

PeopleSoft®

PeopleSoft 8.8
Global Payroll for India PeopleBook

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Global Payroll for India PeopleBook
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About This PeopleBook

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

This preface discusses:

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

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

PeopleSoft Application Prerequisites

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

See *Using PeopleSoft Applications*.

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

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

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

PeopleSoft Application Fundamentals

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

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

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

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

Ordering Printed Documentation

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

- Web
- Telephone
- Email

Web

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

Telephone

Contact CPI at 800 888 3559.

Email

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

See Also

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

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

Typographical Conventions

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

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>O</i> , not the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
(quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

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

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

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

Common Elements in These PeopleBooks

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

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

See Also

Using PeopleSoft Applications

PeopleSoft Process Scheduler

PeopleSoft Global Payroll for India 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 it either requires no additional explanation or is documented with the common elements for the section, chapter, PeopleBook, or product line.

PeopleSoft Application Fundamentals

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

This chapter provides an overview of PeopleSoft Global Payroll for India and discusses:

- PeopleSoft Global Payroll for India business processes.
- PeopleSoft Global Payroll for India implementation tasks.

PeopleSoft Global Payroll for India Business Processes

The following is a list of the PeopleSoft Global Payroll for India business processes:

- Absences
- Provident Fund
- Employee State Insurance
- Allowances
- Loans and advances
- Taxes
- Banking
- Payslips
- Reporting
- Year-end processing

We cover these business processes in the business process chapters of the *PeopleSoft Global Payroll for India PeopleBook*.

PeopleSoft Global Payroll for India Implementation

The PeopleSoft Global Payroll for India 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 India country extension tables.

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

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

Setting Up PeopleSoft HRMS Fundamental Tables

PeopleSoft Global Payroll for India requires the setup of fundamental HRMS tables, common to multiple HRMS applications. The information that you define on these tables lays the foundation for the PeopleSoft Global Payroll for India setup.

Step	Reference
1. Set up PeopleSoft HRMS global tables, including country, company, department, location, job code and other HRMS foundation 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 India requires the setup of tables in various PeopleSoft Human Resources business processes. The following table lists Human Resources setup steps to PeopleSoft Global Payroll for India, not all required steps.

Step	Reference
1. Define currency codes, rate types, and exchange rates.	• <i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i>, "Working With Currencies" • <i>PeopleSoft 8.8 Global Payroll PeopleBook</i>, "Introducing the Core Application Architecture"
2. Set up dependents relationships information.	<i>PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce</i> , "Entering Additional Data in Human Resources Records"

Setting Up PeopleSoft Global Payroll Core Application Tables

PeopleSoft Global Payroll for India 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 Global Payroll PeopleBook</i>

Setting Up PeopleSoft Global Payroll for India Tables

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

Step	Reference
1. Set up establishments.	Chapter 4, “Setting Up Establishments,” page 27
2. Define absences.	Chapter 5, “Working With Absence Rules,” page 35
3. Define absence processing.	Chapter 5, “Working With Absence Rules,” page 35
4. Enroll payees in Provident Fund.	Chapter 6, “Enrolling Payees in Provident Funds,” page 39
5. Enroll payees in Employee State Insurance.	Chapter 7, “Enrolling Payees in Employee State Insurance,” page 45
6. Enroll payees in medical allowance and leave travel allowance.	• Chapter 8, “Processing Allowances,” Enrolling a Payee for Leave Travel Allowance, page 51 • Chapter 8, “Processing Allowances,” Enrolling a Payee for Medical Allowance, page 53
7. Set up allowances processing.	Chapter 8, “Processing Allowances,” page 49
8. Set up loan and advances processing.	Chapter 9, “Managing Loans and Advances,” page 57
9. Set up taxes.	Chapter 10, “Withholding Taxes,” page 61
10. Define payslips.	Chapter 10, “Withholding Taxes,” page 61
11. Define payee reports.	Chapter 14, “Creating Payee Reports,” page 97
12. Define year-end processing.	Chapter 14, “Creating Payee Reports,” page 97

CHAPTER 2

Understanding PeopleSoft Global Payroll for India

This chapter provides an overview of the PeopleSoft Global Payroll for India country extension, and discusses:

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

PeopleSoft Global Payroll for India

PeopleSoft Global Payroll for India is a "country extension" of the core Global Payroll application. It provides you with the payroll rules, elements, and absence processes needed to run an Indian payroll.

PeopleSoft Global Payroll for India Business Processes

PeopleSoft Global Payroll for India supports the following business processes:

- Establishments.

Establishments are used to identify separate units of a company, based on location. PeopleSoft Global Payroll for India provides pages on which you capture establishment information. Pages provided record the head of the establishment, nature of business, whether the establishment is registered under the Factories Act or the Shops and Establishments Act, whether the establishment is covered under Employee State Insurance, Workmen's Compensation Act, or both, and Employee State Insurance, Provident Fund, Professional Tax, and Income Tax registration details.

See [Chapter 4, "Setting Up Establishments," page 27](#).

- Allowances.

Companies may provide their payees certain types of allowances. PeopleSoft Global Payroll for India provides you with functionality to process leave travel and medical allowances.

For your leave travel allowance program, you can define the program (including who can be covered for reimbursements), capture the leave travel allowance amount (per payee) for the year, track payee claims details and whether the minimum days of leave have been taken, and track payee balances.

For your medical allowance program, you can define the program (clearly defining the exemption amount that a payee can claim), track payee claims details (while ensuring that the claims in excess of the exemption limit is added to the taxable earnings of the payee), and track payee balances.

See [Chapter 8, “Processing Allowances,” page 49](#).

- Absences.

PeopleSoft delivers predefined rules for processing absences due to privilege leave, sick leave, maternity leave, casual leave, and other reasons. We designed these rules according to India’s statutory requirements. You can easily modify many of these rules to reflect absence policies (leave policies) that are specific to your organization or to labor agreements that may be in force for your employees.

We deliver sample values for many absence take and absence entitlement elements.

PeopleSoft delivers predefined sections and process lists for absence processing. You can use these, modify them, or create your own.

See [Chapter 5, “Working With Absence Rules,” page 35](#).

- Provident Funds.

The Provident Fund program exists as a method of retirement savings for India’s workforce. With PeopleSoft Global Payroll for India you can:

- Define the type of Provident Fund chosen by your company (Statutory Provident Fund or Recognized Provident Fund).
- Ensure that all payees are registered with a Provident Fund and capture the personal information for the payee and their beneficiaries.
- Define the three programs under the Provident Fund and the calculation methodology for each program.
- Ensure that the deductions for payee contributions are properly calculated and deducted on a monthly basis.
- Ensure that the employer contribution is properly calculated.
- Ensure that the monthly contributions are correctly deposited with the proper Provident Fund Authority.

See [Chapter 6, “Enrolling Payees in Provident Funds,” page 39](#).

- Employee State Insurance.

Employee State Insurance (ESI) is a social security program designed to provide income protection to workers and their dependants when a payee becomes unable to work, or when a payee dies. With PeopleSoft Global Payroll for India you can ensure that all of your payees are registered per the ESI Act, capture relevant personal information of payees and their dependents, and ensure that the deductions for contributions from payees are deducted from their pay each month.

See [Chapter 7, “Enrolling Payees in Employee State Insurance,” page 45](#).

- Reports.

For certain payroll business processes, it is necessary to generate reports in order to comply with legislative reporting requirements. Such reports are required for processes related to Employee State Insurance, Provident Fund, Profession Tax, Income Tax, Medical Allowance, and Leave Travel Allowance. PeopleSoft Global Payroll for India provides samples of these for your reporting needs.

The PeopleSoft Global Payroll for India Payee Reports feature provides you a flexible reporting solution for your payroll information. Setup pages are provided that enable you to change the Global Payroll elements that are used in the sample reports delivered. This feature allows you to change the contents of a report without making a change to the program that prints the report.

Additionally, PeopleSoft Global Payroll provides generic reporting pages to address your additional reporting needs. You create a generic report by defining report parameters such as break levels, sorting, and the rows and columns to be printed on the report. Once the parameters are defined, you can run the report. At the time you run the report, you can define additional parameters on the run control page to further refine the resulting reports.

See [Chapter 14, “Creating Payee Reports,” page 97](#).

See [Appendix B, “PeopleSoft Global Payroll for India Reports,” page 121](#).

- Loans and Advances.

Many companies in India make loans and advances available to their employees. PeopleSoft Global Payroll for India provides you the ability to issue loans and advances to payees and then process repayment as deductions over a period of time. With PeopleSoft Global Payroll for India you can define the different type of loans that your company provides (such as home loans, car loans, and personal loans), define the repayment schedules that the payee requests based on the type of loan, and ensure that repayment from payees is deducted on a monthly basis and that the monthly repayments are adjusted against the loan balance or the advance balance. The payee has the option of early payment of the loan commonly known as foreclosure in India. Payment and balance information is easily provided to payees.

See [Chapter 9, “Managing Loans and Advances,” page 57](#).

- Taxes.

Companies must deduct and report on taxes. PeopleSoft Global Payroll for India provides functionality to meet legislated tax recording, reporting, and processing requirements for taxes deducted per the Indian Income Tax Act and Profession Tax Act. Refer to the Year-End Processing section below for more details on the reporting.

See [Chapter 10, “Withholding Taxes,” page 61](#).

- Banking.

The banking process uses input from Global Payroll setup, payee, and result tables. The process creates the data required for direct deposit into output tables. This will include the Employee, Account number, Net Pay and other fields. This process must be run after the payroll run. We are delivering specifications to a sample financial institution as a guide for you to use for your financial institution.

A report and a flat file to be sent to the bank are generated from these output tables.

The above process may be run separately for reimbursements such as medical or leave travel allowance. If the earnings for reimbursements are non-taxable, then the gross and net amounts will be the same.

For other types of pay (such as bonuses), you follow the same process as for a regular payroll, which is run separately.

See [Chapter 11, “Working With Banking in India,” page 73](#).

- Payslips.

The PeopleSoft Global Payroll for India payslip solution provides you with a series of features including new payslip definition pages, run control pages, and a Structured Query Report (SQR) program.

The data used in the production of the payslips is generated by the pay calculation process and resides in various result tables. Additional data from PeopleSoft Human Resources and Global Payroll are also used. While some customers have their own pay advice designs, we provide a generic payslip that can be modified to meet your needs.

See [Chapter 12, “Working With Payslips,” page 77.](#)

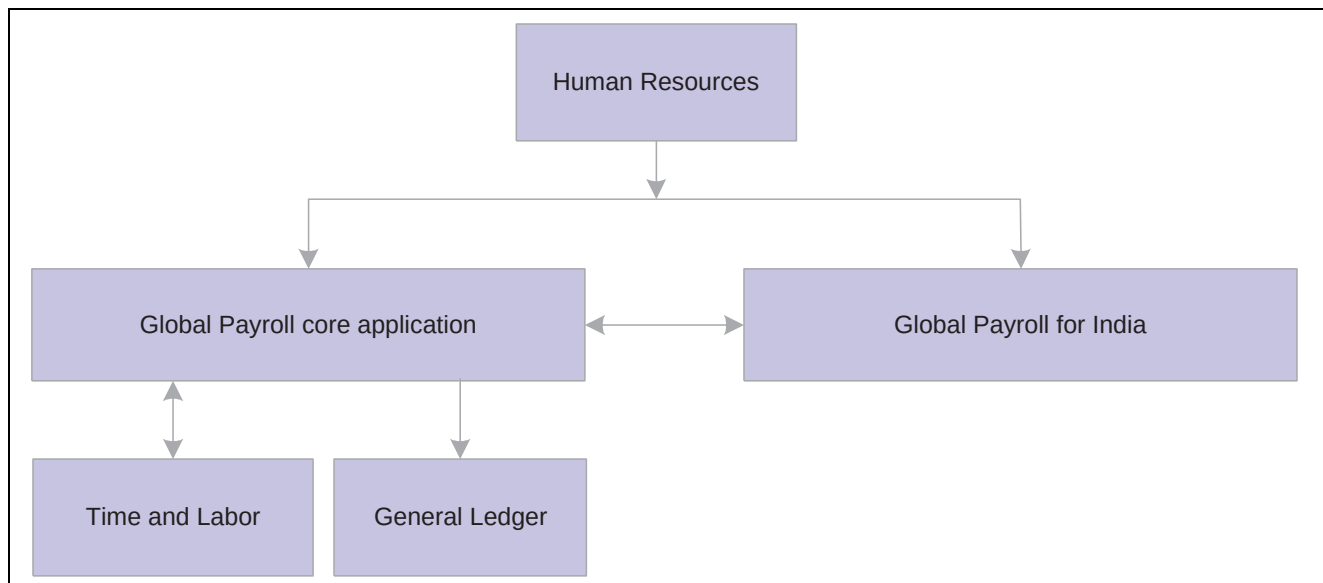
- Year-End Processing.

One of the tasks that must be undertaken in the annual payroll cycle is year-end processing. We provide functionality to meet the requirements for year-end recording, reporting, and processing. Year-end reports are generated in formats for annual reporting required under legislation such as the Factories Act, Employee State Insurance, Provident Fund Act, Profession Tax Act, The Minimum Wages Act, and the Income Tax Act. Year-end information can easily be provided to both the regulatory authorities and the payees at the close of the financial year.

See [Chapter 13, “Managing Year-End Processing,” page 89.](#)

PeopleSoft Global Payroll for India Integrations

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



PeopleSoft Global Payroll for India Integration Flow with Other PeopleSoft Applications

We cover integration considerations in the implementation chapters of the *PeopleSoft Global Payroll for India PeopleBook*.

See Also

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

Understanding Delivered Elements

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

Creating Delivered Elements

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

The core application has the following characteristics:

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

Country extensions have the following characteristics:

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

Element Ownership and Maintenance

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

Understanding Ownership in PeopleSoft Global Payroll

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

PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements PeopleSoft delivers that can be modified or reconfigured by the customer. This category consists primarily of either customary (non-statutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although

PeopleSoft may occasionally update elements defined as *PS Delivered/Not Maintained*, you are not required to apply these updates.

Customer Maintained	Elements created and maintained by your organization. PeopleSoft does not deliver rules defined as <i>Customer Maintained</i> .
PS Delivered/Customer Modified	Elements that were originally <i>PS Delivered/Maintained</i> elements over which the customer has decided to take control (this change is irreversible).
PS Delivered / Maintained / Secure	Delivered elements that the customer can never modify or control.

Understanding Element Ownership in PeopleSoft Global Payroll for India

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

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

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

Element Type	Ownership	Exceptions
Earnings	PS Delivered/Not Maintained	Tax-related earnings are PS Delivered/Maintained.
Deduction	PS Delivered/Not Maintained	Tax-related deductions are PS Delivered/Maintained.
Variable	PS Delivered/Not Maintained	Tax-related variables are PS Delivered/Maintained.
Bracket	PS Delivered/Not Maintained	Tax-related brackets are PS Delivered/Maintained.

Element Type	Ownership	Exceptions
Accumulator	PS Delivered/Not Maintained	Tax-related accumulators are PS Delivered/Maintained.
Element Group	PS Delivered/Not Maintained	Tax-related element groups are PS Delivered/Maintained.
Process List	PS Delivered/Not Maintained	Tax-related process lists are PS Delivered/Maintained.
Section	PS Delivered/Not Maintained	Tax-related sections are PS Delivered/Maintained.
Formula	PS Delivered/Not Maintained	Tax-related formulas are PS Delivered/Maintained.
Array	PS Delivered/Not Maintained	Tax-related arrays are PS Delivered/Maintained.
Writable Array	PS Delivered/Not Maintained	Tax-related writable arrays are PS Delivered/Maintained.
Generation Control	PS Delivered/Not Maintained	Tax-related generation controls are PS Delivered/Maintained.

See Also

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

Naming Elements

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

Supporting Elements

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

- FF or FFF: Functional Area Code.

See [Chapter 2, “Understanding PeopleSoft Global Payroll for India,” Functional Area Codes, page 15.](#)

- TT: Type of Supporting Element.

See [Chapter 2, “Understanding PeopleSoft Global Payroll for India,” List of Element Type Codes \(PIN_TYPE\), page 16.](#)

- NAME: The name provides a further means of identifying the element.

For example in the Provident Fund array PF AR ENROLLMENT, PF represents the functional area, AR represents the element type, and ENROLLMENT provides a further means of identifying the element.

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

Primary Elements

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

Other Elements

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

- FF or FFF: Functional Area Code.

See [Chapter 2, “Understanding PeopleSoft Global Payroll for India,” Functional Area Codes, page 15.](#)

- TT: Type of Supporting Element.

See [Chapter 2, “Understanding PeopleSoft Global Payroll for India,” List of Element Type Codes \(PIN_TYPE\), page 16.](#)

- NAME: The name provides a further means of identifying the element.

For example, a section in a process list for India might be named LA AC LOAN PAY, where *LA* is a functional area code, *AC* represents the element type, and *LOAN PAY* provides a means of uniquely identifying the element.

Additional Clues to the Use of Indian Elements

Many Indian elements contain abbreviations that provide clues (beyond those provided by the functional area codes or element type codes) to their use in the system. For example, consider the following variable element: LT VR CLAIM AMTNTAX is the non-taxable claim amount for Leave Travel Allowance. As you become more familiar with the payroll rules created for India, these abbreviations will help you to further identify and understand the role played by each element.

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

Abbreviations Used in PeopleSoft Global Payroll for India	English
ER	Earnings
MIN	Minimum
MAX	Maximum
TX	Taxable
NTX	Non-taxable
PCT	Percent or Percentage
PRD	Period

Component Names (Suffixes)

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

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

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

$EARN1 = Rate \times Unit$

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

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

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

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

Separator

PeopleSoft Global Payroll for India delivers a separator defined as: _ (underscore)

Component Suffixes

The following table lists the component suffixes delivered for India.

Component	Suffix
Base	BASE
Percentage	PCT
Rate	RATE
Unit	UNIT

Accumulator Suffixes

The following table lists the accumulator suffixes delivered for India.

Accumulator	Suffix – Calendar Period: Amount	Suffix - Calendar Period: Unit	Suffix - Fiscal Period: Amount	Suffix – Calendar Period: Unit
Calendar Period to Date	CPTDA	CPTDU	FPTDA	FPTDU
Month to Date	CMTDA	CMTDU	FMTDA	FMTDU
Quarter to Date	CQTDA	CQTDU	FQTDA	FQTDU
Year to Date	CYTDA	CYTDU	FYTDA	FYTDU

Deduction Arrears Component Suffixes

The following table lists the deduction arrears component suffixes delivered for India.

Deduction Arrears Component	Suffix
Payback	PBCK
Amount not Taken	ANTKN
Add to Arrears	ATARR
Arrears accumulator	ARR

Absence Entitlements Suffixes

The following table lists the absence entitlement suffixes delivered for India.

Absence Entitlement	Component/Accumulator	Suffix
Separator		–
Component	Unit Paid	UNTPD
	Unit Adjustment	UNADJ
Accumulator	Balance	BAL
	Adjustment	ADJ
	Entitlement	ENT
	Take	TKE

See Also

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

Functional Area Codes

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

Functional Area	Description
IT	Income Tax
PF	Provident Fund
ALW	Allowance
REM	Reimbursement
BASE	Basic Pay
ER	Other Earnings
DED	Deductions
ARR	Arrears
PT	Profession Tax
LT	Leave Travel Allowance
ESI	Employee State Insurance
MA	Medical
WC	Workmen Compensation
TDS	Tax Deduction Source
OT	Overtime
LN	Loans
ADV	Advances

List of Element Type Codes (PIN_TYPE)

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

Element type	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HC	Historical Rule
PP	Previous Period Rule
PR	Process

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

Viewing Delivered Elements for India

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

See Also

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

CHAPTER 3

Defining Country Data

This chapter describes the high-level setup needed for PeopleSoft Global Payroll for India and discusses:

- Element PIN range.
- Delivered sample data.
- Retroactive method.
- Categories.
- Setting up dependent relationships.
- Using delivered queries.
- Viewing delivered elements.

PIN Range

Each country extension developed for PeopleSoft Global Payroll is assigned a PIN range to which elements can be assigned. The PIN range for PeopleSoft Global Payroll for India is 170000-179999. This means that all elements defined for PeopleSoft Global Payroll for India will be assigned a PIN number between 170000 and 179999.

See Also

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

PeopleSoft 8.8 Global Payroll PeopleBook, “Introducing the Core Application Architecture,” Why the Core Application Uses PIN Processing

Delivered Sample Data

PeopleSoft delivers sample data to allow easy navigation in the system during your implementation analysis. Sample data can also serve as the starting point for the design of your own implementation of PeopleSoft Global Payroll for India. The following data values provide basic information that allows you to more easily view the delivered sample data.

Most of the delivered sample data for PeopleSoft Global Payroll for India begins with the letters KP. Some of the delivered sample data begins with the numeric value of 1929.

Sample Data Type	Delivered Value
Regulatory Region	IND
Business Unit	IND01 and KP01
SetID	IND and KPIND (IND is the SetID for the Regulatory Region and KPIND is the SetID for other data.)
Company	KP1 and KP2
Pay Group	KP1HR1
Global Payroll Pay Group	KP1PG1, KP1PG 2, KP2PG 1, and KP2PG 2
Establishment	KPEST1 through KPEST7

Retroactive Method

The default retroactive methods for PeopleSoft Global Payroll India are:

Default Retro Method Forwarding

On Conflict Retro Method Forwarding

Note. If you use Corrective as your retro method, you must ensure that all periods prior to the start of the current tax year are forwarded to the current year. For example, if during May a payee was paid a backdated increase for the period January to April, you can use Corrective retro for the period in the current tax year (April), but you should use Forwarding retro for the period in the prior tax year (January to March). Also, some elements that have monthly limits, such as Provident Fund, have accumulators defined with Corrective retro. This ensures that the calculations will always be based on an updated accumulator.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Retroactive Processing,”
Understanding Retroactive Processing

Categories

Categories are one way to classify elements and they assist in the manageability of elements by relating the element more directly to specific functionality. PeopleSoft Global Payroll for India delivers the following categories.

Category	Description
BNS	Bonus
ESI	Employee State Insurance
LTA	Leave Travel Allowance
MED	Medical Allowance
PERQ	Perquisites
PF	Provident Fund
PT	Profession Tax
TDS	Tax Deducted at Source – General
TDSA	Tax Deducted at Source – Previous Employment Declarations
TDSB	Tax Deducted at Source – Exemption Declarations
TDSC	Tax Deducted at Source – Other Income Declarations
TDSD	Tax Deducted at Source – Chapter VIA DD Declarations
TDSE	Tax Deducted at Source – Rebates 88 Declarations

See Also

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

Setting Up Dependent Relationships

You must define Mother and Father as eligible dependents using the Dep. Relationship page. If you do not, you will receive a message warning you that Mother and Father are not considered legal dependents when you create a dependent on the Dependent Information component.

See Also

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

PeopleSoft 8.8 Human Resources PeopleBook: Manage Base Benefits, “Entering Dependent and Beneficiary Information,” Defining Dependent Roles

Permission Lists, Roles, and Users

The delivered permission lists for PeopleSoft Global Payroll for India are:

- HCCPGPIND (component permission list).
- HCPPIND (primary permission list).
- HCDPIND (data permission list).

The delivered roles for PeopleSoft Global Payroll for India are:

- GP Administrator IND.
- HR Administrator IND.
- Health & Safety Admin. IND.

The user defined for India is PSHCRIND.

Using Delivered Queries

With PeopleSoft Global Payroll for India, some predefined queries are delivered to assist you in viewing pertinent data. Use PSQUERY to run these queries. PSQUERY, a part of PeopleTools functionality, allows you to run queries against data in PeopleSoft databases.

Query	Data Results
GPIN ESI NOT REGISTERED	Payees not registered for Employee State Insurance.
GPIN LTA MISMATCH	Leave travel allowance that has been paid but is not identified as Reimbursed in the database.

Query	Data Results
GPIN LTA NOT PAID	Leave travel allowance claims that have not been paid.
GPIN LTA WAIVE	Payees who have waived leave travel allowance.
GPIN MDA MISMATCH	Medical allowance that has been paid but is not identified as Reimbursed in the database.
GPIN MDA NOT PAID	Medical allowance claims that have not been paid.
GPIN MDA WAIVED	Payees who have waived medical allowance.
GPIN PAYEE REPORT SETUP	Payee report setup data.
GPIN PF NOT REGISTERED	Payees who are not registered in Provident Fund.
GPIN TDS DISABLED	Payee who are disabled.
GPIN TDS SETUP	Tax deducted at source setup data.
GPIN TDS SR CITIZEN	Senior citizen payees.
GIN YE FORM12BA	Form 12BA perquisites.
GIN YE FORM 3A	Payees with Form 3A data.
GPIN _ PF_NO_BENEF	PF enrollees without beneficiaries.
GPIN_ESI_NO_BENEF	ESI enrollees without beneficiaries.

See Also

PeopleTools PeopleBook: PeopleSoft Query

Viewing Delivered Elements

PeopleSoft Global Payroll for India delivers the following elements to accommodate payroll and absence processing.

Viewing Delivered Earnings

PeopleSoft Global Payroll for India delivers predefined earnings elements. Many of these delivered earnings are documented elsewhere in this book. However, some earnings are not documented elsewhere in this book and are, therefore, defined here.

Earnings	Description
Base Salary	Basic Salary
Base Hourly	Basic Hourly
Dear Allow	Dearness Allowance
HRA	House Rent Allowance
Rent	Rent Reimbursement
Lunch Allow	Lunch Allowance
Convey Allow	Conveyance Allowance
Spec Allow	Special Allowance
Shift Pct	Shift Allowance Percentage
Shift Amt	Shift Allowance Fixed Amount
Shift Hrly	Shift Allowance Hourly
Overtime 1.5	Overtime (time and a half)
Overtime 2.0	Overtime (double time)
Bonus	Bonus

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

See Also

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

Viewing Delivered Sections

PeopleSoft Global Payroll for India delivers eleven sections. Use the core application pages to view the element groups and elements that comprise each section. Examining the delivered sections clearly illustrates the elements that are processed within each section during each pay run and in what order they are processed. This information is especially useful when you create your earnings or deduction elements because you will know into what section you should insert the newly created elements for appropriate processing during a payroll run. For example, if you created a new earnings element that would not be considered a part of basic earnings, you would include that element in the ER SE OTHER (Other Earnings) section.

Section	Description
ER SE BASE	Basic Earnings. Contains basic earnings such as base salary and base hourly.
PF SE ALL	Provident Fund. Contains elements necessary to process Provident Fund deductions.
ESI SE ALL	Employee State Insurance. Contains elements necessary to process Employee State Insurance deductions.
PT SE ALL	Profession Tax. Contains elements necessary to process the Profession Tax deduction.
AB SE ALL	Absences. Contains absence take and absence entitlement elements necessary to process absences.
LTA SE ALL	Leave Travel Allowance. Contains elements necessary to process Leave Travel Allowance earnings.
MA SE ALL	Medical Allowance. Contains elements necessary to process Medical Allowance earnings.
ER SE OTHER	Other Earnings. Contains earnings elements necessary to process earnings not considered a part of basic earnings.
ER SE BONUS	Bonus. Contains earnings element for bonus earnings necessary to process non-basic earnings.
LA SE LN ADV	Loans and Advances. Contains loan and advance deduction elements necessary to process loans and advances.
TDS SE ALL	Income Tax. Contains elements necessary to process income tax.

Section	Description
PSLP SE MSG	Payslip Messages. Contains elements necessary to produce payslip messages.
INITIALIZE	Initialization. Contains common initialization elements.

See Also

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

Viewing Delivered Process Lists

PeopleSoft Global Payroll for India delivers three process lists. Use the core application pages to view the sections, element groups, and elements that comprise each process list. Examining the delivered process lists clearly illustrates the elements that are processed during each pay run and in what order they are processed.

Process List	Calculation Type
IN PL ABS	Absence
IN PL PAY	Payroll
IN PL BONUS	Bonus
IN PL PAYBON	Payroll and Bonus

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

See Also

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

CHAPTER 4

Setting Up Establishments

This chapter provides an overview of establishments and discusses how to set them up.

Understanding Establishments

Establishments are used to identify separate units of a company, based on location. Each establishment must be registered under either the Factories Act or Shops & Establishment Act. The other statutory acts applicable to the establishment are the Employee State Insurance (ESI) Act or the Workmen's Compensation Act, Provident Fund, Profession Tax, and Income Tax Act.

Note. An establishment is identified by a single Establishment ID, but an establishment can be registered under multiple Acts such as ESI, Provident Fund, Profession Taxes, and Income Taxes. Each act under which the establishment is registered requires a unique, separate registration number. Therefore, a company may have one or more establishments associated with it, but an establishment can only be associated with a single company.

See Also

Chapter 6, "Enrolling Payees in Provident Funds," page 39

Chapter 7, "Enrolling Payees in Employee State Insurance," page 45

Chapter 10, "Withholding Taxes," page 61

Common Elements Used in this Chapter

Establishment ID	The ID the system uses to identify the establishment.
Registration Number	Enter the pertinent registration number.
Registration Date	Enter the pertinent registration date of the establishment.
Registration Renewal Date	Establishment registrations are valid for a certain period of time. Enter the pertinent date on which the registration must be renewed.

Entering Establishment Information

This section explains how to:

- Enter establishment registration information.
- Enter ESI registration information.
- Enter Provident Fund registration information.
- Enter professional tax registration information.
- Enter income tax registration information.

Pages Used to Enter Establishment Information

Page Name	Object Name	Navigation	Usage
Establishment Registration	GPIN_ESTAB	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Establishment Data IND, Establishment Registration	Enter basic establishment identification information as well as Factories Act or Shops and Establishments Act registration information. Note. You add a new establishment using the Establishments page in PeopleSoft Human Resources.
ESI Registration (Employee State Insurance registration)	GPIN_ESTAB_ESI	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Establishment Data IND, ESI Registration	Enter ESI registration information.
Provident Fund Registration	GPIN_ESTAB_PF	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Establishment Data IND, Provident Fund Registration	Enter Provident Fund registration information.
Professional Tax Registration	GPIN_ESTAB_PT	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Establishment Data IND, Professional Tax Registration	Enter professional tax registration information.
Income Tax Registration	GPIN_ESTAB_IT	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Establishment Data IND, Income Tax Registration	Enter income tax registration information.

Entering Establishment Registration Information

Access the Establishment Registration page.

Establishment Registration | ESI Registration | Provident Fund Registration

Establishment ID: KPEST1 Estab 1 of KP1

Establishment Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/2002

Head Of Establishment: KP0001 Kumar,Pratik K

Job Title: Manager-Finance

Nature of Business:

Registration Details

Type

☐ Factories Act ☒ Shops and Establishments Act

Registration Number: 1001001

Registration Date: 01/01/2002

Registration Renewal Date: 01/01/2005

Establishment Registration page

Head of Establishment Select the employee who is considered the head of the establishment.

Job Title Once you enter the Head of Establishment the Job Title is displayed.

Nature of Business Enter the nature of the business of the establishment.

Registration Details

Type Select whether the establishment is registered under the *Factories Act* or the *Shops and Establishments Act*.

Registration Number Enter the establishment's registration number.

Registration Date Enter the date on which the establishment was registered.

Registration Renewal Date Enter the date on which the establishment's registration must be renewed.

Note. If a Registration Number is at the company level, and is applicable to multiple establishments, you must enter the registration number information for each establishment.

See Also

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

Entering ESI Registration Information

Access the ESI Registration page.

The screenshot shows the 'ESI Registration' tab selected in the top navigation bar. Below the tabs, the 'Establishment ID' is 'KPEST1' and 'Etab 1 of KP1'. The main section is titled 'Employee State Insurance Details' with a 'Find | View All' link and pagination 'First 1 of 1 Last'. Under 'Registration Type', three radio buttons are present: 'Employee State Insurance' (selected), 'Workmen's Compensation Act', and 'Both'. Below this, there are four fields: 'Effective Date' (01/01/2002), 'Registration Number' (KAESI01), 'Registration Date' (01/01/2002 with a calendar icon), and 'Registration Renewal Date' (01/01/2003 with a calendar icon).

ESI Registration page

Registration Type Select if the registration is related to Employee State Insurance (ESI), Workmen's Compensation Act, or Both.

Entering Provident Fund Registration Information

Access the Provident Fund Registration page.

The screenshot shows the 'Provident Fund Registration' tab selected in the top navigation bar. Below the tabs, the 'Establishment ID' is 'KPEST1' and 'Etab 1 of KP1'. The main section is titled 'Provident Fund Details' with a 'Find | View All' link and pagination 'First 1 of 1 Last'. There are five fields: 'Effective Date' (01/01/2002), 'Registration Number' (KAPF01), 'Registration Date' (01/01/2002 with a calendar icon), 'Registration Renewal Date' (01/01/2003 with a calendar icon), and 'Type of Provident Fund' (a dropdown menu showing 'Recognised Provident Fund').

Provident Fund Registration page

Type of Provident Fund Select Statutory Provident Fund or Registered Provident Fund as the Provident Fund type.

Entering Professional Tax Registration Information

Access the Professional Tax Registration page.

Professional Tax Registration page

PTO Circle Number Enter the Profession Tax Officer – Circle number.

Entering Income Tax Registration Information

Access the Income Tax Registration page.

Provident Fund Registration Professional Tax Registration Income Tax Registration	
Establishment ID:	KPEST1 Estab 1 of KP1
Income Tax Details Find View All First ◀ 1 of 1 ▶ Last	
Effective Date:	01/01/2002
PAN Details	
Permanent Account Nbr:	PAN KA 01
Registration Date:	01/01/2002
Registration Renewal Date:	01/01/2003
TAN Details	
Tax Deduction Acc Nbr:	TAN KA 01
Registration Date:	01/01/2002
Registration Renewal Date:	01/01/2003
Other Details	
TDS Circle:	TDSCN01
Income Tax Ward:	BANGALORE
Range:	KA 01
Employer Classification Code:	MANUFACTURING

Income Tax Registration page

PAN (Permanent Account Number) Details

Permanent Account Number Enter your company's permanent account number.

TAN (Tax Deduction Account Number) Details

Tax Deduction Account Nbr (tax deduction account number) Enter your company's tax deduction account number.

Other Details

TDS Circle Enter the circle number applicable to your establishment.

Income Tax Ward Enter your company's income tax ward.

Range	Enter the range details, if applicable.
Employer Classification Code	Enter your employer classification code.

CHAPTER 5

Working With Absence Rules

This chapter provides an overview of the absence rules delivered with PeopleSoft Global Payroll for India and describes how to:

- Set up absences.
- View delivered absence elements.

Understanding Delivered Absence Rules

PeopleSoft delivers predefined rules for processing absences due to vacation, illness, maternity, and other reasons. We designed these rules according to India's statutory requirements. You can easily modify many of these rules to reflect absence policies that are specific to your organization or to labor agreements that may be in force for your payees.

This section supplements the absence documentation provided in the *PeopleSoft Global Payroll PeopleBook*, which we recommend that you read before reading this chapter on India-specific absence processing.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences,” Understanding Absence Management

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Absence Elements”

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

Setting Up Absences

Before you can enter and process absences for India, you must complete various setup tasks.

To prepare PeopleSoft Global Payroll for India for absence processing:

1. Define work schedules and assign a schedule to each payee.
2. Define holiday schedules.
3. Modify the delivered absence take and absence entitlement elements, and create new absence elements, as needed.

A list of the absence take and absence entitlement elements we deliver with PeopleSoft Global Payroll for India appears in this section. We deliver sample values for many of these elements. Most likely, you'll want to replace at least some of these values with data that is specific to your organization.

The entitlements for a company are listed through a delivered PeopleSoft Global Payroll bracket (AB BR ENTITLE). For each defined company, you need to enter data for the privilege leave (AB VR PL ADULT and AB VR PL CHILD), sick leave (AB VR SL), and casual leave (AB VR CL) categories. The entitlements you enter are in days per year.

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

4. Assign absence elements to payees and process lists.

As with all primary elements, you must assign absence entitlement and take elements to payees and include the elements in the process lists that you use when you run the absence processes. (This step is not necessary for per-absence entitlement elements.)

PeopleSoft delivers predefined sections and process lists for absence processing. Use these, modify them, or create your own.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Using Schedules"

Viewing Delivered Absence Elements

This section contains information about the rules for processing absences that PeopleSoft Global Payroll for India delivers.

If you want more information about the specific rules composition for any of the elements listed in this section, use the PeopleSoft Global Payroll core pages to get this information. For example, if you want to see the calculation logic of an absence entitlement element, use the Calculation page in the Absence Entitlements component (Set Up HRMS, Product Related, Global Payroll, Elements, Absence Elements, Absence Entitlements).

Note. PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for India. You can also see the relationship between elements by using the View Element Relationships utility (Set Up HRMS, Product Related, Global Payroll, Elements, View Element Relationships).

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Delivered Elements and System Data"

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

Chapter 3, "Defining Country Data," Viewing Delivered Process Lists, page 26

Absence Entitlements

The following table contains information about the absence entitlements used to calculate absences in PeopleSoft Global Payroll for India.

Absence Entitlement	Description
AB PRIV LV	Privilege Leave
AB CASUAL LV	Casual Leave
AB SICK LV	Sick Leave
AB MTRNTY LV	Maternity Leave

See Also

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

Absence Takes

The following table contains information about the absence takes used to calculate absences in PeopleSoft Global Payroll for India.

Absence Take	Description
PRIV LV	Privilege Leave
CASUAL LV	Casual Leave
SICK LV	Sick Leave
MATERNITY LV	Maternity Leave

See Also

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

CHAPTER 6

Enrolling Payees in Provident Funds

This chapter provides an overview of Provident Funds and discusses:

- How to enroll a payee in a Provident Fund program.
- Producing Provident Fund reports.
- Delivered Provident Fund elements.

Understanding Provident Funds

The Provident Fund program exists as a method of retirement savings for India's workforce. Payees employed by a company must join a recognized Provident Fund. Employers can choose which Provident Fund programs are available to their payees. Employers must also make arrangements for their payees to become members of a Provident Fund. A fixed percentage is deducted from the salary of the payee and the company also adds a fixed percentage of a payee's salary to the payee's Provident Fund account. Upon a payee's retirement, the accumulated funds in the account, along with associated interest, are paid to the payee. If the payee dies, the accumulated funds and interest are paid to the payee's legal heirs.

With PeopleSoft Global Payroll for India you can:

- Define the type of Provident Fund chosen by your company (Statutory Provident Fund or Recognized Provident Fund).
- Ensure that all payees are registered with a Provident Fund and capture the personal information for the payee and their beneficiaries.
- Define the three programs under the Provident Fund and the calculation methodology for each (Employees Provident Fund Scheme, Employees Pension Scheme, and Employees Deposit-linked Insurance Scheme).
- Ensure that the deductions for payee contributions are properly calculated and deducted on a monthly basis.
- Ensure that the employer contribution is properly calculated.
- Ensure that the monthly contributions are correctly deposited with the proper Provident Fund Authority.

Note. Verifying the eligibility of payees for a Provident Fund is a manual process. Your Human Resources department should ensure that the appropriate payees are eligible for a Provident Fund.

Note. PeopleSoft delivers several queries that enable you to retrieve Provident Fund information.

See Also

Chapter 3, “Defining Country Data,” Using Delivered Queries, page 22

Enrolling Payees in a Provident Fund

To enroll a payee in a Provident Fund program:

1. Make sure the Establishment Provident Fund registration information is entered on the Provident Fund Registration page.

See Chapter 4, “Setting Up Establishments,” Entering Provident Fund Registration Information, page 30.

2. Enroll the payee using the PF Enrollment page.

See Chapter 6, “Enrolling Payees in Provident Funds,” Enrolling a Payee in a Provident Fund Program, page 40.

Page Used to Enroll a Payee in a Provident Fund Program

Page Name	Object Name	Navigation	Usage
PF Enrollment (Provident Fund enrollment)	GPIN_PF_ENROLL	Global Payroll, Payee Data, Pension Information, Define PF Enrollment IND	Enroll a payee in a Provident Fund program.

Enrolling a Payee in a Provident Fund Program

Access the PF Enrollment page.

PF Enrollment

Kumar,Pratik K

Employee

EmplID: KP0001

Provident Fund Details

Find | View All First 1 of 1 Last

*Effective Date: 03/01/2002

*Status: Active

*Establishment ID: KPEST1

Estab 1 of KP1

Registration Number:

☐ Registered

Voluntary Contributions

Percent: 10.000

Amount:

Beneficiaries

Customize | Find | View All First 1 of 1 Last

	Dependent/Beneficiary ID	Name	Relationship	Percent of Benefit
1	01	Kumar,Nita P	Spouse	100

PF Enrollment page

Provident Fund Details

Effective Date If the Effective Date is before the hire date for the payee, the system will issue an error message. The Effective Date must be on or after the payee hire or rehire date.

Registration Number Enter the payee's Provident Fund registration number.

Registered Select if you have a Provident Fund registration number for the payee.

Note. The voluntary contribution for payee can be a percentage or an amount. You cannot enter both.

Voluntary Contributions

Percent If the payee elects to contribute an additional percentage beyond that legally mandated, enter the percentage.

Amount If the payee elects to contribute an additional amount beyond that legally mandated, enter the amount.

Dependent/Beneficiary

Dependent/Beneficiary ID Select the dependent beneficiary to whom the funds in the payee's Provident Fund will be distributed should the payee die. The corresponding Name and Relationship displays.

Percent of Benefit Enter the percentage of funds to be distributed to the dependent beneficiary should the payee die.

Note. Entered percentages must total 100%.

Note. To terminate a payee from Provident Fund, add a row and change the Status to *Inactive*.

Producing Provident Fund Reports

As part of the Provident Fund process, you need to generate and submit certain reports such as:

- Remittance Statement Report that includes details on Provident Fund contributions that were deducted for the contribution period.
- New Provident Fund Registration Report that identifies new payees that must to be registered with a Provident Fund.
- Terminated Employees Report that identifies payees who have terminated employment.

See Also

Chapter 14, “Creating Payee Reports,” page 97

Viewing Delivered Provident Fund Elements

PeopleSoft Global Payroll for India delivers the following elements to process Provident Funds.

Deductions	Description
PF	Employee Provident Fund
PF VOL	Employee Voluntary Provident Fund
PF ER	Employer Provident Fund
PF ER PEN	Employer Provident Fund Pension Contribution
PF ER ADMIN	Employer Provident Fund Administration Charge
PF ER EDLI	Employer EDLIS
RB PF ER EDLIA	Employer EDLIS Administration Charge

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

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 7

Enrolling Payees in Employee State Insurance

This chapter provides an overview of the Employee State Insurance program and discusses:

- How to enroll a payee in an ESI program.
- Producing ESI reports.
- Delivered ESI deduction elements.

Understanding Employee State Insurance

Employee State Insurance (ESI) is a social security program designed to provide income protection to workers below an income level and their dependants when a payee becomes unable to work, or when an payee dies, due to certain sanctioned circumstances. With PeopleSoft Global Payroll for India you can register payees under an ESI program and process the appropriate deductions during the normal payroll cycle.

With PeopleSoft Global Payroll for India you can:

- Ensure that all of your payees are registered per the ESI Act and capture beneficiary information.
- Ensure that the deductions for contributions from payees are deducted from their pay each month.

Note. Enrolling your payees in ESI is a manual process. Your Human Resources department should ensure that the appropriate payees are enrolled in the ESI program.

Note. PeopleSoft delivers several queries that enable you to retrieve ESI information.

See Also

Chapter 3, “Defining Country Data,” Using Delivered Queries, page 22

Enrolling Payees in ESI

To enroll a payee in an ESI program:

1. Make sure the ESI registration information is entered on the ESI Registration page.

See Chapter 4, “Setting Up Establishments,” Entering ESI Registration Information, page 30.

2. Enroll the payee using the Payee ESI Enrollment page.

See [Chapter 7, “Enrolling Payees in Employee State Insurance,” Enrolling a Payee in an ESI Program, page 46.](#)

Page Used to Enroll a Payee in ESI

Page Name	Object Name	Navigation	Usage
ESI Enrollment (Employee State Insurance enrollment)	GPIN_ESI_ENROLL	Global Payroll, Payee Data, Social Security/Insurance, Define ESI Data IND, ESI Enrollment	Enroll a payee in an ESI program.

Enrolling a Payee in an ESI Program

Access the ESI Enrollment page.

ESI Enrollment

ID: KP0001 Kumar,Pratik K

ESI Enrollment Details Find | View All First 1 of 1 Last

*Effective Date: 03/01/2002 *Status: Inactive

*Establishment ID: KPEST1 Estab 1 of KP1

Registration Number: ☐ Registered

Beneficiaries

Dependent/Beneficiary ID:

Name:

Relationship:

ESI Enrollment page

Effective Date

If the ESI Effective Date is before the hire date for the payee, the system will issue an error message. The ESI Effective Date must be on or after the payee hire or rehire date.

Registration Number

Enter the payee’s ESI registration number.

Registered

This is automatically populated when you run the new registration report. When this field is selected it indicates that an application for ESI registration has been submitted for the payee.

See [Chapter 14, “Creating Payee Reports,” page 97.](#)

Beneficiary

Dependent/Beneficiary ID Select the ID for the appropriate dependent or beneficiary. Once selected, the Name and Relationship display.

Note. To terminate a payee from ESI, add a row and change the Status to *Inactive*.

Producing ESI Reports

As part of the ESI process, you need to generate and submit certain reports such as:

- Remittance Statement Report that includes details on mandatory ESI contributions that were deducted for the contribution period.
- New ESI Registration Report that identifies new payees that need to be registered with ESI.
- Terminated Employees Report that identifies payees who have terminated employment and who are not eligible for ESI benefits due to an increase in their income.

See Also

Chapter 14, “Creating Payee Reports,” page 97

Viewing Delivered ESI Earnings

PeopleSoft Global Payroll for India delivers the following earnings to process ESI.

Earnings	Description
ESI	Employee State Insurance
ESI ER	Employee State Insurance Employer Contribution

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

See Also

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

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

CHAPTER 8

Processing Allowances

This chapter provides an overview of allowances and discusses:

- Processing leave travel allowances.
- Processing medical allowances.
- Viewing delivered allowances elements.

Understanding Allowances

Companies may provide their payees certain types of allowances. PeopleSoft Global Payroll for India provides you with functionality to set up leave travel allowances and medical allowances with the payee's option of special claims processing or waiving of the claim reimbursement and receiving a flat taxable amount for the fiscal period.

Note. PeopleSoft Global Payroll for India also delivers earnings elements for other allowances including dearness allowance, house rent allowance, lunch allowance, conveyance allowance, shift allowance, and special allowance. With these allowances the payee does not have the option of special claims processing or waiving of the claim reimbursement.

Leave Travel Allowance

If your company provides leave travel allowance, you can pay a payee this allowance amount as part of their salary. If a payee is provided a leave travel allowance, they may waive having claims reimbursed or opt for non-taxable reimbursement of valid claims up to the Income Tax Act published limit each fiscal year. The payee will submit the appropriate travel claim information, along with any required supporting documentation for the travel, and the claim is then processed during the normal payroll processing cycle. Leave travel allowance can be paid out monthly, quarterly, semi-annually, or annually.

Medical Allowance

If your company provides medical allowance, you can pay a payee this allowance amount as part of their salary. If a payee is provided a medical allowance, they may waive having claims reimbursed or opt for non-taxable reimbursement of valid claims up to the Income Tax Act published limit each fiscal year. The payee will submit the appropriate medical claim information, along with any required supporting documentation for the medical claim, and the claim is then processed during the normal payroll processing cycle. Medical allowance can be paid out monthly, quarterly, semi-annually, or annually.

With PeopleSoft Global Payroll for India, you can:

- Define the leave travel allowance program, including who can be covered for reimbursements.
- Capture the leave travel allowance amount, per payee, for the fiscal year.
- Track leave travel allowance claims details of payees and whether the minimum days of leave have been taken.
- Track the balance of leave travel allowance available for each payee.
- Define the medical allowance program, clearly defining the exemption amount that a payee can claim.
- Track medical allowance claim details of payees while ensuring that the claims in excess of the exemption limit are added to the taxable earnings of the payee.
- Track the medical allowance balance amount available to each payee.

Note. PeopleSoft delivers several queries that enable you to retrieve Allowance information.

See Also

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

Processing Leave Travel Allowances

To process leave travel allowance for a payee:

1. Define the leave travel allowance reimbursement payout frequency as a variable.

You can define how often your company will reimburse leave travel allowance. You can decide if you will reimburse payee claims monthly, quarterly, semi-annually, or annually. To define the reimbursement frequency, you define a variable at the pay entity level with an override option at the pay group and payee levels.

The variable you define for payout frequency is LT VR PAY CLAIMS. The delivered default is 0 (False) and you may change this at any level, if desired. The other option would be 1 (True). If it is 1 (True), then the claims will be processed in the payroll. If it is 0 (False), then the claims will not be processed.

2. Enroll the payee for leave travel allowance.

See [Chapter 8, “Processing Allowances,” Enrolling a Payee for Leave Travel Allowance, page 51](#).

3. If applicable, enter leave travel allowance claim information.

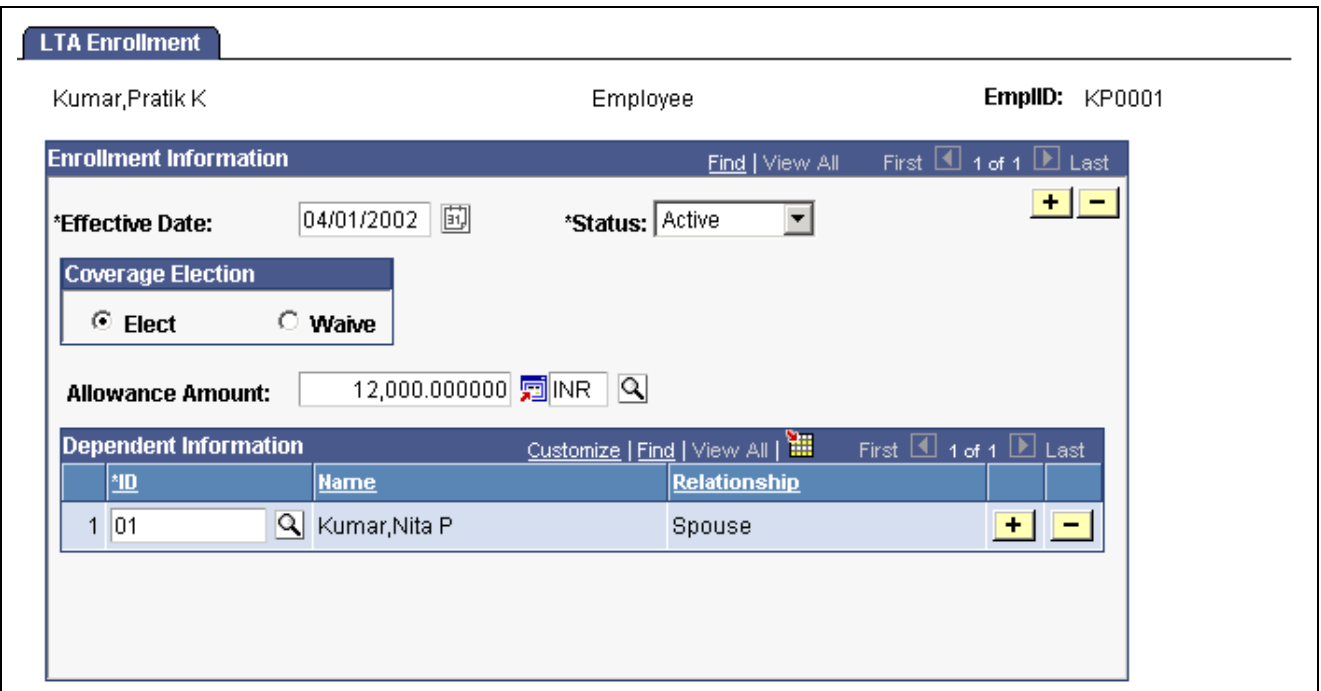
See [Chapter 8, “Processing Allowances,” Entering Leave Travel Allowance Claims, page 51](#).

Pages used to Process Leave Travel Allowance

Page Name	Object Name	Navigation	Usage
LTA Enrollment (leave travel allowance enrollment)	GPIN_LTA_ENROLL	Global Payroll, Payee Data, Define LTA Enrollment IND, LTA Enrollment	Enroll a payee for leave travel allowance.
LTA Claims (leave travel allowance claims)	GPIN_LTA_CLAIMS	Global Payroll, Payee Data, Define LTA Claims IND, LTA Claims	Enter the detail for a payee’s leave travel allowance claim.

Enrolling a Payee for Leave Travel Allowance

Access the LTA Enrollment page.



LTA Enrollment

Kumar, Pratik K Employee EmplID: KP0001

Enrollment Information Find | View All First 1 of 1 Last

*Effective Date: 04/01/2002 *Status: Active

Coverage Election

☒ Elect ☐ Waive

Allowance Amount: 12,000.000000 INR

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

ID	Name	Relationship
1 01	Kumar, Nita P	Spouse

LTA Enrollment page

Enrollment Information

Coverage Election

Select *Elect* if the payee wants to submit claims for leave travel allowance during the year. Select *Waive* if the payee wants to waive his ability to submit claims for leave travel allowance during the year.

Note. If you select *Waive*, the allowance is still paid, but will be taxable up to the limit allowed.

Allowance Amount

Enter the allowance amount that the payee is entitled to for the year.

Dependent Information

ID

Select the identification number for the payee's dependents who are eligible for reimbursement of claims. The corresponding Name and Relationship displays.

Note. To terminate a payee from Leave Travel Allowance, add a row and change the Status to *Inactive*.

Entering Leave Travel Allowance Claims

Access the LTA Claims page.

LTA Claims page

Claim Details

Claim Number	Enter the claim number.
Claim Date	Enter the date on which the payee made the claim.
Claim Amount	Enter the amount of the claim.
Taxable	Select if the claim amount is taxable.

Travel Information

Date From and Date To	Enter the date on which the travel began and the date on which it ended.
Origin	Enter the origin of the travel.
Destination	Enter the destination of the travel.
Mode of Travel	Enter the mode of travel. This is for your information only. Ensuring that the mode of travel adheres to applicable rules is a manual process.
Class of Travel	Enter the class of travel. This is for your information only. Ensuring that the class of travel adheres to applicable rules is a manual process.

Note. You can use the delivered GPIN_LTA_CLAIMS_REIMBURSE query to verify reimbursed claims.

Processing Medical Allowances

To process medical allowance for a payee:

1. Define medical allowance variables.

You must define two variables. One variable defines how often you want to reimburse payees Medical Allowance claims and you can define this variable as monthly, quarterly, semi-annually, or annually. A second variable defines the exempt amount, which is the amount specified for medical reimbursement that is exempt from tax.

The variable you define for reimbursement frequency is MA VR PAY CLAIMS. The delivered default is 1 (True) and you may change this at any level, if desired. The other option would be 0 (False). If it is 1 (True), then the claims will be processed in the payroll. If it is 0 (False), then the claims will not be processed. The exempt from tax limit variable is MA VR LIMIT NTAX . If the limit changes, you can modify this variable to reflect the new limit.

2. Enroll the payee for medical allowance.

See [Chapter 8, “Processing Allowances,” Enrolling a Payee for Medical Allowance, page 53.](#)

3. If applicable, enter medical allowance claim information.

See [Chapter 8, “Processing Allowances,” Entering Medical Allowance Claims, page 54.](#)

Pages used to Process Medical Allowance

Page Name	Object Name	Navigation	Usage
Medical Enrollment	GPIN_MDA_ENROLL	Global Payroll, Payee Data, Define MDA Enrollment IND, Medical Enrollment	Enroll a payee for medical allowance.
Medical Claims	GPIN_MDA_CLAIMS	Global Payroll, Payee Data, Define MDA Claims IND, Medical Claims	Enter medical allowance claim information.

Enrolling a Payee for Medical Allowance

Access the Medical Enrollment page.

Medical Enrollment

Kumar, Pratik K Employee **EmplID:** KP0001

MDA Enrollment Information Find | View All First 1 of 1 Last

*Effective Date: 04/01/2002 *Status: Active

Coverage Election

☒ Elect ☐ Waive

*Allowance Amount: 24,000.000000 INR

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

ID	Name	Relationship
1 01	Kumar, Nita P	Spouse

Medical Enrollment page

MDA Enrollment Information

- Coverage Election

Select *Elect* if the payee wants to submit claims for medical allowance during the year. Select *Waive* if the payee wants to waive the ability to submit claims for medical allowance during the year. The payee will still be eligible for the medical allowance, which will be fully taxable.
- Allowance Amount

Enter the allowance amount that the payee is entitled to for the year.

Dependent Information

- ID

Select the identification number for the payee’s dependents who will be eligible for claim processing. The corresponding Name and Relationship displays.

Note. To terminate a payee from Medical Allowance, add a row and change the Status to *Inactive*.

Entering Medical Allowance Claims

Access the Medical Claims page.

Medical Claims

Kumar,Pratik KEmployeeEmplID: KP0001

MDA Claims InformationFind | View AllFirst1 of 1Last

*Claim Number:00000001

Claim Date:04/02/2002

+−

Claim Amount:1,000.000000

INR

Submitted for Reimbursement

Medical Claims page

- Claim Number

Enter the claim number.
- Claim Date

Enter the date on which the payee made the claim.
- Claim Amount

Enter the amount of the claim.
- Submitted for Reimbursement

A writable array selects this check box automatically after you select the claim for processing.

Note. You can use the delivered GPIN_MA_CLAIMS_REIMBURSE query to verify reimbursed claims.

Viewing Delivered Allowances Elements

PeopleSoft Global Payroll for India delivers the following earnings to process allowances.

Earnings	Description
LTA NON TAX	Leave Travel Allowance - Non-Taxable Earning
LTA TAX	Leave Travel Allowance - Taxable Earning
LTA PAYOUT	Leave Travel Allowance Payout
LTA WAIVE	Leave Travel Allowance Waive
MA NON TAX	Medical Allowance - Non-Taxable Earning
MA TAX	Medical Allowance - Taxable Earning
MA PAYOUT	Medical Allowance Payout
MA WAIVE	Medical Allowance Waive

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

See Also

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

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

CHAPTER 9

Managing Loans and Advances

This chapter provides an overview of loans and advances and discusses how to:

- Enter loan and advance information.
- View delivered loans and advances elements.

Understanding Loans and Advances

Many companies in India grant their payees loans that are then deducted over a specified period of time from their pay, at a specified interest rate or as an interest-free loan. Additionally, some companies will advance a payee a specified amount against future pay and the advance is then deducted from their pay over a period of time. PeopleSoft Global Payroll for India provides you the ability to manage such loans and advances.

To set up and manage a loan or advance, you:

1. Assign the deduction to the payee.
2. Enter details of the loan or advance using variables.
3. Loan or advance payment deductions are managed as part of the normal payroll processing calculations.

Entering Loan and Advance Information

You must enter information about the loan or advance. Once this is done, the system will manage the deduction of payments as part of the normal payroll processing cycle.

Entering a Recurring Loan

To enter information for a recurring loan:

1. Access the Earning/Deduction Assignment page so that you can assign the loan deduction to the payee.
2. Select Recurring if the loan is to be paid over multiple pay periods and One Time if the loan is to be paid in a single pay period.
3. Select the Entry Type of *Deduction*.
4. Select the Element Name of *Loan*.
5. In the Begin Date field, enter the date on which the loan begins.
6. Click the Override link on the Earning/Deduction Assignment page. This accesses the Components page.

7. Enter INR in the Currency field.
8. Click Save.
9. Access the Supporting Element Overrides page by navigating to Global Payroll, Payee Data, Create Overrides, Supporting Elements.
10. Select the Element Type of *Variable*.
11. Select the Element Name of *LA VR LN REF*.
12. Select the Values tab.
13. Enter the loan reference number in the Character Value field.
14. Insert a row.
15. Select the Element Type of *Variable*.
16. Select the Element Name of *LA VR LN TYPE* and enter the type of loan in the Character Value field.
17. Insert a row.
18. Select the Element Type of *Variable*.
19. Select the Element Name of *LA VR LN DATE* and enter the begin date for this loan in the Date Value field.
20. Insert a row.
21. Select the Element Type of *Variable*.
22. Select the Element Name of *LA VR LN INSTALL* and enter the amount of the loan to be deducted each payroll run in the Numeric Value field.
23. Select *INR* as the Currency.
24. Insert a row.
25. Select the Element Type of *Variable*.
26. Select the Element Name of *LA VR LN TOTAL* and enter the total value of the loan in the Numeric Value field.
27. Select *INR* as the Currency.
28. Click Save.

Entering a Recurring Advance

To enter information for a recurring advance:

1. Access the Earning/Deduction Assignment page so that you can assign the advance deduction to the payee.
2. Select Recurring if the advance is to be paid over multiple pay periods and One Time if the advance is to be paid in a single pay period.
3. Select the Element Type of *Deduction*.
4. Select the Element Name of *Advance*.
5. In the Begin Date field, enter the date on which the advance begins.
6. Click the Override link on the Earning/Deduction Assignment page. This accesses the Components page.
7. Enter *INR* in the Currency field.
8. Click Save.

9. Access the Supporting Element Overrides page by navigating to Global Payroll, Payee Data, Create Overrides, Supporting Elements.
10. Select the Element Type of *Variable*.
11. Select the Element Name of *LA VR LN REF*.
12. Select the Values tab.
13. Enter the advance reference number in the Character Value field.
14. Insert a row.
15. Select the Element Type of *Variable*.
16. Select the Element Name of *LA VR LN TYPE* and enter the type of advance in the Character Value field.
17. Insert a row.
18. Select the Element Type of *Variable*.
19. Select the Element Name of *LA VR LN DATE* and enter the begin date for this advance in the Date Value field.
20. Insert a row.
21. Select the Element Type of *Variable*.
22. Select the Element Name of *LA VR LN INSTALL* and enter the amount of the advance to be deducted each payroll run in the Numeric Value field.
23. Select *INR* as the Currency.
24. Insert a row.
25. Select the Element Type of *Variable*.
26. Select the Element Name of *LA VR LN TOTAL* and enter the total value of the advance in the Numeric Value field.
27. Select *INR* as the Currency.
28. Click Save.

Entering a One-Time Change to the Loan or Advance Amount

When you must enter a one-time change to the loan or advance amount, use the Positive Input page.

Increasing the Loan or Advance Balance

When you need to increase a loan or advance balance, access the Positive Input page and click the Element Override link. This will access the Supporting Element Overrides page.

For loans, select the Variable Name *LA VR LOAN ADJ* and enter the monetary value by which you want to increase the loan or advance balance.

See Also

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

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Overrides,” Overriding Supporting Element Values for Payees

Viewing Delivered Loan and Advance Elements

PeopleSoft Global Payroll for India delivers the following deductions to process loans and advances.

Deduction	Description
Loan	Generic Loans
Advance	Generic Advances

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

See Also

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

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

CHAPTER 10

Withholding Taxes

This chapter provides an overview of taxes and discusses:

- How to set up and maintain payee tax information.
- Tax computation process flow.
- Tax reports.
- Delivered tax elements.

Understanding Taxes

PeopleSoft Global Payroll for India provides you the functionality to capture, process, and report on relevant income and profession tax data per the Income Tax Act and Profession Tax Act.

Note. PeopleSoft provides tax element updates when there are amendments to the legislated rules governing Income Tax by the Central Finance Bill. However, for changes in slabs or rates, you must change the existing values to the amended rates or slabs.

Setting Up and Maintaining Tax Information

You must enter some tax-related data as part of your setup and ongoing data maintenance. To do this:

1. Enter the income and profession tax-related information pertaining to your establishment.

See [Chapter 4, “Setting Up Establishments,” page 27](#).

2. Define the setup for payee tax declarations and previous employment. You define the setup for each page in the Specify Tax Details IND component.

See [Chapter 10, “Withholding Taxes,” Defining the Setup for Tax Information, page 62](#).

3. Enter the declarations of a payee’s general and House Rent Allowance tax information.

See [Chapter 10, “Withholding Taxes,” Entering Payee General Tax Information, page 63](#) and [Chapter 10, “Withholding Taxes,” Entering Payee House Rent Allowance Tax Information, page 64](#).

4. Enter the payee’s rebate, previous employment, deduction, exemption, other sources, and perquisites tax information.

See [Chapter 10, “Withholding Taxes,” Entering Payee Rebate Tax Information, page 65](#).

Pages Used to Set Up and Maintain Tax Information

Page Name	Object Name	Navigation	Usage
Tax Setup	GPIN_TDS_SETUP	Set Up HRMS, Product Related, Global Payroll, Taxes, Income Tax Details IND, Tax Setup	Define the element setup for payee tax declarations and previous employment data. You define the setup per data entry page. For example, the elements you define for the Rebates page (GPIN_TDS_REBATE) will be the elements from which you can select when entering payee tax information on the Rebates page.
Specify Tax Details IND - General Information	GPIN_TDS_GEN	Global Payroll, Payee Data, Taxes, Specify Tax Details IND, General Information	Enter the declaration of the payee's general tax information.
Specify Tax Details IND – House Rent Allowance	GPIN_TDS_HRA	Global Payroll, Payee Data, Taxes, Specify Tax Details IND, House Rent Allowance	Enter the declaration of the payee's House Rent Allowance tax information.
Rebates	GPIN_TDS_REBATE	Global Payroll, Payee Data, Taxes, Maintain Tax Declarations IND, Rebates	Enter the payee's rebate tax information.
Previous Employment	GPIN_TDS_PREV	Global Payroll, Payee data, Taxes, Maintain Tax Declarations IND, Previous Employment	Enter the payee's previous employment tax information.
Deduction	GPIN_TDS_DEDN	Global Payroll, Payee Data, Taxes, Maintain Tax Declarations IND, Deduction	Enter the payee's deduction tax information.
Exemption	GPIN_TDS_EXEM	Global Payroll, Payee Data, Taxes, Maintain Tax Declarations IND, Exemption	Enter the payee's exemption tax information.
Other Sources	GPIN_TDS_OTH	Global Payroll, Payee Data, Taxes, Maintain Tax Declarations IND, Other Sources	Enter the payee's other source tax information.
Perquisites	GPIN_TDS_PERQ	Global Payroll, Payee Data, Taxes, Maintain Tax Declarations IND, Perquisites	Enter the payee's perquisites tax information.

Defining the Setup for Tax Information

Access the Tax Setup page.

Tax Setup

Page Name: GPIN_TDS_PERQ

***Description:** Perquisites

Sequence number	Entry Type	Element Name	Description		
1	Earnings	PERQ CAR	Car Perquisite	+	-
2	Earnings	PERQ HOUSE	Company House Perquisite	+	-

Tax Setup page

Sequence Number Enter a sequence number to indicate the sequence of elements for the page.

Entry Type Select the element's entry type.

Element Name Select the element name. Only those elements with the entry type you select in the Entry Type column display as choices. The corresponding Description displays once you select the element name.

See Also

Chapter 10, "Withholding Taxes," Entering Payee Rebate Tax Information, page 65

Entering Payee General Tax Information

Access the Specify Tax Details IND - General Information.

General Information House Rent Allowance

Kumar,Pratik K Employee **EmplID:** KP0001

General Information		Find View All	First	1 of 1	Last
*Effective Date:	07/01/2002				
Number of Children:		☐ Disabled			
		☐ Senior Citizen			
Profession Tax					
*Establishment ID:	KPEST1				Estab 1 of KP1
Income Tax					
Classification Code:					
Resident Status:	Resident				

Specify Tax Details IND - General Information page

Number of Children Enter the number of children for the payee.

Disabled Select if the payee is disabled.

Senior Citizen Select if the payee is a senior citizen.

Profession Tax

Establishment ID Select the Establishment ID related to the profession tax for the payee.

Income Tax

Classification Code Select the proper classification code for the payee.

Resident Status Select if the payee is a *Non-Resident* or *Resident*.

See Also

[Chapter 4, “Setting Up Establishments,” page 27](#)

Entering Payee House Rent Allowance Tax Information

Access the Specify Tax Details IND - House Rent Allowance page.

General Information House Rent Allowance

Kumar,Pratik K Employee EmplID: KP0001

Housing Details Find | View All First 1 of 1 Last

Effective Date: 07/01/2002

Accommodation Type: House Rent

House Rent Allowance

Rent Paid: 4000 INR Location: Non-Metropolitan

Company Lease Accommodation

Furnished: Furnished

Specify Tax Details IND - House Rent Allowance page

Accommodation Type Select whether the allowance pertains to *House Rent*, *Company Lease*, or neither (*None*). Select *None* if the payee is not eligible for HRA/CLA or if the payee is residing in his own house.

House Rent Allowance

Rent Paid Enter the amount of rent paid and the appropriate currency code.

Location Select whether the payee resides in a *Metro* (metropolitan) area (Bombay, Calcutta, Chennai, or Delhi) or *Non-Metro* area.

Company Lease Accommodation

Furnished

Select whether the company lease accommodation is *Furnished*, *Un-Furnished*, or *Not Applicable*.

Entering Payee Rebate Tax Information

Access the Rebates page.

Rebates
Previous Employment
Deduction
Exemption
Other Sources

Kumar,Pratik K
Employee
EmplID: KP0001

Rebate		Customize	Find	View All	First	1-6 of 14	Last
	Element Name	Description	Begin Date	End Date	Amount		
1	LIC PREM	LIC Premium				+	-
2	DEFRD ANNTY	Deferred Annuity				+	-
3	PPF	Public Provident Fund				+	-
4	PO CUMUL DEP	PO/Cumulative Term Deposits				+	-
5	NSC DEPOSITS	NSC Depositis				+	-
6	NSS DEPOSITS	NSS Depositis				+	-

Rebates page

Element Name

This column displays all of the elements defined for this page on the Tax Setup page.

Amount

Enter an amount to be accumulated. The defined rules determine if the amount is to be added to, or subtracted from, the payee's gross income.

Note. All of the remaining pages in this component function identically to this Rebates page. Therefore, the fields on the remaining pages in this component are not documented.

See Also

Chapter 10, "Withholding Taxes," Defining the Setup for Tax Information, page 62

Tax Computation Process Flow

Since the computation of taxes is complicated, this section gives a high-level explanation of the tax computation process flow used by PeopleSoft Global Payroll for India. This information is especially useful should you need to modify the delivered tax computation process to meet your own needs.

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

Income Tax Process Flow

These are the steps, in order, that occur when calculated payee income tax is to be withheld.

Step 1: Calculate Taxable Earnings

Taxable earnings are the sum of all earnings that a payee has received for the tax period, including such income as previous employment earnings, basic salary from current employment, house rent allowance, and perquisites.

Step 2: Total Previous and Current Employer Exemptions

Previous and current employer exemptions for the payee are totaled. These exemptions can be items such as house rent allowance, conveyance, or leave travel allowance.

Step 3: Calculate Gross Salary

Gross salary is calculated as taxable earnings minus exemptions.

Step 4: Calculate Standard Deduction

The standard deduction is calculated, based on the previously calculated gross salary. Profession tax is taken into consideration during this step.

Step 5: Calculate Salary Income

Salary income is determined. Salary income is the sum of all taxable earnings, taxable allowances, taxable perquisites minus standard deductions and profession tax.

Step 6: Calculate Other Income

Other income is the sum of all income or losses declared from other sources by the payee.

Step 7: Calculate Gross Total Income

Gross total income is calculated by considering the total of all heads of incomes before allowing any deductions under Chapter VIA. In other words, it is the total income before allowing deductions admissible under the Act.

Step 8: Sum Chapter VIA Deductions

All Chapter VIA deductions claimed by the payee are calculated.

Step 9: Calculate Total Taxable Income (Net Income)

Total taxable income (net income) is calculated as gross total income minus Chapter VIA deductions. The tax liability of the assessee will be determined based on this result. The rates of taxes applicable, and the rebates that will be given, are all based on this amount. The applicability of the surcharge is also dependent on this result.

Step 10: Calculate Tax Liability

The total taxable Income (net income) is used to determine the applicable income tax rate. The income tax rates are stored in a bracket.

Step 11: Apply Rebates

Certain rebates may apply, based on the declarations of the payee.

Step 12: Calculate Balance Tax

Net tax payable is calculated as the result of the tax liability minus the rebates.

Step 13: Calculate Surcharge

Once the net tax payable is determined, the surcharge is calculated. This is the last step in the tax computation process. The amount calculated is prorated and deducted on a monthly basis.

Step 14: Calculate Net Tax Liability

The final tax liability is the result of the net tax payable plus the surcharge.

Step 15: Determine Monthly Tax Deduction

To determine the month's tax deduction for a payee, the final tax liability is divided by 12 months. This is the amount that is deducted for a payee's monthly pay (unless there is an override for taxes).

Profession Tax Computation Flow

The frequency with which you must deduct profession tax varies among states. The deduction frequencies for each state (monthly, quarterly, semi-annually, or annually) are stored in variables, one variable for each state.

Rates and slabs applicable to each state are stored in brackets, one bracket for each state.

Each employee is linked to an establishment and the establishment is linked to a state. The rates applicable to each state are stored in a bracket.

The profession tax calculated during the calculation of standard deductions as discussed in Step 4 of the Income Tax Process Flow.

Note. Make sure to enter a payee's profession tax establishment on the Establishment page since this information is vital to the proper calculation of a payee's profession tax deduction.

See Also

Chapter 10, "Withholding Taxes," Income Tax Process Flow, page 66

Appendix A, "Accumulators," page 109

Chapter 4, "Setting Up Establishments," page 27

Reporting Tax Information

Once tax information is processed, you must submit certain tax reports.

Pages Used to Report Tax Information

Page Name	Object Name	Navigation	Usage
PT Reports (profession tax reports)	GPIN_PR_RC	Global Payroll, Taxes, Profession Tax Report IND	Calculates and reports on profession taxes.
Amount Taxable	GPIN_RC_GPINTX01	Global Payroll, Taxes, Taxable Amount Reports IND	Calculates and reports on allowance taxable amounts.

Reporting Profession Taxes

Access the PT Reports page.

PT Reports

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

Language: English

Period ID: Begin Date: End Date:

Payee Sort Option:

Establishment ID:

Bracket Name:

Group

Group ID: ☐ Rebuild Group

As Of Date: Refinement Date:

PT Reports page

Period ID Select the Period ID. The Begin Date and End Date display as soon as the Period ID is selected.

Payee Sort Option Select if you want the report sorted by:

- *Employee ID, Employee Record Number*
- *Name, Employee Record Number*

Establishment ID Select the Establishment ID.

Bracket Name Select the bracket name.

Group

Group ID Select the Group ID to which the payees you want included in the report belong.

Rebuild Group Select to recreate the group before running the report.

As Of Date Enter the effective date of the group represented by the Group ID.

Refinement Date

If the group definition includes effective-dated records, enter the date for which you want the records run. If you leave this field blank, the system will run the group as of the current date.

Reporting Allowance Taxable Amounts

Access the Amount Taxable IND page.

Amount Taxable IND page

Begin Date and End Date

Enter the beginning and ending dates of the tax period for which you want to report.

Report Name

Select the report name.

Establishment ID

Select the Establishment ID.

Period ID

Select the Period ID. The Begin Date and End Date display as soon as the Period ID is selected.

Taxable Amount

Select whether the allowance is for Leave Travel Allowance (*LTA*) or *Medical*.

Payee Sort Option

Select whether you want the report sorted by employee ID and record number (*ID, Rcd#*) or employee name and record number (*Name, Rcd#*).

Viewing Delivered Tax Elements

PeopleSoft Global Payroll for India delivers the following elements to process payee taxes.

Delivered Tax Earnings

While the elements in this section are defined as earnings, they are really being used to store certain information. They do not function as typical earnings elements.

Earnings	Description
PREV SAL	Previous salary
PREV PT	Previous profession tax
PREV TDS	Previous tax deducted at source
PREV HRA	Previous house rent allowance
PREV LIC	Previous life insurance corporation deduction
PREV SAL HRA	Previous salary for house rent allowance
PREV MED EXM	Previous medical exemption
PREV LTA EXM	Previous leave travel allowance exemption
PREV PF	Previous Provident Fund
PREV EDU EXM	Previous child education exemption
PREV HOS EXM	Previous child hostel exemption
PREV HRA EXM	Previous house rent allowance exemption
PREV CON EXM	Previous conveyance exemption
CHILD EDU ALW	Child education allowance
CHILD HOSTEL	Child hostel allowance
CONVEY EXM	Conveyance exemption
PEN FND 80CC	Pension fund 80CCC
MED INS 80D	Medical insurance premium 80D
MED HND 80DD	Medical treatment (handicapped dependents) 80DD

Earnings	Description
MED AIL80DDB	Medical treatment (special ailments) 80DDB
EDU LOAN 80E	Education loan 80E
DONAT 100PCT	Donations – 100 percent 80G
DONAT 50PCT	Donations – 50 percent 80G
RENT 80GG	Rent paid 80GG
DONAT 80GGA	Donations – scientific research 80GGA
INT SEC 80L	Interest on securities 80L
PERM DIS 80U	Permanent physical disability
LIC PREM	Life insurance corporation premium
DEFRD ANNTY	Deferred annuity
PPF	Public Provident Fund
PO CUMUL DEPOSITS	Post office/cumulative term deposits
NSC DEPOSITS	National Savings Certificate deposits
NSS DEPOSITS	National Savings Scheme deposits
INT NSC	Interest on National Savings Certificate reinvested
PRIN LOAN RE	Principal loan repayment
MUTUAL FND	Mutual funds
NHB SCHEME	National Housing Board scheme
TX REBAT 88	Tax rebate Section 88C

Earnings	Description
INFRA BONDS	Infrastructure bonds
LIC ANNUITY	Life insurance corporation annuity
ULIP	Unit linked insurance plan
PERQ CAR	Car perquisite
PERQ HOUSE	House perquisite
TDS STD DED	Standard deduction
HRA EXM	House rent allowance exemption

Delivered Tax Deductions

PeopleSoft Global Payroll for India delivers the following tax deductions.

Deductions	Description
TDS	Tax deduction at source
PT	Profession tax

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

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 11

Working With Banking in India

This chapter provides an overview of the banking process for India and explains how to:

- Set up banking.
- Generate an electronic funds transfer (EFT) file and report.

Understanding the Banking Process for India

Following is a brief summary of the direct deposit banking process used for net payments to payees in India. Subsequent sections provide more details about these steps.

1. Set up bank accounts and schedule disbursements.
2. Run payroll.
3. Run the core PeopleSoft Global Payroll banking process.
4. Run the India EFT process, which automatically generates the EFT file and Structured Query Report (SQR).

Setting Up Banking

To set up banking you'll utilize core PeopleSoft Global Payroll pages. The setup involves:

- Setting up basic bank information using the Bank Table page.
- Setting up bank branch information using the Branch Table page.
- Setting up source bank account information using the Source Bank Accounts page.
- Linking the Source Bank ID to a Pay Entity using the Source Bank Link page.
- Entering bank account information for payees using the Bank Account Information page.

Banking setup steps are documented fully in the *PeopleSoft Global Payroll PeopleBook*.

See *PeopleSoft 8.8 Global Payroll PeopleBook*, "Defining Banking Instructions," Understanding Banking.

Generating Banking EFT Files and Reports

This section provides an overview of EFT file and report generation and discusses how to prepare the EFT flat file.

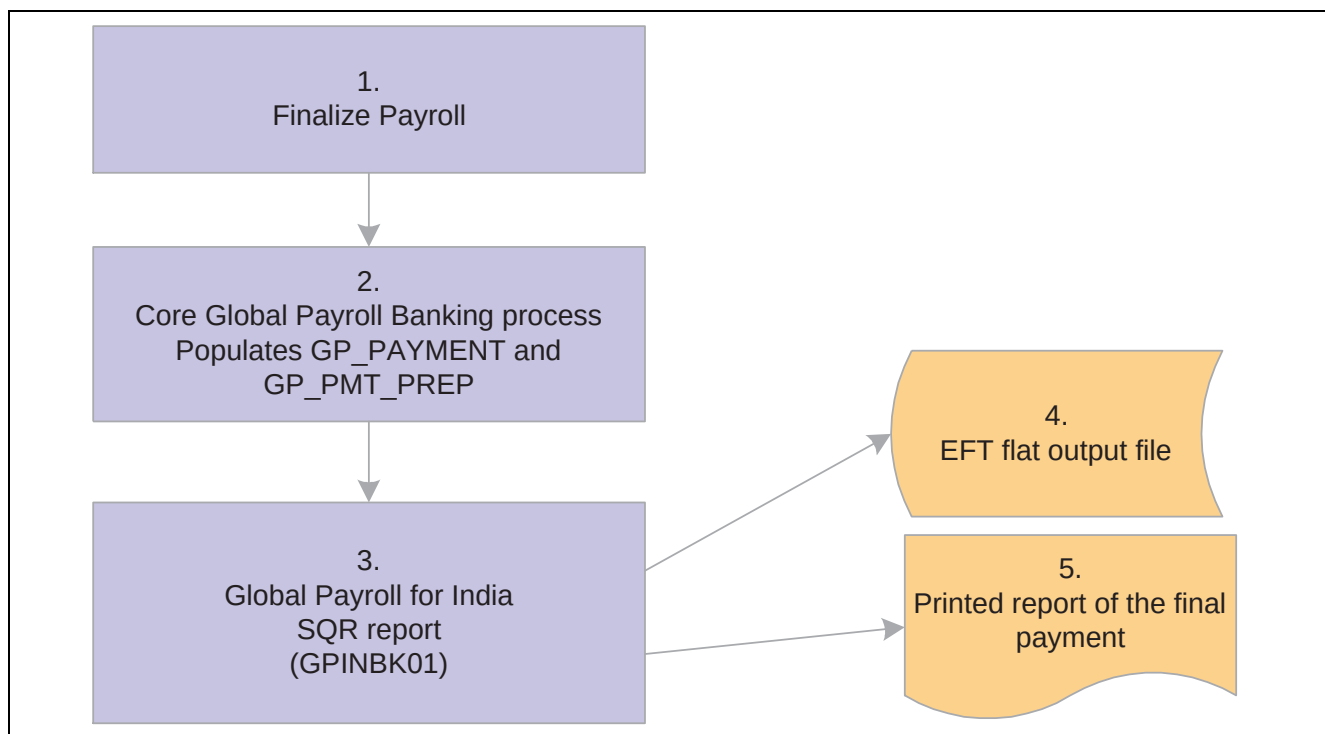
Understanding EFT File and Report Generation

The EFT process prepares the EFT flat file that you transmit to the appropriate bank and launches the SQR program that prints the banking report.

Note. The EFT flat file and SQR banking report are delivered with a configuration to satisfy the banking needs for customers using the ICICI financial institution. If your company uses a financial institution other than ICICI, you must modify the delivered process to meet your own needs. You can use the delivered ICICI configuration as a guide when developing your own EFT and reporting process.

Process Flow

The following diagram illustrates the payroll EFT and report generation process flow for India.



Payroll EFT and Report Process Flow for India

Process Explanation

The steps in this section correspond to the numbers in the preceding diagram.

1. Process and finalize payroll in the PeopleSoft Global Payroll core application.
2. Run the PeopleSoft Global Payroll banking process.

This process populates the GP_PAYMENT output record.

Note. Select the Finalize check box on the Banking Run Control page when you run the core PeopleSoft Global Payroll Banking process. If you do not, there won't be any data available for the next step.

3. Run the GP_PMT_PREP Application Engine process.

This process populates GP_PAYMENT.

4. Run the PeopleSoft Global Payroll for India EFT process (GPINBK01).

This process selects all rows in GP_PAYMENT that have a status of *Finalized* for the specified calendar group ID, run type name, and source bank ID.

The process populates the following records, which form the header, transaction, and trailer of both the EFT file and the printed report:

- GPIN_BANK_RNCTL: This record stores the run control information like Calendar run ID, Operator ID, and Run Control ID.
- GP_PAYMENT: This record stores information about the payment details for each payee.
- PYE_BANKACCT: Contains payee bank account information for use with direct deposit, etc.
- PERSON_NAME: This record stores details about the name of each payee.
- SRC_BANK: Contains information about the source bank.
- BANK_EC_TBL: Main bank table containing bank name and address.
- BANK_BRANCH_TBL: Bank branch ID and address information.
- GP_NET_DIST: Net distribution top (EMPLID, EMPL_RCD) level.
- GP_NET_DIST_DTL: Net distribution effective date and account level.

You may run this process as many times as you want.

1. The EFT process consolidates the data from the records into one EFT file that you send to the source bank.
The naming convention is SRC_BANK_ID.DAT.
2. The SQR program prints the banking report in the standard character set using data from the same records as the EFT file. The number of records is equal to the number of source banks.

See Also

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

Page Used to Run the EFT and Report Process

Page Name	Object Name	Navigation	Usage
Banking For India	GPIN_PAYMENT	Global Payroll, Payment Processing, Run Banking Process IND, Banking For India	Prepare the EFT flat file.

Preparing the EFT Flat File

Access the Banking For India page.

Banking For India

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

Calendar Group ID: 

Run Banking Process IND run control page

Calendar Group ID Select the Calendar Group ID associated with the pay run for which you want to process banking.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions,” Running the Banking Process

CHAPTER 12

Working With Payslips

This chapter provides an overview of payslips for India and discusses how to:

- Create payslip templates and payslip messages.
- Attach payslip templates to pay groups.
- Override delivery options.
- Print payslips.

Understanding Payslips for India

The design of the payslip feature allows you to create and control payslips so that they display the data that you want and in the format that you want. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario that you may encounter.

Creating Payslip Templates

When creating payslip templates you can:

- Set your accumulator column labels.
- Select the accumulators to go under the column labels.
- Create unlimited rows of accumulators for each column and set their printing sequence.
- Create unlimited sections for earnings and deductions.
- Use standard or custom element descriptions.
- Set delivery options.
- Exclude departments or locations from printing at the setup level but override those exclusions at run time.

Pages Used to Create Payslip Templates and Messages

Page Name	Object Name	Navigation	Usage
Template Setup & Accumulators	GPIN_PSLP	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates IND, Template Setup & Accumulators	Set up delivery and print exclusion options, column headings (labels) and column contents (rows of accumulators).
Earnings and Deduction	GPIN_PSLP1	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates IND, Earnings and Deduction	Create sections of earnings and deductions, select from 3 description options, and set the element components that the payslip is to display.
Absence Details	GPIN_PSLP2	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates IND, Absence Details	Select the absence elements that the system uses to extract an absence balance to display on the payslip.
Working Days & Days Worked	GPIN_WORKDAYS	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates IND, Working Days & Days Worked	Set the element components for the number of scheduled working days and the number of actual days worked that the payslip displays.
Payslip Messages	GPIN_PSLP_EXT	Set Up HRMS, Product Related, Global Payroll, Payslips, Messages IND, Payslip Messages	Create messages to appear on payslips. You can control which payslips show the message.

Setting Up Templates and Accumulators

Access the Template Setup & Accumulators page.

Template Setup & Accumulators | Earnings and Deduction | Absence Details | Working Days & Days Worked

Payslip ID: KPPAYSLIP

Payslip Setup Find | View All First 1 of 1 Last

*Effective Date: 01/01/2002

*Description: Payslip Template for India Department List Location List

Short Description: Payslip

Exclude Printing: None Delivery Option: Home Address

Accumulator Labels

Column 1:	Column 2:	Column 3:	Column 4:	Column 5:	Column 6:
GROSS PAY	NET PAY				

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

Accumulators 1 to 3 | Accumulators 4 to 6

Sequence	Description	*Accumulator 1	*Accumulator 2	*Accumulator 3
1	Salary Computation	IN AC GROSS	IN AC NET	

Template Setup & Accumulators page

Payslip ID

You can attach a single template, by its ID, to multiple pay groups. You can attach multiple templates to a pay group. Each template is used in conjunction with a particular run type.

Exclude Printing

Select either *Department* or *Location* to exclude departments or locations from the payslip print run. The corresponding link becomes active, so you can select from the department or location lists.

You can override the exclusion on the Print Payslips page before you run the print program.

Note. If you choose to enter a particular Pay Entity as your print option on the Print Payslips page and you have excluded a location that falls under that Pay Entity, it will *not* be printed.

Delivery Option

Select an address to receive printed payslips. It can be an internal address of *Department* or *Location*, or an external address of *Home Address* or *Mail Address* as recorded on the payee's Personal Data record.

You can override the selection made here on the Payee Payslip Overrides page that is effective-dated; therefore, you can override the delivery option for a period of time if necessary.

Column 1 to Column 6

Enter the labels that you want to appear across the page on the printed payslip as the column headings for your Accumulators. These column labels appear in the payslip region under the region heading Pay Summary.

Accumulators 1 to 3

Sequence	Enter a sequence number to set the order in which the accumulators appear. They display in ascending order with the lowest number first.
Description	Enter a description of each accumulator row.
Accumulator 1 to Accumulator 3	Select the accumulators that you want to display for the corresponding column. For example, suppose you enter a description of sequence 1 and 2 as <i>Current</i> and <i>YTD</i>. If you also want to display quarter to date accumulated amounts, create a new row, give the new row the description <i>QTD</i>, then select the accumulators that correlate to the columns headings.

Accumulators 4 to 6

Accumulator 4 to Accumulator 6	Set up accumulators 4 to 6. There are no Sequence or Description fields because the same sequence number and description applies to all 6 accumulators in the row.
---------------------------------------	--

The following diagram shows how column numbers, sequences, and accumulator numbers work together on the printed payslip.

Pay Summary				
	Column 1 Label	Column 2 Label	Column 3 Label	Continued
Seq 1 Description	Accum 1, Seq 1	Accum 2, Seq 1	Accum 3, Seq 1	▶
Seq 2 Description	Accum 1, Seq 2	Accum 2, Seq 2	Accum 3, Seq 2	
Seq 3 Description	Accum 1, Seq 3	Accum 2, Seq 3	Accum 3, Seq 3	
Continued ▼				

Columns and rows on the payslip in the Pay Summary region

Setting Up Payslip Earnings and Deductions

Access the Earnings and Deduction page.

Template Setup & Accumulators | **Earnings and Deduction** | Absence Details | Working Days & Days Worked

Payslip ID: KPPAYSLIP

Payslip Setup Find | View All First 1 of 1 Last

Effective Date: 01/01/2002 **Description:** Payslip Template for India

Section Setup Find | View All First 1 of 2 Last

Sequence: 10 **Description:** Earnings

Section Elements Customize | Find | First 1-25 of 25 Last

Sequence	Entry Type	Element Name	Year To Date Units	Display YTD Amount		
1	Earnings	BASE SALARY	☐	☒	+	-
2	Earnings	BASE HOURLY	☒	☒	+	-
3	Earnings	DEAR ALLOW	☐	☒	+	-
4	Earnings	HRA	☐	☒	+	-
5	Earnings	CONVEY ALLOW	☐	☒	+	-
6	Earnings	LUNCH ALLOW	☐	☒	+	-
7	Earnings	CHLD EDUCATN	☐	☒	+	-
8	Earnings	CHLD HOSTEL	☐	☒	+	-
9	Earnings	OVERTIME 1.5	☐	☒	+	-
10	Earnings	OVERTIME 2.0	☐	☒	+	-
11	Earnings	SHIFT AMT	☐	☒	+	-
12	Earnings	SHIFT HRLY	☒	☒	+	-
13	Earnings	SHIFT PCT	☐	☒	+	-
14	Earnings	SPEC ALLOW	☐	☒	+	-

Earnings and Deduction page (1 of 2)

15	Earnings	LTA WAIVE	☐	☒	+	-
16	Earnings	LTA NON TAX	☐	☒	+	-
17	Earnings	LTA TAX	☐	☒	+	-
18	Earnings	LTA PAYOUT	☐	☒	+	-
19	Earnings	MA WAIVE	☐	☒	+	-
20	Earnings	MA NON TAX	☐	☒	+	-
21	Earnings	MA TAX	☐	☒	+	-
22	Earnings	MA PAYOUT	☐	☒	+	-
23	Earnings	BONUS	☐	☒	+	-
24	Earnings	RENT	☐	☒	+	-
25	Earnings	PL ENCASH	☐	☒	+	-

Earnings and Deduction page (2 of 2)

Earnings and Deductions Section Setup

Description

Descriptions appear as section headings in the payslip region under the heading Payment Details.

Element Details

Year To Date Units and Display YTD Amount

Select these check boxes if you want the year to date units and amounts for each element to appear in the Payment Details region under the heading Year to Date Values.

Element Components

Description Type

Select one of three descriptions to appear for each earnings or deduction row in the Payment Details region of the payslip. Select from the following valid values:

Custom: A text box appears for you to enter a description.

Description: The element's description as entered on the element's name page in its component.

Element Name: The element's name from its name page in its component. It also appears on the Elements Details tab.

Print Unit, PrintRate, Print Base, and Print Percentage

Select the components of the element's calculation rule that you want to show for each earnings or deduction in your sections.

You can only select the components in the element's calculation rule. For example, for an earnings with calculation rule Unit x Rate, only the unit and rate check boxes are available for entry.

Note. Amount will always appear; therefore, it is not an option here.

Setting Up Absence Details for Payslips

Access the Absence Details page.

The screenshot shows the 'Absence Details' page within a software application. At the top, there are four tabs: 'Template Setup & Accumulators', 'Earnings and Deduction', 'Absence Details' (which is selected), and 'Working Days & Days Worked'. Below the tabs, the 'Payslip ID' is 'KPPAYSLIP'. The 'Payslip Setup' section shows 'Effective Date: 01/01/2002' and 'Description: Payslip Template for India'. Below this is the 'Absence Setup' section, which includes a table with columns: '*Sequence', 'Element Name', '*Description Type', and 'Description'. The table has one row with the following data: Sequence '1', Element Name 'AB CASUAL LV_ENT', Description Type 'Custom', and Description 'Casual Leave Entitlement'. There are also search and navigation icons in the table area.

Absence Details page

Description Type

Select one of three descriptions to appear for each row in the Absence Details region of the payslip. Select from the following valid values:

Custom: A text box appears for you to enter a description.

Description: The element's description as entered on the element's name page in its component.

Element Name: The element's name from its name page in its component. It also appears on the Elements Details tab.

Setting Element Components for Working Days and Days Worked

Access the Working Days & Days Worked page.

Template Setup & Accumulators | Earnings and Deduction | Absence Details | **Working Days & Days Worked**

Payslip ID: KPPAYSLIP

Payslip Setup

Effective Date: 01/01/2002 **Description:** Payslip Template for India

Work Days Customize | Find | First 1-2 of 2 Last

Sequence	Entry Type	Day Type	Element Name	Description
1	Count	Working Days	GP WORK DAY COU	Work Day Count
2	Formula	Days Worked	IN FM WRK DAYS	Actual Days Worked

Working Days & Days Worked page

Entry Type

Define a row with an Entry Type of *Count* and a row with and Entry Type of *Formula*.

Day Type

For the row with an Entry Type of *Count*, define a Day Type of *Working Days*. For the row with an Entry Type of *Formula*, define a Day Type of *Days Worked*.

Element Name

For the row with a Day Type of *Working Days*, select the *GP WORK DAY COUNT* element. For the row with a Day Type of *Days Worked*, select the *LOP FM DAYS* element.

Creating Payslip Messages

Access the Payslip Messages page.

Payslip Messages page

Message Number This is the message ID the system will use to get the right message for the right payees. Arrays, formulas, and variables combine to get the right message.

Message Level Select from the following valid values:

All: All payees identified in the calendar group.

Group Build: All payees included in a group built using the Group Build Definition feature in PeopleSoft Human Resources. You can also access the group build pages through the Set Up HRMS, Common Definitions, Group Build navigation. If you select this option, enter a group in the Group ID field.

Group List: All payees in a list built using Global Payroll's Group List feature. If you select this, enter a group in the Group List ID field.

Message Enter the text of the message to appear on selected payslips.

Attaching Payslip Templates to Pay Groups

Attach a payslip template to a pay group using the Link to Pay Group IND page. A pay group can have multiple payslip templates attached at any one time and a single template can be attached to multiple pay groups. Each payslip template is used in conjunction with a particular run type.

Page Used to Attach Payslip Templates

Page Name	Object Name	Navigation	Usage
Link to Pay Group IND	GPIN_PYGRP_EXT	Set Up HRMS, Product Related, Global Payroll, Payslips, Link to Pay Group IND, Link to Pay Group IND	Use to attach a payslip template to a pay group.

Linking a Template to a Pay Group

Access the Link to Pay Group IND page.

Link to Pay Group IND

Pay Group: KP1PG1

Description: Salaried for KP1

Payslip Run Type Find | View All First 1 of 3 Last

***Regular Run Type:** KPGPBON Bonus run

Link To Pay Group Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2002 **Pay Frequency:** M Monthly

Payslip ID

Payslip ID: KPPAYSLIP Payslip Template for India

Link to Pay Group IND page

- Regular Run Type** Select the run type. This is defined on the Run Types page.
- Pay Frequency** Select the pay frequency. This is defined on the Frequency Table page.
- Payslip ID** Select the payslip ID for the payslip templates you want to link with the pay group. Payslip ID is defined on the Template Setup & Accumulators page.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Using Calendars,” Defining Run Types

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

Chapter 12, “Working With Payslips,” Creating Payslip Templates, page 77

Overriding Payslip Delivery Options

The default delivery option for all payslips is the internal or external address that you selected when you defined your payslip template. You can set an effective-dated override of that default at the payee level to redirect the payslips to a different delivery option.

Page Used to Override Payslip Delivery Options

Page Name	Object Name	Navigation	Usage
Payee Payslip Overrides	GPIN_PSLP_PYE	Global Payroll, Payee Data, Create Overrides, Payslip Delivery Option IND, Payee Payslip Overrides	Select an effective-dated Delivery Option for an individual payee that is different from the default on the payslip template.

Printing Payslips

Print payslips by calendar group ID. You can restrict the payslips printed from the payrun associated with the calendar group ID. The template that you defined controls the layout of the printed payslip.

Page Used to Print Payslips

Page Name	Object Name	Navigation	Usage
Process Payslip	GPIN_PSLP_RC	Global Payroll, Payslips, Create/Print Payslips IND, Process Payslip	Lists payee details of period earnings, taxes and other deductions, leave balances, and payment distributions.

Creating and Printing Payslips

Access the Process Payslip page.

Process Payslip

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

Language:

Payslip Generation Details

*Calendar Group ID:

[Pay Entity List](#)
[Pay Group List](#)
[Department List](#)
[Location List](#)
[Payee List](#)

Sort Key 1

Sort Key 1:
Sort Key 2:
Sort Key 3:

Process Payslip page

Payslip Generation Details

Calendar Group ID Select the Calendar Group ID for which you want to print payslips. If you do not further refine your selection by utilizing one of the hyperlinks, payslips print for the entire set of employees represented by the Calendar Group ID.

You can further refine your payslip print selection by clicking one of the hyperlinks. Each hyperlink navigates you to another page on which you can select one or more pay entities, pay groups, departments, locations, or payees to include in the payslip print run. If you do further refine your payslip print selection by utilizing one of the hyperlinks, payslips print only for those pay entities, pay groups, departments, locations, or payees selected.

Sort Key 1

You can set up to three sort keys from the following options: Department, Location, Not Applicable, or Pay Entity. If you select Not Applicable, the program prints the payslips by employee ID.

Viewing Delivered Payslip Elements for India

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

See Also

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

CHAPTER 13

Managing Year-End Processing

This chapter provides an overview of year-end processing and discusses:

- Defining year-end reports.
- Generating year-end reports.

Understanding Year-End Processing

Certain legislation requires the annual processing and reporting of relevant payroll data. PeopleSoft Global Payroll for India allows you to define the year-end report parameters and generate the following reporting forms:

- Form 3A.
- Form 5.
- Form 6.
- Form 12BA.
- Form 16.
- Form 24.

Year-end processing with PeopleSoft Global Payroll for India requires that you:

1. Define the data values of the reporting form.
2. Run the report.

Note. Form 24 and Form 16 are year-end reports that are produced by a unique combination of PAN (Permanent Account Number) and TAN (Tax Deduction Account Number) numbers. For a single pay entity there may be several combinations of PAN/TAN and each will be generated separately.

Defining Year-End Reports

Before you can generate a year-end report, you must define the year-end report data values.

Pages Used to Define Year-End Reports

Page Name	Object Name	Navigation	Usage
Form 3A	GPIN_YE_F3A	Global Payroll, Year-End Processing, Define Form 3A Data IND, Form 3A	Use to define the report for the annual statement of individual payees detailing Provident Fund contributions and other information during the currency period.
Define Form 5 Data IND	GPIN_YE_F5	Global Payroll, Year-End Processing, Define Form 5 Data IND, Define Form 5 Data IND	Use to define the report containing details of contributions and remittances to the Profession Tax authorities for the financial year.
Define Form 6 Data	GPIN_YE_F6	Global Payroll, Year-End Processing, Define Form 6 Data IND, Define Form 6 Data	Use to define the report for consolidated detailing of contributions and other information for the currency period to the Employee State Insurance authorities.
Define Form 12BA	GPIN_YE_F12BA	Global Payroll, Year-End Processing, Define Form 12BA Data IND, Define Form 12BA	Use to define the report submitted to the statutory authorities containing details of perquisites provided by the employer to his employees and their valuation and tax status.
Form 24 and Form 16	GPIN_YE_F24_F16	Global Payroll, Year-End Processing, Define Form 24 and 16 Data IND, Form 24 and Form 16	Use to define the report for: • The annual return for income tax that is submitted regarding salaries paid to all the payees during the preceding financial year. • The annual statement containing details of the remuneration paid and tax deducted and remitted during the previous year by an employer.

Defining Form 3A Reports

Access the Form 3A page.

Form 3A

Kumar,Pratik K Employee **EmplID:** KP0001

Advance Reference Find | View All First 1 of 1 Last

Effective Date: 04/01/2002   

Claim Date:  **Amount:** 

Days: 

Define Form 3A page

Claim Date Enter the date of the availing Advance.

Amount Enter the amount of the Advance amount taken.

Days Enter the number of days of non-contribution service.

Defining Form 5 Reports

Access the Define Form 5 Data IND page.

Define Form 5 Data IND

Establishment ID: KPEST1 Etab 1 of KP1

Period ID: KPAPR02 **Begin Date:** 04/01/2002 **End Date:** 04/30/2002

Total Tax Payable for the Year:  **Tax Paid:** 

Balance Tax Payable: 

Tax Paid Under Challan:  **Challan Date:** 

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

	*Month	Tax Deducted	Tax Paid	Balance Tax	Check Nbr	Check Date		
1								

Define Form 5 Data IND page

Total Tax Payable for the Year Enter the total tax payable for the year.

Tax Paid Enter the tax paid for the year.

Balance Tax Payable Enter the tax balance that still needs to be paid for the year.

Tax Paid Under Challan Enter tax paid under Challan.

Challan Date Enter the Challan date.

Month Enter details of the month's SA: for which taxes are deducted and remitted.

Tax Deducted	Enter the amount of tax deducted.
Tax Paid	Enter the tax paid for the specific month.
Balance Tax	Enter the tax balance.
Check No (check number)	Enter the number of the check used to pay the tax.
Check Date	Enter the date of the check used to pay the tax.

Defining Form 6 Reports

Access the Define Form 6 Data page.

Define Form 6 Data

Establishment ID: KPEST1

Description: Estab 1 of KP1

Period ID: KPYREND3

Begin Date: 04/01/2002

End Date: 03/31/2003

Customize Find View All First 1-5 of 12 Last					
	Challan Date		Amount		
1	04/30/2002		1000.000		
2	05/31/2002		1000.000		
3	06/30/2002		1000.000		
4	07/31/2002		1000.000		
5	08/31/2002		1000.000		

Define Form 6 Data page

Challan Date	Enter the date on which the challan was submitted.
Amount	Enter the amount paid.

Defining Form 12BA Reports

Access the Define Form 12BA page.

Define Form 12BA

EmplID: KP0001 Kumar,Pratik K

Period ID: KPAPR02 **Begin Date:** 04/01/2002 **End Date:** 04/30/2002

Perquisites				
	Description	Amount	Amount Paid	Amount Taxable
1	Car Perquisite			
	Company			
2	House Perquisite			

Define Form 12BA page

Period ID Enter the Period ID for the period on which you want to report.

Amount Paid Enter the amount of the perquisite paid by the employer.

Amount Taxable Enter the amount of the perquisite that is taxable.

Defining Form 24 and Form 16 Reports

Access the Form 24 and Form 16 page.

Form 24 and Form 16

Permanent Account Nbr: PAN AP 03

Tax Deduction Acc Nbr: TAN AP 03

Fiscal Period ID: KPYREND3 APRIL 2001 **Begin Date:** 04/01/2002 **End Date:** 03/31/2003

Voucher Details										
	Period ID	Amount Deducted	Voucher Number	Voucher Date	Bank ID	Short Description	Bank Branch ID	Description		
1	KPAPR02	10000	423	04/30/2002	KPICICI	ICI	KPIC0012	ICICI Charminar	+...	-
2	KPAUG02	10000	427	08/31/2002	KPICICI	ICI	KPIC0012	ICICI Charminar	+...	-
3	KPDEC02	10000	431	12/31/2002	KPICICI	ICI	KPIC0012	ICICI Charminar	+...	-
4	KPFEB03	10000	433	02/28/2003	KPICICI	ICI	KPIC0012	ICICI Charminar	+...	-
5	KPJAN03	10000	432	01/31/2003	KPICICI	ICI	KPIC0012	ICICI Charminar	+...	-

Form 24 and Form 16 page

Period ID Enter the Period ID for the period on which you want to report.

Amount Deducted Enter the remittance amount.

Voucher Number Enter the remittance voucher number.

Voucher Date Enter the remittance voucher date.

Bank ID and Bank Branch ID

Select the Bank ID and Bank Branch ID for the bank branch from which the monthly remittance was transferred to the central government account. The Description displays once Bank ID and Bank Branch ID are selected.

Generating Year-End Reports

After you define the data values for a year-end report, you can generate the report.

Page Used to Generate Year-End Reports

Page Name	Object Name	Navigation	Usage
Year End Reports	GPIN_PR_RC	Global Payroll, Year-End Processing, Create Year End Reports IND, Year End Reports	Use to generate Forms 3A, 5, 6, 12BA, 16, and 24.

Running Year-End Reports

Access the Year End Reports page.

Year End Reports

Run Control ID: 1

[Report Manager](#)

[Process Monitor](#)

Run

Language: English

*Report Name: GPINYE01

Form 24

Period ID: KPAPR02

Begin Date: 04/01/2002

End Date: 04/30/2002

Payee Sort Option: Employee ID, Employee Rcd Nbr

Establishment ID:

Group

Group ID:

Rebuild Group

As Of Date:

Refinement Date:

Year End Reports page

Report Name

Select the report name defined on the Payee Report Setup IND page.

Period ID

Select the appropriate Period ID. The Begin Date and End Date display as soon as the Period ID is selected.

Payee Sort Option

Select if you want the report sorted by *Employee ID*, *Employee Record Number* or *Name*, *Employee Record Number*.

Establishment ID

Select an Establishment ID only if you are running the Form 5 report.

Group**Group ID**

Select the Group ID to which the payees you want included in the report belong.

Rebuild Group

Select to recreate the group before running the report.

As Of Date

Enter the effective date of the group represented by the Group ID.

Refinement Date

If the group definition includes effective-dated records, enter the date for which you want the records run. If you leave this field blank, the system will run the group as of the current date.

CHAPTER 14

Creating Payee Reports

This chapter provides an overview of payee data reporting and discusses:

- How to set up payee reports.
- How to generate payee reports.

Understanding Payee Data Reporting

For certain payroll business processes, it is necessary to generate reports in order to comply with legislative reporting requirements, verify your data, or convey payroll information within your organization. Legislated reports are required for processes such as Employee State Insurance, Provident Fund, Medical Allowance, Leave Travel Allowance, and year-end processing. PeopleSoft Global Payroll for India provides setup and run control reporting pages to address your reporting needs.

To create payee reports:

1. Define report fields.
2. Define break levels.
3. Define the report format.
4. Map Global Payroll elements to the defined report fields.
5. Launch the report run control.

PeopleSoft Global Payroll for India provides delivered functionality for the following payee reports:

- Newly enrolled payees.
- Terminated payees.
- New hires.
- Profession tax.
- Employee State Insurance (ESI) remittance.
- Provident Fund (PF) remittance.
- Leave travel allowance and medical allowance taxable amounts.

See Also

[Appendix B, “PeopleSoft Global Payroll for India Reports,” page 121](#)

[Chapter 13, “Managing Year-End Processing,” page 89](#)

Defining Reports

Before you can run a report, you must define the report fields, break levels, and format. Then you must map Global Payroll elements to the defined report fields.

Pages Used to Define Reports

Page Name	Object Name	Navigation	Usage
Payee Report Fields	GPIN_PR_FIELDS	Set Up HRMS, Product Related, Global Payroll, Reports, Payee Report Fields IND, Payee Report Fields	Define the individual payee data items as report fields that will appear in a report.
Break Levels	GPIN_PR_BRK_LVL	Set Up HRMS, Product Related, Global Payroll, Reports, Payee Report Break Levels IND, Break Levels	Define the break levels for a report. Any system element or variable that resolves to a character value may be selected. Only elements that are resolved for a payee should be selected. Otherwise, the report will not break properly.
Report Setup	GPIN_PR_SETUP	Set Up HRMS, Product Related, Global Payroll, Reports, Payee Report Setup IND, Report Setup	Defines the report format. Identifies the break levels and report fields valid for the report.
Element Mapping	GPIN_PR_ELEM_MAP	Set Up HRMS, Product Related, Global Payroll, Reports, Payee Report Element Map IND, Element Mapping	Maps Global Payroll elements to report fields.

Defining Report Fields

Access the Payee Report Fields page.

The screenshot shows a web-based form titled "Payee Report Fields". The form contains the following fields:

- Field Name:** F3A_PF
- *Description:** Pension fund Contribution
- Short Description:** PF
- Field Type:** Numeric (selected from a dropdown menu)
- Comment:** Pension fund Contribution

Payee Report Fields page

Field Name	Uniquely identifies a field for a report. Maximum of 15 characters.
Description	Description of the report field to be printed on a report.
Short Description	Brief description of the report field. If left blank, this field defaults to the first 10 characters of the Description field.
Field Type	Defines the format of the data for the field. Select <i>Numeric</i> , <i>Character</i> , or <i>Date</i> . Once a Field Type is selected for a report field, it cannot be altered.
Comment	Additional information about the field.

Defining Report Break Levels

Access the Break Levels page.

Break Levels	
Break Level:	01
Data Type CD:	Customer Data
Description:	Establishment Id
Element	
Entry Type:	System Element - Character
Element Name:	ESTABID
Source and Use	
☒ Database Field ☐ System-Computed	
Record (Table) Name:	JOB EE Job History
Field Name:	ESTABID Establishment ID
Prompt View Name:	ESTAB_TBL Establishment Codes
Element Name:	☐ SetID Controlled

Break Levels page

Break Level A number that identifies the break level code.

Date Type CD Values are *System Data* (for PeopleSoft-delivered break level) or *Customer Data* (for all other break levels).

Element

Entry Type Select the entry type of the element that you're associating with the break level. Values are *System Element - Character* and *Variable - Character*.

Element Name Select the system element or variable that you're associating with the break level. For example, if you define pay group as the break level, select the GP PAYGROUP element.

Note. Any element selected must be resolved and stored.

Source and Use

If you select a system element, information contained on the Source and Use page of GP_PIN appears in this group box.

Defining Report Format

Access the Report Setup page.

Report Setup

Report ID: GPINYE04

*Description: Form 3A

Report Break Levels

Break Level 1: Establishment Id

Break Level 2:

Break Level 3:

Fields

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

	Field Name	Description	Field Type		
1	F3A_AMOUNT_WAG	Amount of Wages for Form 3A	Numeric	+	-
2	F3A_EFF_DIFF	EPF difference b/n 12% and 8.3	Numeric	+	-
3	F3A_EPF	EPF for Form 3A	Numeric	+	-

Report Setup page

Report ID Name of the SQR you're defining.

Description Description of the SQR.

Report Break Levels

Break Level 1, Break Level 2 and Break Level 3 First, second, and third break levels for the report.

Fields

Field Name Report field (defined on the Payee Report Fields IND page) to be used in the report. The corresponding Description and Field Type display.

Defining Report Element Mapping

Access the Element Mapping page.

Element Mapping

Report ID: GPINYE04 Form 3A

Report Field Find | View All First 1 of 4 Last

Field Name: F3A_AMOUNT_WAGE Amount of Wages for Form 3A

Field Type: Numeric

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

Entry Type	Element Name	Description	Add/Subtract
Accumulatr	PF GROSS WAGES	Provident Fund Gross Wages	Add

Element Mapping page

Report ID Name of the SQR you're mapping.

Report Field

Field Name Report field that has been defined using the Payee Report Setup IND page.

Field Type The format of the report field as defined using the Payee Report Fields IND page.

Elements

Entry Type The type of element to be mapped to the report field. This changes depending on the field type.

Element Name Name of the element to be mapped to the report field. The corresponding Description displays.

Add/Subtract Select whether you want the element to *Add* or *Subtract* from the total on the report.

Understanding Element Mapping

Once valid report fields are defined and a report setup (format) has been defined, Global Payroll elements must be mapped to the report fields. The mapping of elements allows you to specify multiple elements that make up a report field. For example, if a salary field is to be printed on a report and several elements must be added together in order to print this field on a report, you can select the Global Payroll elements that comprise this field.

The Entry Type field prevents an element of the wrong type from being selected, based on the variable type. For example, a report field that has been defined as a Field Type of Character will only allow Global Payroll elements that resolve to character values to be selected.

The following table specifies the types of Global Payroll elements that can be mapped to a report field, based on the Field Type defined.

Field Type	Types of Elements Allowed
Numeric	Auto Assigned Accumulator Segment Accumulator Bracket – Numeric Deduction Earning Formula – Monetary and Decimal System Element – Numeric Variable – Numeric
Character	Bracket – Character Formula – Character System Element – Character Variable – Character
Date	Calendar Date Bracket – Date Date Formula – Date System Element – Date Variable – Date

Generating Reports

This section discusses how to generate payee reports.

Pages Used to Generate Reports

Page Name	Object Name	Navigation	Usage
Enroll/Term Report	GPIN_PR_GPINPY01	Global Payroll, Absence and Payroll Processing, Payroll Reports, Enroll and Term Reports IND, Enroll/Term Report	Use to generate enrollment and termination reports.
ESI Remittance (Employee State Insurance remittance)	GPIN_PR_RC	Global Payroll, Absence and Payroll Processing, Payroll Reports, ESI Remittance Statement IND, ESI Remittance	Use to generate the Employee State Insurance remittance statement report.
PF Remittance (Provident Fund remittance)	GPIN_PR_RC	Global Payroll, Absence and Payroll Processing, Payroll Reports, PF Remittance Statement IND, PF Remittance	Use to generate the Provident Fund remittance statement report.

Understanding the Report Generation Process

When you run the payee report process, an Application Engine payee report extract process runs first. The extract process retrieves the run control and determines the report to be executed. The appropriate report setup is also retrieved along with the break levels and element mapping associated with the report. So the process executes in this order:

1. Payee report extract process (Application Engine) gathers information about the report.
2. SQR runs the actual report.

See Also

[Chapter 6, “Enrolling Payees in Provident Funds,” page 39](#)

[Chapter 7, “Enrolling Payees in Employee State Insurance,” page 45](#)

[Chapter 10, “Withholding Taxes,” Reporting Tax Information, page 67](#)

[Chapter 8, “Processing Allowances,” Processing Leave Travel Allowances, page 50](#)

[Chapter 8, “Processing Allowances,” Processing Medical Allowances, page 52](#)

Running Enrollment and Termination Reports

Access the Enroll/Term Report page.

Enroll/Term Report page

Period ID

Select the Period ID identifying the pay period to be used for the report. When you enter a value in this field, the associated Begin Date and End Date appear.

Report Type

Select whether you want the system to generate a *New Enrollment* or *Termination* report.

Report

Select whether you want the system to generate an *Employee State Insurance* or *Provident Fund* report.

Payee Sort Option

Select whether you want the system to sort the report by:

- *Employee ID, Employee Record Number*
- *Name, Employee Record Number*

Running Employee State Insurance Remittance Statement Reports

Access the ESI Remittance page.

ESI Remittance page

Period ID

Select the Period ID identifying the pay period to be used for the report. When you enter a value in this field, the associated Begin Date and End Date appear.

Payee Sort Option

Select whether you want the system to sort the report by:

- *Employee ID, Employee Record Number*
- *Name, Employee Record Number*

Group**Group ID**

Select the Group ID to which the payees you want included in the report belong.

Rebuild Group

Select to recreate the group before running the report.

As Of Date

Enter the effective date of the group represented by the Group ID.

Refinement Date

If the group definition includes effective-dated records, enter the date for which you want the records run. If you leave this field blank, the system will run the group as of the current date.

Running Provident Fund Remittance Statement Reports

Access the PF Remittance page.

The screenshot shows the 'PF Remittance' page with the following elements:

- Run Control ID:** 1
- Language:** English (dropdown menu)
- Buttons:** [Report Manager](#), [Process Monitor](#), and a yellow **Run** button.
- Period ID:** [Text Field] with a search icon.
- Begin Date:** [Text Field]
- End Date:** [Text Field]
- Payee Sort Option:** [Dropdown Menu]
- Group Section:**
 - Group ID:** [Text Field] with a search icon.
 - Rebuild Group:** [Checkbox]
 - As Of Date:** [Text Field]
 - Refinement Date:** [Text Field]

PF Remittance page

Period ID

Select the Period ID identifying the pay period to be used for the report. When you enter a value in this field, the associated Begin Date and End Date appear.

Payee Sort Option

Select whether you want the system to sort the report by:

- *Employee ID, Employee Record Number*
- *Name, Employee Record Number*

Group**Group ID**

Select the Group ID to which the payees you want included in the report belong.

Rebuild Group

Select to recreate the group before running the report.

As Of Date

Enter the effective date of the group represented by the Group ID.

Refinement Date

If the group definition includes effective-dated records, enter the date for which you want the records run. If you leave this field blank, the system will run the group as of the current date.

APPENDIX A

Accumulators

This appendix discusses accumulators delivered with PeopleSoft Global Payroll for India.

Understanding Accumulators

Many accumulator elements have been created as integral parts of the PeopleSoft Global Payroll for India functionality. Knowing the delivered accumulators and how they are used will enhance your ability to implement PeopleSoft Global Payroll for India.

Use the Accumulators page in the core PeopleSoft Global Payroll application to see the members of each accumulator and other accumulator configuration details.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Accumulators,” Understanding Accumulators

Delivered Accumulators

The accumulators listed in the following table are delivered with PeopleSoft Global Payroll for India.

Accumulator	Description	Related Functionality
BASE SALARY YTDA	Base Salary Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
BASE SALARY FYDA	Base Salary Earnings – Fiscal Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
BASE HOURLY YTDA	Basic Hourly Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
BASE HOURLY YTDU	Basic Hourly Earnings – Calendar Year to Date (Units)	You may print the accumulated value on the payslip.

Accumulator	Description	Related Functionality
BASE HOURLY FYDA	Basic Hourly Earnings – Fiscal Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
BASE HOURLY FYDU	Basic Hourly Earnings – Fiscal Calendar Year to Date (Units)	You may print the accumulated value on the payslip.
DEAR ALLOW YTDA	Dearness Allowance Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
DEAR ALLOW FYDA	Dearness Allowance Earnings – Fiscal Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
ER AC BASIC PAY	Basic Pay Earnings (Base + Dearness Allowance)	Stores the basic pay components (base salary/hourly and dearness allowance). This accumulator is used for the calculation of other allowances.
HRA PTDA	House Rent Allowance – Calendar Period to Date (Amounts)	You may print the accumulated value on the payslip.
HRA FPDA	House Rent Allowance – Fiscal Calendar Period to Date (Amounts)	You may print the accumulated value on the payslip.
HRA MTDA	House Rent Allowance – Calendar Month to Date (Amounts)	You may print the accumulated value on the payslip.
HRA FMDA	House Rent Allowance – Fiscal Calendar Month to Date (Amounts)	You may print the accumulated value on the payslip.
HRA QTDA	House Rent Allowance – Calendar Quarter to Date (Amounts)	You may print the accumulated value on the payslip.
HRA FQDA	House Rent Allowance – Fiscal Calendar Quarter to Date (Amounts)	You may print the accumulated value on the payslip.
HRA YTDA	House Rent Allowance – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
HRA FYDA	House Rent Allowance – Fiscal Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.

Accumulator	Description	Related Functionality
ER AC BASE PLUS	Basic Pay plus other Allowance	Stores additional earnings that comprise basic pay. Delivered basic pay earnings are basic salary, basic hourly, and dearness allowance. This accumulator is customer maintained.
ESI ARR	Employee State Insurance Arrears	Total of add to arrears less payback amount for employee ESI.
ESI ER ARR	Employee State Insurance Employer Contribution Arrears	Total of add to arrears less payback amount for employer ESI.
ESI GROSS WAGES	Employee State Insurance Gross Wages	Total of base salary, HRA, DA, etc.
PF GROSS WAGES	Provident Fund Gross Wages	Total of base salary and DA.
PF ARR	Provident Fund Arrears	Total of add to arrears less payback amount for employee PF.
PF ER ARR	Provident Fund Employer Contribution Arrears	Total of add to arrears less payback amount for employer PF.
PF ER PEN ARR	Provident Fund Pension Employer Contribution Arrears	Total of add to arrears less payback amount for employer PF Pension.
PF ER ADMIN ARR	Provident Fund Employer Administration Charge Arrears	Total of add to arrears less payback amount for employer PF Admin Charge.
PF ER EDLI ARR	Provident Fund Employer EDLI Arrears	Total of add to arrears less payback amount for employer PF EDLI.
PF ER EDLIA ARR	Provident Fund Employer EDLI Administration Charge Arrears	Total of add to arrears less payback amount for employer PF EDLI Admin Charge.
PF VOL ARR	Provident Fund Voluntary Contribution Arrears	Total of Add to Arrears less payback amount for PF Voluntary Contribution.
TDS TAXABLE EARN	Tax Deducted at Source – Taxable Earnings	Total of previous employment and current earnings.

Accumulator	Description	Related Functionality
TDS TOTAL EXEMPT	Tax Deducted at Source – Total Exemptions	Total of previous employment and current exemptions such as house rent allowance, conveyance allowance, leave travel allowance, medical allowance, etc.
TDS GROSS SALARY	Tax Deducted at Source – Gross Salary	Taxable earnings less total exemptions.
TDS TOTAL DEDUCT	Tax Deducted at Source – Total Deductions	Total previous employment and current deductions which includes profession tax and standard deductions.
TDS SALARY INCOME	Tax Deducted at Source – Salary Income	Gross salary less total deductions.
TDS OTHER INCOME	Tax Deducted at Source – Other Income	Total of other income such as capital gains, losses, etc.
TDS CHAPTER VIA	Tax Deducted at Source – Chapter VIA Deductions	Total of Chapter VIA deductions.
TDS TOT TAX INCOME	Tax Deducted at Source – Total Taxable Income	Gross total income less total Chapter VIA deductions.
TDS GROSS TOT INC	Tax Deducted at Source – Gross Total Income	Salary income plus other income.
TDS REBATE NONINF	Tax Deducted at Source – Non-Infrastructure Rebates	Total non-infrastructure rebates.
TDS REBATE INFR	Tax Deducted at Source – Infrastructure Rebates	Total infrastructure rebates.
TDS TOT REBATES 88	Tax Deducted at Source – Total Rebates 88	Total non-infrastructure rebates, infrastructure rebates, and other rebates.
TDS NET TAX PAYBL	Tax Deducted at Source – Net Tax Payable	Net tax liability less Rebates 88.
TDS TOT TAX CREDIT	Tax Deducted at Source – Total Tax Credit	Total of all rebates and other credits.

Accumulator	Description	Related Functionality
PERQUISITES	Perquisites	Total perquisites for the current period. If additional perquisites are added, this accumulator must be updated.
TDS HRA RECD	Tax Deducted at Source – House Rent Allowance Received	The amount of previous employment and current house rent allowance amount received in the fiscal period.
SAL FOR HRA	Salary for House Rent Allowance	The salary for which house rent allowance is determined.
TDS NET TAX LIAB	Tax Deducted at Source – Net Tax Liability	The calculated tax deducted at source liability for the fiscal year.
TDS TAX PAYABLE	Tax Deducted at Source – Tax Payable	The net tax liability for tax deducted at source less any previous tax deducted at source deducted.
TDS TAX BALANCE	Tax Deducted at Source – Balance Tax to Deduct	The calculated balance of tax payable for the year, which is the tax payable less the current month's deductions.
TDS ARR	Tax Deducted at Source – Arrears	Total of add to arrears less payback amount for TD.
PT GROSS WAGES	Profession Tax – Gross Wages	Stores profession tax gross wages.
AB PRIV LV BAL	Absence – Privilege Leave Balance	Stores privilege leave balance for use in reporting and calculations of leave.
AB PRIV LV ENT	Absence – Privilege Leave Entitlement	Stores privilege leave entitlement for use in reporting and calculations of leave.
AB PRIV LV ADJ	Absence – Privilege Leave Adjustments	Stores privilege leave adjustment for use in reporting and calculations of leave.
AB CASUAL LV BAL	Absence – Casual Leave Balance	Stores casual leave balance for use in reporting and calculations of leave.

Accumulator	Description	Related Functionality
AB CASUAL LV ENT	Absence – Casual Leave Entitlement	Stores casual leave entitlement for use in reporting and calculations of leave.
AB CASUAL LV ADJ	Absence – Casual Leave Adjustments	Stores casual leave adjustment for use in reporting and calculations of leave.
AB SICK LV BAL	Absence – Sick Leave Balance	Stores sick leave balance for use in reporting and calculations of leave.
AB SICK LV ENT	Absence – Sick Leave Entitlement	Stores sick leave entitlement for use in reporting and calculations of leave.
AB SICK LV ADJ	Absence – Sick Leave Adjustments	Stores sick leave adjustment for use in reporting and calculations of leave.
LOSS OF PAY CYTDA	Loss of Pay – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
LOSS OF PAY CYTDU	Loss of Pay – Calendar Year to Date (Units)	You may print the accumulated value on the payslip.
LOSS OF PAY FYTDA	Loss of Pay – Fiscal Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
LOSS OF PAY FYTDU	Loss of Pay – Fiscal Calendar Year to Date (Units)	You may print the accumulated value on the payslip.
LOAN ARR	Generic Loans – Arrears	Total of add to arrears less payback amount for Generic Loans.
ADVANCE ARR	Generic Advances – Arrears	Total of add to arrears less payback amount for Advances.
LA AC LOAN PAY	Generic Loan Payments	Loan pay accumulator.
LA AC ADV PAY	Generic Advances Payments	Advance pay accumulator.

Accumulator	Description	Related Functionality
BASE SALARY YTDF	Base Salary – Fiscal Calendar Year to Date	Calculated base salary for the current fiscal year used in the calculation of tax deducted at source.
MA AC ALLOW AMT	Medical Allowance – Fiscal Calendar Year to Date Amounts Paid	Used in determining the medical allowance claims amount to be reimbursed.
LTA NON TAX YTDA	Leave Travel Allowance – Calendar Year to Date Non-Taxable Earnings	You may print the accumulated value on the payslip.
LTA NON TAX FYDA	Leave Travel Allowance – Fiscal Calendar Year to Date Non-Taxable Earnings	You may print the accumulated value on the payslip.
LTA TAX YTDA	Leave Travel Allowance – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
LTA TAX FYDA	Leave Travel Allowance – Fiscal Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
LTA PAYOUT YTDA	Leave Travel Allowance Payouts – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
LTA PAYOUT FYDA	Leave Travel Allowance Payouts – Fiscal Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
LTA WAIVE YTDA	Leave Travel Allowance Waived Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
LTA WAIVE FYDA	Leave Travel Allowance Waived Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
MA NON TAX YTDA	Medical Allowance Non-Taxable Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
MA NON TAX FYDA	Medical Allowance Non-Taxable Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.

Accumulator	Description	Related Functionality
MA TAX YTDA	Medical Allowance Taxable Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
MA TAX FYDA	Medical Allowance Taxable Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
MA PAYOUT YTDA	Medical Allowance Payouts – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
MA PAYOUT FYDA	Medical Allowance Payouts – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
MA WAIVE YTDA	Medical Allowance Waived Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
MA WAIVE FYDA	Medical Allowance Waived Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
RENT CYTDA	Rent Allowance Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
RENT FYTDA	Rent Allowance Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
LUNCH ALLOW CYTDA	Lunch Allowance Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
LUNCH ALLOW FYTDA	Lunch Allowance Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
CONVEY ALLOW CYTDA	Conveyance Allowance Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
CONVEY ALLOW FYTDA	Conveyance Allowance Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
OVERTIME 1.5 CYTDA	Overtime (Time and a Half) Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.

Accumulator	Description	Related Functionality
OVERTIME 1.5 CYTDU	Overtime (Time and a Half) Earnings – Calendar Year to Date (Units)	You may print the accumulated value on the payslip.
OVERTIME 1.5 FYTDA	Overtime (Time and a Half) Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
OVERTIME 1.5 FYTDU	Overtime (Time and a Half) Earnings – Fiscal Year to Date (Units)	You may print the accumulated value on the payslip.
OVERTIME 2.0 CYTDA	Overtime (Double Time) Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
OVERTIME 2.0 CYTDU	Overtime (Double Time) Earnings – Calendar Year to Date (Units)	You may print the accumulated value on the payslip.
OVERTIME 2.0 FYTDA	Overtime (Double Time) Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
OVERTIME 2.0 FYTDU	Overtime (Double Time) Earnings – Fiscal Year to Date (Units)	You may print the accumulated value on the payslip.
BONUS CYTDA	Bonus Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
BONUS FYTDA	Bonus Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
SPEC ALLOW CYTDA	Special Allowance Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
SPEC ALLOW FYTDA	Special Allowance Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
SHIFT PCT CYTDA	Shift Allowance Percentage Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
SHIFT PCT CYTDU	Shift Allowance Percentage Earnings – Calendar Year to Date (Units)	You may print the accumulated value on the payslip.

Accumulator	Description	Related Functionality
SHIFT PCT FYTDA	Shift Allowance Percentage Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
SHIFT PCT FYTDU	Shift Allowance Percentage Earnings – Fiscal Year to Date (Units)	You may print the accumulated value on the payslip.
SHIFT AMT CYTDA	Shift Allowance Fixed Amount Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
SHIFT AMT FYTDA	Shift Allowance Fixed Amount Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
SHIFT HRLY CYTDA	Shift Allowance Hourly Earnings – Calendar Year to Date (Amounts)	You may print the accumulated value on the payslip.
SHIFT HRLY CYTDU	Shift Allowance Hourly Earnings – Calendar Year to Date (Units)	You may print the accumulated value on the payslip.
SHIFT HRLY FYTDA	Shift Allowance Hourly Earnings – Fiscal Year to Date (Amounts)	You may print the accumulated value on the payslip.
SHIFT HRLY FYTDU	Shift Allowance Hourly Earnings – Fiscal Year to Date (Units)	You may print the accumulated value on the payslip.
ER AC BASE PY CUST	Customer Basic Pay Earnings	Stores additional earnings that comprise basic pay that have been defined by the customer.
ER AC BONUS PAY	Customer Basic Pay plus Other Earnings	Used to determine earnings upon which bonus pay calculations are based. Customer may add additional earnings into the ER AC BONUS CUST accumulator for use in the calculation.
ER AC BONUS CUST	Customer Bonus Pay	Stores additional earnings that comprise bonus pay that have been defined by the customer.
IN AC GROSS	Gross Wages	All wages paid to an employee. Used on payslips.

Accumulator	Description	Related Functionality
IN AC NET	Net Pay for Banking Purposes	Net pay used for transmitting data to the bank.
PT ARR	Profession Tax Arrears	Total of add to arrears less payback amount for Profession Tax.
TDS REBATE OTH	Tax Deducted at Source – Total Other Rebates	Total other rebates.
ESI GROSS WAGES FYTD	ESI Gross Wages Fiscal Year to Date	Total of accumulator ESI Gross Wages.
PF GROSS WAGES FYTD	PF Gross Wages Fiscal Year to Date	Total of accumulator PF Gross Wages.
PT GROSS FYTD	PT Gross Wages Fiscal Year to Date	Total of accumulator PT Gross Wages.
PT GROSS SEMI ANNL	PT Gross Wages for the Semi Annual period	Total of accumulator PT Gross Wages.
TDS PROJECT WAGES	Projected Wages for the Fiscal Year for TDS	Stores the projected wages for the fiscal year for TDS purposes.
TDS NON PROJ WAGES	One Time Wages (not to be projected)	Stores the wages which should not be projected when calculating TDS. Customer may add additional earnings which are for one time payments (non regular payments).

APPENDIX B

PeopleSoft Global Payroll for India Reports

This appendix provides an overview of PeopleSoft Global Payroll for India reports and enables you to view summary tables of all reports.

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

See Also

PeopleTools PeopleBook: Process Scheduler

PeopleSoft Global Payroll for India Reports: A to Z

This table lists the PeopleSoft Global Payroll for India reports.

Report ID and Report Name	Description	Navigation	Run Control Page
GPINTX01 List of Taxable Medical Amount of Employees	Calculates and reports on medical allowance taxable amounts (SQR). See Chapter 10, “Withholding Taxes,” page 61.	Global Payroll, Taxes, Allowance Taxable Amounts IND	GPIN_PR_GPINTX01
GPINTX01 List of Taxable LTA Amount of Employees	Calculates and reports on leave travel allowance taxable amounts (SQR). See Chapter 10, “Withholding Taxes,” page 61.	Global Payroll, Taxes, Allowance Taxable Amounts IND	GPIN_PR_GPINTX01
GPINRM01 ESI Remittance Statement	Generates Employee State Insurance remittance statement reports (SQR). See Chapter 14, “Creating Payee Reports,” page 97.	Global Payroll, Absence and Payroll Processing, Payroll Reports, ESI Remittance Statement IND	GPIN_PR_RC
GPINRM02 PF Remittance Statement	Generates Provident Fund remittance statement reports (SQR). See Chapter 14, “Creating Payee Reports,” page 97.	Global Payroll, Absence and Payroll Processing, Payroll Reports, PF Remittance Statement IND	GPIN_PR_RC

Report ID and Report Name	Description	Navigation	Run Control Page
GPINPY01 NEW ESI ENROLLMENT	Generates a list of employees enrolled in ESI (SQR). See Chapter 14, “Creating Payee Reports,” page 97.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Enroll and Term Reports IND	GPIN_PR_GPINPY01
GPINPY01 List Of Employees Terminated From ESI	Generates a list of employees terminated from ESI (SQR). See Chapter 14, “Creating Payee Reports,” page 97.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Enroll and Term Reports IND	GPIN_PR_GPINPY01
GPINPY01 NEW PF ENROLLMENT	Generates a list of employees enrolled in PF (SQR). See Chapter 14, “Creating Payee Reports,” page 97.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Enroll and Term Reports IND	GPIN_PR_GPINPY01
GPINPY01 List Of Employees Terminated From PF	Generates a list of employees terminated from PF (SQR). See Chapter 14, “Creating Payee Reports,” page 97.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Enroll and Term Reports IND	GPIN_PR_GPINPY01
GPINPT01 Profession Tax	Calculates and reports on profession taxes (SQR). See Chapter 10, “Withholding Taxes,” page 61.	Global Payroll, Taxes, Profession Tax Report IND	GPIN_PR_RC
GPINYE04 Form 3A Data	Generates Form 3A to provide details of employee Provident Fund contributions for the previous year. Accompanies Form 6A. See Chapter 13, “Managing Year-End Processing,” page 89.	Global Payroll, Year-End Processing, Create Year End Reports IND	GPIN_PR_RC
GPINYE07 Form 5 Data	Generate Form 5 to report details of contributions and remittances of Professional Tax. See Chapter 13, “Managing Year-End Processing,” page 89.	Global Payroll, Year-End Processing, Create Year End Reports IND	GPIN_PR_RC
GPINYE06 Form 6 Data	Generate Form 6 biannually to report employer contributions to the Employee State Insurance Corporation. See Chapter 13, “Managing Year-End Processing,” page 89.	Global Payroll, Year-End Processing, Create Year End Reports IND	GPIN_PR_RC

Report ID and Report Name	Description	Navigation	Run Control Page
GPINYE05 Form 6A Data	Generate Form 6A to provide details of employee Provident Fund contributions for the previous year. Accompanies Form 3A. <u>See Chapter 13, "Managing Year-End Processing," page 89.</u>	Global Payroll, Year-End Processing, Create Year End Reports IND	GPIN_PR_RC
GPINYE03 Form 12BA Data	Generate Form 12BA for every employee who has been paid taxable perquisites or profits in lieu of salary. Accompanies Forms 16 and/or 24. <u>See Chapter 13, "Managing Year-End Processing," page 89.</u>	Global Payroll, Year-End Processing, Create Year End Reports IND	GPIN_PR_RC
GPINYE02 Form 16 (Income Tax)	Generates Form 16 Income Tax Data at the end of the year or upon employee termination. Generates required annual statements of remuneration paid to the employee and the taxes deducted from the employee and remitted to the tax authorities for the preceding financial year. One statement per employee is generated. <u>See Chapter 13, "Managing Year-End Processing," page 89.</u>	Global Payroll, Year-End Processing, Create Year End Reports IND	GPIN_PR_RC
GPINYE01 Form 24 (Income Tax)	Generates details of all payments made to the employees, and the deductions and remittances made by the employer on behalf of the employee for the preceding financial year. <u>See Chapter 13, "Managing Year-End Processing," page 89.</u>	Global Payroll, Year-End Processing, Create Year End Reports IND	GPIN_PR_RC

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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