.
Income Code	Select the value that describes the type of employee. This information is reported to tax authorities but is not used for tax calculations.
Tax Credits	Select if the employee is claiming a tax credit that reduces the amount of tax paid (<i>heffingskorting</i>). See <u>Chapter 12, “Withholding and Reporting Taxes in The Netherlands,” Calculating Regular Tax, page 107.</u>
Anonymous Rate	Select to indicate that an employee has not handed over the documentation regarded as official proof of identity.

To discourage illegal immigration, the highest tax rate is applied to anonymous employees.

Advantage Rule

When you select this check box, the system calculates and withholds the lowest tax when the employee has earnings and deductions for regular payments and non-regular payments at the same time.

A message on the payslip appears when the advantage rule was used for the calculation.

30% Ruling

Select if the 30 percent ruling applies to the employee, whereby 30 percent of their income is tax-free.

The 30 percent ruling applies to Dutch employees on international assignments and non-Dutch employees working in The Netherlands on an international assignment.

Special Adjustment

Percentage

Enter the percentage special tax rate.

Authorization Date

Enter the date on which authorization was given for the special tax percentage.

Special Tax Codes

Enter rows and select as many values as necessary for reporting special tax codes to the authorities. These codes are not used for calculations.

Employer Tax Reductions

Tax Reduction

Select from the supported tax reduction rules. You can select more than one.

See [Chapter 12, “Withholding and Reporting Taxes in The Netherlands,” Calculating Regular Tax, page 107.](#)

Retrieving Tax Data

For tax calculations, the system uses arrays to retrieve data from the Company table, PeopleSoft Human Resources tables, and the Employee Tax Data table. Data retrieved includes:

- Employer tax ID number from the Company table.
- Young handicap data from the Disability table.
- Full time student data from the employee’s Personal data.
- Frequency annualization factor from the Frequency table.
- Employee standard workdays from the employee’s Job data.
- Employee tax data entered on the Employee Tax Data page including:
 - Tax table.
 - Tax credits.
 - Exception tax.

- Advantage rule.
- Kind of hours.
- 30% ruling.
- Anonymous rate.
- Special adjustment and authorization date.
- Employer tax reductions.

Calculating Taxable Base

This section provides an overview of regular and non-regular base accumulation and discusses how the system:

- Applies the 30% ruling.
- Calculates base for a full-time student.

Accumulating Regular and Non-Regular Base

For calculation purposes, segment accumulators sum the earnings and deductions for regular and non-regular base:

- BEL AC BSREG STHB—Regular base for tax calculation.

Regular taxable base consists of earnings and deductions for salary, sickness, disability allowance, private medical allowance, taxable commuting allowance, save-as-you-earn, profit sharing, pension premium, pre-pension premium, Disability Benefits Act Gap, and General Surviving Relatives Act Gap, health insurance employer part, and Withholding WW.

Note. Profit sharing is an earning for the non-regular base.

We deliver a non-maintained segment accumulator (BEL AC BSCRG STHB) for this base, which you can adapt to your needs.

- BEL AC BSNRG STHB—Non-regular base for tax calculation.

Non-regular taxable base consists of earnings and deductions for holiday allowance, 13th month, bonus, weekend allowance, shift work allowance, overtime, meal allowance, golden handshake, and taxable mileage allowance health insurance employer part, and Withholding WW.

We deliver a non-maintained segment accumulator (BEL AC BSCNR STHB) for this base, which you can adapt to your needs.

If there are no taxable days, then regular base is considered non-regular. If the employee is terminated during the period, the regular base is adjusted for a daily basis.

Additional accumulators sum regular and non-regular earnings for the period and (for full-time students calculations) the quarter.

See Also

Chapter 9, “Tracking Earnings for The Netherlands,” page 69

Chapter 10, “Defining Deductions in The Netherlands,” page 83

Applying the 30% Ruling

The 30% ruling is valid for certain Dutch employees who work outside The Netherlands and foreigners who meet specific requirements. The ruling means that from the salary of a qualifying employee, 70% is taxable and 30% can be paid as a net expense earning.

If 30% Ruling is selected on the Employee Tax Data page, a formula calculates the following:

- 30% ruling regular deduction, which contributes to regular base.
- 30% non-regular deduction, which contributes to non-regular base.
- 30% ruling net earning (nontaxable), which is equal to the sum of the 30% ruling regular and non-regular deductions.

Example of 30% Ruling Calculation

Assume the following taxable bases before applying the 30% ruling:

- Regular: 10,000.
- Non-regular: 100.

The system calculates the following:

- 30% ruling regular deduction of 3,000, which reduces regular taxable base to 7,000.
- 30% non-regular deduction of 300, which reduces non-regular taxable base to 700.
- 30% ruling net earning of 3,300.

Calculating Base for a Full-Time Student

To avoid too much salary tax, the system calculates the earnings of a full-time student on a quarterly basis for tax purposes.

To determine full-time student status, PeopleSoft Global Payroll for The Netherlands retrieves the value in the Full-Time Student field on the Personal History page in PeopleSoft Human Resources. The navigation for the Personal History page is Workforce Administration, Personal Information, Biographical, Update Personal Information. If the employee is a full-time student, the system calculates the tax bases by adding the regular or non-regular base for the quarter to the respective regular or non-regular base. The formula uses a quarterly frequency.

Calculating Tax

This section discusses how to:

- Calculate regular tax.

- Calculate non-regular tax.
- Calculate tax for full-time students.
- Calculate the exception tax (*Herleidingsregels*).
- Calculate the advantage rule (*Voordeelregel*).
- Calculate tax maximums.
- Calculate earnings for special tax treaties (*Eindheffing*).

Calculating Regular Tax

The system calculates the taxable regular base to an annual amount to determine the regular tax deduction. There are five basic steps of regular tax calculation:

1. Calculate annual taxable base.
2. Correct (round down) the annual taxable base, if appropriate.
3. Calculate annual tax.
4. Calculate tax credits (*loonheffingskorting*).
5. Calculate period tax.

Tax Credits

If Tax Credits is selected on the Employee Tax Data page, the system calculates the appropriate tax credits:

- Tax labor reduction (*Arbeidskorting*).
This is used for present employment, determined by the selection of *White Tax Table* on the Employee Tax Data page. A formula calculates the reduction using limits determined through a bracket based on the employee's age category.
- Other tax credits applicable for present and past employment.
The tax credit is determined by a bracket based on the employee's age category and annual salary for regular tax. These credits are:
 - General tax credit (*algemene heffingskorting*).
 - Old age tax credit for present employment (*ouderenkorting*).
 - Old age tax credit for past employment (*aanvullende ouderenkorting*).

Tax Reduction for the Disabled (*Wajong*)

An employee qualifies for an additional tax reduction after regular tax calculation if Tax Credits is selected on the Employee Tax Data page and Young Handicapped is selected on the Disability page in PeopleSoft Human Resources.

Calculating Non-Regular Tax

For non-regular earnings and deductions, the system calculates the tax using a fixed tax percentage. The percentage is based on:

- The previous year's annual taxable base salary (*Loonstaat* column 14).

- The employee's age category.
- The tax table.

If the employee was not with the company for the entire previous year, the system calculates the annual salary used to determine the percentage.

You can enter an employee's income for the previous year by overriding the variable BEL VR JAARLOON VJ. You must enter an end date of 31 December for any year.

Calculating Taxes for Full-Time Students

The system accumulates monthly earnings within a quarter and bases only tax calculation on a quarterly pay-period. It calculates the total tax of the quarter each time and deducts the paid tax of the previous period (within a quarter). The total tax can never be less than 0.

Calculating Exception Tax (*Herleidingsregels*)

For certain groups of people, the regular white and green tax tables are used but an additional calculation must be applied.

Application of Exception Tax Rates

The system uses brackets to select and apply exception tax rates as follows:

- Regular tax.
Applies an additional, exception tax rate after calculating regular tax.
- Period tax labor reduction.
Applies an additional, exception tax rate after calculating tax labor reduction (*Arbeidskorting*).
- Non-regular tax.
The exception tax rate overrides the tax percentage that is based on the previous year's fiscal income.

Selection of Exception Tax Rates

To determine whether and how to calculate exception tax, the system calculates the age category from the employee's birthdate and uses the following fields from the Employee Tax Data page: Exception Tax, Tax Credit, and Tax Table.

Exception Tax Rules

The value entered in the Exception Tax field on the Employee Tax Data page determines which exception tax rule applies. Exception Tax rules are:

No Exception Rules	Employees for whom no exception rules apply.
NI Premiums/No Tax	Employees who pay national insurance premiums and no tax.
NO Tax/Premium AOW-ANW	Employees under age 65 who pay no tax and pay national insurance premium for AOW and ANW.
NO Tax/Premium ANW	Employees over the age of 65 who pay no tax and pay national insurance premium for ANW.

NO Tax/Premium AWBZ	Employees who pay no tax and pay national insurance premium for AWBZ.
Tax/No NI Premiums	Employees who pay taxes and no national insurance premiums.
Tax/Premium AWBZ	Employees who pay tax and national insurance premium for AWBZ.
Tax/Premiums for AOW-ANW	Employees who pay tax and national insurance premiums for AOW and ANW.

Calculating the Advantage Rule (*Voordeelregel*)

PeopleSoft Global Payroll for The Netherlands calculates the advantage rule if Advantage Rule is selected on the Employee Tax Data page. This calculation assures that the employee who has both regular and non-regular earnings in the same period pays the lowest tax. A message on the payslip indicates when the advantage rule has been used for final tax calculation.

Calculating Tax Maximums

The system verifies that the year-to date accumulated taxes do not exceed the appropriate annual maximum based on age, tax table, exception tax, and credits. In making the determination, it first compares the year-to-date total without non-regular tax. If the maximum is not exceeded, it compares the total with the non-regular tax. If the year-to date accumulated tax would exceed the maximum, the appropriate deduction is reduced.

Calculating Earnings for Special Tax Treaties (*Eindheffing*)

PeopleSoft Global Payroll for The Netherlands provides elements and rules to support three types of calculations of earnings for *eindheffing* components:

- Gross up tax tariff.
- Simple tax tariff.
- Fixed tariff of 15% used with savings plans.

Accumulators sum the taxable base earnings for each of these methods. We also provide non-maintained accumulators that you can adapt to your own use.

Employer Taxes for Savings Plans

Employers must pay tax on employer contributions to the premium savings plan (*Premierspaaregeling*) and on employee deductions for the save as you earn plan (*Spaarloonregeling*). Accumulators store employer contributions for reporting on the Employer Tax Statement (*Aangifteloonbelasting*).

Calculating Employer Tax Reductions (*Afdrachtsvermindering*)

PeopleSoft Global Payroll for The Netherlands provides rules and elements to support the calculation of the following employer tax reductions:

- Tax reduction for low wages.

- Tax reduction for former unemployment.
- Tax reduction for education.
- Tax reduction for parental leave.
- Tax reduction for starter qualification.

A formula calculates a part-time factor, which cannot exceed 1, for use in calculating employer contribution deductions. The system also enforces the end date of the deduction. Select the reductions and enter end dates on the Employee Tax Data page.

Setting Up Tax Reporting

You must set up some data for tax reporting on the Tax Reports Setup page.

Page Used to Set Up for Tax Reporting

Page Name	Object Name	Navigation	Usage
Tax Reports Setup	GPNL_TXR	Set Up HRMS, Product Related, Global Payroll, Reports, Tax Reports Setup NLD	Set up ax reporting. Enter the tax number suffix and the accumulators to be printed on the Year-End Employee report (<i>Jaaropgaaf</i>).

Setting Up Tax Reports

Access the Tax Reports Setup page.

Tax Reports Setup

Company: KN2

Description: Insurance Institute Netherland

Federal Employer Tax ID: 34089699

***Tax Number Suffix:**

Year to Date Accumulators

[Customize](#) | [Find](#) | [View All](#) |

First 1-3 of 3 Last

	Element Name		*Description		
1	BEL AC JAARL JTHB		Income		
2	BEL AC WERKD JTHB		Worked Days		
3	VER AC INH.ZKV		Inhouding ZKV		

Tax Reports Setup

Tax Number Suffix

The default value is L01. Enter a different value if appropriate.

Year to Date Accumulators

Element Name Select from the yearly accumulators for this company. Selected accumulators print on the Year-End Employee report (*Jaaropgaaf*).

Running Tax Reports

This section provides an overview of tax reporting writable arrays, lists common elements used in report run control pages, and discusses how to:

- Run the Employer Report (*Aangifte Loonbelasting*).
- Run the Year End Interface.

Understanding Writable Arrays for Tax Reporting

PeopleSoft Global Payroll for The Netherlands uses writable arrays to gather the information that is reported on the tax and year-end reports. Following is a summary of the writable arrays:

Writable Array	Function	Subrecord Written To
GPNL_PSUM_WA	Retrieves all personal information required by the personal information report (<i>Model loonstaat</i>), and by other reports based on the same figures.	GPNL_PSUM_SBR
GPNL_PERS_WA	Retrieves all payroll information required by the personal information report (<i>Model loonstaat</i>), and by other reports based on the same figures.	GPNL_PERS_SBR
GPNL_SPCL_WA	Retrieves all payroll information related to special tax codes.	GPNL_SPCL_SBR
GPNL_EMPL_WA	Retrieves all payroll information required by the employer report (<i>Aangifte Loonbelasting</i>).	GPNL_EMPL_SBR
GPNL_RED_WA	Retrieves all payroll information required by the employer reductions report (<i>Aafdracht Verminderingen</i>).	GPNL_RED_SBR

Common Elements Used on Tax Report Pages

Begin Date The starting date of the reporting period.

End Date	The ending date of the reporting period. The report includes only pay periods that have an end date that is within the begin and end date period specified in the run parameters.
Year	The tax year for which you're printing the report.
Filter By	Indicate how employees are to be selected for the report. <i>Company:</i> If you select this value, an additional field appears in which you select the company whose employees are to be included in the report. Some reports enable you to select more than one company. <i>EmplID:</i> Select this value to run the report for a single employee. Enter the employee's ID in the EmplID field. <i>Group:</i> If you select this value, the Group ID, As Of Date, Refinement Date, and Rebuild Group fields appear.
Group ID	Select a group that has been defined using the Group Build pages.
As Of Date	The report lists the members who belong to the selected group as of this date, or as of the date you specify in the Refinement Date field.
Refinement Date	If the group definition includes effective-dated records, enter the date for which you want the records run. For instance, you might want to run a group with an effective date of 1/1/1990, but run the effective-dated rows in the group as of 2/15/1998. In that case, select a Group As of Date of 1/1/1990 and a Refinement Date of 2/15/1998. If you leave this field blank, the system runs the group as of the current date.
Rebuild Group	Select to rebuild the group based on the group definition and the As Of Date and Refinement Date.
Print Order	Select the sort order of the report. This field appears on two tax report run control pages. Year-End Employee Report page: The values are <i>Company</i>, <i>Department</i>, <i>Name</i>, and <i>Postal Code</i>. Reductions Report page: The values are <i>Employee</i> and <i>Tax Reduction</i>.

Pages Used to Run Tax Reports and Year-End Interface

Page Name	Object Name	Navigation	Usage
Personal Information Report	GPNL_RC_PERS	Global Payroll, Taxes, Pers. Information Report NLD	Run GPNLPPRS to print the Personal Information report (<i>Model Loonstaat</i>). The report contains information about tax and social security at the employee level.
Year-End Employee Report	GPNL_RC_YEE	Global Payroll, Taxes, Year-End Employee Report NLD	Run GPNLPYEE to print the Year-End Employee report (<i>Jaaropgaaf</i>). The report provides the fiscal information for each employee at the end of the fiscal year.
Employer Report	GPNL_RC_EMPL	Global Payroll, Taxes, Employer Report NLD	Run GPNLPEMP to print the Employer report (<i>Aangifte Loonbelasting</i>). The report provides a monthly or quarterly summary of the taxable amount and total payable tax for the period by company.
Year-End Employer Report	GPNL_RC_YER	Global Payroll, Taxes, Year-End Employer Report NLD	Run GPNLPYER to print the Year-End Employer report (<i>Verzamelloonstaat</i>). The report provides an overview of the fiscal income of all employees.
Reductions Report	GPNL_RC_RED	Global Payroll, Taxes, Reductions Report NLD	Run GPNLPRED to print the Reductions Report (<i>Afdracht Verminderingen</i>). The report provides detailed information about the tax reductions per employee. Sort by employee or by reduction rule.
Year-End Interface	GPNL_RC_YINT	Global Payroll, Taxes, Year-End Interface NLD	Run the GPNL_YINT_AE application process for the Year-End interface (<i>Verzamelloonstaat</i>). The process prepares the electronic file to send employee personal information and year-end earnings information to the Social Security.

Running the Employer Report (*Aangifte Loonbelasting*)

Access the Employer Report page.

Employer Report

Run Control ID: 1
[Report Manager](#)
[Process Monitor](#)

Run

Report Request Parameters

*Begin Date: 11/01/2002

*End Date: 11/30/2002

Company: ACC State of Accord

☐ All Companies Same Tax Number

Column 3m: 0.000000

Column 4b: 0.000000

Employer Report page

All Companies Same Tax Number

Select to include in the report all companies that have the same tax number as the company identified in the Company field.

Column 3m

Enter the amount for preliminary tax reduction. This amount will be printed on line 3m on the report.

Column 4b

Enter the amount for temporary paid salary tax. This amount will be printed on line 4b on the report.

Running the Year-End Interface

Access the Year-End Interface page.

Year-End Interface

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

*Year: 2002

*Medium Code: Tape

*Density: Diskette/CD-ROM

File Path:

File Name:

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

	Company	Description	Correction Mode
1	ACC	State of Accord	☐

Year-End Interface page

Medium Code

Select the medium by which you are transmitting the file. Values include *Tape*, *CD-ROM*, various specifications of *Cartridge*, and *Diskette*.

Density

Select the appropriate density, according to the medium you selected.

File Path

Enter the exact path to the file on the drive where the data is to be stored.

File Name

Enter the exact name of the file in which the data is to be stored. If you select a medium code of diskette, the filename should be JOGEGEG and should be put in the root directory of the file path. If you select a medium code of tape or cartridge, the filename should be put on the label of the tape or cartridge.

Companies**Correction Mode**

Select if you are correcting a file that has already been created.

Viewing Delivered Tax Elements

This section lists:

- Delivered tax deductions.
- Delivered tax earnings.
- Delivered tax sections.

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

See Also

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

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

Deductions for Taxation

PeopleSoft Global Payroll for The Netherlands calculates the following delivered tax deductions.

Deduction	Description
INGEH. LB TA	Regular tax
INGEH.LB B	Non-regular tax
ARBEIDSKORT	Labor tax reduction
LAGE LONEN	Tax reduction for low wages
EXL WERKL	Tax reduction for former unemployment
KWALIFICATIE	Tax reduction for starter qualification
BEL DD ONDERWIJS	Tax reduction for education
BEL DD OUDERSCH	Tax reduction for parental leave
30 REG NT	30% ruling regular
30 REG BT	30% ruling non-regular

Earnings for Taxation

PeopleSoft Global Payroll for The Netherlands calculates the following delivered tax earnings.

Earning	Description
30 REG	30% ruling net
EH BRUTO	Gross up tax
EH ENKEL	Simple tax
EH 15P	Fixed tax

Sections for Taxation

PeopleSoft Global Payroll for The Netherlands delivers the following sections.

Section	Description
BEL SE INIT	Tax initialization
BEL SE BEREKENING	Tax calculation
BEL SE AFDR VERM	Employer tax deductions

Process Lists

Taxation sections are included in the SALARIS PR process list for the regular payroll process. The taxation sections are also triggered for the non-regular processes and for holiday allowance and 13th month.

Note. In addition to brackets, some variables that contain amounts required for calculation have the category set to “BEL”. The amount variables are classified by category. You can view and update these amounts by using the Variables by Category page. The navigation is Set Up HRMS, Product Related, Global Payroll, Elements, Supporting Elements, Variables by Category.

CHAPTER 13

Updating Absences in The Netherlands

This chapter provides an overview of absences in The Netherlands and discusses how to:

- Enter payee absence data.
- Manage absence events.
- Enter WAO data.
- Run absence reports.
- View delivered absence elements.

Note. Before you can manage absence events, you must set up absences by defining absence rules.

See Also

Chapter 6, “Defining Absence Rules for The Netherlands,” page 49

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

Understanding Absences in The Netherlands

PeopleSoft Global Payroll for The Netherlands delivers predefined rules for processing absences due to vacation, disability, maternity, and other reasons. PeopleSoft designed these rules in accordance with Dutch statutory requirements. You can modify many of these rules to reflect absence policies that are specific to your organization.

This chapter supplements the absence documentation provided in *PeopleSoft Global Payroll PeopleBook*. Before you begin reading about Dutch absence functionality, we recommend that you read the absence sections of *PeopleSoft Global Payroll PeopleBook* to develop a basic understanding of the concepts behind absence processing in PeopleSoft Global Payroll.

An absence is any event for which an employee fails to comply with the scheduled work time. Absences must be recorded in the system so that the appropriate discounts are deducted from an employee’s salary. Absences are also recorded to keep track of an employee’s absence history.

In PeopleSoft Global Payroll, there are two kinds of absence elements:

- Absence entitlements.
- Absence takes.

An absence entitlement is defined as the amount of paid time off that an employee is entitled to take for each type of absence. For example, employees in a company may be entitled to receive 25 vacation days per year.

An absence take is defined as the amount of time off that an employee takes.

Absence Types in The Netherlands

There are different types of absences in The Netherlands. PeopleSoft Global Payroll for The Netherlands delivers absence types in the following general categories:

- Paid leave (including vacation, reduced working hours, and maternity.)
- Unpaid leave (including strikes and special leaves.)
- Sickness (including disability and accidents.)

Note. A complete list of absence types appears later in this chapter.

See [Chapter 13, “Updating Absences in The Netherlands,” Viewing Delivered Absence Elements for The Netherlands, page 138.](#)

The following sections describe Dutch absence types in detail.

Vacations

In The Netherlands, every employee is entitled to at least four weeks of vacation per year. An employee may receive additional vacation, depending on the agreement with the employer, or depending on branch agreements. Employees can sell vacation days, typically at the end of the year.

Although vacation days are accrued per pay period, typically, the full vacation balance for an employee is entered into the system at the beginning of the calendar year. For part-time employees, the number of vacation days is prorated based on the FTE factor.

There are several ways to calculate the vacation days that an employee is entitled to, but one method is based on the number of Social Security days the employee will work in the year divided by the total number of Social Security days in the year.

In some cases, the number of vacation days that an employee is entitled to needs to be recalculated. These include when:

- An employee leaves the company.
- The FTE factor changes.
- The employee returns from a long-term illness.

According to law, an employee who is ill for more than six months is only entitled to vacation days for the last six months of his illness. For example, if an employee is ill for eight months, the vacation days for the first two months of the illness will be deducted from his vacation balance. At the end of the illness, the exact duration of the illness can be determined and a recalculation can be established.

Besides a flexible recalculation process, it is possible to manually override the vacation days balance at the employee level. You do this on the Define Payee Data NLD page.

See [Chapter 13, “Updating Absences in The Netherlands,” Entering Payee Absence Data, page 126.](#)

If an employee reports an illness during a vacation, the absence due to illness has a higher priority than the absence due to vacation, so those days of illness will not get deducted from an employee's vacation balance. Similarly, if an employee goes on vacation during his illness, no vacation days can be deducted from the employee's balance. In these situations, the employee's vacation balance will be overridden.

At the end of the year, unused vacation days can be carried over to the vacation balance for the next year. Only five years after the days were first accrued will the unused vacation days be lost. It is also possible for employees to sell their unused vacation days at the end of the year or during the year. The base for paying out these days is the actual daily salary at the moment of the payment.

Reduction of Working Hours (ADV)

In The Netherlands, many companies have reduced the number of working hours in a week with the ADV hours rule that was created by the Dutch government to create more jobs. The way in which the rule is executed depends on the branch of an industry. In some branches, the number of working hours per day or per week is reduced (for example, to 36 or 38 hours). In other branches, the number of working hours per day or per week is not reduced, but the employee is entitled to extra days of paid time off (PTO). In some branches, there's no difference between ADV days and vacation days, and the ADV days are just added to the vacation balance. In other branches, a distinction exists between ADV days and vacation days and special rules apply. If an employee becomes sick, no ADV days are accrued.

Because of these special rules, it is important to identify which days are PTO days and which days are ADV days. With PeopleSoft Global Payroll for The Netherlands, you can order which days are used first for PTO by using the priority option on the Absence Take – Priority page in the core application.

Public Holidays

PeopleSoft Global Payroll uses the Holiday Schedule that is created in PeopleSoft Human Resources. Holiday Schedule information is stored on an employee's Job record. Global Payroll uses the Holiday Schedule during absence processing to create daily data and update leave balances. It also uses the Holiday Schedule to resolve count elements during payroll and absence processing. If a holiday schedule is not defined for an employee at the Job level in Human Resources, Global Payroll uses the holiday schedule defined for the employee's pay group. (The holiday schedule defined for the pay group, does not appear, by default, on the Job record.)

To set up holiday schedules in PeopleSoft Global Payroll for The Netherlands, go to Set Up HRMS, Common Definitions, Payroll, Holiday.

See *PeopleSoft 8.8 Global Payroll PeopleBook*, "Using Schedules," Defining Holiday Schedules.

Saving for Leave (Verlofsparen)

According to Dutch law, an employee is allowed to save up for a leave. The leave is intended for extra leave during or after employment, up to a maximum of one year. The leave can be used to work part-time but cannot be used for early retirement. Consequently, it cannot be taken in the year before retirement.

An employee can save for a leave with the saving in time method.

An employee can save time from his vacation day entitlements or overtime hours he has earned. The time an employee saves is entered through positive input and deducted from his regular vacation days balance. This time is booked on a separate balance for saved time. The value of the time is not converted into salary but the employee is entitled to a certain amount of time in the future.

The savings in time maximum is 10 percent of the employee's entitlements in that year.

When an employee terminates his contract with a company, the saved leave time can either be taken at the time of termination or at another time. If an employee decides to take the leave time out, he will be subject to income tax and social security contributions at that time. An employee can also choose to carry over his accrued leave to his new employer, without any tax or social security consequences.

An employee can choose to contribute his savings in time to his pension.

When the employee decides to use the saved leave, the employer will continuously pay the salary of the employee.

The saving in time does not affect payroll.

Time for Time (*Tijd voor Tijd*)

Employees are compensated for overtime hours or hours worked during a weekend. An employee can choose to receive a payment for these hours (money for time) or take these hours as time off in the future (time for time). The hours can also be used for savings for leave.

For example, suppose that an employee has worked 3 hours of overtime at a rate of 150 percent for overtime. The employee will be compensated for 4,5 hours. The employee can decide to have:

- 4,50 hours paid; 0,00 accrued to the balance.
- 0,00 hours paid; 4,50 accrued to the balance.
- A combination of payment and balance accrual.

Deceased Family Member

By Dutch law, if a family member dies, an employee can take time off for grievance, and have his salary paid 100 percent. The maximum duration for paid time off is one day.

Marriage

If an employee gets married, the employee can take time off, and have salary paid 100 percent. The maximum duration for time off is one day.

Move

If an employee moves to a new home, the employee can take a maximum of two days off, and have salary paid 100 percent.

Maternity

In The Netherlands, a female employee is entitled to take 16 weeks of paid maternity leave at 100 percent of her salary.

An employee's maternity leave is paid by *UWV*, the Social Security agency, and not the employer. The employer almost always continues to pay the employee's regular salary during the maternity leave. The accrual for the holiday allowance and vacation days also continues as normal during an employee's maternity leave.

While the employer typically pays an employee's salary during maternity leave, the employer also ensures that this money is reimbursed by *UWV*. PeopleSoft Global Payroll for The Netherlands delivers an earnings called Maternity Leave which gives the employer the ability to check if the amount paid by *UWV* matches the amount actually paid to the employee. You can indicate whether the employer can claim the payment from *UWV* on the Absence Takes page.

If the employee has a maternity-related sickness, it is considered an illness and the regular salary has to be paid by the employer.

Maternity leave dates can be determined by the employee and are flexible—that is, an employee can decide the dates of her leave, prior to the due date.

See [Chapter 6, “Defining Absence Rules for The Netherlands,” Defining Absence Takes in The Netherlands, page 52.](#)

Extended Pregnancy Leave

If the delivery occurs after the predicted due date, then the employee receives a “sick leave benefit” (*ZW uitkering*) for the additional time. These extra days are not deducted from the maternity leave. There is a maximum of two weeks for extended maternity leave.

Parental Leave

Typically, parental leave is an unpaid absence type, although some branches have different rules and continue to pay the employee up to 100 percent of his salary. An employee can choose to take full leave for 13 weeks or work part-time during a longer period. The leave can also be split over a maximum of three periods that can be no less than one month each. The leave can only be taken once per child under the age of 8.

Parental leave applies to both full-time employees and part-time employees. The entitlement for the leave is calculated by 13 times the number of standard hours per week that the employee works. An employee is entitled to parental leave after working for one year with a company.

Leave for Emergencies (Calamities)

If something unexpected happens in relation to the employee, such as a sick family member that has to be brought to the hospital or the central heating in the employee’s house is broken, the employee is entitled to short term leave of a few hours or days. The maximum leave that is paid at 100 percent of his salary is two days.

Short Term Leave for Health Care

By law, Dutch employees are entitled to receive a maximum of ten days of paid leave to take care of sick children, partners, or parents. The payment is at least 70 percent of the employee’s regular salary during the leave.

Adoption Leave

Employees who adopt a child are entitled to a maximum of 4 weeks of adoption leave within 18 weeks of the adoption date. The leave period can start 2 weeks before the planned adoption. The regular salary is paid for a maximum of 4 weeks. The social security agency pays the claim from the employee through the employer.

Leave for Maternity Care

An employee is entitled to two working days off in case of delivery of his female partner. 100 percent of an employee’s regular salary is paid the maternity care leave.

Study Leave (Career Break Funding Act)

An employee can interrupt his work for an extended period of time to provide care or to study. This is typically considered unpaid leave, but under certain circumstances, a claim by the employer can be submitted to the government for financial reimbursement under terms of the Career Break Funding Act.

Conditions for a contribution from the government during such a break are that:

- The employee has been employed by the company for at least one year and has permission from the company to take the leave.
- The leave is taken in order to take care of an individual or to pursue studies.
- The leave extends for at least two months.
- The employer temporarily replaces the employee on leave with an individual who is eligible for social insurance benefits or who is re-entering the work force.

In order to use the Career Break Funding Act, the leave must be for at least one-third of the normal workweek. If the employee normally works 40 hours per week, the amount of the leave must be for at least 13 hours per week. The replacement employee must also work a minimum of 13 hours per week.

If these conditions are met, the employee may qualify for some financial compensation from the government. While annual limits vary, for the year 2002, an employee is entitled to a maximum of 12,91 euros gross per study leave hours, or a maximum of 490,54 euros per month during his study leave.

The maximum duration of a study leave is 18 months.

Terminal Care Leave

The same conditions apply to terminal care leave as to the study leave.

Strike

In general, employees are not entitled to wages on the days that they strike. Because these days do not accumulate to the number of Social Security days, the employee receives less than his normal wages. The payment is based on the normal number of working days during the pay period minus the number of strike days. In general, the employee receives a payment from the union during the strike, if the employee is a union member.

Sickness

Under Dutch law, employees must receive at least 70 percent of their regular salary, up to 104 weeks, if they are sick. Within some industry branches, it is common to pay an additional amount up to 100 percent. The employer does not have to pay out the first two days of sickness so there can be a waiting period.

If an employee receives 70 percent of his salary or has a waiting period, the sick pay is recorded as a separate wage type called sickness and is shown as a separate earning on the payslip. If an employee receives 100 percent of his salary, there is no change to the payroll or the payslip.

There are three common methods to determine sick pay:

- An employee's salary is paid at 100 percent for up to two years. The salary is paid as normal and no changes are made to the payslip. The amount is recorded as a remuneration component called sickness.
- An employee's salary is paid at a minimum of 70 percent for up to two year maximum. The amount is recorded as a remuneration component called sickness.
- An employee's salary is not paid for the first two days of illness (paid at 0 percent) and then paid at a maximum of 100 percent, using either of the preceding methods after the first two days.

If an employee has a temporary contract, other rules apply and are covered according to the rules in *Vang-net*.

The accrual of vacation days during an employee's illness is limited to a maximum of six months (the last six months of an illness case).

With PeopleSoft Global Payroll for The Netherlands, you can record an employee's expected return date as well as the actual return date on the NL Absence Events - Comments page.

See [Chapter 13, "Updating Absences in The Netherlands," Entering Absence Comments, page 134.](#)

If an employee gets sick during a holiday, the vacation days can be transferred over as sickness days and they are not deducted from the employee's vacation days.

Disability (WAO)

After a maximum of 104 weeks of sickness, an employee is eligible for long-term disability (*WAO*). Depending on the branch agreement, an employee may or may not be terminated during these years. If the employee is not terminated, there are two options:

- The employer can pay the employee's salary (up to 100 percent) and collect the disability from insurance.
- The employee can receive the disability payment directly from insurance and be supplemented up to 100 percent of salary from the employer.

If an employee goes on disability, the payment depends on the percentage of disability. For example, if an employee is 80 to 100 percent disabled, the employee will receive 70 percent of the regular salary while on disability. You'll record this information on the WAO Data NLD page.

See [Chapter 13, "Updating Absences in The Netherlands," Entering WAO Data, page 136.](#)

The *WAO* date should be registered separately from the illness record. When a *WAO* date is registered, the illness record has to be closed a day before the *WAO* date.

Most companies pay an additional supplement to the *WAO* payment, to guarantee a certain income. For example, the supplement in the first year of the disability can be up to 90 percent of an employee's salary, and in the second year, up to 80 percent.

Recurrence of Illness

If an employee recovers from an illness and then gets sick again within four weeks with the same illness reason, the second illness is considered a continuation of the first illness and the cumulative number of days are counted from the first calendar day of the first occurrence.

Note. In PeopleSoft Global Payroll for The Netherlands, on the absence event, you would update the Original Begin Date field to refer to the beginning date of the first illness.

If the total duration of the illness is 52 weeks, the employee can go on long-term disability.

It is necessary to track the progress of an illness, including the percentage of illness, that may change over the course of the illness.

Companies must use an *Arbodienst* for monitoring absences caused by illness. An *Arbodienst* is a company that carries out the rules that apply to sick employees. For example, they employ the company doctor who examines the sick employee and report data to the government department that pays the disability after a year or two of illness.

By Dutch law, an employer has to report the status of a sick employee periodically to the *Arbodienst*.

See [Chapter 13, "Updating Absences in The Netherlands," Understanding the *Poortwachter* Law, page 138.](#)

Accidents

Every employer has to report work-related accidents and work-related diseases to an Arbodienst. Employees are paid at 100 percent their salary, if a work-related accident or disease occurs. The maximum duration of work-related pay is one year.

Illness due to Maternity

If an employee becomes ill due to maternity, she is paid her regular salary.

Organ Donor

If employees are absent due to an organ donation, they are paid their regular salary during the time that they are out of the office. The maximum duration for this type of absence is one year.

Entering Payee Absence Data

This section discusses how to define payee data.

With PeopleSoft Global Payroll for The Netherlands, you can define absence-related data at the establishment level. These are defined on the Establishment Table NLD page, which is discussed in the Social Security chapter.

The absence-related data recorded on the Establishment Table NLD page can be overridden for an employee on the Define Payee Data page.

See Also

[Chapter 5, “Setting Up Social Security Contributions for The Netherlands,” Defining Social Security Information for Establishments, page 42](#)

Page Used to Enter Payee Absence Data

Page Name	Object Name	Navigation	Usage
Define Payee Data	GPNL_DEF_EE_DATA	Global Payroll, Payee Data, Define Payee Data NLD, Define Payee Data	Enter additional absence information for an employee. You can override data that was entered on the Establishment Table NLD page here.

Defining Payee Data

Access the Define Payee Data page.

Define Payee Data

Linders-van der Broek, Mariska ID: KNG002 Empl Rcd#: 0

Find | View All First 1 of 1 Last

*Effective Date: 11/12/2002

Vacation Period: 0.00 Unit: Day(s)

Reduced Period: 0.00 Unit: Hour(s)

Define Payee Data page

Vacation Period

If an employee's vacation period is different from the periods set at the establishment level, you can override it here. For example, if the default vacation entitlement for all employees is 25 days per year and you have an employee who is entitled to 30 days per year, you can set up that value here.

Unit

Select the unit used to measure an employee's absence data. Values are *Hours* or *Days*.

Reduced Period

If an employee's reduced hours are different from those set at the establishment level, you can override the reduced hours here.

See Also

[Chapter 6, "Defining Absence Rules for The Netherlands," Defining Absence Data for Establishments, page 53](#)

Managing Absence Events

When an employee is absent from work, you record the absence take, the begin and end dates, and other details that you want to track.

This section provides an overview of the absence event process and discusses how to:

- Update absence takes for an employee.
- Update absence processing details for an employee.
- Enter absence details for an employee.
- Enter user-defined fields for an employee's absence.
- Enter absence-related comments for an employee.
- Update absence-related address information for an employee.

- Enter maternity information for an employee.

See Also

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

Understanding the Absence Event Process in The Netherlands

In PeopleSoft Global Payroll for The Netherlands, you manage absence events in the following way:

1. Select the absence take element and enter the begin and end dates of the absence on the Absence Event NLD page. If applicable, enter the partial hours that the employee was absent.
2. Enter other details that are related to the absence on the Absence Event Input Detail page.

See Also

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

Common Elements Used in Managing Absence Events

Absence Take	Select the absence take element that corresponds to the employee’s absence.
Absence Reason	Select an absence reason in case of illness.
Begin Date/End Date	Enter the begin and end dates of the absence. If there’s a break in the absence, enter each event separately. The system uses the absence take definition that is in effect on the begin date that you specify.

Pages Used to Update Absence Events

Page Name	Object Name	Navigation	Usage
Absence Event NLD	GPNL_ABS_EVENT	Global Payroll, Payee Data, Maintain Absences, Absence Event NLD	Enter, update, and void absences for an employee.
Absence Event Input Detail	GPNL_ABS_EVENT_SEC	Click the Details link on the Absence Event NLD page.	Enter detailed information for an absence, including the reason, processing action, manager approval, entitlement adjustments, and partial hours.
User-Defined Fields	GPNL_ABS_CNFG_SEC	Click the User-Defined Fields link on the Absence Event Input Detail page.	Enter user-defined information about the employee's absence.
Comments	GPNL_ABS_CMT_SEC	Click the Comments link on the Absence Event Input Detail page.	Enter additional comments about the employee's absence, including therapy hours and percentage of the illness, if the absence is due to a disability.
Address Information	GPNL_ABS_ADDR_SEC	Click the Address Information link on the Absence Event Input Detail page.	Enter address contact information for the employee during his absence.
Maternity	GPNL_ABS_MAT_SEC	Click the Maternity link on the Absence Event Input Detail page.	Enter maternity-related information, such as confinement dates, if the employee's absence is due to maternity.

Updating Absence Events – Absence Take

Access the Absence Events NLD page. Select the Absence Take tab.

Absence Event NLD

Linders-van der Broek, Mariska ID: KNG002 Empl Rcd#: 0

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

Absence Take Process Details

	Absence Take	Absence Reason	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details		
1	ZIEKTE	005	02/18/2002	02/21/2002		Normal		01/24/2002	Details	+	-
2	ZIEKTE	005	01/24/2002	02/06/2002		Normal		01/24/2002	Details	+	-
3	VERHUIZING		01/18/2002	01/18/2002		Normal		01/18/2002	Details	+	-

Absence Event NLD page: Absence Take tab

Partial Hours

For absences of less than a full day, enter the number of hours that the payee was absent. If the payee was absence for more than one day (if the begin and end dates are different), the system associates the partial hours with the first day of the absence only. To specify otherwise, click the Details link to access the Absence Event Input Detail page.

Process Action

Select the process action. For a new absence event, the default is *Normal*. Select *Void* to void an absence that has already gone through the absence take process. The event is not processed in subsequent runs. Instead, the Process Action is reset to *Normal* and the Voided check box is automatically selected during the absence take process.

During retroactive processing, the system calculates a new version of the results without the voided event. Positive input is not generated from the voided event, and the results for earnings or deductions have deltas.

Voided

This check box is automatically selected if you voided the event and ran the Take process. This check box can also be selected if you use the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.

Details

Click the Details link to access the Absence Event Input Detail page, where you can enter additional information about the absence.

Updating Absence Process Details

Access the Absence Event NLD page. Select the Process Details tab.

Absence Event NLD

Linders-van der Broek,Mariska

ID: KNG002

Empl Rcd#: 0

Absence Events

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

Absence Take

Process Details

	Absence Take		Absence Reason		*Begin Date		End Date		Calendar Group ID		Date of last update		Process Date
1	ZIEKTE		005		02/18/2002		02/21/2002		KNMFEB02		10/25/2002		11/06/2002
2	ZIEKTE		005		01/24/2002		02/06/2002		KNMFEB02		10/25/2002		11/06/2002
3	VERHUIZING				01/18/2002		01/18/2002		KNMFEB02		10/25/2002		11/06/2002

Absence Event NLD page: Process Details tab

Calendar Group ID

The Calendar Group ID which processed this absence take appears. This field is display-only and updated by running the absence process for the period in which the absence take occurs.

Date of last update

The date that this absence event was last updated appears. This field is display-only and updated by running the absence process for the period in which the absence take occurs.

Process Date

The date that this absence event was last processed by the Take process appears. This field is display-only and updated by running the absence process for the period in which the absence take occurs.

Entering Absence Details

Access the Absence Event Input Detail page.

Absence Event Input Detail

Linders-van der Broek,Mariska **EmplID:** KNG002 **Empl Rcd Nbr:** 0

Absence Take: ZIEKTE  **Event Priority:** **Source:** On-line

Absence Type: Sickness **Absence Reason:** 005 

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

	Partial Hours	Or Half Day	Or All Days
*Begin Date: 02/18/2002 		☐	☐
End Date: 02/21/2002 		☐	
Original Begin Date: 01/24/2002 			
Expected Return Date: 			

Override

Entitlement: **Adjustment:**

[User Defined Fields](#) [Comments](#) [Address Information](#) Maternity Leave

Absence Event Input Detail page

Event Priority

Displays the priority number of the take element if one was assigned on the Absence Take - Priority page in the core application.

If you enter more than one absence for the same date, you can use the automatic priority processing feature when you save your entries. The system compares the priority numbers of the overlapping absences to determine which take rule to apply for the date in conflict. The lowest number has the highest priority.

Source

Identifies the sources of the absence data. Values are:

On-line: The absence event entry was created using the Absence Event Entry page. This is the default for new entries.

Third Party: The absence event entry was created by a non-PeopleSoft application.

Absence Type

The absence type appears, based on the absence take you selected

Process Action

Select the process action. For a new absence event, the default is *Normal*. Select *Void* to void an absence that has already gone through the absence take process. The event is not processed in subsequent runs. Instead, the Process Action is reset to *Normal* and the Voided check box is automatically selected during the absence take process.

During retroactive processing, the system calculates a new version of the results without the voided event. Positive input is not generated from the voided event, and the results for earnings or deductions have deltas.

Voided

This check box is automatically selected if you voided the event and ran the Take process. This check box can also be selected if you use the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.

Manager Approved

Select to have the absence processed when you run the absence take process. This check box is selected if you defined the absence take element as not requiring manager approval on the Absence Take - Calculation page in the core application.

Original Begin Date

Enter this field if your absence take rules allow you to link this absence to a previous absence that was taken for the same reason. If this absence is related to another absence, enter the begin date of the original absence.

The default value for Original Begin Date is the begin date. Changing the begin date here does not update the original begin date.

Expected Return Date

Enter the expected date of return to work for the employee.

Partial Hours

For absences of less than a full day, use these two fields to enter the number of hours that the employee was absent. The top field displays the partial hours that you entered on the main page.

Complete the top field if the employee was absent for less than a full day on the first day of the absence or absent the same number of hours each day. Complete the bottom field if the payee was absent less than a full day on the last day of the absence.

During the Absence Take process, these hours are available through the PARTIAL HOURS system element.

Note. For single-day absences, enter partial hours in the top or bottom field.

Or Half Day

Select if the employee was absent exactly one half day.

Select the top check box if the employee worked half a day on the first day or every day of the absence. Select the bottom check box if the employee worked half a day on the last day of the absence.

Or All Days

Select if you entered Partial Hours or selected Half Day for the begin date, and your selections apply to all days of the absence. The system uses this field to determine which condition existed.

Override

If the absence take element is associated with a per-absence entitlement element, use this group box to override the standard entitlement amount or adjust the employee's entitlement balance. To override the entitlement amount or adjust the entitlement balance for a frequency-based entitlement, use the Absence Adjustment page. Be sure to use the same type of units as those that are used to define the entitlement element.

Entitlement To override the entitlement for this event, enter the number of units in this field. If the take is linked to more than one entitlement element, the number overrides the entitlement for the first linked element only.

Adjustment To adjust the entitlement balance, enter the number of units in this field. (This number populates the automatically assigned adjustment element.) Enter a negative number to reduce the entitlement balance.

Entering User-Defined Fields for Absences

Access the Absence Event Input Detail - User-Defined Fields page.

Absence Event Input Detail

Linders-van der Broek,Mariska
EmplID: KNG002
Empl Rcd Nbr: 0

Absence Take: ZIEKTE Sickness
Begin Date: 02/18/2002
End Date: 02/21/2002

User Defined Fields

	Date	Decimal	Character	Monetary	Currency
1					
2					
3					
4					

Absence Event Input Detail - User-Defined Fields page

Date, Decimal, Character, Monetary You can enter data in up to 16 user-defined fields.

When you run the Take process, the system writes the data to the daily records, so that it is available to the count formulas. Four sets of system elements in the GP_ABS_EVENT record correspond to each user-defined field. The naming conventions are:

- EVT CONFIG1 (2, 3, 4)DT for date values.
- EVT CONFIG1(2, 3, 4)) DC for decimal values.
- EVT CONFIG1(2, 3, 4) CH for character values.
- EVT CONFIG1(2, 3, 4) MN for monetary values.

Entering Absence Comments

Access the NL Absence Event page.

NL Absence Event Page

Linders-van der Broek,Mariska
EmplID: KNG002
Empl Rcd Nbr: 0

Absence Take:	ZIEKTE	Sickness
Begin Date:	02/18/2002	
End Date:	02/21/2002	

Comments
Find | View All
First 1 of 2 Last

Comment Date:
02/21/2002

Therapy Hours:
Per: Day

Percentage Ill:
100 %

Comment:
The chair that Mariska was using has been replaced and she will come back to work.

NL Absence Event page

Comment Date	Enter the date when you entered comments about the employee's absence.
Therapy Hours	Enter the number of hours that the employee is receiving therapy.
Per	Select <i>Day</i> or <i>Week</i> to define the unit of measurement for therapy hours.
Percentage Ill	Enter the percentage of the employee's illness.
Comment	Enter any additional comments about the employee's absence.

Updating Absence Address Information

Access the Absence Address Information page.

Absence Address information

Linders-van der Broek, Mariska **EmplID:** KNG002 **Empl Rcd Nbr:** 0

Emergency Contact		Find View All	First	1 of 1	Last
☒	Same Address as Employee				
☒	Same Phone as Employee				

Contact Address

Country: [Change Country](#)

Address: [Edit Address](#)

Contact Phone

Phone:

Absence Address Information page

Same Address as Employee, Same Phone as Employee Select if the absence contact information for the employee is the same as the employee's contact information.

Contact Address, Contact Phone If the absence contact information is not the same as the employee's address and phone information, enter the absence contact address and phone here.

Entering Maternity Information

Access the General Abs - Maternity Sec (general absence - maternity) page.

General Abs - Maternity Sec

Linders-van der Broek,Mariska

EmplID: KNG002

Empl Rcd Nbr: 0

Absence Take: BEVALLINGSVERLOF

Maternity

Begin Date: 09/01/2002

End Date: 12/01/2002

Maternity Dates

Expected Confinement Date.: 10/01/2002

Actual Confinement Date.: 10/01/2002

OK

Cancel

Refresh

General Abs - Maternity Sec page

Expected Confinement Date, Actual Confinement Date

Enter both the expected and actual maternity dates for the employee. These dates are used to determine the duration of an employee's maternity leave.

Entering WAO Data

This section provides an overview of *WAO* data and discusses how to enter *WAO* data.

Understanding WAO Data

When an employee goes on long-term disability (*WAO*) the disability pay depends on the percentage of the employee's disability. For example, if an employee is 80 to 100 percent disabled, the employee will receive 70 percent of the regular salary while on disability. There are seven different *WAO* classes with which you can define the percentage of an employee's disability. You do this on the *WAO* Data page.

Note. A company can decide whether disability pay should be claimed by the employer or the employee. If the company provides disability pay to the employee directly, then the company can claim the cost. If the company prefers that the Social Security agency pay the employee, then the employee can claim the cost. You can indicate who can claim absence costs on the Absence Takes NLD page.

See Also

Chapter 6, "Defining Absence Rules for The Netherlands," Defining Absence Takes in The Netherlands, page 52

Page Used to Enter WAO Data

Page Name	Object Name	Navigation	Usage
WAO Data NLD	GPNL_WAO_DATA	Global Payroll, Payee Data, Maintain Absences, WAO Data NLD	Enter disability (<i>WAO</i>) information for an employee, such as the date that the employee goes on disability and the percentage of the disability.

Entering WAO Data

Access the WAO Data NLD page.

WAO Data NLD page

WAO Date

Enter the date when the employee goes on disability (*WAO*). This date is used to track an employee's disability history.

WAO Class

Enter the percentage of the employee's disability. Values are *15–25 Percent*, *25–34 Percent*, *35–44 Percent*, *45–54 Percent*, *55–65 Percent*, *65–80 Percent*, *85–100 Percent*, and *Not Applicable*. The percentage of an employee's disability determines the disability pay.

Note. This percentage is not automatically calculated by the system. You must enter the amount to pay manually.

Amount to Pay

Based on the WAO Class entered, social security will determine the amount of payment that the employee is eligible for, which can be claimed by the employer. To process this amount, you need to assign the earning WAO UITKERNG to the employee. In case the employer pays an additional amount, the earning WAO SUPLETIE can be assigned.

Running Absence Reports

This section provides an overview of the *Poortwachter* law and discusses how to run the absence report for The Netherlands.

Understanding the *Poortwachter* Law

According to the Dutch law *Poortwachter*, an employer has to report the status of a sick employee periodically to the *Arbodienst*. Depending on the branch of the *Arbodienst* and the contract that an employer has with the *Arbodienst*, several deadlines may apply. The most common among these are reports that need to be sent to the *Arbodienst* and the Social Security agency when an employee is ill for 8 weeks, 13 weeks, and/or 52 weeks.

PeopleSoft Global Payroll for The Netherlands uses the Person Checklist functionality from PeopleSoft Human Resources to track the actions related to the *Poortwachter* law. PeopleSoft Global Payroll for The Netherlands delivers a predefined checklist called NLDABS (Netherlands Monitor Absence) which can be used to administer the actions taken.

With PeopleSoft Global Payroll for The Netherlands, you can generate the Longterm Illness report, detailing this information about sick employees. The Longterm Illness report includes the latest action taken for each long-term illness.

See Also

PeopleSoft 8.8 Human Resources PeopleBook: Monitor Absence, “(NLD) Dutch Illness Reporting”

Appendix A, “PeopleSoft Global Payroll for The Netherlands Reports,” page 155

Page Used to Run Absence Reports

Page Name	Object Name	Navigation	Usage
Longterm Illnesses Report	GPNL_ABSPW_RCNTL	Global Payroll, Absence and Payroll Processing, Absence Reports, Longterm Illnesses NLD, Longterm Illness Report	Enter the report request parameters for the Longterm Illness report, including begin and end dates, company, and employee ID for which the reports is generated.

Viewing Delivered Absence Elements for The Netherlands

This section contains information about the following rules that PeopleSoft Global Payroll for The Netherlands delivers to process absences:

- Absence earnings.
- Absence entitlements.
- Absence takes.
- Absence process lists.
- Absence sections.

Absence Earnings

The following table lists the absence earnings delivered with PeopleSoft Global Payroll for The Netherlands:

Earning	Description
ZWANGER VL	Maternity
TIJD VOR TIJD	Time for time
VAKANTIE DGN	Paid out vacation days
OUDERSCHP VL	Paid parental leave
OUDERSCHAPSV	Parental leave units
KORT ZORG VL	Short term leave
ADOPTIE VL	Adoption leave
WAO UITKERNG	Disablement allowance
WAO SUPLETIE	Disablement supplement
ZWANGER ZKT	Illness due to maternity
SALARIS CONT	Continuous payment

Absence Entitlements

The following table lists the absence entitlements delivered with PeopleSoft Global Payroll for The Netherlands:

Absence Entitlement	Description
VAKANTIE AE	Vacation entitlement
VAKNT NT AE	Vacation not taken
ADV HOURS AE	Reduced hours
VRLF SPRN AE	Savings for leave
KORTDURND AE	Short term leave

Absence Entitlement	Description
ADPTVRLF AE	Adoption leave
KRAAMVRLF AE	Maternity leave
STUDIVRLF AE	Study leave
CALAMITEI AE	Emergency leave
BETAALVERLOF	Paid absence
BEVALLINGS AE	Maternity
TIJD VOOR TIJD	Time for time

Absence Takes

The following table lists the absence takes delivered with PeopleSoft Global Payroll for The Netherlands:

Absence Take	Description
VAKANTIE	Vacation
ADV	Reduced working hours
VERLOF SPAREN	Savings for leave
TIJD VOOR TIJD	Time for time
OVERLIJDEN FAMILIE	Deceased family member
HUWELIJK	Marriage
VERHUIZING	Move
BEVALLINGSVERLOF	Maternity
VRLNGD ZWANGERSCH	Extended pregnancy

Absence Take	Description
OUDERSCHAPSVERLOF	Parental leave
CALAMITEITENVERLOF	Emergency leave
KORTDUREND ZORGVRL	Short term leave for health care
ADOPTIEVERLOF	Adoption leave
KRAAMVERLOF	Maternity leave
STUDIEVERLOF	Study leave
STERVENSBEGELEIDING	Terminal care leave
STAKING	Strike
ZIEKTE	Sickness
ARBEIDSONGESCHIKTH	Disability
ONGEVAL	Accident
ZIEK WEGENS ZWANG	Illness due to maternity
ORGAANDONATIE	Organ donor
BIJZONDER VERLOF	Other (special leave)

Absence Process Lists

The following table lists the absence process list delivered with PeopleSoft Global Payroll for The Netherlands:

Process List	Description
AFW PR	Absence process

Absence Sections

The following table lists the absence sections delivered with PeopleSoft Global Payroll for The Netherlands:

Section	Description
AFW SE INIT	Absence initialization
AFW SE PROCESS	Absence calculation
AFW SE DAGEN	Accumulators initialization

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

CHAPTER 14

Generating Payslips for The Netherlands

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

- Add messages to payslips.
- Run the payslip report.

Note. Before you can add messages to payslips and run the payslip report, you must first set up payslips. Setting up payslips is discussed in “Creating Payslips in The Netherlands.”

See Also

Chapter 7, “Creating Payslips in The Netherlands,” page 55

Understanding the Payslip Definition Process

This section discusses:

- The payslip definition process.
- Segmentation and payslips.
- Retro and payslips.
- 13th month allowance and payslips.

The Payslip Definition Process

In The Netherlands, employers have to provide their employees with a payslip that contains income information for each pay period. There are some minimum statutory requirements about the information to be included on payslips, but most employers provide more than the minimum requirements. With PeopleSoft Global Payroll for The Netherlands, you have the flexibility to create your own payslip layout, format, and information, according to your company’s needs.

To define payslips in The Netherlands:

1. Select the pay groups that share the same template on the Payslip Setup page.
2. Select the fields from the Job Data record, such as BUSINESS, UNIT, or LOCATION to determine the processing order of the employees on the Sort Keys page. You can sort elements in ascending or descending order.
3. Select the earnings and deductions that you want included on the payslip, as well as the layout of the payslip on the Earnings and Deductions page.

4. Select the year-to-date accumulators you want included on the payslip on the Accumulators page.
5. Add messages to be printed on the payslip on the Payslip Messages page.
6. Define the reporting options for the payslip and generate the payslip on the Payslip Report page.

Note. Steps 1 – 4 are discussed earlier in this PeopleBook.

See [Chapter 7, “Creating Payslips in The Netherlands,” page 55](#).

Segmentation and Payslips

Segmentation occurs when employees’ details change during a payroll period and the change requires the system to recalculate certain elements (element segmentation) or all elements (period segmentation).

In The Netherlands, segmentation can occur because an employee changes to a new company with a different tax number or a new establishment with a different social security number. When the system segments an employee’s pay, it prints a payslip for each segment. This way, the accumulator balance starts out at zero when an employee transfers to a new company or establishment.

See *PeopleSoft 8.8 Global Payroll PeopleBook*, “Defining Segmentation”.

Retro and Payslips

With PeopleSoft Global Payroll for The Netherlands, you can define how retro results are printed on the payslip in the following way:

1. Define the retro type on the Payslip – Earnings and Deductions setup page. You can print the current and recalculated amounts combined or separately.
2. Define retro selection options on the Print Payslips page. You can choose to print only the current results, only the retro (recalculated) results, or both the current and retro results on a payslip.

See [Chapter 7, “Creating Payslips in The Netherlands,” Defining Earnings and Deductions on the Payslip, page 57](#).

See [Chapter 14, “Generating Payslips for The Netherlands,” Printing Payslips, page 146](#).

13th Month Allowance and Payslips

In The Netherlands, companies can pay the 13th month allowance either in a regular pay period or in an additional payroll run.

If the company pays the 13th month allowance during a regular pay period, an extra entry appears on the payslip for the allowance, in addition to the gross salary amount. On the payslip, there will be one line indicating the gross salary as a regular payment, and another line indicating the 13th month allowance as a non-regular payment.

If the company pays the 13th month allowance in an additional pay run, the system creates a special Calendar Group ID for the 13th month allowance. During this special pay run, the system calculates the 13th month allowance and it is the only entry that appears on the payslip.

Adding Messages to Payslips

There may be times when you want to print a message on employees' payslips. Messages do not appear automatically on every payslip. They only appear on payslips for those pay periods that you select. For example, you can wish all employees a happy Christmas and a good New Year by adding a message on their December payslips. You can define messages on the Payslip Messages page.

Page Used to Add Payslip Messages

Page Name	Object Name	Navigation	Usage
Payslip Messages	GPNL_PAYSLIP_MSG	- Set Up HRMS, Product Related, Global Payroll, Payslips, Messages NLD, Payslip Messages - Global Payroll, Payslips, Add Payslip Messages NLD, Payslip Messages	Add messages that you want printed on the payslip.

Adding Payslip Messages

Access the Payslip Messages page.

Payslip Messages

Calendar Group ID: KNMJAN02 January 2002

Message Definition Find | View All First 1 of 1 Last

*Message Number: 100 + -

Pay Entity:

Pay Group:

Department SetID:

Department:

EmpID: KNG002 Linders-van der Broek, Mariska

Message Definition: Berichtje

Payslip Messages page

Message Number

Assign a number to the message. The message number is used as a unique sequence number within a specific Calendar Group to allow the use of multiple messages in the same pay calendar.

Pay Entity, Pay Group, Department SetID, Department, and EmpID

Select the pay entity, pay group, department SetID, department, and employee IDs to which the message applies.

Message Definition

Enter the message that appears on the payslip that you select.

Running the Payslip Report

This section discusses how to run the payslip report.

Pages Used to Run the Payslip Report

Page Name	Object Name	Navigation	Usage
Print Payslips	GNL_RC_PAYSLIP	Global Payroll, Payslips, Create/Print Payslips NLD, Print Payslips	Define the reporting options for printing the payslip and generate the payslip.
Pay Entity List	GNL_RC_PS_PYENT	Click the Pay Entity List link on the Print Payslips page.	Select the pay entities to be included on the payslip.
Pay Group List	GNL_RC_PS_PGRP	Click the Pay Group List link on the Print Payslips page.	Select the pay groups to be included on the payslip.
Department List	GNL_RC_PS_DEPT	Click the Department List link on the Print Payslips page.	Select the departments to be included on the payslip.
Location List	GNL_RC_PS_LOCTN	Click the Location List link on the Print Payslips page.	Select the locations to be included on the payslip.
Payee List	GNL_RC_PS_PYE	Click the Payee List link on the Print Payslips page.	Select the payees to be included on the payslip.

Printing Payslips

Access the Print Payslips page.

Print Payslips

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

Language: English

Payslip Generation Details

*Calendar Group ID: GD2JAN01 Calendar Group GD2 Jan01

Payslip ID: GN401 Pay Group GNPGMEN4xx

Retro Processing: Current Period Only

Payslip Sign: All

[Pay Entity List](#)

[Pay Group List](#)

[Department List](#)

[Location List](#)

[Payee List](#)

Print Payslips page

Calendar Group ID

Select the Calendar Group ID for which you want to print the payslip.

Payslip ID

Select the Payslip ID in case you want to override the default payslip template that is defined for the pay groups within this calendar group.

Retro Processing

Indicate the retro processing method that will be printed on the payslips. Select from the following options:

Current Period Only: Displays only the current period results on the payslip.

Retro Periods Only: Displays only the retro results on the payslip.

Retro and Current Period: Displays both the retro results and the current results on the payslip.

Payslip Sign

Select the type of payslip you want to print. In The Netherlands, companies can print both positive and negative payslips. A positive payslip is one in which the net amount to pay is zero or greater than zero. A negative payslip is one in which the net amount to pay is less than zero. If a payslip is negative, the employer can include a letter explaining why the net pay is less than zero and how the amount can be paid back. Values are *All*, *Negative Only*, *Negative first, positive last*, and *Positive Only*. Typically, the positive and negative payslips are printed separately, but with PeopleSoft Global Payroll for The Netherlands, you have four options.

Note. By default, all payees within the Pay Calendar are selected. The selection criteria, such as Pay Entity, Pay Group, and Payee, for example, are only used to limit the selection to a subset.

See Also

Appendix A, “PeopleSoft Global Payroll for The Netherlands Reports,” page 155

CHAPTER 15

Running Banking Processes for The Netherlands

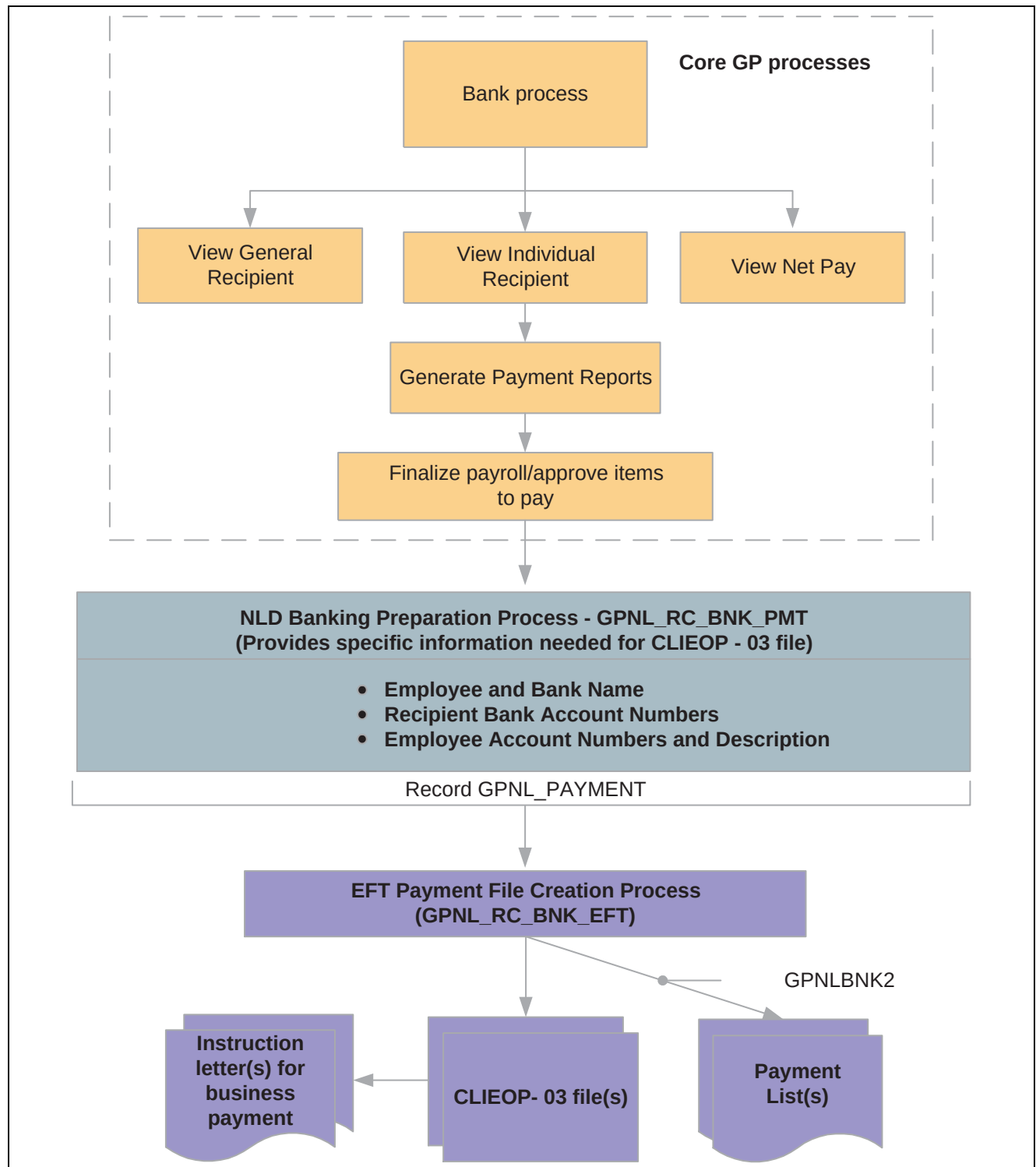
This chapter provides an overview of banking processing for The Netherlands and discusses how to run banking processes.

Understanding Banking Processing for The Netherlands

In addition to the core payroll and subsequent core banking process, there are three processes specific to banking for The Netherlands:

- The Banking Preparation process uses Application Engine program GPNL_PAYMENT to extract data from the core application record GP_PAYMENT and populate record GPNL_PAYMENT with information required for the CLIEOP-03 file.
- The CLIEOP-03 electronic file creation process uses Application Engine program GPNL_EFT to extract the data from GPNL_PAYMENT to create a CLIEOP-03 file and Instruction letter for business payments to either bank accounts and/or postbank accounts, depending on the selection you make on the run control page.
- The Payment List report produces a list of employee and recipient payment detail suitable for payroll administrators and accountants to use for general management of salary payments and general payroll administration.

The following diagram illustrates how two of the banking processes for The Netherlands supplement the core application banking process.



PeopleSoft Global Payroll for The Netherlands banking processes

See Also

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

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Chapter 8, “Setting up Banking Processing for The Netherlands,” page 65

Running Banking Processes

This section discusses how to:

- Create the CLIEOP03 electronic file.
- Launch the Payment List report.

Note. All the additional information required by the system is at the pay entity level.

Pages Used to Run Banking Processes for The Netherlands

Page Name	Object Name	Navigation	Usage
Banking Preparation	GPNL_RC_BNK_PMT	Global Payroll, Payment Processing, Run Banking Process NLD, Banking Preparation	Launch the Dutch banking process. You launch this process after running the core application banking process. You specify only the Calendar Group ID for the processing. Note. The core banking process should be run with the Calculate option only. Do not run the core banking process with the Finalize option.
Payment File Generation	GPNL_RC_BNK_EFT	Global Payroll, Payment Processing, Create EFT Payment File NLD, Payment File Generation	Launch the CLIEOP03 electronic file creation process. You launch this process after running the core application banking process and the Banking Process NLD.
Payment List	GPNL_RC_PMT_LST	Global Payroll, Payment Processing, Payment List Report NLD, Payment List	Select the parameters for printing the payment list.

Creating the CLIEOP03 Electronic File

Access the Payment File Generation page.

Payment File Generation

Run Control ID: 1
[Report Manager](#)
[Process Monitor](#)

Banking Report

Calendar Group ID:

Pay Entity:

Banking Recipient:

Fixed Description Info:

Batch Reference:

Required Process Date:

Delivery type:

Payment File Generation page

- Calendar Group ID** Select the calendar group for which you want to process payments.
- Pay Entity** Select a pay entity if you want to restrict the processing of payments for a particular pay entity when your calendar group includes more than one. If you don't make a selection here, the system will process payments for all pay entities in the calendar group.
- Banking Recipient** Select from: *Bank Accounts*, *Bank and Postbank Accounts*, (accounts numbers greater than 7 digits) or *Postbank Accounts* (account numbers with a maximum of 7 digits).

Transactions from bank account to Postbank accounts usually take two or three days, while transactions between bank accounts take only one day. By processing transactions to Postbank accounts separately and earlier than you process the transactions to bank accounts, you can pay all your employees on the same day.

- Fixed Description Info** The description you enter here appears in the header of the CLIEOP03 file. It also appears on each employee's bank statement, for example "Salary January 2002".

- Batch Reference** Enter the batch reference that's to appear on the Instruction letter for business payments.

- Required Process Date** Enter the date on which Interpay must process the batch. The date appears in the header of the CLIEOP03 file and in the Instruction letter for business payments.

- Delivery Type** Select either *Original* or *Duplicate*. The value is included in the file but not the Instruction letter for business payments.

Launching the Payment List Report

Access the Payment List page.

Payment List

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

Language: English

Payment List Options

*Calendar Group ID: KNMJAN02

Calendar ID: KNMJAN02

Payment Status: Paid

Element Name:

Payment List page

Calendar Group ID

Select the calendar group for which you want to report detailed payment data. You can isolate the data retrieval to a single calendar in the group by also entering a calendar ID.

Payment Status

Select from *No Active Allocations*, *Paid*, and *Prepared*. If you select *No Active Allocations* this means that the system found no net distribution allocations specified for a payee.

Element Name

Select a specific element, of a particular element type, such as a deduction, by its name to report on transactions for that element in the calendar or calendar group you specified. Examples are savings plans deductions or garnishments.

See Also

[Chapter 8, “Setting up Banking Processing for The Netherlands,” page 65](#)

APPENDIX A

PeopleSoft Global Payroll for The Netherlands Reports

This appendix discusses PeopleSoft Global Payroll for The Netherlands reports and shows you how to view summary tables of all reports.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation. For more information about running these reports, refer to the appropriate chapter in this PeopleBook.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

PeopleSoft Global Payroll for The Netherlands Reports: A to Z

This table lists the PeopleSoft Global Payroll for The Netherlands reports, sorted alphanumerically by report ID.

Note. The Longterm Illnesses NLD report is part of the Monitor Absences business process functionality. If the Global Payroll Netherlands flag is checked on the Installation Table, the Longterm Illnesses NLD report selects absence data from PeopleSoft Global Payroll for The Netherlands records. If the Global Payroll Netherlands flag is not checked on the Installation Table, the Longterm Illnesses NLD report selects absence data from PeopleSoft Human Resources records. The Longterm Illnesses NLD report is discussed in *PeopleSoft Human Resources: Monitor Absences PeopleBook*.

See *PeopleSoft 8.8 Human Resources PeopleBook: Monitor Absence*, “(NLD) Dutch Illness Reporting”.

Report ID and Report Name	Description	Navigation	Run Control Page
ABS007NL Absence Report	Provides updated information on the status of sick employees periodically to the Arbodienst.	Global Payroll, Absence and Payroll Processing, Absence Reports, Longterm Illnesses NLD	RUNCTL_ABS007_NL
GPNLBNK2 Payment List Report	Produces a list of employee and recipient payment details regarding salary payments and general payroll administration.	Global Payroll, Payment Processing, Payment List Report NLD	GPNL_RC_PMT_LST

Report ID and Report Name	Description	Navigation	Run Control Page
GPNL5PCT Prevent 5% Report	Summarizes total social insurance contributions for a given period. This enables employers to track increases in social security contributions. Increases in contributions over 5% must be reported to the Social Security agency.	Global Payroll, Social Security/Insurance, Prevent 5% Report NLD	GPNL_RC_SOC_5PCT
GPNLEMP Employer Report (Aangifte Loonbelasting)	Monthly or quarterly summary of the taxable amount and total payable tax for the period by legal entity.	Global Payroll, Taxes, Employer Report NLD	GPNL_RC_EMPL
GPNLERS Personal Information Report	Contains information about tax and social security at the employee level.	Global Payroll, Taxes, Personal Information Report NLD	GPNL_RC_PERS
GPNLRED Reductions Report (Afdrachtverminderingen)	Provides detailed information about the tax reductions per employee. Sort by employee or by reduction rule.	Global Payroll, Taxes, Reductions Report NLD	GPNL_RC_RED
GPNLSEY Summary Report (Verzamelloonstaat)	Lists employees' social security contributions for the year.	Global Payroll, Social Security/Insurance, Summary Report NLD	GPNL_RC_SOC_YEE
GPNLSEY Year-End Employee Report (Jaaropgaaf)	Print the fiscal information for each employee at the end of the fiscal year.	Global Payroll, Taxes, Year-End Employee Report NLD	GPNL_RC_YEE
GPNLSEY Year-End Employer Report (Verzamelloonstaat)	Provides an overview of the fiscal income of all employees.	Global Payroll, Taxes, Year-End Employer Report NLD	GPNL_RC_YER
GPNLPSY Payslip Report	Generates payslips for all employees within the selected calendar group, with the optional selection by pay entity, pay group, department, location, and payee. On the payslip, you can display retro results and indicate whether positive and/or negative payslips should be processed.	Global Payroll, Payslips, Create/Print Payslips NLD	GPNL_RC_PAYSLIP

Report ID and Report Name	Description	Navigation	Run Control Page
GPNL_SOC_MSV MSV Interface (Melding sociale verzekeringen)	Provides the social security agency with employee information. Employers are required to send an MSV report within one month of the following events: • Hiring an employee • Change in employment • Termination of an employee • Correction of a previous report	Global Payroll, Social Security/Insurance, MSV Interface NLD	GPNL_RC_SOC_MSV
GPNL_SOC_UWV UWV Interface	Lists personal information and annual earnings for all employees in a company. Run this at the end of the year and submit it to the social security agency before 1 February of the next year.	Global Payroll, Social Security/Insurance, UWV Interfaces NLD	GPNL_RC_SOC_UWV
GPNLZFW ZFW Eligibility Report	Lists the estimated annual salaries for all employees in a company. This report is required by the Health Insurance Act (ZFW) to determine whether an employee must arrange for private health insurance or contribute to the health insurance. Employees whose salaries are less than the salary limit contribute to health insurance and anyone above this limit is required to pay for private health insurance. You run this report once a year and it list salaries as of 1 November.	Global Payroll, Social Security/Insurance, ZFW Eligibility Report NLD	GPNL_RC_SOC_ZFW
GPNL_YINT_AE Year-End Interface	Prepare the electronic file to send employee personal information and year-end earnings information to the Tax Authority.	Global Payroll, Taxes, Year-End Interface NLD	GPNL_RC_YINT
INT001NL MSV Report NLD	Generate a printed version of the MSV report for each employee.	Global Payroll, Social Security/Insurance, MSV Report NLD	RUNCTL_INT001_NL

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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