

PeopleSoft®

PeopleSoft 8.8
Global Payroll for Singapore
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 Singapore Preface

This preface discusses:

- PeopleSoft Application Fundamentals.
- PeopleBook structure.
- Common elements used in this PeopleBook.

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

PeopleSoft Application Fundamentals

The *PeopleSoft Global Payroll for Singapore PeopleBook* provides you with implementation and processing information for your PeopleSoft Global Payroll for Singapore application. 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 application 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 application. No matter which PeopleSoft HRMS applications you are implementing, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook

PeopleBook Structure

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

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

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

CHAPTER 1

Getting Started with PeopleSoft Global Payroll for Singapore

This section provides an overview of PeopleSoft Global Payroll for Singapore and discusses PeopleSoft Payroll for Singapore implementation tasks.

PeopleSoft Global Payroll for Singapore Business Processes

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

- Banking and Recipient Processing.
- Printing and Viewing Payslips.
- Payroll Reporting.
- Inland Revenue Reporting.
- General Ledger Interface.
- Absences.
- Terminations.
- Festive Advance Integration.
- Central Provident Fund.

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

PeopleSoft Global Payroll for Singapore Implementation

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

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

In the planning phases of your implementation, take advantage of all PeopleSoft sources of information, including installation documentation and table-loading sequences. A complete list of these resources is in the Preface, with information on where to find the most up-to-date version of each.

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

Setting Up PeopleSoft HRMS Global Tables

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

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

Setting Up PeopleSoft Human Resources Tables

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

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

Setting Up PeopleSoft Global Payroll Core Application Tables

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

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

Setting Up PeopleSoft Global Payroll for Singapore Tables

Follow these steps to define information on your PeopleSoft Global Payroll for Singapore tables.

Step	Reference
1. Link journal types to GL groupings.	Chapter 13, “Using the General Ledger Interface,” page 149
2. Include and exclude payroll reporting elements.	Chapter 11, “Reporting Payroll Data for Singapore,” page 133
3. Create payslip templates.	Chapter 5, “Setting Up Payslips for Singapore,” page 29
4. Create payslip messages.	Chapter 5, “Setting Up Payslips for Singapore,” page 29
5. Attach payslip templates to paygroups.	Chapter 5, “Setting Up Payslips for Singapore,” page 29
6. Set up employer CPF details.	Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” page 161
7. Set up CPF/FWL late payment interest.	Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Calculating CPF Contributions, page 174
8. Enter source bank details for debit types.	Chapter 4, “Setting Up Banking and Recipient Processing for Singapore,” page 23
9. Link source banks to debit types.	Chapter 4, “Setting Up Banking and Recipient Processing for Singapore,” page 23
10. Link electronic file formats to providers and enter pay entity and commission payment details.	Chapter 4, “Setting Up Banking and Recipient Processing for Singapore,” page 23
11. Link payee membership numbers to providers.	Chapter 4, “Setting Up Banking and Recipient Processing for Singapore,” page 23
12. Enter deductions to which a membership number belongs.	Chapter 4, “Setting Up Banking and Recipient Processing for Singapore,” page 23
13. Set up IRAS company tax details.	Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” page 71
14. Link tax reference number to pay groups.	Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” page 71
15. Define tax form categories.	Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” page 71
16. Enter IRAS benefit rates.	Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” page 71

CHAPTER 2

Understanding Global Payroll for Singapore

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

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

PeopleSoft Global Payroll for Singapore

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

PeopleSoft Global Payroll for Singapore Business Processes

PeopleSoft Global Payroll for Singapore supports the following business processes:

- Absence and Termination

PeopleSoft Global Payroll for Singapore delivers predefined rules for processing absence payments such as annual leave, sick leave and other leave types such as national service leave, newly wed leave, maternity leave, no pay leave and paternity leave. We also deliver rules to calculate absence entitlements on termination, including rules for the payment of unused annual leave. You can modify many of these rules to reflect absence and termination policies that are specific to your organization or to labor agreements with your employees.

- Banking and Recipient Processing

This feature supports net payment (employee salary) direct deposits and recipient payments using the electronic file (GIRO) format. PeopleSoft Global Payroll for Singapore generates electronic file outputs to credit employee salaries and reports this data to the recipient. The banking process of PeopleSoft Global Payroll brings together payroll data, pay entity source bank data, and payee or recipient bank data. The EFT file creation process extracts data compiled by the banking process according to the content you want in the EFT file that you are creating, merges it with data provided by the Singapore country extension and creates the file for transmission.

- Central Provident Fund (CPF) Processing

This feature enables you to calculate, record and report contributions for CPF and other funds and levies collected by the CPF board. PeopleSoft supports the administrative and reporting requirements of CPF administration and maintenance and provides:

- Support for employee and employer payments to a nominated CPF or other fund or levy in accordance with the calculation of eligibility rules for CPF legislation.
- The calculation of monthly CPF contributions on ordinary and additional wages according to CPF rate schedules for government and non-government employees.
- The calculation of other contributions collected by the CPF Board according to the required rate schedules.
- The identification and management of unique company and employee identifiers.
- Re-calculation and adjustment of CPF contributions at year-end using actual wages for the year versus previous year.
- Additional CPF contributions taken from the final pay.
- A process that creates a file containing all CPF contributions for a month for submission to the CPF Board via the CPF PAL Internet facility or CPF/IRAS Line.
- Reports to support administrative reporting in accordance with CPF requirements.
- Monthly CPF Schedule reports provide listings of all CPF contributions and other deductions that can be submitted to the CPF Board each week.

- Inland Revenue Reporting

This feature includes the ability to capture, generate, and maintain both employee and company identification and biographical data that support the reporting requirements of the Singapore Inland Revenue Department. Singapore Inland Revenue reporting functionality enables you to:

- Create IR8A, IR8S and Appendix 8A forms as required by the Singapore IRAS for reporting annual payments and benefits of employees. We provide a process to extract most of the data from payroll, system pages that enable you to enter other data manually, and reports to print the forms in the required format.
- Produce files in the format required by Singapore IRAS for electronic reporting of employees' payments and benefits. We provide processes to create the files in the format required by the CPF/IRAS Line system.
- Create IR21 and Appendix 1 forms as required by the Singapore IRAS for reporting of foreign employees who are terminating their employment. We provide a process to extract the data from the IR8A/S forms, pages that enable you to enter other data manually, and a report to print the forms in the required format.

- Festive Advance Integration

This feature provides the integration between Festive Advances in PeopleSoft Human Resources and PeopleSoft Global Payroll. This enables you to post the festive advance amounts calculated in PeopleSoft Human Resources to PeopleSoft Global Payroll and for the status of the festive advance in PeopleSoft Human Resources to be updated.

- Payslips

The design of the payslip feature enables you to create and control payslips that display the data that you want, where you want it 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 have.

- General Ledger Interface and Leave Reporting.

Building on the PeopleSoft Global Payroll General Ledger (GL) Interface, the Singapore country extension enables you to link journal types to GL groupings so you can report by journal type, calculate accrued salary and leave liability, report leave liability, and run the GLI or QSP processes.

- Payroll Reporting

In addition to the reports delivered with PeopleSoft Global Payroll, the Singapore country extension comes with a set of reports to support your business requirements. Reports included in the country extension are the:

- Payroll Register.
- Reconciliation Report.
- Pay Component Register.
- Error Message Report.

See Also

[Chapter 9, “Posting Festive Advances to Global Payroll,” page 125](#)

[Chapter 13, “Using the General Ledger Interface,” page 149](#)

[Chapter 11, “Reporting Payroll Data for Singapore,” page 133](#)

[Chapter 10, “Printing and Viewing Payslips,” page 131](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” page 161](#)

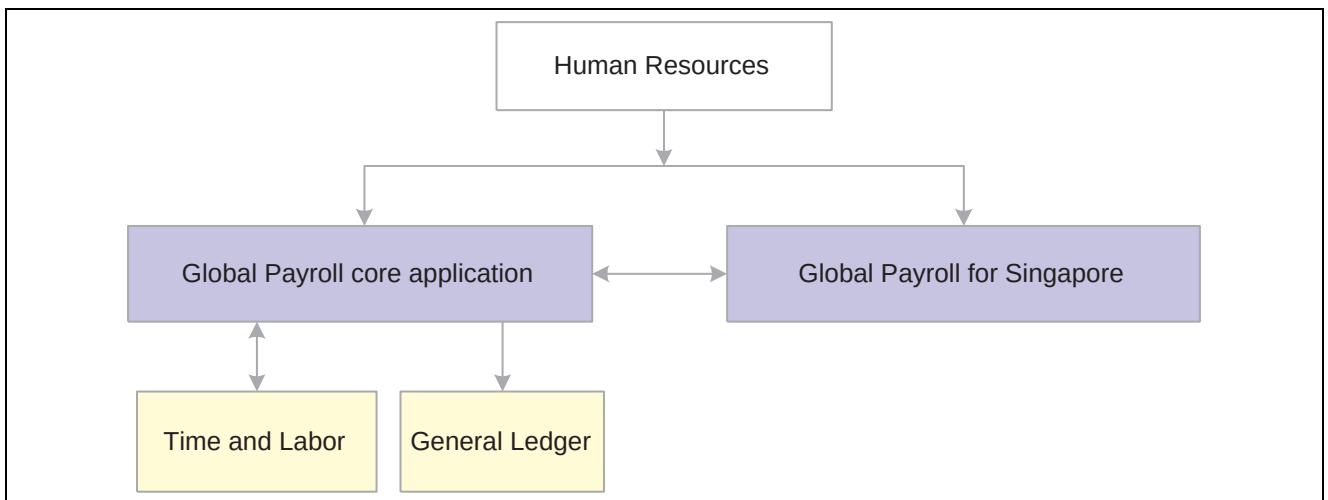
[Chapter 4, “Setting Up Banking and Recipient Processing for Singapore,” page 23](#)

[Chapter 15, “Defining Absence Rules for Singapore,” page 187](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” page 71](#)

PeopleSoft Global Payroll for Singapore Integrations

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



PeopleSoft Global Payroll for Singapore integration flow with other PeopleSoft applications.

We cover any integration considerations in the implementation chapters in of the PeopleSoft Global Payroll for Singapore PeopleBook.

Supplemental information about third-party application integration is located on the PeopleSoft Customer Connection Website.

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

See Also

Chapter 1, “Getting Started with PeopleSoft Global Payroll for Singapore,” page 1

PeopleSoft Global Payroll PeopleBook

PeopleSoft Time and Labor PeopleBook

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

Understanding Delivered Elements

PeopleSoft Global Payroll defines each business process for Singapore in terms of delivered elements and rules. Some of these elements and rules are specifically designed to meet legislative 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 organisation.

Understanding Element Ownership in PeopleSoft Global Payroll

There are 5 categories of element ownership:

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

Understanding Element Ownership in PeopleSoft Global Payroll for Singapore

Of the five ownership categories listed in the previous section, only PS Delivered/Maintained, PS Delivered/Not Maintained and PS Delivered / Maintained / Secure are used to define Singapore elements. Although PeopleSoft Global Payroll for Singapore delivers some elements as PS Delivered/Maintained, a large number of elements are also designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure the delivered elements to meet needs that are specific to your organisation.

In general, PeopleSoft Global Payroll for Singapore mostly uses the ownership category PS Delivered/Not Maintained except where the modification of an element might interfere with calculations designed to satisfy legislative requirements.

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

Element Type	Ownership	Exceptions
Accumulators	PS Delivered/Not Maintained	CPF MTD, SEG and YTD accumulators

Element Type	Ownership	Exceptions
Absence Entitlements	PS Delivered/Not Maintained	None
Arrays	PS Delivered/Not Maintained	• CPF personal data and rates arrays • IRS arrays
Absence Takes	PS Delivered/Not Maintained	None
Brackets	PS Delivered/Not Maintained	The CPF brackets are PS Delivered /Maintained/Secure.
Counts	PS Delivered/Not Maintained	CPF counts.
Deductions	PS Delivered/Maintained	• ESPP • Parking and social club • Insurance, loans and leave without pay.
Durations	PS Delivered/Not Maintained	CPF durations.
Dates	PS Delivered/Not Maintained	CPF dates
Element Groups	PS Delivered/Not Maintained	None
Earnings	PS Delivered/Not Maintained	None
Formulas	PS Delivered/Not Maintained	CPF formulas
Generation Controls	PS Delivered/Not Maintained	CPF generation controls
Manage Historical Data Rules	PS Delivered/ Maintained	None
Proration Rules	PS Delivered/Not Maintained	CPF proration rules
Processes	PS Delivered/Not Maintained	None
Rate Codes	PS Delivered/Not Maintained	None
Rounding Rules	PS Delivered/ Maintained	None

Element Type	Ownership	Exceptions
Sections	PS Delivered/Not Maintained	CPF sections
Variables	PS Delivered/ Maintained	• Areas common to multiple functional areas (prefix CMN) • Some CPF variables which are either PS Delivered/Not Maintained or PS Delivered/Maintained/Secure. • Other earnings (prefix ERN) • Other deductions (prefix DED) • Payslip message variables (PSLP)

See Also

PeopleSoft Global Payroll PeopleBook

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

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 convention: FFF (or FF) TT NAME.

- FFF (or FF): Functional Area Code (see Functional Area Codes for more information).
- TT: Type of Supporting Element (see List Element Type Codes (PIN_TYPE) for more information).
- NAME (or NAME NAME): An indication of what the element does or is for. (The number of NAME components may vary.)

For example, in the CPF variable CPF VR EMPLR ADJ, CPF stands for Central Provident Fund, VR stands for variable and EMPLR ADJ stands for employer adjustment. The element’s 30 character (maximum) description (DESCR) provides a fuller description of what the element does or is for.

Primary Elements

Primary elements, such as earnings, deductions, absence take, and absence entitlement elements often do not contain functional area codes or element type codes in their names. This is because primary elements have names, based on Singapore terms, that identify their function and element type without the use of additional codes. For example, the name of the earning element DEEPAVALI AD clearly identifies this element as an earning, and more specifically, as an advance (AD) payment for Deepavali.

Additional Clues to the Use of Singapore Elements

Many Singapore 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 duration element: CPF DR YRS OF SVC. The functional area code CPF indicates that this element is used for Central Provident Fund elements, and the element type code DR identifies it as a duration element. The abbreviations YRS, OF, and SVC provide additional clues about how the element measures periods of time. The duration is in years (YRS) of service (SVC). As you become more familiar with the payroll rules created for Singapore, 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 Singapore elements.

Abbreviation	English
ADD	Additional
ADJ	Adjustment
ANN	Anniversary or Annual Leave
ADV	Advance
CDAC	Chinese Development Assistance Council
CHK	Check
CPF	Central Provident Fund
ECF	Eurasian Community Fund
EE	Employee
ER	Employer
ESPP	Employee Stock Purchase Plan
FAD	Festive Advance
FORE WKR	Foreign Worker
FWL	Foreign Worker Levy
LMT	Limit
GRAD IND	Gradual Indicator
MAT	Maternity
MBMF	Mosque
MTD	Month To Date
NP	Non Pensionable

Abbreviation	English
NPL	No Pay Leave
NSL	National Service Leave
NWD	Newly Wed Leave
ORD	Ordinary
PAT	Paternity Leave
PERM	Permanent
PR	Permanent Resident
PREV / PRV	Previous
PSLP	Payslip
SDL	Skills Development Levy
SGD	Singapore Dollar (Currency)
SHARE	SHARE Programme Donations
SINDA	Singapore Indian Development Association
SLV	Sick Leave
SPL	Special Leave
TAX REF	Tax Reference Number
TER	Termination
VOL	Voluntary
YMD	Year, Month, Day

Component Names (Suffixes)

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

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

$$\text{EARN1} = \text{Rate} \times \text{Unit}$$

The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT. In PeopleSoft Global Payroll for Singapore, all suffixes fall into one of the following types:

- Separator.
- Earnings and Deductions and Absence Entitlement component suffixes.
- Earnings and Deductions and Absence Entitlement accumulator suffixes.

- Deduction arrears component suffixes.
- Deduction arrears accumulator suffixes.
- Recipient suffixes.

Note. To view the suffixes used for Singapore, navigate to Set Up HRMS, Product Related, Global Payroll, System Settings, Element Suffixes.

See Also

PeopleSoft Global Payroll PeopleBook

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

Functional Area Codes

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

Functional Area Code	Description
ABS	Absence
ANN	Annual Leave
CMN	Areas common to multiple functional areas
CPF	Central Provident Fund
DED	Other Deductions
ERN	Other Earnings
ESPP	Employee Stock Purchase Plan
FAD	Festive Advance
HSP	Hospitalization Leave
IRS	Inland Revenue Reporting
LVE	Other Leave Types
MLV	Maternity leave
NPL	No Pay Leave
NSL	National Service Leave
NWD	Newly Wed Leave
PAT	Paternity Leave
PSLP	Payslip
SLV	Sick Leave
SPL	Special Leave
TER	Termination

Element Type Codes (PIN_TYPE)

Many element types, particularly supporting elements, are identified by the type code in their name. For example, the FM in CPF FM ADD ADJUST identifies the element as a formula.

You can see all the element types in the search page when you navigate to Set Up HRMS, Product Related, Global Payroll, System Settings, Element Types. Because not all element types are delivered for Singapore, not all of these codes appear in the names of Singapore elements.

See Also

PeopleSoft Global Payroll PeopleBook

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

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

CHAPTER 3

Setting Up PeopleSoft Global Payroll for Singapore

This section discusses how to:

- Process retroactive payments.
- Enter IRAS, CPF and payslip pay group information.
- Enter additional information for other features.
- Define trigger and segmentation events.
- Identify proration rules and rounding rules.

Processing Retroactive Payments

The default retro method and the on conflict retro method for Singapore are both forwarding. The PeopleSoft Global Payroll core application retro processing meets all the requirements for processing retroactive payments in Singapore.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Retroactive Processing”

Entering IRAS, CPF and Payslip Pay Group Information

You can specify the payslip template, CPF employer reference number and tax reference number the system uses for the pay group.

Page Used to Enter IRAS, CPF and Payslip Pay Group Information

Page Name	Object Name	Navigation	Usage
Pay Group,	GPSG_PYGRP	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Groups SGP.	Specify the payslip template, CPF employer reference number and tax reference number the system uses for the pay group.

Entering Additional Information for Other Features

The following additional pages are used specifically for setup required for PeopleSoft Global Payroll for Singapore. They are documented in full in their respective sections as shown in the following list.

- Source Bank Override; Setting Up Banking and Recipient Processing for Singapore.
- Deduct'n Recipient; Setting Up Banking and Recipient Processing for Singapore.
- IRD Details; Managing Inland Revenue Department Reporting.
- Journal Type (GL Grouping Journal Type) Using the General Ledger Interface.
- Employer CPF Reference; Administering Central Provident Fund Contributions for Singapore.
- CPF Rates; Administering Central Provident Fund Contributions for Singapore.
- CPF/FWL Interest; Administering Central Provident Fund Contributions for Singapore.
- Define IRAS Employer SGP; Managing Singapore Inland Revenue Authority Reporting.
- Define IRAS Tax Forms SGP; Managing Singapore Inland Revenue Authority Reporting.
- Define IRAS Benefit Rates SGP; Managing Singapore Inland Revenue Authority Reporting.
- Messages SGP; Setting Up Payslips for Singapore.
- Templates SGP; Setting Up Payslips for Singapore.

Defining Triggers and Segmentation Events for Singapore

These tables list triggers and segmentation events for Singapore.

Triggers

The following is a list of triggers for Singapore.

Record (Table) Name	Type	Trigger Event ID
ADDRESSES	Iterative	N/A
COMPENSATION	Iterative	N/A
COMPENSATION	Retro	COMPENSATI
CONTRACT_DATA	Iterative	N/A
EMPLOYMENT	Iterative	N/A

Record (Table) Name	Type	Trigger Event ID
GP_ABS_EVENT	Iterative	N/A
GP_ABS_EVENT	Retro	GPABSEVENT
GP_ABS_OVRD	Iterative	N/A
GP_ABS_OVRD	Retro	GPABSOVRD
GP_PI_MNL_DATA	Iterative	N/A
GP_PI_MNL_DATA	Retro	GPPIMNLDAT
GP_PI_MNL_SOVR	Iterative	N/A
GP_PI_MNL_SOVR	Retro	GPPIMNLSOV
GP_PYE_OVRD	Iterative	N/A
GP_PYE_OVR_SOVR	Iterative	N/A
GP_PYE_OVR_SOVR	Retro	GPPYEOVRSO
GP_PYE_SECT_DTL	Iterative	N/A
GP_PYE_SECT_DTL	Retro	GPPYESECTD
GP_RTO_TRGR	Iterative	N/A
GP_RTO_TRG_CTRY	Iterative	N/A
GP_SEG_TRGR	Iterative	N/A
JOB	Iterative	N/A
JOB	Retro	JOB
JOB	Segmentation	N/A

Record (Table) Name	Type	Trigger Event ID
JOB_JR	Iterative	N/A
PERSON	Iterative	N/A
PERS_DATA_EFFDT	Iterative	N/A
SCH_ASSIGN	Iterative	N/A
SCH_ASSIGN	Retro	SCHASSIGN
SCH_MNG_SCH_TBL	Iterative	N/A
TL_PAYABLE_TIME	Iterative	N/A
WKF_CNT_TYPE	Iterative	N/A

Segmentation Events

The following is a list of segmentation events for Singapore.

Name	Description	Segment Type
COMPRATE	Comp rate segmentation	Element
JOB	Job segmentation	Period

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Triggers”

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Segmentation”

Identifying Proration Rules and Rounding Rules

We have added a number of proration rules and rounding rules to those supplied for all countries to meet Singapore’s payroll processing requirements.

Identifying Proration Rules

We have added five proration rules to the fifteen supplied for all countries. The following table lists the rules and indicates the numerator and denominator the rule uses.

Name	Description	Numerator	Denominator
CMN PO ANNLCALDYS	Percent of Annual - Cal Days	Duration CMN DR CAL DYS SEG	Formula CMN FM PRD CALDAYS
CMN PO ANNLRKWDYS	Percent of Annual - Workdays	Count CMN CT WORK DAYS	Formula CMN FM PRD WRKDAY
CPF PO PR WORK DAY	Proration for PR Date	Count CPF CT PR WORK DAY	Count GP WORK DAY COUNT
CMN PO WORK DAYS	Work Days in Period	Count CMN CT WORK DAYS	Count CMN CT WORK DAYS
ERN PO AWS DAYS YR	AWS Days in the Year	Duration ERN DR AWS SERVICE	Duration CMN DR CAL DAYS
CMN PO MTH WRKDAY	Percent of Month - Work Days	Count CMN CT WORK DAYS	Formula CMN FM MTH WRKDAY

Identifying Rounding Rules

We have added two rounding rules to the sixty supplied for all countries. The following table shows the key information about them. In column 3, R / I indicates Rounding or Increment. In column 5, R / U / T indicates Round Up If >= Else Down (with value), Up or Truncate Down.

Name	Description	R / I	Size	R / U / T
CMN RR NEAR 0 DEC	Round to Nearest 0 Decimals	R	0	R 5
CMN RR DOWN 0 DEC	Round Down to 0 Decimals	R	0	T 5
CMN RR ROUND 3 DEC	Round to 3 decimal places	R	03	R5

See Also

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

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

CHAPTER 4

Setting Up Banking and Recipient Processing for Singapore

This section provides an overview of banking and recipient processing and discusses how to set up:

- Multiple source banks by debit type.
- Additional recipient information.

Understanding Banking and Recipient Processing Setup for Singapore

Before you can successfully run your banking and recipient processes, you need to set up additional source bank details and link your source banks to debit types. Additional set up is also required on an ongoing basis, such as the linking of payees to recipients and additional recipient information for reporting and collection of any commission that may be payable. The system requires additional bank, bank account, recipient and payee data to process payments to banks and providers for Singapore. That information includes:

- Source bank overrides for certain debit types.
- Data related to fees and commissions that may be payable by providers to pay entities for collecting payee deductions on the provider's behalf.
- Group IDs, assigned by providers, that identify your pay entity for those providers.
- Payee IDs—membership numbers—assigned by providers.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

[Chapter 12, “Running Banking and Recipient Processes for Singapore,” page 137](#)

Setting Up Multiple Source Banks by Debit Type

In PeopleSoft Global Payroll you can set up different source banks for each organisation unit such as company, department, establishment, or pay group. Set this up on the Source Bank Link page of the Pay Entity component.

For Singapore you can go one step further and set up different source banks for each drawing purpose. The drawing purpose is defined as a debit type and the debit types are Net Payment, and Recipient.

Instead of setting up a source bank on the Source Bank Link page—where you link source banks to your organisation units—go to a new page and from there, to a second new page in which you can enter multiple source banks by debit type.

Note. When you set up the Source Bank Accounts—Set Up HRMS, Common Definitions, Banking, Source Bank Accounts—for the one that you are going to use to make the EFT payment, you must enter the EFT Domestic field as 'GIRO' and enter a value in the Bank Transfer ID field. This 'GIRO' EFT Format is delivered as customary data and can be found under Set Up HRMS, Product Related, Global Payroll, Banking, Electronic Transfer Formats.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

[Chapter 12, “Running Banking and Recipient Processes for Singapore,” page 137](#)

[Chapter 4, “Setting Up Banking and Recipient Processing for Singapore,” Setting Up Additional Recipient Information, page 25](#)

Pages Used to Set Up Additional Source Bank Details

Page Name	Object Name	Navigation	Usage
Source Bank “Ovrd (override)”	GPSG_PE_SBANK_OVRD	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entity Source Bank SGP	Provides access to the Source Bank Override page where you enter the source bank the system is to use for a particular debit type for a particular organisational unit (company, department, establishment, pay group). Displays information from the Source Bank Link page. Click the <i>Source Bank Override</i> link to access the Source Bank Override page.
Source Bank Override,	GPSG_PE_SBANK_SEC	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entity Source Bank SGP	Link source banks to debit types for a particular organisational unit. The read-only detail displayed on this page comes from your setup on the core Global Payroll Source Bank Link page of the Pay Entity component.

Linking Source Banks to Debit Types

Access the Source Bank Override page.

Source Bank Override

Pay Entity: KSSGPBI **Organization Unit:**

Effective Date: 11/06/2002

Source Bank Overrides				Customize	Find	First	1 of 1	Last
	*Debit Type	*Source Bank ID	Description					
1	Net Paymt	KSB01	Salary Clearing Account (SGP)					

Source Bank Override page

Debit Type Enter a Debit Type of *Net Paymt* (payment) or *Recipient*.

Source Bank ID Enter the ID of the source bank you want to use to pay the debit type.

Setting Up Additional Recipient Information

You can link an electronic file format to a provider, enter pay entity and commission payment details and your group ID with a provider. You can also link payee membership numbers to providers using the provider's recipient ID.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Banking Instructions"

Chapter 12, "Running Banking and Recipient Processes for Singapore," page 137

Chapter 4, "Setting Up Banking and Recipient Processing for Singapore," Setting Up Multiple Source Banks by Debit Type, page 23

Pages Used to Enter Additional Recipient Information

Page Name	Object Name	Navigation	Usage
Deduct'n Recipient,	GPSG_RECIPIENT_EXT	Set up HRMS, Product Related, Global Payroll, Banking, Deduction Recipients SGP.	Link an electronic file format to a provider and enter pay entity and commission payment details and your group ID with the provider.
Payee Recipient,	GPSG_RCPPE_EXT	Global Payroll, Payee Data, Net Pay / Recipient Elections, Add Deduction Recipients SGP.	Link payee membership numbers to providers using the provider's recipient ID. If the payee's Membership ID is the same number as their Primary ID, you can indicate this by selecting the Use Primary ID check box and leaving the Membership ID blank. You have the option to specify if that recipient ID/membership number combination is for all deductions or to designate specific deductions for that combination. You can enter multiple Recipient ID/Membership ID combinations. This page provides access to the Deduction List page where you enter the deductions to which a particular membership number belongs.
Deduction List,	GPSG_RCPPE_SEC	Global Payroll, Payee Data, Net Pay / Recipient Elections, Add Deduction Recipients SGP, Deduction List	Enter the deductions to which a particular membership number belongs. You access this page by clicking the Deduction List link on the Payee Recipient page.

Setting Up Additional Deduction Recipient Data

Access the Deduct'n Recipient page.

Deduct'n Recipient

Recipient ID: KSLIFE Ace Insurance Ltd

Details Find First 1 of 1 Last

*Effective Date: 01/01/2000

Schedule File Layout: GPBG_RCPNT_FILE

Payment Details Customize Find First 1 of 1 Last

*Pay Entity	Description	*Commission Calc	*Commission Type	Amount/Percent	Group Number
KSSGPBI	Singapore Business Institute	Deduct Commis	Flat Amt	300	

Deduct'n Recipient page

Schedule File Layout

Select the appropriate file layout from those you have created in Application Designer for the electronic files you submit to your recipients.

Pay Entity

Enter the pay entity that is going to receive any commission payable by the recipient. If the commission is to be deducted from the payment due to the recipient, the debit to this pay entities source bank will be reduced by the commission amount.

Commission Calc

Select from *Deduct Commission* (payment) to have the amount deducted from the payment to be made to the recipient, *None*, or *Report Only* to report the amount of commission for later payment from the recipient back to the pay entity.

Commission Type / Amount/Percent

Select from *Flat Amt (amount)*, *None*, or *Percentage* and enter the amount or percentage in the Amount/Percent field.

Group Number

Enter the ID the recipient has allocated to your pay entity, your "customer number" with them.

Linking Payee Membership Numbers to Providers

Access the Payee Recipient page.

Payee Recipient

Phua,Chu Kang ID: KS0001 Empl Rcd#: 0

Details Find View All First 1 of 1 Last

*Effective Date: 11/06/2002

Membership Details Customize Find First 1 of 1 Last

	Recipient ID	Membership ID	Use Primary ID	All Dedns	Deduction List
1	KSLIFE	Ace Insurance Ltd		☒	Deduction List

Payee Recipient page

**Membership ID / Use
Primary (National) ID**

Enter the payee's Membership Number associated with particular recipients. If you select the Use Primary ID check box, the Membership ID field is unavailable for input. The Membership ID is retrieved from the employee's National ID Table (PERS_NID.NATIONAL_ID) during the EFT file creation process.

**Deduction List / All Dedns
(deductions)**

Click the Deductions List link to access the Deduction List page where you enter the deductions to which a particular membership number belongs. When you return from the Deduction List page, the All Dedns check box is automatically updated and selected if you have entered specific deductions.

CHAPTER 5

Setting Up Payslips for Singapore

This section provides an overview of payslips for Singapore and discusses how to:

- Create payslip templates and payslip messages.
- Attach payslip templates to pay groups.

Understanding Payslip Set Up for Singapore

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

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 the sequence in which they are to appear.
- Create unlimited sections for earnings and deductions.
- Use standard or custom element descriptions.
- Set delivery options.
- Exclude departments or locations from printing at 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,	GPSG_PSLP	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates SGP, Template Setup & Accumulators	Set up delivery and print exclusion options, column headings (labels) and column contents (rows of accumulators).
Earnings and Deduction,	GPSG_PSLP1	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates SGP, Earnings and Deductions	Create sections of earnings and deductions, select from three description options, and set the element components that the payslip is to display.
Absence Details,	GPSG_PSLP2	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates SGP, Absence Details	Same as Earnings and Deduction page. Enter a sequence number, and an element name, and select one of three descriptions. The system extracts the balance of each entitlement or pro rata absence element that you include in the section to show on the payslip.
Payslip Messages,	GPSG_PSLP_EXT	Set Up HRMS, Product Related, Global Payroll, Payslips, Messages SGP	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

Payslip ID: KSBASE

Payslip Setup Find | View All First 1 of 1 Last

*Effective Date: 01/01/1990 *Description: Singapore Base Template Short Description: SGP Base

Delivery Option: Exclude Printing: Department List Location List

Accumulator Labels

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

Accumulator Elements Customize | Find First 1 of 1 Last

Accumulators 1 to 3 | Accumulators 4 to 6

Sequence	Description	*Accumulator 1	*Accumulator 2	*Accumulator 3
1	Period To Date	SGP GROSS	SGP NET	

Template Setup & Accumulators page

Payslip ID

You can attach a single template by its ID, to multiple pay groups.

Note. Only one template can be attached to a pay group at any one time.

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.

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.

**Accumulator Labels
(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 display for the corresponding column .

For example, suppose you enter a description of sequence 1 and 2 as *Current* and *YTD*. If you also want to display quarter to date accumulated amounts, create a new row, give the new row the description *QTD*, then select the accumulators which correlate to the columns headings.

Accumulators 4 to 6**Accumulator 4 to 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

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Setting Up Accumulators”

Setting Up Payslip Earnings and Deductions

Access the Earnings and Deduction page.

Template Setup & Accumulators | **Earnings and Deduction** | Absence Details

Payslip ID: KSBASE

Payslip Setup Find | View All First 1 of 1 Last

Effective Date: 01/01/1990 Description: Singapore Base Template Short Description: SGP Base + -

Section Setup Find | View All First 1 of 4 Last

Sequence: 1 Description: Earnings + -

Section Elements Customize | Find | 1-9 of 9 First Last

*Sequence	Element Name	Display YTD Units	Display YTD Amount		
1	SALARY BASIC	☒	☒	+	-
2	MVC BASIC	☒	☒	+	-
3	NPC BASIC	☒	☒	+	-
4	NPVP BASIC	☒	☒	+	-
5	SALARY DAILY	☒	☒	+	-
6	MVC DAILY	☒	☒	+	-
7	NPC DAILY	☒	☒	+	-
8	NPVP DAILY	☒	☒	+	-
9	AWS	☒	☒	+	-

Earnings and Deduction: Element Details page

Section Setup

Description

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

Element Details Tab

Display YTD Units and Display YTD Amount

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

Select the Element Components tab.

Template Setup & Accumulators | **Earnings and Deduction** | Absence Details

Payslip ID: KSBASE

Payslip Setup Find | View All First 1 of 1 Last

Effective Date: 01/01/1990 Description: Singapore Base Template Short Description: SGP Base

Section Setup Find | View All First 1 of 4 Last

Sequence: 1 Description: Earnings

Section Elements Customize | Find First 1-9 of 9 Last

Sequence	Element Name	Description Type	Description	Print Unit	Print Rate	Print Base	Print Percentage
1	SALARY BASIC	Description	Basic Salary	☐	☐	☐	☐
2	MVC BASIC	Description	Basic Monthly Variable Comp	☐	☐	☐	☐
3	NPC BASIC	Description	Basic Non-Pensionable Comp	☐	☐	☐	☐
4	NPVP BASIC	Description	Basic Non-Pens Variable Paymnt	☐	☐	☐	☐
5	SALARY DAILY	Description	Daily Salary	☒	☒	☐	☐
6	MVC DAILY	Description	Daily Monthly Variable Comp	☒	☒	☐	☐
7	NPC DAILY	Description	Daily Non-Pensionable Comp	☒	☒	☐	☐
8	NPVP DAILY	Description	Daily Non-Pens Variable Paymnt	☒	☒	☐	☐
9	AWS	Description	Annual Wage Supplement	☐	☐	☒	☒

Earnings and Deduction: Element Components tab

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—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 isn't an option here.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” page 37

Chapter 7, “Defining Deductions for Singapore,” page 57

Creating Payslip Messages

Access the Payslip Messages page.

Payslip Messages

Calendar Group ID: KS03M04APR APRIL MONTHLY PAYROLL 2003

Definition Find | View All First 1 of 1 Last

*Message Number: + -

Message Level: ▼

Group ID:

Group List ID:

Message:

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 Manage Human Resources. 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 in the Paygroup page for Singapore. A pay group can have only one payslip attached at any one time although a single template can be attached to multiple pay groups.

See Also

Chapter 3, “Setting Up PeopleSoft Global Payroll for Singapore,” Entering IRAS, CPF and Payslip Pay Group Information, page 17

CHAPTER 6

Defining Earnings for Singapore

This section provides an overview of earnings for Singapore and discusses how to calculate:

- Basic salary.
- Basic monthly variable compensation.
- Basic non-pensionable compensation.
- Basic non-pensionable variable payment.
- Daily salary.
- Daily monthly variable compensation.
- Daily non-pensionable compensation.
- Daily non-pensionable variable payment.
- Annual wage supplement.
- Night shift allowance.
- Overtime 1.5.
- Meal allowance.
- Oncall allowance.
- Transport allowance.
- Mileage allowance.
- Commission.
- Loan payment.
- Make up pay.
- Annual leave in lieu.
- CPF retro adjustment.
- Chinese new year advance.
- Festive advances earnings.
- Earnings for GLI reporting.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” page 57

Understanding Earnings for Singapore

We have created a number of earnings to demonstrate the flexibility of the PeopleSoft Global Payroll rules to meet common processing requirements such as the NPVP BASIC (non-pensionable variable payment) which is an earning element that is used to form part of the payee's pay component in the public sector.

Note. The User Key 2 on the Earnings Accumulators page and Deduction Accumulators page for all earnings and deductions is CMN VR BALGRP (Balance Group ID). Use balance group IDs to maintain separate employee balances. Set an employee's balance group on JOB_DATA2. The User Key 1 is variable IRS VR TAX REF, the employer tax reference number.

See Also

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

Chapter 7, "Defining Deductions for Singapore," page 57

Delivered Earnings Elements

In the following table, the first column combines the earnings name and description. A *(gc)* in the row indicates that the earnings has a generation control. A *(po)* indicates a post processing formula, *(pr)* indicates a pre processing formula. The other four columns indicate the earnings calculation rule of Unit $\times$ Rate, Unit $\times$ Rate $\times$ Percent, Amount (Note that two earnings AWS and COMMISSION have a calculation rule of Base $\times$ % and the Base is shown in the Unit column. The processing of some of the earnings codes are discussed in further detail in this section.

Name and Description	Unit (or Base)	Rate	%	Amount
SALARY BASIC Basic Salary (gc)				ERN FM SAL BASIC
MVC BASIC Basic Monthly Variable Comp (gc)				KSMVC
NPC BASIC Basic-Non-Pensionable Comp (gc)				KSNPC
NPVP BASIC Basic Non-Pensionable Variable Payment (gc)				KSNPVP

Name and Description	Unit (or Base)	Rate	%	Amount
SALARY DAILY Daily Salary (gc)	Payee Level	DAILY RT		
MVC DAILY Daily Monthly Variable Comp (gc)	SALARY DAILY_CPTDU	Payee Level		
NPC DAILY Daily Non-Pensionable Comp (gc)	SALARY DAILY_CPTDU	ERN FM MVC DAILY		
NPVP DAILY Daily Non-Pens Variable Payment (gc)	SALARY DAILY_CPTDU	ERN FM NPVP DAILY		
AWS Annual Wage Supplement (gc)	ERN FM AWS BASE		100	
SHIFT NIGHT Night Shift Allowance	Payee Level	15		
OVERTIME 1.5 Overtime 1.5	Payee Level	HOURLY RT	150	
MEAL Meal Allowance				Payee Level
ONCALL Oncall Allowance	Payee Level	ERN BR ONCALL RTS		
TRANSPORT Transport Allowance (gc)				Payee Level
MILEAGE Mileage Allowance	Payee Level	0.750000		
COMMISSION Commission	ANNUAL RT		Payee Level	
LOAN Loan Payment				Payee Level

Name and Description	Unit (or Base)	Rate	%	Amount
MAKE-UP PAY Make-Up Pay	Payee Level	DAILY RT		
ANN LIEU Annual Leave in Lieu	TER FM ANN BAL	DAILY RT		
CPF RETRO AD CPF Retro adjustment				Payee Level
CNY ADV Chinese New Year Advance (po)				Payee Level
DEEPAVALI AD Deepavali Advance (po)				Payee Level
XMAS ADV Christmas Festive Advance (po)				Payee Level
HARI RAYA AD Hari Raya Advance (po)				Payee Level
GST GST (gc)	SGP GST		GST VR PCT	
BON ACCRUAL Bonus Accrual (gc)	SGP GROSS		BON VR ACCRUAL PCT	
SAL ACCRUAL Salary Accrual (gc)	SGP GROSS		GLI VR ACCRUAL PCT	
LIAB ANN DYS Annual Leave Liability Days (gc)	ANN GENL ENT_BAL	DAILY RT		
LIAB TER DYS Terminated Annual Liab Days (gc)				LIAB ANN DYS

Calculating Basic Salary

You use SALARY BASIC in any case where the hours to be paid for a payee are standard from pay calendar to pay calendar. Use this earning element where hours do not tend to change for payees and the amount to be paid is consistent across pay periods (the amount does not fluctuate based on the number of days in a pay period).

This earning element uses an Amount calculation rule where the amount is derived from formula ERN FM SAL BASIC (which uses generation control CMN GC ACTIVE). Formula ERN FM SAL BASIC uses the payee's monthly salary, which is stored as system element MONTHLY RT as the basis for payment. This amount is adjusted for other period frequencies. The monthly rate is multiplied by the work days in the period using CMN PO WORK DAYS.

The generation control CMN GC ACTIVE checks for active employees only.

Proration element CMN PO ANNL WRKDYS provides the proration logic based on percent of annual by work days using count CMN CT WORK DAYS (work days) as the numerator and formula CMN FM PRD WRKDAYS as the denominator. Formula CMN FM PRD WRKDAYS calculates the number of work days in the pay period by dividing variable SGP VR WRKDAYS/YR (260) by the system element PRD FREQ FACTOR.

SALARY BASIC contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- SALARY BASIC_CMTDA.
- SALARY BASIC_CYTDA.
- ESPP BASE AMOUNT.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Basic Monthly Variable Component

You use MVC BASIC (Monthly Variable Component) as part of the payee's pay component for salary paid employees. This earning element uses an Amount calculation. The rate is derived from rate code KSMVC, the monthly variable component.

The generation control CMN GC ACTIVE checks for active employees only.

Proration element CMN PO ANNL WRKDYS provides the proration logic based on percent of annual by work days using count CMN CT WORK DAYS (work days) as the numerator and formula CMN FM PRD WRKDAYS as the denominator. Formula CMN FM PRD WRKDAYS calculates the number of work days in the pay period by dividing variable SGP VR WRKDAYS/YR (260) by the system element PRD FREQ FACTOR.

MVC BASIC contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- MVC BASIC_CMTDA.
- MVC BASIC_CYTDA.
- ESPP BASE AMOUNT.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Basic Non-Pensionable Component

You use NPC BASIC (non-pensionable component) as part of the payee’s pay component in the public sector for salary paid employees. This earning element uses an Amount calculation and the rate is derived from the KSNPC non-pensionable component rate code.

The generation control CMN GC ACTIVE checks for active employees only.

NPC BASIC contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- NPC BASIC_CMTDA.
- NPC BASIC_CYTDA.
- ESPP BASE AMOUNT.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Basic Non-Pensionable Variable Component

You use NPVP BASIC (Non-pensionable Variable Payment) as part of the payee’s pay component in the public sector for salary paid employees. This component comprises all NWC wage adjustments and salary revisions made from 1993 onwards. It is not counted for the purpose of pension computations and can be adjusted in times of poor economic performance.

This earning element uses an Amount calculation and the rate is derived from the rate code KSNPVP, non-pensionable variable payment.

Proration element CMN PO ANNL WRKDYS provides the proration logic based on percent of annual by work days using count CMN CT WORK DAYS (work days) as the numerator and formula CMN FM PRD WRKDAY as the denominator. Formula CMN FM PRD WRKDAY calculates the number of work days in the pay period by dividing variable SGP VR WRKDAY/YR (260) by the system element PRD FREQ FACTOR.

NPVP BASIC contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- NPVP BASIC_CMTDA.
- NPVP BASIC_CYTDA.
- ESPP BASE AMOUNT.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Daily Salary

You use SALARY DAILY in any case where the hours to be paid for a payee are not standard and vary from pay calendar to pay calendar. You would typically enter these hours manually. This earning element uses a Unit x Rate calculation. You enter the number of units to be paid via positive input (or they are generated at the payee level) and the rate (DAILY RT) is derived from the payees standard hourly rate which is stored as a system element.

The generation control CMN GC ACTIVE checks for active employees only. There is no proration.

SALARY DAILY contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- SALARY DAILY_CMTDA.
- SALARY DAILY_CYTDA.
- SALARY DAILY_CPTDA.
- ESPP BASE AMOUNT.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Daily Monthly Variable Component

You use MVC DAILY (Monthly Variable Component) as part of the payee’s pay component for daily paid employees. This earning element uses a Unit $\times$ Rate calculation. The units are the units entered for accumulator SALARY DAILY_CPTDU and the rate is derived from formula ERN FM MVC DAILY, which uses generation control CMN GC ACTIVE to calculate the MVC daily amount.

The formula resolves by dividing the KSMVC monthly variable component rate by the work day count, CMN CT WORK DAYS. There is no proration.

The generation control CMN GC ACTIVE checks for active employees only.

MVC DAILY contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- MVC DAILY_CMTDA.
- MVC DAILY_CYTDA.
- ESPP BASE AMOUNT.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Daily Non-Pensionable Component

You use NPC DAILY (Non-pensionable Component) as part of the payee’s pay component in the public sector for daily paid employees. This earning element uses a Unit $\times$ Rate calculation. The units are the units entered for accumulator SALARY DAILY_CPTDU and the rate is derived from formula ERN FM NPC DAILY which calculates the NPC daily amount.

The formula resolves by dividing the KSNPC non-pensionable component rate code by the CMN CT WORK DAYS work day count. There is no proration.

The generation control CMN GC ACTIVE checks for active employees only.

NPC DAILY contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- NPC DAILY_CMTDA.
- NPC DAILY_CYTDA.
- ESPP BASE AMOUNT.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Daily Non-Pensionable Variable Payment

You use NPVP DAILY (Non-pensionable Variable Payment) as part of the payee’s pay component in the public sector for daily paid employees. It is an incentive payment to all employees to increase their productivity or as a reward for their contribution. The amount of variable payment can be based on trading results or productivity or any criteria agreed upon by the employers or employees or unions. It is not counted for the purpose of pension computations and can be adjusted in times of poor economic performance. This earning element uses a Unit $\times$ Rate calculation. The units are the units entered for accumulator SALARY DAILY_CPTDU and the rate is derived from formula ERN FM NPVP DAILY which calculates the npvp daily amount.

The formula resolves by dividing the KSNPVP non-pensionable variable payment rate by the CMN CT WORK DAYS work day count. There is no proration.

The generation control CMN GC ACTIVE checks for active employees only.

NPVP DAILY contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- NPVP DAILY_CMTDA.
- NPVP DAILY_CYTDA.
- ESPP BASE AMOUNT.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Annual Wage Supplement

The AWS (Annual Wage Supplement) is also known as 13th Month Payment, and represents a single annual payment to an employee that is supplementary to the total amount of annual wage they earned. This earning element uses a $\text{Base} \times \text{Percent}$ calculation rule. The Base is derived from formula ERN FM AWS BASE.

The percentage is a numeric value assigned based on your specific requirements (for example 100, 50) depending on the portion of AWS you are paying. This is set up as 100, but you can override it at the payee level. Generation control ERN GC AWS is used to resolve the earning based on cut off date (using formula ERN FM AWS CUT OFF). The cut off date is entered at the earning or pay group override level. There is no proration.

Formula ERN FM AWS BASE retrieves the start date using formula ERN FM AWS START and the monthly rate, using array ERN AR AWS RATE (comprate as of the AWS rate date).

The base is calculated as:

$\text{ERN PR AWS DAYS (AWS days in the year)} \times \text{ERN VR AWS MTH RT (AWS monthly rate)}$

AWS contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- AWS_CMTDA.
- AWS_CYTDA.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Night Shift Allowance

You use SHIFT NIGHT to compensate a payee for working outside of or across what is considered, normal business hours. The more common shift loadings may occur for morning, afternoon or night shift work. This earning element uses a $\text{Unit} \times \text{Rate}$ calculation rule. The number of units to be paid is entered via positive input (or generated at the payee level). The rate is a flat amount, set to (SGD) 15. There is no proration.

SHIFT NIGHT contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- SHIFT NIGHT_CMTDA.
- SHIFT NIGHT_CYTDA.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Overtime 1.5

You use OVERTIME 1.5 to compensate a payee for working over and above their ordinary/normal hours within a period. This may also include work on weekends and/or public holidays which otherwise do not form part of the standard work pattern. There may be multi levels of rate to be applied for overtime—for example, for the first five hours, the rate is \$XX per hour, then for subsequent hours, the rate is \$YY per hour. The overtime is limited to two times the employee’s salary.

This earning element uses a Unit x Rate x Percent calculation rule. You enter the number of units to be paid via positive input (or they are generated at the payee level). The rule supplied uses the rate (HOURLY RT) derived from the payee’s standard hourly rate that is stored as a system element. The percentage is simply a numeric value assigned based on your requirements (such as 150, 200) depending on the overtime value (such as time and a half, double). There is no proration.

OVERTIME 1.5 contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- OVERTIME 1.5_CMTDA.
- OVERTIME 1.5_CYTDA.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Meal Allowance

You use MEAL to compensate a payee an amount for the cost of a meal. Typically the payee may have worked extended hours, thereby becoming eligible for this allowance. This earning element uses an Amount calculation rule. The amount is entered via positive input (or generated at the payee level). There is no proration.

MEAL contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.

- MEAL_CMTDA.
- MEAL_CYTDA.
- SGP GST.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Oncall Allowance

You use ONCALL to compensate a payee for the number of work calls taken during a period outside normal working hours. This earning element uses a Unit x Rate calculation rule. The number of calls (Unit) to be paid is entered via positive input (or generated at the payee level). The rate (amount per call) is derived from bracket ERN BR ONCALL RTS, which retrieves the following information:

Total Number of Calls	Amount Per Call
Less than 4	\$10.00
Up to 9	\$15.00
More than 10	\$20.00

Proration element CMN PO ANNL WRKDYS provides the proration logic based on percentage of annual by work days using count CMN CT WORK DAYS (work days) as the numerator and formula CMN FM PRD WRKDAYS as the denominator. Formula CMN FM PRD WRKDAYS calculates the number of work days in the pay period by dividing variable SGP VR WRKDAYS/YR (260) by the system element PRD FREQ FACTOR.

ONCALL contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- ONCALL_CMTDA.
- ONCALL_CYTDA.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Transport Allowance

You use TRANSPORT to compensate a payee an amount for the cost of transport. This earning element uses an Amount calculation rule. You enter the amount via positive input (or generated at the payee level). A generation control CMN GC LAST SEGMNT is assigned to this element to ensure that the earning is applied only once in a period and only in the last segment within the period. There is no proration.

TRANSPORT contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- TRANSPORT_CMTDA.
- TRANSPORT_CYTDA.
- SGP GST.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Mileage Allowance

You use MILEAGE to compensate a payee an amount for the cost of mileage. This earning element uses a Unit $\times$ Rate calculation rule. You enter the Unit via positive input (or generated at the payee level). The rate is a flat amount, set to (SGD) 0.750000. There is no proration.

MILEAGE contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- MILEAGE_CMTDA.
- MILEAGE_CYTDA.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Commission

You use COMMISSION to compensate the payee for the sale target met. This earning element uses a $\text{Base} \times \text{Percent}$ calculation rule. The Base (ANNUAL RT) is derived from the payee's annual salary. The percentage is a numeric value you enter at the payee level. There is no proration.

COMMISSION contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- CPF ORD WAGES SEG.
- COMMISSION_CMTDA.
- COMMISSION_CYTDA.
- ESPP BASE AMOUNT.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Loan Payment

You use LOAN for earnings supplied to the employee as a loan or salary advance. When it is paid, a deduction is used to pay back the loan over subsequent pay runs. This earning element uses an amount calculation rule. You enter the amount at the payee level. The system automatically begins to recover the payment using a payback deduction process. There is no proration.

LOAN contributes to the following accumulators:

- SGP GROSS.
- SGP NET.
- LOAN_CMTDA.
- LOAN_CYTDA.
- LOAN BALANCE.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Make-Up Pay

You use MAKE-UP PAY for male employees who are National Servicemen/Volunteers. These employees would be called up for their in-camp training (ICT) once or twice a year. During the ICT period, MINDEF is responsible for paying the salary to the employee. However, the employer is responsible for the CPF for the make-up pay. As the normal salary will already be paid via the SALARY codes, this earning is only used for reporting purposes. It does not add into Gross.

This earning element uses a Unit x Rate calculation rule. You enter the number of units to be paid via positive input (or generated at the payee level). The rate is derived from the payee's standard daily rate, DAILY RT, or the value entered on the User Defined Fields – Decimal 1, if the daily rate needs to be overridden. This earning is used to calculate the amount for the absence take ICT. The take passes days as the units, and the rate to be used. There is no proration.

MAKE-UP PAY contributes to the following accumulators:

- SGP NET.
- CPF ORD WAGES SEG.
- MAKE-UP PAY_CMTDA.
- MAKE-UP PAY_CYTDA.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Annual Leave in Lieu

You use ANN LIEU to pay employees their unused annual leave entitlement balance when they are terminated.

This earning element uses a Unit x Rate calculation rule. The number of units to be paid is derived from formula TER FM ANN BAL. The rate is derived from the payee's standard daily rate, DAILY RT, or the value entered on the User Defined Fields – Decimal 1, if the daily rate needs to be overridden. There is no proration.

This formula returns the total leave balance for an employee who has been terminated and calculates the unused annual leave days that must be reimbursed to the employee. Formula TER FM ANN BAL determines the annual leave entitlement as follows:

If date TER DT DATE + 1 is $\geq$ date ANN DT ELIG (annual leave eligibility date), then the annual leave entitlement accumulator ANN STST ENT_BAL is added to the annual leave entitlement accumulator ANN GENL ENT_BAL.

ANN LIEU contributes to the following accumulators:

- SGP NET.
- SGP GROSS.
- CPF ORD WAGES SEG.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Chapter 15, “Defining Absence Rules for Singapore,” Calculating Annual Leave, page 190

Calculating the CPF Retro Adjustment

You use CPF RETRO AD for earnings which contribute to ordinary CPF. It is used to store the earning amounts which contribute to CPF. This adjustment amount is then deducted from current period MTD ord wages so that the CPF calculated for current period will not include the retro pay. This earning element uses an Amount calculation rule. You enter the amount via positive input (or generated at the payee level).

CPF RETRO AD contributes to the CPF ORD WAGES SEG accumulator.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” page 161

Calculating Festive Advances

To pay your festive advances through PeopleSoft Global Payroll, earnings elements are provided for each of the festive advance holiday types (Chinese New Year, Christmas, Deepavali and Hari Raya). Each of the earnings use a calculation rule of Amount where the value of the earnings all come from positive input. You specify the earnings elements to be used for payment of the festive advances on the Festive Advance Pay Program page in PeopleSoft Human Resources. To ensure you select appropriate earnings on this page, the system enables you to select only earnings with a category of *FA* (Festive Advance). All the elements created use this category. Separate earnings are provided for paying advances for each of the festive advance types and they are all set up identically.

Each of the festive advances (earnings) use the FAD FM ADVANCE post processing formula. Whenever an advance is paid, the formula adjusts the advance accumulator so it contains only the latest advance amount paid to the employee. The current value of the accumulator FAD AC ADV AMT is moved to variable FAD VR ADV CLR, which subtracts from the accumulator, effectively wiping out its current value.

The following festive advance earnings add to the FAD AC ADV AMT accumulator:

- CNY ADV — Chinese New Year Advances.
- DEEPAVALI ADV — Deepavali Advances.
- XMAS ADV — Christmas Advances.
- HARI RAYA ADV — Hari Raya Advances.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Chapter 9, “Posting Festive Advances to Global Payroll,” page 125

PeopleSoft Human Resources PeopleBook: Administer Festive Advance

Calculating Earnings for GLI Reporting

The following earnings (contained in the EARN-GLI section) are provided to calculate the current value of leave entitlements. They are all for use by the GL only and should not add to gross or net accumulators. The earnings are not paid but are used for general ledger interface reporting of annual leave liability and their reversal of liabilities on termination:

- LIAB ANN DYS — The leave liability earnings for the standard annual leave entitlement in days.
- LIAB TER DYS — The leave liability earnings used for reversing the liability on termination.
- SAL ACCRUAL — The salary accrual earnings used to accrue a percentage of earnings. For reporting accrued salary where the pay period end is earlier than the financial period.
- GST — The GST aggregated for certain earnings and deductions.
- BON ACCRUAL — The bonus accrual earnings used to accrue a percentage of a contractual or non contractual bonus.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Chapter 13, “Using the General Ledger Interface,” page 149

Appendix A, “Appendix: PeopleSoft Global Payroll for Singapore Reports,” page 199

Calculating Annual Leave Liability Days

LIAB ANN DYS is the leave liability earnings for the standard annual leave entitlement in days.

This earning element uses a Unit × Rate calculation rule where the Unit is derived from accumulator ANN GENL ENT_BAL and the Rate (DAILY RT) is derived from the payees standard hourly rate which is stored as a system element.

Leave liabilities are to be calculated at the end of each month for active employees, or when an employee terminates. Generation control GLI GC LIAB checks this by using the following formulas:

- CMN FM MTH END — Checks that it is the last segment of the last pay for the month, and the employee is active.
- TER FM TERM CHECK — Checks if the employee is terminating in this pay.

- GLI FM LST PRD/SEG — Checks if it's the last segment of the month.
- CMN FM TERM STAT — Checks whether the employee is currently terminating (their termination date is in this segment, or in the past and was entered in the current period). The termination leave liabilities are to be calculated only when an employee terminates, so that they reverse any remaining liabilities in the GL.

LIAB ANN DYS contributes to the LIAB ANN DYS_FPTDA accumulator.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Chapter 15, “Defining Absence Rules for Singapore,” Calculating Annual Leave, page 190

Calculating Terminated Annual Liability Days

LIAB TER DYS is the leave liability earnings used for reversing the liability on termination.

This earning element uses an Amount calculation rule where the amount is derived from earnings LIAB ANN DYS. Generation control CMN GC TERM STAT checks for terminated employees only using formula CMN FM TERM STAT. Formula CMN FM TERM STAT checks whether the employee is currently terminating (their termination date is in this segment, or in the past and was entered in the current period). The termination leave liabilities are to be calculated only when an employee terminates, so that they reverse any remaining liabilities in the GL. There is no proration.

LIAB TER DYS contributes to the LIAB TER DYS_FPTDA accumulator.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Chapter 15, “Defining Absence Rules for Singapore,” Calculating Annual Leave, page 190

Chapter 15, “Defining Absence Rules for Singapore,” Calculating Absence Entitlements on Termination, page 198

Calculating Salary Accrual

You use SAL ACCRUAL to accrue a percentage of earnings.

This earning element uses a Base $\times$ Percent calculation rule where the base is derived from accumulator SGP GROSS and the Percentage is derived from variable GLI VR ACCRUAL PCT.

Variable GLI VR ACCRUAL PCT enables you to enter the percentage to be accrued. The value will normally be entered on the Pay Calendar SOVR's page as it will depend on the number of days between the end of the pay period and the end of the month. So, the Override Level for Pay Calendar should be ticked.

Accruals need to be calculated only in the last segment of each month and only for active employees. Generation control GLI GC ACCRUAL therefore includes the formula GLI FM LST PRD/SEG which returns a value that determines whether to pay the SAL ACCRUAL earning.

SAL ACCRUAL contributes to the SAL ACCRUAL_FPTDA accumulator.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating GST Earnings

In Singapore GST is aggregated for certain earnings and deductions and interfaced to GL. You can set up a GST percentage and then select the earnings and/or deduction codes that the GST percentage would be calculated on. The GST earning is the GST aggregated for certain earnings and deductions.

This earning element uses a $\text{Base} \times \text{Percent}$ calculation rule where the Base is derived from accumulator SGP GST and the Percent is derived from variable GST VR PCT.

The SGP GST accumulator accumulates earnings and deductions that are subject to GST. Members include MEAL and TRANSPORT earnings.

You use variable GST VR PCT to enter the percentage to be calculated for GST. The same percentage will be used across the company, so the value will be entered on the Pay Entity SOVR’s page. The Override Level for Pay Entity should be ticked.

Generation control GLI GC ACCRUAL, using formula GLI FM LST PRD/SEG checks the last segment of each month and only for active employees.

GST contributes to the GST_FPTDA accumulator.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

Calculating Bonus Accrual Earnings

In Singapore there are two types of bonus paid to employees as an added incentive—contractual and non-contractual. You use BON ACCRUAL or BONUS ACCRL to accrue a percentage of a contractual or non contractual bonus respectively.

This earning element uses a $\text{Base} \times \text{Percent}$ calculation rule where the Base is derived from accumulator SGP GST and the Percent is derived from variable BON VR ACCRUAL PCT or BON VR NON-ACC PCT for contractual or non-contractual bonus, respectively.

You use variable BON VR ACCRUAL PCT or BON VR NON-ACC PCT to enter the percentage to be accrued for bonus. The same percentage will be used across the company, so the value will be entered on the Pay Entity SOVR’s page. The Override Level for Pay Entity should be ticked.

Accruals need to be calculated only in the last segment of each month and only for active employees. Generation control GLI GC ACCRUAL therefore includes the formula GLI FM LST PRD/SEG which returns a value that determines whether to pay the BON ACCRUAL earning.

BON ACCRUAL contributes to the BON ACCRUAL_FPTDA accumulator.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” Delivered Earnings Elements, page 38

CHAPTER 7

Defining Deductions for Singapore

This section provides an overview of deductions for Singapore and discusses how to calculate deductions for:

- Foreign Worker Levy.
- Mosque Building Mendaki Fund.
- Singapore Indian Development Association.
- Chinese Development Assistance Council.
- Eurasian Community Fund.
- SHARE Programme Donations.
- Skills Development Levy.
- Employer Ordinary CPF
- Employee Ordinary CPF.
- Employer Additional CPF.
- Employee Additional CPF.
- Employer Voluntary CPF.
- Employee Voluntary CPF.
- Employer CPF Adjustment.
- Employee CPF Adjustment.
- Social Club.
- Employee Stock Purchase Plan.
- Loan Payback.
- Loan Repayment on Termination.
- Leave Without Pay.
- Parking.
- Insurance.
- Festive Advance Payback.

Understanding Deductions for Singapore

We have created a number of deductions to demonstrate the flexibility of the PeopleSoft Global Payroll rules to meet common processing requirements such as the LWOP deduction element that is entered or generated as a result of an approved unpaid absence event occurring in the period.

Note. The User Key 2 on the Earnings Accumulators page and Deduction Accumulators page for all earnings and deductions is IRS VR BAL GRP (Balance Group ID). Use balance group IDs to maintain separate employee balances. Set an employee's balance group on JOB_DATA2.

See Also

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

Chapter 6, “Defining Earnings for Singapore,” page 37

Delivered Deduction Elements

In the following table, the first column combines the deductions name and description. A *(gc)* in the row indicates that the deduction has a generation control. A *(po)* indicates a post processing formula, *(pr)* indicates a pre processing formula. The other four columns indicate the deduction calculation rule of Unit $\times$ Rate, Unit $\times$ Rate $\times$ Percent, Amount (Note that two deductions ESPP and LOAN PBCK have a calculation rule of Base $\times$ % and the base is shown in the Unit column. The processing of some of the deductions codes are discussed in further detail in this section.

Name and Description	Unit (or Base)	Rate	%	Amount
SOCIAL CLUB Social Club (gc)				5.00
ESPP Employee Stock Purchase Plan (pr)	ESPP BASE AMOUNT		Payee Level	
LOAN PBCK Loan Payback (po) (gc)	SGP GROSS		10.00	
LOAN REPAY Loan Repayment on Termination (gc)				LOAN BALANCE
LWOP Leave Without Pay	Payee Level	DAILY RT		

Name and Description	Unit (or Base)	Rate	%	Amount
PARK Parking				20
INSURANCE Insurance				50
<i>Festive Advances Payback Deductions</i>				
CNY PBK Chinese New Year Payback (po) (gc)	FAD AC ADV AMT		100	
DEEPAVALI PB Deepavali Advance Payback (po) (gc)	FAD AC ADV AMT		100	
XMAS PBK Christmas Advance Payback (po) (gc)	FAD AC ADV AMT		100	
HARI RAYA PB Hari Raya Advance Payback (po) (gc)	FAD AC ADV AMT		100	
<i>CPF Deductions</i>				
FWL Foreign Worker Levy (gc)				CPF FM FWL CALC
MBMF Mosque Building Mendaki Fund (gc)				CPF FM MBMF CALC
SINDA Singapore Indian Development Association (gc)				CPF FM SINDA CALC
CDAC Chinese Development Assistance Council (gc)				CPF FM CDAC CALC

Name and Description	Unit (or Base)	Rate	%	Amount
ECF Eurasian Community Fund (gc)				CPF FM ECF CALC
SHARE SHARE Programme Donations				Payee Level
SDL Skills Development Levy				CPF FM SDL CALC
CPF ORD ER Employer Ordinary CPF (gc) (pr)				CPF FM ORD ER
CPF ORD EE Employee Ordinary CPF (gc) (pr)				CPF FM ORD PAYEE
CPF ADD ER Employer Additional CPF (pr) (gc)				CPF FM ADD ER
CPF ADD EE Employee Additional CPF (gc) (pr)				CPF FM ADD PAYEE
CPF VOL ER Employer Voluntary CPF (pr)				Payee Level
CPF VOL EE Employee Voluntary CPF (pr)				Payee Level
CPF ADJ ER Employer CPF Adjustment (pr) (gc)				CPF VR EMPLR ADJ
CPF ADJ EE Employee CPF Adjustment (pr) (gc)				CPF VR PAYEE ADJ

Calculating Social Club Deductions

The SOCIAL CLUB deduction reduces the employee's after-tax income by a nominated amount (when they gain membership to the company social club). This deduction element uses an Amount calculation rule. The amount is a numeric value of frequency (5) – per month. This value is annualised (x 12) and de-annualised (/pay frequency) in order to resolve correctly for the various pay calendars.

Generation control DED GC SOCIAL CLUB (using formula DED FM SOCIAL CLUB) is assigned to this element to ensure that the deduction is applied only once in a period and only in the larger of the segments within the period. There is no proration.

This deduction element subtracts from the SGP NET accumulator and adds to the SOCIAL CLUB_CMTDA and SOCIAL CLUB_CYTDA accumulators.

See Also

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

[Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58](#)

Calculating Employee Stock Purchase Plan

You use the ESPP (Employee Stock Purchase Plan) deduction to purchase company stock options. The deduction is limited to a certain percentage of the employee's pay. This deduction element uses a Base × Percent calculation rule. The Base is based on accumulator ESPP BASE AMOUNT (that houses the earnings upon which the ESPP might be based). You enter the percent is entered via positive input (or generated at the payee level). A post processing control formula DED FM ESPP LIMIT is assigned to this element to ensure that the percent entered by the employee is not greater than the maximum allowed. There is no proration.

This deduction element subtracts from the SGP NET accumulator and adds to the ESPP_CMTDA and ESPP_CYTDA accumulators.

See Also

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

[Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58](#)

Calculating Loan Payback

You use the LOAN PBCK deduction to recover the amount paid for loans. The deduction is taken when there is amount in the loan balance accumulator. This deduction element uses a Base × Percent calculation rule, where the Base is the gross amount (SGP GROSS) for the period, and the percent is set as per your business requirement. Generation control DED GC LOAN PBCK is used to only resolve the deduction where the full recovery has not yet been made. A post processing formula DED FM CHCK LOAN is also used to ensure only the advanced amount is recovered.

This deduction element subtracts from the SGP NET and LOAN BALANCE accumulators and adds to the LOAN PBCK_CMTDA and LOAN PBCK_CYTDA accumulators.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Calculating Loan Repayment on Termination

The LOAN REPAY deduction pays any outstanding loan balances upon termination. This deduction element uses an Amount calculation rule. The amount is derived from the LOAN BALANCE accumulator. Generation control CMN GC TERM STAT is used to check for terminated employees only.

This deduction element subtracts from the SGP NET and LOAN BALANCE accumulators and adds to the LOAN REPAY_CMTDA and LOAN REPAY_CYTDA accumulators.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Chapter 15, “Defining Absence Rules for Singapore,” Calculating Absence Entitlements on Termination, page 198

Calculating Leave Without Pay

The LWOP deduction is entered or generated as a result of an approved unpaid absence event occurring in the period. This amount is then taken from the gross amount. This deduction uses a Unit x Rate calculation rule. You enter the number of units to be paid via positive input (or generated at the payee level). The rate (DAILY RT) is derived from the payee’s standard daily rate, which is stored as a system element. You use this deduction to pay the absence take LWOP.

This deduction element subtracts from the SGP GROSS accumulator and adds to the LWOP_CMTDA and LWOP_CYTDA accumulators.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Chapter 15, “Defining Absence Rules for Singapore,” Calculating Leave Without Pay, page 197

Calculating Parking Deductions

You use the PARK deduction for contributions for employee car parking. The deduction uses an Amount calculation rule, where the amount is 20.

This deduction element subtracts from the SGP NET accumulator and adds to the PARK_FYTDA accumulator.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Calculating Insurance Deductions

You use the INSURANCE deduction for employee insurance contributions. The deduction uses an Amount calculation rule, where the amount is 50.

This deduction element subtracts from the SGP NET accumulator and adds to the INSURANCE_FYTDA accumulator.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Calculating CPF Funds and Levies

The CPF Board acts as an agent collecting contributions to a number of community funds and levies. Global Payroll deductions and the required supporting elements are provided for each of them. Deductions are included for the contributions by employees to the following community funds:

- Foreign Worker Levy (FWL).
- Mosque Building Mendaki Fund (MBMF).
- Singapore Indian Development Association (SINDA).
- Chinese Development Assistance Council (CDAC).
- Share Programme Donations (SHARE).
- Eurasian Community Fund (ECF).
- Skills Development Levy (SDL).

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,”

Calculating CPF Contributions, page 174

Calculating the Foreign Worker Levy

The FWL deduction is a levy paid by the employer for all foreign workers. It uses a calculation rule of Amount, where the amount is derived from formula CPF FM FWL CALC. The generation control CPF GC FWL uses formula CPF FM FWL GC to determine if the employee is either a foreign worker, or was a foreign worker and became a permanent resident during the current month. It is set to *Include* the employee if the formula is true.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,”

Calculating CPF Contributions, page 174

Calculating the Mosque Building Mendaki Fund

The MBMF deduction must be paid by all Muslim employees who are Singaporeans or permanent residents each month. The deduction uses a calculation rule of Amount, where the amount is derived from formula CPF FM MBMF CALC. The MBMF deduction is determined by the employees wages for the month. Generation control CPF GC MBMF, using formula CPF FM MBMF CALC calculates MBMF using bracket CPF BR MBMF. Since this is a monthly contribution, the formula looks up the bracket and subtracts any MTD amount.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,”

Calculating CPF Contributions, page 174

Calculating the Singapore Indian Development Association

The SINDA deduction must be paid by all Indian employees (except foreign workers) each month. The deduction uses a calculation rule of Amount, where the amount is derived from formula CPF FM SINDA CALC. The SINDA deduction is determined by the employees wages for the month. Generation control CPF GC SINDA, using formula CPF FM SINDA CALC calculates SINDA using bracket CPF BR SINDA. Since this is a monthly contribution, the formula looks up the bracket and subtracts any MTD amount.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,”
Calculating CPF Contributions, page 174

Calculating the Chinese Development Assistance Council

The CDAC deductions are made by all working Chinese Singaporeans and permanent residents. The deduction uses a calculation rule of Amount, where the amount is derived from formula CPF FM CDAC CALC. The CDAC deduction is determined by the employees wages for the month. The generation control CPF GC CDAC, using formula CPF FM CDAC CALC calculates CDAC using bracket CPF BR CDAC. Since this is a monthly contribution, the formula looks up the bracket and subtracts any MTD amount.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,”
Calculating CPF Contributions, page 174

Calculating the Share Programme Donations

The CPF Board collects SHARE Programme donations on behalf of the Community Chest, National Council of Social Service. The SHARE deduction uses a calculation rule of Amount. SHARE contributions are voluntary and deducted from the employees’ wages. The amount of any contribution is entirely at the employee’s discretion and is entered at the payee level. The deduction subtracts from the SGP NET net pay accumulator.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,”
Calculating CPF Contributions, page 174

Calculating ECF Contributions

The ECF deduction is used for all working Eurasian Singapore citizens and permanent residents so that they may contribute to the Eurasian Community Fund. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ECF CALC. Contributions vary based on the monthly income of the employee.

ECF contributions are mandatory for all Eurasian employees (Singapore Citizens and Permanent Residents). The employees ethnic category and citizenship status are returned from the personal data array CPF AR PERS DATA. The generation control CPF GC ECF uses them to determine whether ECF is applicable. If the employee’s ethnic category is *Eurasian*, and their citizenship status is Citizen or Permanent Resident, the deduction is made.

Formula CPF FM ECF CALC ECF uses bracket CPF BR ECF. Since this is a monthly contribution, the formula looks up the bracket and subtracts any MTD amount.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,”
Calculating CPF Contributions, page 174

Calculating the Skills Development Levy

The SDL deduction is a levy on the employer charged for all employees who earn less than \$1500 in a month. The rate of contribution is 1% of the employees earnings, or at least \$2. The deduction uses a calculation rule of Amount, where the amount is derived from formula CPF FM SDL CALC. The limit (1500), rate (1%) and minimum amount (2) are stored in PeopleSoft maintained variables.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,”
Calculating CPF Contributions, page 174

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Understanding
Regulatory Regions in PeopleSoft HRMS”

Calculating Normal CPF Deductions

CPF contributions must be paid for all employees who are Singapore Citizens or Permanent Residents (PR). Contributions are made by employees and by employers. For reporting purposes, it is necessary to record the CPF paid on ordinary wages and additional wages separately. There are therefore four normal CPF deductions:

- CPF ORD EE — Employee Ordinary CPF.
- CPF ADD EE — Employee Additional CPF.
- CPF ORD ER — Employer Ordinary CPF.
- CPF ADD ER — Employer Additional CPF.

These deductions will apply to most of the workforce, so the deduction assignments are by eligibility group. A generation control CPF GC NORMAL which uses formula CPF FM NORMAL GC is attached to all of the deductions to include Singapore Citizens and Permanent Residents and to determine whether the payee is eligible for CPF contribution. (Only Singaporean citizens and permanent resident are eligible. For the rare exceptions, payee level overrides are allowed.)

Since the calculation of the four parts of the CPF contributions are related, a single pre-processing formula CPF FM CALCULATION, also attached to all the deductions, calculates the amounts. The formula is only required once, but is attached to all CPF deductions in case there are overrides.

Calculating Employee Ordinary CPF

The CPF ORD EE deduction is used for employee ordinary CPF contributions. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ORD PAYEE.

Calculating Employer Ordinary CPF

The CPF ORD ER deduction is used for the employer's share of contributions made for ordinary wages. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ORD ER.

Calculating Employer Additional CPF

The CPF ADD ER deduction is used for the employer's share of contributions made for Additional Wages. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ADD ER.

Calculating Employee Additional CPF

The CPF ADD EE deduction is used for the employee's (payee's) share of contributions made for Additional Wages. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ADD PAYEE.

See Also

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

Chapter 7, "Defining Deductions for Singapore," Delivered Deduction Elements, page 58

Chapter 14, "Administering Central Provident Fund Contributions for Singapore,"
Calculating CPF Contributions, page 174

Calculating Voluntary CPF Deductions

Voluntary CPF deductions are set up the same way as the normal CPF deductions. They use the same pre-process formula, CPF FM CALCULATION, as normal CPF deductions. However, as eligibility will be by individual assignments, they have no generation control.

There are two voluntary CPF deductions:

- CPF VOL ER — Employer Voluntary CPF.
- CPF VOL EE — Employee Voluntary CPF.

Calculating Employer Voluntary CPF

The CPF VOL ER deduction is used for Voluntary CPF contributions made by the employer. The deduction uses an Amount calculation rule, where the amount is entered at the payee level.

Calculating Employee Voluntary CPF

The CPF VOL EE deduction is used for Voluntary CPF contributions made by the employee. The deduction uses an Amount calculation rule, where the amount is entered at the payee level.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,”
Calculating CPF Contributions, page 174

Calculating Additional CPF Deductions

With the final pay for each year, the limit on additional CPF needs to be recalculated based on actual wages for the year. If the limit is higher than that of the previous year, extra CPF contributions may need to be made. If the limit is lower, some contributions may need to be reclaimed from the CPF Board. This reconciliation needs to be carried out in December for all employees who received additional wages during the year. It also needs to be done in the final pay for employees who are terminating.

Two deductions are used for the adjustment — one for the employer’s share and one for the employee’s (payee’s) share.

- CPF ADD ER — Employer Additional CPF.
- CPF ADD EE — Employee Additional CPF.

The generation control CPF GC NORMAL, using the formula CPF FM NORM GC, determines whether the payee is eligible for CPF adjustment. The pre-processing formula CPF FM CALCULATION calculates the normal CPF to be contributed by the employer as well as the payee (employee).

Calculating Employer Additional CPF

The deduction CPF ADD ER is used for the employer’s share of contributions made for additional wages. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ADD ER.

Calculating Employee Additional CPF

The deduction CPF ADD EE is used for the employee’s (payee’s) share of contributions made for additional wages. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ADD PAYEE.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,”
Calculating CPF Contributions, page 174

Calculating Adjustment CPF Deductions

If the employee's current year additional wages exceeded the old limit and the old limit was less than the new limit, additional CPF needs to be calculated.

Two deductions are used for the adjustment — one for the year-end adjustment to employer's share and one to employee's share of additional wages contributions:

- CPF ADJ ER — Employer CPF Adjustment.
- CPF ADJ EE — Employee CPF Adjustment.

Generation control CPF GC ADD ADJUST, using formula CPF FM ADD ADJ GC, determines whether the payee is eligible for CPF adjustment. Pre-processing formula CPF FM ADD ADJUST calculates the additional CPF adjustment for the current year.

Calculating Employer CPF Adjustment

The deduction CPF ADJ ER is used for the year-end adjustment to employer's share of additional wages contributions. The deduction uses an Amount calculation rule, where the amount is derived from variable CPF VR EMPLR ADJ.

Calculating Employee CPF Adjustment

The deduction CPF ADJ EE is used for the year-end adjustment to payee's share of additional wages contributions. The deduction uses an Amount calculation rule, where the amount is derived from variable CPF VR PAYEE ADJ.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” *Delivered Deduction Elements*, page 58

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,”
Calculating CPF Contributions, page 174

Calculating Festive Advance Payback Deductions

PeopleSoft Global Payroll enables you to pay festive advances through the PeopleSoft Global Payroll system. However, as the payments are advances, they must then be recovered through deductions in the payroll system in subsequent pay periods. Separate customary deductions corresponding to each of the festive advance types and their supporting elements enable you to deduct festive advance amounts in subsequent pays. This enables you to recover the entire outstanding festive advance payments when an employee terminates.

You specify the deduction elements to be used for the recovery of the festive advances on the Festive Advance Pay Program page in PeopleSoft Human Resources. To ensure you select appropriate deductions on this page, the system enables you to select only deductions with a category of *FA* (Festive Advance). All the elements created use this category. Separate deductions are provided for recovering advances for each of the festive advance types and they are all set up identically.

The deduction elements all use a calculation rule of $\text{Base} \times \text{Percent}$ where the Base is derived from accumulator FAD AC ADV AMT and the percent is 100.

The following festive advance deductions enable you to recover festive advance payments (subtract from the FAD AC ADV AMT accumulator):

- CNY PBK — Chinese New Year Payback.
- DEEPAVALI PB — Deepavali Advance Payback.
- XMAS PBK — Christmas Advance Payback.
- HARI RAYA PB — Hari Raya Advance Payback.

See Also

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

Chapter 7, “Defining Deductions for Singapore,” Delivered Deduction Elements, page 58

Chapter 9, “Posting Festive Advances to Global Payroll,” page 125

PeopleSoft Human Resources PeopleBook: Administer Festive Advance

CHAPTER 8

Managing Singapore Inland Revenue Authority Reporting

This section provides an overview of Singapore Inland Revenue Authority (IRAS) reporting and discusses how to:

- Understand IRAS reporting.
- Set up IRAS reporting.
- Create IR8A/IR8S data.
- Review and maintain IR8A/IR8S forms.
- Create Appendix 8A data.
- Review and maintain Appendix 8A forms.
- Create Appendix 8B data.
- Print Appendix 8A, 8B and IR8A/IR8S forms.
- Create IR21 and Appendix 1 forms.
- Review and maintain IR21 forms.
- Print IR21 forms.
- Create IRAS electronic files.

Understanding IRAS Reporting

The functionality within this Global Payroll country extension enables you to capture, generate, and maintain both employee and company identification and biographical data that support the reporting requirements of the Singapore Inland Revenue Authority (IRAS). The system meets the IRAS requirement to produce the IR8A, IR8S, Appendix 8A and 8B, IR21 and Appendix 1 forms which are required for reporting annual payments, benefits, gains or profits from share options and foreign employees who are terminating their employment.

For IR8A/IR8S and Appendix 8A reporting the system extracts most of the data from payroll (for Appendix 8B reporting you enter the details manually). System pages then enable you to review, maintain and enter additional data, and print the forms for distribution to employees in the required format. You can also produce files in the format required by IRAS for electronic reporting of employees' payments and benefits and processes enable you to create the electronic files in the format required by the CPF/IRAS Line system.

For IR21 and Appendix 1 forms, a process enables you to extract the data from the IR8A/IR8S forms. You can then enter additional data and print the forms in the required IRAS format.

Note. IRAS reporting is controlled by the *company (tax) reference number*. Each pay group is assigned a company tax reference code, which is independent of the company or pay entity. This provides more flexibility in the way you set up pay entities. Company tax details, such as name and contacts are stored against the tax reference number.

The array, IRS AR TAX REF is included in the Initialisation section of the Singapore payroll process list to load the value of the company tax reference (GPSG_CPY_TAX_REF) from the pay group extension record into variable IRS VR TAX REF.

The tax reference number and balance group number are included as user keys on all year-to-date (YTD) accumulators used in IRAS reporting. The balance group number enables you to maintain separate balances for separate periods of employment for employees with multiple jobs, or for those that transfer from one company to another. The year to date accumulators provided with all of our delivered earnings and deduction elements have the variables IRS VR TAX REF and IRS VR BAL GRP included as user keys 1 and 2. You should also do this for any new elements you create.

Managing IR8A/IR8S and Appendix 8A and 8B Processing

To ensure that you populate all of the available details required for your IR8A/IR8S and Appendix 8A and 8B forms, it is important that you follow the correct processing sequence:

1. Run the Create IR8A/IR8S Tax Forms program using the Create IR8A/IR8S Form page to create the IR8A and IR8S data from the available payroll data.

This program calculates and generates amounts for the different entities of the IR8A and IR8S forms and stores them in the IR8A/IR8S form tables.

2. Update additional data using the IR8A/IR8S Forms component.

You can review, maintain and add information not retrieved from the payroll system.

3. Create Appendix 8A pages using the Appendix 8A Forms SGP page.

You must provide the Appendix 8A with the IR8A form when an employee receives benefits in kind. Manually create (add) details using the Appendix 8A Details page before entering any benefit in kind details. Although you fill in most of the data on the form manually, some of the benefits can be extracted from the payroll system. To create an Appendix 8A form, you must first create the Appendix 8A record using the Appendix 8A pages.

Alternatively, you can create the Appendix 8A record by selecting the Create records check box in the Calculate Appendix 8A run control page (refer to next step).

4. Run the Calculate Appendix 8A program .

This calculation program captures and stores specific Appendix 8A data - (representing sections 4a to 4k on the Appendix 8A form) and uses the information you set up in the IRAS Categories page. This process updates those amounts that it can, using the payroll balances. There is an option for you to create Appendix 8A records by selecting the Create records check box. You can then print the data or generate an electronic file.

5. Create Appendix 8B data using the Appendix 8B Forms SGP page.

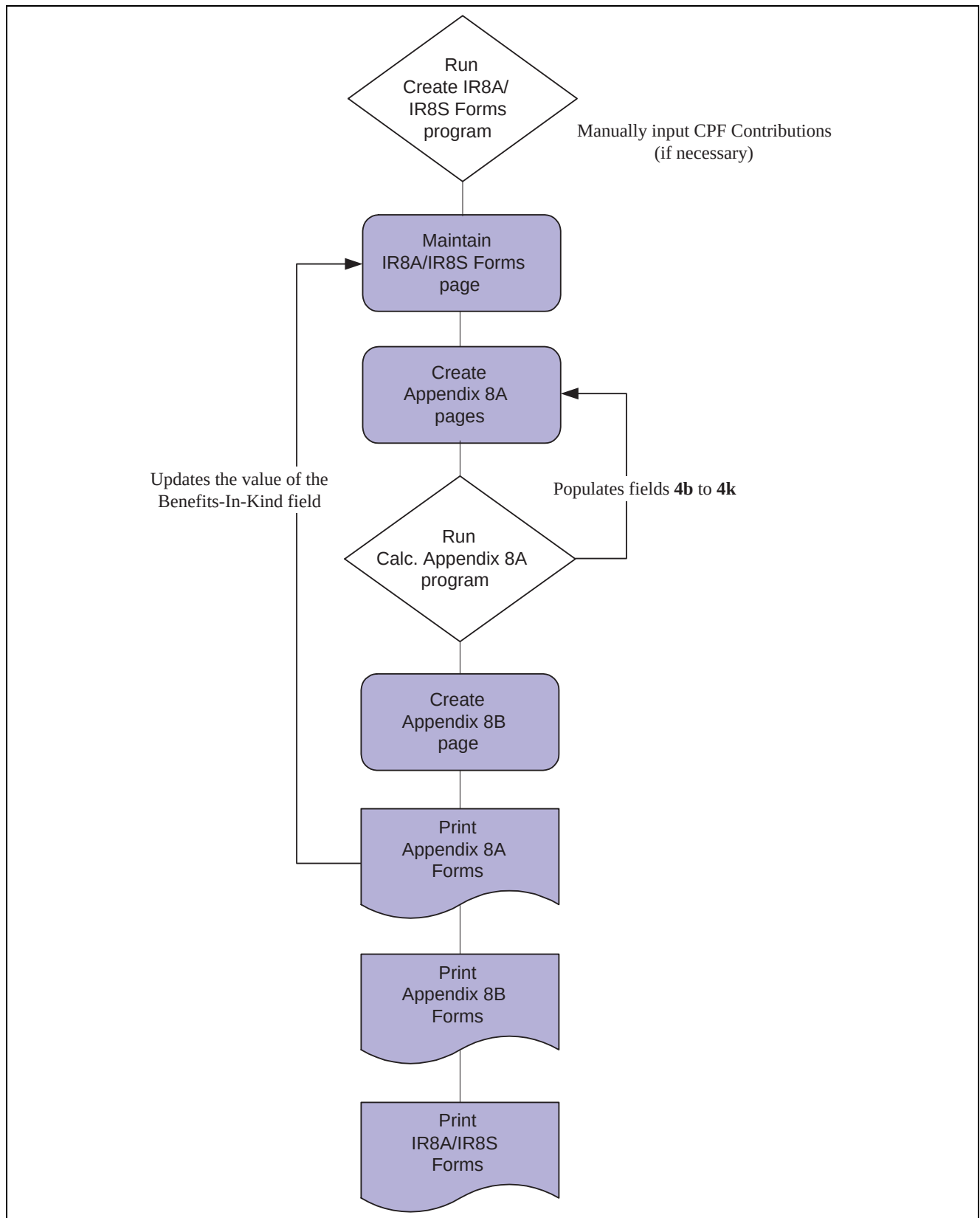
You must provide the Appendix 8B form with the IR8A form when the employee has derived gains or profits either directly or indirectly from the exercise, assignment or release of any share option right or benefit where such right or benefit was obtained by him by reason of any office or employment. You enter all fields here manually— there are no system populated fields.

6. Print the Appendix 8A forms using the Print Appendix 8A Forms page.

Printing the Appendix 8A forms populates the value of benefits in kind field on the IR8A/IR8S Forms — IR8A Income page. There is a field on the IR8A which summarises the value of benefits in kind received by an employee. The field becomes populated only when you run the Print Appendix 8A program. The value of benefits in kind is calculated using the rates maintained using the IRAS Benefit Rates page.

7. Print the Appendix 8B forms using the Print Appendix 8B Forms page.
8. Print the IR8A/IR8S forms. This print program produces your employee's tax year end certificates.

The following diagram outlines the correct sequence you follow when managing IR8A/IR8S and Appendix 8A and 8B forms:



The correct sequence required to populate your IR8A/IR8S and Appendix 8A and 8B forms

Note. To flag employees that require an IR8S form, you enter variable IRS VR IR8S REQD on the standard Payee Supporting Element Override page. Overrides are allowed at payee level only. The variable isn't actually used in Global Payroll processing, but is checked by the reporting process.

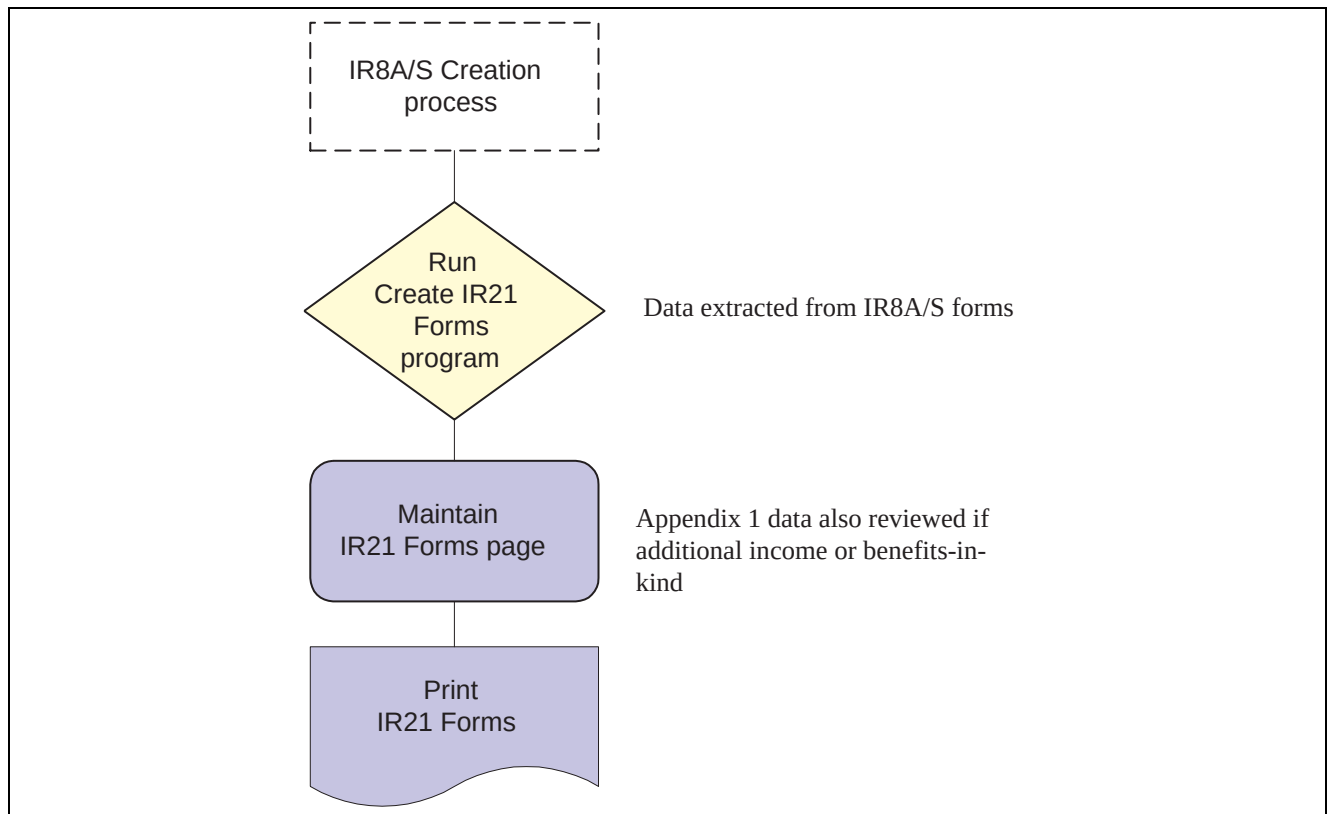
Managing IR21 and Appendix 1 Processing

The IR21 form must be completed for all employees who are non-citizens when they terminate their employment with the company. The data reported is similar to that provided on the IR8A and Appendix 8A forms, and includes amounts for the current and previous year. As with the other IRAS forms, not all of the data can necessarily be extracted from the payroll system. There is therefore a process that creates as much of the data as possible first. You can then enter the other required information using online pages and print the IR21 report.

The IR21 is a compilation of two years of some IR8A and Appendix 8A data compiled into four pages of a single notification report. (IR8A and Appendix 8A are statutory reports completed by an employee for each tax year). You create IR21 report details using the Create IR21 Details Page and review and maintain the details online using the IR21 Details component. Once you have created an IR21, you can enter prior years of data for all the necessary variables. You can create and maintain IR21 details for a specific employee or pay group.

Two other forms may need to accompany an IR21 under certain circumstances. The first is Appendix 1 which documents received benefit in kind. The system generates this Appendix with the IR21 form and there is a field on the IR21 that summarises the value of benefits in kind received by an employee. This field populates when you run the print program for IR21. You can review and maintain Appendix 1 details using the IR21 Appendix 1 component. The second is IR8S, which documents CPF contributions made by the employer and employee. The system doesn't generate IR8S forms to accompany the IR21 (although IR8S forms to accompany IR8A forms are supported as noted above). You should ensure that an IR8S form is manually completed if it is required to accompany the IR21 form.

The following diagram outlines the correct sequence you follow when managing IR21 and Appendix 1 forms:



The correct sequence required to populate your IR21 and Appendix 1 forms

Setting Up IRAS Reporting

Before you generate, review and print your IRAS forms and reports, you can set up the following additional information:

- Your IRAS company (tax) information.
- The tax reference number for the pay group.
- The elements (tax form categories) that appear in each category on the tax forms .
- The rates applied in calculating the value of benefits in kind for the Appendix 8A and IR21 forms.

Pages used to Set Up Additional IRAS Information

Page Name	Object Name	Navigation	Usage
IRAS Company Info,	GPSG_IRAS_CPY	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Define IRAS Employer SGP	Enter your IRAS company (employer) tax details and CPF employer reference number.
IRAS Categories	GPSG_IRAS_CATEGORY	Global Payroll, Year-End Processing, Define IRAS Tax Forms SGP	Define the elements that are to appear in each category (tax form category) on the IRAS tax forms.
IRAS Benefit Rates	GPSG_APP_RATE	Global Payroll, Year-End Processing, Define IRAS Benefit Rates SGP	Enter the rates to be applied in calculating the value of benefits in kind for the Appendix 8A and IR21 forms.

Setting up and Managing IRAS Company Information

Access the IRAS Company Info page.

IRAS Company Info

Tax Reference Number: 198010201M

IRAS Details
Find | View All First 1 of 1 Last

Effective Date: 01/01/2000
Status: Active

***ROB/ROC Type:** ROC
ROB/ROC Number: 1980-10201-M

***OHQ Status:** N/A
***Company Type:** Private

Registered Name: SINGAPORE BUSINESS INSTITUTE

***Description:** Singapore Business Institute

***Address:** 6 Temasek Boulevard
#13-01/05 Suntec Tower Four
Post Code: 038986

***Telephone:**
Registered Fax:

***Contact:**

Company Signatory:

CPF Details
Customize | Find | First 1-2 of 2 Last

	*CPF Employer Ref Num		
1	1234567	SGP Monthly Pay Group	
2	7654321	SGP Semi-Monthly Pay Group	

IRAS Company Info page

IRAS Details

ROB/ROC Type and ROB/ROC Number

The *ROB* is the Registry of Business Number (limited company). The *ROC* is the Registry of Companies number (partnerships). These are unique company identifiers (similar to Australia's company number – ACN). A company will have either a *ROB* or a *ROC* – not both.

Select from the following:

- *ROB* = ROB Number
- *ROC* = ROC Number
- *Other* = Other
- *NA* = Not Applicable (default value)

You must enter the *ROB/ROC Number* when the *ROB/ROC Type* is 'ROB' or 'ROC'

OHQ Status (Overseas Headquarters)

On the Appendix 8A Forms component you can enter the company tax reference number, total cost of home leave passages and incidental amounts only if you have identified on the IRAS Company Info page that the operation is considered to be an OHQ. The number of passages for the employee (self), wife and children fields on Appendix 8A Forms — Others page are available when you select *Yes* as the *OHQ Status*. You select *No* when the company provides the home leave passages but the operation is not considered to be an OHQ. When the *OHQ Status* is Not Applicable, *NA*, the fields are unavailable for input. You must enter cost of home leave and at least one of the number of passages fields (self, wife or children) when the status *NA*.

Select from the following:

- *Yes*
- *No*
- *NA* = Not Applicable (default value)

Contact / Telephone

For computer printed IR8A and Appendix 8A forms, a signature is not necessary. However, the name of an authorised person *Contact* and a *telephone* must still be included. This must be the company secretary/director, precedent partner, sole-proprietor, manager, honorary secretary/treasurer, representative of a non-resident company or any person authorised by the employer.

CPF Details

CPF Employer Ref (reference) Number

Each Singapore company is given one (or possibly more) *CPF Reference Numbers*. The *CPF Number* is assigned using a variable (CPF VR EMPLR REF) that you can set at pay group level using the CPF Details group box on the Pay Group SGP page (Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Groups SGP). The *CPF Reference Number* is used as user key 1 on the CPF accumulators. Since it is necessary to include CPF information on the IRAS reports, you need to be able to associate the

company tax reference number with its CPF Number (s). So, each company tax reference also has a list of CPF numbers that you must maintain.

See Also

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,”
Calculating CPF Contributions, page 174

Setting up IRAS Tax Form Categories

Access the IRAS Categories page.

The screenshot shows the 'IRAS Categories' page. At the top, there's a tab labeled 'IRAS Categories'. Below it, the 'Tax Form Category' is set to 'IR8A Leave Pay'. The 'Details' section shows the '*Effective Date' as '11/06/2002'. Below this is a table titled 'Accumulators to include' with columns for '*Accumulator Name', 'Description', and 'Subtract'. The table contains one entry: '1 ANN GENL ENT_TKE' with the description 'Annual leave Entitlement'. The 'Subtract' column has a checkbox and '+'/'-' buttons. Navigation links like 'Find', 'View All', 'First', '1 of 1', and 'Last' are visible at the top of the details section.

IRAS Categories page

Tax Form Category

For IRAS reporting, all accumulators are categorised. You can define and allocate these categories on this page. The system uses the categorised set of accumulators to calculate specific values for the same category on the IR8A and Appendix 8A forms. For example, on the Appendix 8A Forms component, the amounts in the fields (representing 4b to 4k on the tax form) default to values associated with the categories and their elements you set up for the Appendix 8A Form. If you created a category of *Car Benefit* and selected specific accumulators, the values associated with these elements would be used by the system to calculate and populate values in the Car Benefit field on the Appendix 8A Forms — Others page.

Note. Before creating your Appendix 8A and IR8A forms, ensure that you have set up the tax form categories that will appear on the forms correctly. This ensures that all of the calculations for the categories on the forms are accurate.

Accumulators to include

Accumulator Name Select the elements (YTD Accumulators) for the year-end balances that need to be reported. It is up to you whether you use accumulators related to individual earnings and deductions, or to a collection of earnings/deductions.

If you make any manual changes to the tax form categories or to the values in the IR8A or Appendix 8A pages, it is important that you recalculate the data before creating the IR8A forms. This ensures that the data on your forms is current and incorporates your changes. To display and recalculate the tax form data or values in the IR8A pages, use the Create IR8A/IR8S Form page. To display and recalculate the tax form data or values in the Appendix 8A tables, use the Calc.Appendix 8A page.

Subtract If you select the *Subtract* check box, the value of the accumulator is subtracted from the total amount instead of being added. For example, deductions would need to be subtracted as they're stored as positive amounts.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 95](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining Appendix 8A Forms, page 101](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR8A/IR8S Data, page 81](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining IR8A/IR8S Forms, page 84](#)

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

Setting up IRAS Benefit Rates

Access the IRAS Benefit Rates page.

IRAS Benefit Rates page

Benefit Type / Benefit Rate Enter the monthly rates for each of the benefits items that appear in the Appendix 1 and 8A reports. The system uses these effective-dated rates to calculate the taxable value of the employee's benefits in kind items when generating Appendix 1 and 8A details. These rates reflect the rates detailed in section B and C of the IR21 Appendix 1 form as well as in Section 2

and 3 of the Appendix 8A form. Many of the benefits included on the Appendix 1 and Appendix 8A form have specific rates defined by the IRAS that are to be used in the calculation of their value. Use this page to enter the monthly rates for specific benefits types.

See Also

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 95

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining Appendix 8A Forms, page 101

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR21 and Appendix 1 Forms, page 110

Creating IR8A/IR8S Data

The IR8A/IR8S creation program calculates and generates amounts for the different entities of the IR8A/IR8S and stores them in the IR8A/IR8S Form tables. After you have run this process, you can use the IR8A/IR8S (CPSG_IR8S_FORM) component to review, maintain and add information. You can view IR8A/IR8S data and where the data is not available from the payroll system, manually update it.

Page Used to Create IR8A/IR8S Data

Page Name	Object Name	Navigation	Usage
Create IR8A/S Form	GPSG_RC_IR8A_CR	Global Payroll, Year-End Processing, Create IR8A/IR8S Forms SGP	Enter run control options for the IR8A Creation process. This program calculates and generates amounts for the different entities of the IR8A/IR8S forms and creates or updates the IR8A and IR8S data records.

Generating IR8A/S Data

Access the Create IR8A/S Form page.

Create IR8A/S Form

Run Control ID: GN4
[Report Manager](#)
[Process Monitor](#)
Run

*Tax Year: 2002
*Date Created: 11/06/2002

*Employer's Tax Ref. No.: 198010201M Singapore Business Institute
☐ Recreate Forms

Pay Group: KSWEEKLY Weekly Pay Group

Select Employees

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

	*Employee ID		Bal Grp No	
1	KS0002	D'Silva, Samuel		

Default Dates

Date Bonus Declared: Commission From Date:

Director's Fees Approval Date: Commission To Date:

Create IR8A/S Form page

Recreate Forms

Select this check box if you want to recreate the date (previously created) for any forms. The system checks the status before attempting to recreate. If the status is Awaiting Issue (to the employee), the system saves any manual entries contributing to the existing form, and creates another form. If the status is (already) Issued, the system ignores the recreate instruction. (The manually entered fields are not affected by recreating and the records with a status of Issued are *not* updated by a recreate run.) When recreating data, all amount fields on the existing IR8A data are reset to zeroes.

Default Dates

Date Bonus Declared

Enter the date on which the non-contractual payment was declared payable. Non-contractual bonuses are due and payable at the discretion of the employer and are regarded as the employee's income on the date the employer decides the bonuses are payable. For example, you should declare in 2001 to pay a non-contractual bonus in 2002, for the year ending December 31, 2001.

Note. If the Bonus or Directors Fees Dates are not entered on the run control, the Payment Date is used. However, this is not the case for commissions. If commission dates aren't entered they are left blank.

Directors Fees Approval Date

Enter the date the payment of director's fees was approved. Director's fees are regarded as paid to the director on the date on which the fees are voted for and approved at a company's annual general meeting of that calendar year. (Director's Fees do not require a CPF contribution.)

Commission From/To Enter the period on which the commission was paid in the tax year.

Managing the IR8A/IR8S Creation Process

The Application Engine process GPSG_IR8A_CR creates or updates the IR8A and IR8S data records as follows:

1. The system creates a list (in a temporary table) of employees to be processed in this run. The employees are selected from those that have an active Job record during the specified *Tax Year* for a *Pay Group* that has the specified *Tax Reference Number*. This applies regardless of the other run control parameters you enter.
2. If you specified a *Pay Group* on the run control, only Job records in that *Pay Group* are included. If you specified a list of employees on the run control, only those employees will be included. If you have not selected the *Recreate* check box, only employees that do not already have an IR8A record for the specified *Tax Year* and *Tax Reference Number* are included. If you have selected the *Recreate* check box, only employees that do not already have an IR8A record with a status of Issued for the specified *Tax Year* and *Tax Reference Number* are included. If it is part of the IR21 process, only terminated employees are included.
3. For each of the employees that do not already have an IR8A record for the *Tax Year* and *Tax Reference Number*, a record is created, containing personal data fields (such as name, birth date and address). Other fields are all defaulted.
4. When recreating data, all amount fields on the existing IR8A data are reset to zeroes.
5. Each of the fields on the IR8A form records for the employees are then updated. The system determines which of the employees requires IR8S records. IR8S is required under the following circumstances:
 - Employees with voluntary CPF contributions.
 - Employees with a value set for the variable IRS VR IR8S REQD on the Payee Supporting Element Overrides record (GP_PYE_SOVR).
 - Employees with total wages for the year > \$100000 and their additional wages are greater than 40% of their ordinary wages.
 - Additional wages are to be determined from the CPF ADDWAGE YTD accumulator.
 - Ordinary wages are to be determined from the CPF ORDWAGE YTD accumulator.
 - The limits (\$100000 and 40%) are stored in variables (CPF VR TOT CEILING and CPF VR PCT ADD LMT respectively).
6. For each one that needs an IR8S form:
 - a. A row is created on the GPSG_IR8S_MONTH table for each month of the year (01 to 12). This table stores the CPF details for each month for employees requiring an IR8S form.
 - b. For each month, the CPF contribution amounts are retrieved from the GPSG_CPF_RPTG table.
 - c. This table includes GPSG_CPF_EMPLR_REF (employers CPF reference number) as a key. To determine which numbers should be included, the system selects all the CPF numbers (from the GPSG_IRAS_CPY_CPF table) that are for the current tax reference number.
 - d. Another IR8S record is created with the month set to 99, containing the total amounts for all of the months.
7. The GPSG_IR8A_FORM table stores a list of employees to be processed in the IR8A creation process.

See Also

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 95

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining Appendix 8A Forms, page 101

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining IR8A/IR8S Forms, page 84

Reviewing and Maintaining IR8A/IR8S Forms

After generating IR8A/IR8S details you can use the IR8A/IR8S (CPSG_IR8S_FORM) component to review, maintain and add information. You can view IR8A/IR8S data and where the data is not available from the payroll system, manually update it. On each page of the component, most of the fields populate from the database.

Note. The system sets the *Issue Status* on each of the pages in the component to *Awaiting* (Issue to the Employee) when it first creates the record. When you print the IR8A the system changes the status to (Already) *Issued*(to the employee). The status should be *Awaiting* whenever you want to print or reprint an Appendix 8A, IR8A/IR8S or IR21 form. If you have already issued one of the forms, you will need to change the status back to *Awaiting* to reprint it or you can select the Reprint Forms check box to re-print those that you have already issued. Online maintenance of all user-maintainable fields in this component is only possible for the *Awaiting* status. You cannot maintain a form that you have already issued to an employee. However, since you can change the status field from *Issued* to *Awaiting*, you can decide to enable changes to an issued form and then reissue it.

See Also

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR8A/IR8S Data, page 81

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing Appendix 8A, 8B and IR8A/IR8S Forms, page 107

Pages Used To Review and Maintain IR8A/IR8S Forms

Page Name	Object Name	Navigation	Usage
IR8A Personal Data	GPSG_IR8A_DTLS	Global Payroll, Year-End Processing, IR8A/IR8S Forms SGP, IR8A Personal Data	Review an employee's personal details and change the issue status after running the IR8A/IR8S Form creation process. All fields on this page are display only except the <i>Issue Status</i> field, which you can maintain. The details populate from the employee's Personal Data and Job Data records. Two job designations may appear in the <i>Designation</i> field (s). This caters for the employee with two concurrent jobs. If the employee has more than two concurrent jobs only the job designations of the two earliest employee record numbers will display.
IR8A Income	GPSG_IR8A_INCOME	Global Payroll, Year-End Processing, IR8A/IR8S Forms SGP, IR8A Income	Review an employee's income details after running the IR8A/IR8S Form creation process. You can maintain the following fields on this page —Issue Status, Pension, Retirement Fund Name, Amount accrued up to 31/12/92, Amount accrued from 1993, Overseas Pension Fund Name, Contributions, Gain/Profit from Share Options, Section 45 Applicable, and Income Tax Borne by Employer.

Page Name	Object Name	Navigation	Usage
IR8A Gratuity/Comp Details	GPSG_IR8A_GRATDESC	Global Payroll, Year-End Processing, IR8A/IR8S Forms SGP, IR8AIncome, Detailed Information	Enter an employee's gratuity and compensation details when gratuity/compensation is declared. This page enables you to provide a separate breakdown of the details relating to the gratuity/compensation. Details should include —The circumstances leading to the payment, basis of arriving at the figure and whether it was contractual. Accessed by clicking the Detailed Information link in the Gratuity & Compensation group box on the IR8A Income page.
IR8A Share Option Details	GPSG_IR8A_SHR_DESC	Global Payroll, Year-End Processing, IR8A/IR8S Forms SGP, IR8AIncome, Detailed Information	Enter an employee's share option details when gain/profit from Share Options is declared. This page enables you to provide a separate breakdown of the details relating to the gains/profit from share options. Details should include—Date of the exercise, assignment or release of the option, number of shares/stocks, name of company, open market value of the shares/stocks at the time of the exercise, assignment or release of the option and the amount paid by the employee concerned for such shares/stocks under the share option. Accessed by clicking the Detailed Information link at the bottom of the Income group box on the IR8A Income page.
IR8A Deductions	GPSG_IR8A_DEDNS	Global Payroll, Year-End Processing, IR8A/IR8S Forms SGP, IR8A Deductions	Review an employee's fund deduction details after running the IR8A/IR8S Form creation process. You can maintain the following fields on this page —Issue Status, Designated Fund, Fund Name, and Insurance Adjustment.

Page Name	Object Name	Navigation	Usage
IR8S Details	GPSSG_IR8S_DTLS	Global Payroll, Year-End Processing, IR8A/IR8S Forms SGP, IR8S Details	Use this page for employees who qualify for IR8S forms. Review and maintain the employee's and employer's monthly contribution details after running the IR8A/IR8S Form creation process. All fields on this page can be maintained.

Reviewing and Maintaining IR8A Income Details

Access the IR8A Income page.

IR8A Personal Data	IR8A Income	IR8A Deductions	IR8S Details
Wang, Ming Yi		Employee	EmplID: KS0009
Tax Year: 2002	*Issue Status: Awaiting	Date Issued:	Date Created: 11/06/2002 Bal Grp No:
Employer's Tax Ref. No.: 198010201M		Singapore Business Institute	
Income			
Gross Salary, Fees, Leave Pay, Wages and Overtime Pay			0.00
Bonus (non-contractual bonus declared on and/or contractual bonus)			0.00
Director's fees approved at the AGM/EGM on			0.00
OTHERS			
Gross Commission for period:	To:	☐ Monthly ☐ One-Time Payment	0.00
Pension:			0.00
Allowances			
Transport:			
Entertainment:			
Others:			
Total Allowances:			0.00
Gratuity & compensation			
Payment in Lieu of Notice:	0.00	Detailed Information	
Gratuity/Ex-Gratia:	0.00		
Payment for Loss of Office:	0.00	Total:	0.00

IR8A Income page — scrolling page divided by region (1 of 2)

Retirement benefits			
Retirement Fund Name:			
Amount accrued up to 31/12/92:	0.00	Amount accrued from 1993:	0.00
Contrib to O'seas Pension Fund			
Overseas Pension Fund Name:			Contributions:
		0.00	
Voluntary Employer CPF Contrib:			0.00
Gain/profit from Share Options:	Detailed Information	0.00	
Value of Benefits in Kind:			0.00
☐ Income Tax Borne by Employer ☐ Section 45 Applicable		Total Income:	0.00

IR8A Income page — scrolling page divided by region (2 of 2)

Income

Gross Salary, Fees, Leave Pay, Wages and Overtime Pay

Includes all earnings elements identified as gross salary, fees, wages, overtime pay, and leave pay. It includes values from accumulators for categories — IR8A Gross Salary and Wages and IR8A Leave Pay.

Bonus (non-contractual bonus declared on and/or contractual bonus)

The system tracks two kinds of bonuses: *contractual* and *non-contractual*. If the employee has one *contractual bonus* only and no *non-contractual bonuses*, the system populates the *contractual bonus* field. If the employee has one *non-contractual bonus* only and no *contractual bonuses*, the system populates the *non contractual bonus* field. It includes values from accumulators for categories—IR8A Contractual Bonus and IR8A Non-contractual Bonus.

Enter the date on which the *non contractual bonus* was *declared* payable. *Contractual bonuses* are due and payable under the terms of a contract of service and are regarded as the employee's income in the year specified by the contract. This is usually the year in which the employee's services are rendered. For example, you should declare a contractual bonus paid in 2002 for the services rendered in 2001, for the year ending December 31, 2001. Non-Contractual bonuses are due and payable at the discretion of the employer and are regarded as the employee's income on the date the employer decides the bonuses are payable.

Director's fees approved at the AGM/EGM on

Enter the date on which the payment of director's fees was Approved. Director's fees are regarded as paid to the director on the date on which the fees are voted for and approved at a company's *AGM* (Annual General Meeting) of that calendar year. (Director's Fees do not require a CPF contribution.) It includes values from accumulators for category IR8A Director's Fees.

Others

Gross Commission for period: To: / Monthly / One-Time Payment

The commission year to date field includes the values from accumulators for category IR8A Commission. Enter the Commission *From and To* (for period) dates. Select the *Monthly* (commission) check box if the employee

received the commission on a monthly basis. If the employee received the commission in one lump sum, select the *One Time Payment* check box.

Pension

Enter the total amount of pension accrued by the employee. It includes values from accumulators for category IR8A Pension Benefits.

Income Tax Borne by Employer

Select this check box to indicate if the income tax is borne by the employer.

Allowances

Transport / Entertainment / Others / Total Allowances

These fields include values from accumulators for categories IR8A Transport Allowance, IR8A Entertainment Allowance and IR8A Other Allowance.

Gratuity & compensation

Payment in Lieu of Notice:

This field includes any payments received by the employee following their resignation or termination as compensation for not working the required employment (notice) period. When employees are dismissed, it is not uncommon for the employer to pay them lump sums in lieu of notice rather than require them to work out their statutory or contractual notice periods. It includes values from accumulators for category IR8A Pay in Lieu of Notice.

Gratuity/Ex-Gratia

Gratuity or compensation including retrenchment benefits/ex gratia payments. Includes all earnings elements identified as gratuity or compensation. It includes values from accumulators for category IR8A Gratuity/Ex-Gratia. To enter detailed information on gratuity/ex-gratia compensation payments, click the Detailed Information link to view the IR8A Gratuity/Comp details page.

Detailed Information

Click this link to access the IR8A Gratuity/Comp details page where you can enter an employee's gratuity and compensation details. You must declare the full amount of gratuity/compensation received by the employee. This page enables you to provide a separate breakdown of the details relating to the gratuity/compensation.

Retirement benefits

Retirement Fund Name / Amount accrued up to 31/12/92 / Amount accrued from 1993

Enter the total amount of retirement benefits accrued by the employee including gratuities/pension/commutation of pension/lump sum payments from a pension/provident fund in the Retirement Benefits from Pension/Provident Fund (*accrued from 1993*) field. It is populated from the accumulators for category IR8A Retirement Benefits. Enter the full Name of the Retirement Fund and the *Amount accrued up to 31/12/1992*.

Contrib to O'seas Pension Fund

Overseas Pension Fund Name / Contributions

Enter the full amount of the employer's paid contributions to any pension/provident fund located outside Singapore. Such contributions by the employer are taxable as part of the employee's income. Enter the *Overseas Pension Fund Name*.

Voluntary Employer CPF Contrib:	Includes employer contributions for all compulsory CPF on Ordinary Earnings, or CA (Voluntary CPF). It includes the values from the accumulators for category IR8A Employer Voluntary CPF.
Gain/profit from Share Options	Enter the total value of Gains and Profits derived by the employee, either directly or indirectly from the exercise, assignment or release of any Share Options right or benefit where such right or benefit was obtained through their employment. It includes the values from the accumulators for category IR8A Gain on Share Options. To enter separate required detailed information relating to gains and profits from share options, use the IR8A Share Option Details page by clicking the Detailed Information link.
Detailed Information	Click this link to access the IR8A Share Option details page where you can enter an employee's share option details. You must declare the total value of gains or profits derived by the employee, either directly or indirectly from the exercise, assignment or release of any share option right or benefit through their employment. This page enables you to provide a separate breakdown of the details relating to the gains/profit from share options.
Value of Benefits in Kind	Displays the total value of benefits-in-kind received by the employee. The field populates only when you run the Print Appendix 8A program. The value populates from the Appendix 8A tables.
Total Income	The amount displayed is the total of the individual earnings YTD values on this page. It will update if you change the value of any contributing field.

See Also

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR8A/IR8S Data, page 81

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing Appendix 8A, 8B and IR8A/IR8S Forms, page 107

Reviewing and Maintaining IR8A Deductions Details

Access the IR8A Deductions page.

IR8A Personal Data

IR8A Income

IR8A Deductions

IR8S Details

Wang,Ming Yi

Employee

EmplID: KS0009

Tax Year: 2002

*Issue Status: Awaiting

Date Issued:

Date Created: 11/06/2002

Bal Grp No:

Employer's Tax Ref. No.: 198010201M

Singapore Business Institute

DEDUCTIONS

Employee's compulsory contribution to:

☐ CPF

☐ Designated Fund

0.00

Fund Name:

Employee's voluntary CPF contribution obligatory by contract for NRIC holders posted overseas

0.00

☐ Overseas Posting

☐ Other

Insurance:

Adjustment:

Insurance:

0.00

Donations for:

☐ MBMF

☐ Community Chest

☐ SINDA

☐ CDAC

☐ ECF

☐ Other tax exempt donations

0.00

IR8A Deductions page

Deductions

Employee’s compulsory contribution to / CPF / Designated Fund / Fund Name	<i>The Employee’s Compulsory Contribution to:</i> CPF radio button is selected if the employee has CPF contributions and theFund Name field will display C.P.F. When the employee has no CPF contribution, the Designated Fund field will be available for entry. The YTD employee’s compulsory CPF contributions (not labeled) includes YTD contributions for compulsory CPF on ordinary earnings) and/or compulsory CPF on additional earnings, where in either case the deduction is employee compulsory contribution). It includes the values from the accumulators for the category IR8A Employee Statutory CPF.
Employee’s voluntary CPF contribution obligatory by contract for NRIC holders posted overseas / Overseas Posting / Other	This total includes YTD contributions of all voluntary CPF (employee voluntary contributions) obligatory by contract of employment in respect of NRIC holders who are posted overseas. It includes the values from the accumulators for the category 'IR8A Employee Voluntary CPF' when the employee has a value of 'Y' set for the variable IRS VR OVERSEAS on the Payee Supporting Element Overrides record (GP_PYE_SOVR).
Insurance / Adjustment	The Insurance amount defaults from the IR8A Insurance category and its elements you set up on the IRAS Categories Page for the IR8A/IR8S Form. To manually update the value, enter the additional amount in the Adjustment field. The Total Insurance amount automatically adds the new amount and updates.
Donations For / MBMF / Community Chest / SINDA / CDAC / ECF / Other tax exempt donations	The Donations deducted through salaries total includes YTD deductions for all of the following deduction elements—MBMF, SINDA, SHARE (also known as Community Chest), CDAC and ECF. If the check box is selected for these deductions, this indicates that deductions were taken during the year. It includes the values from the accumulators for the categories 'IR8A MBMF', 'IR8A Community Chest Donations', 'IR8A SINDA', 'IR8A CDAC', 'IR8A ECF' and 'IR8A Other Tax Exempt Donation'.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR8A/IR8S Data, page 81](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing Appendix 8A, 8B and IR8A/IR8S Forms, page 107](#)

[Chapter 7, “Defining Deductions for Singapore,” page 57](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” page 161](#)

Reviewing and Maintaining IR8S Details

Access the IR8S Details page.

IR8A Personal Data										IR8A Income										IR8A Deductions										IR8S Details																			
Wang, Ming Yi										Employee										EmplID: KS0009																													
Tax Year: 2002										Issue Status: Awaiting										Date Issued:										Date Created: 11/06/2002										Bal Grp No:									
Employer's Tax Ref. No.: 198010201M										Singapore Business Institute																																							
Citizenship Status: Foreign ID										Permanent Status Date:																																							
Details of monthly wages and contributions																				Customize Find First 1 of 1 Last																													
*Month	Ordinary Wages	CPF - Employer (Ord)	CPF - Employee (Ord)	Approved Fund (Ord)	Additional Wages	CPF - Employer (Add)	CPF - Employee (Add)	Approved Fund (Add)																																									
1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00																														
Period of Overseas Posting: to: 										Calculate Totals																																							
☐ CPF Required while Overseas																																																	
☐ Capping Applied																																																	
Excess/Vol CPF Excl OS Posting																																																	
Employer's Contribution: 0.00										Employee's Contribution: 0.00										☐ Obligatory by Contract of Empl																													
Details of Refund claimed/to be claimed																				Find View All First 1 of 1 Last																													
ADDITIONAL WAGES										AMOUNT OF REFUND																																							
Amount	Period From	Period To	Date Paid	Employer						Employee																																							
Contribution	Interest	Date	Contribution	Interest	Date	Contribution	Interest	Date	Contribution	Interest	Date	Contribution	Interest	Date																																			
0.00				0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00																																			
Remarks: 																																																	

IR8S Details page

Details of monthly wages and contributions

Month

The *Month* in which both the employer and employee contributions for both ordinary wages and additional wages (when applicable) were made. You can enter a new row for each month applicable.

Ordinary Wages / Additional Wages

Enter the amount of earnings according to the special accumulator defined for the employee's CPF schedule. Ordinary Wages are normal wages including allowances earned by the employee in the month, and payable before the due date for payment of contributions for that month (for example, annual bonus, leave pay, commissions and incentive payments). Additional Wages are wage supplements which are not paid/payable

wholly and exclusively for the month and includes any payment other than ordinary wages (for example, annual bonus, leave pay).

**CPF – Employer (Ord)
(ordinary) / CPF –
Employee (Ord) (ordinary)**

Includes all of the MTD contributions for all compulsory CPF on ordinary earnings or voluntary CPF where the deduction indicates that it is an employer or employee contribution.

**Approved Fund (Ord)
(ordinary) / Approved
Fund (Add)**

Includes all of the MTD contributions for all compulsory CPF on ordinary earnings or voluntary CPF where the deduction indicates that it is an employer or employee contribution.

**CPF - Employer (Add) /
CPF - Employee (Add)**

Includes all of the MTD contributions for all compulsory CPF on additional earnings where the deduction indicates that it is an employer or employee contribution.

**Period of Overseas
Posting: / to:**

These are specific to the IR8S form and indicate the start and end dates of an overseas posting respectively.

Calculate Totals

Click the *Calculate Totals* link to display the total of all of the amounts for each of the fields in the Details of monthly wages group box.

**CPF Required while
Overseas**

Select the check box to indicate if contributions are obligatory during a period of overseas posting according to the employment contract. This is specific to the IR8S form.

Capping Applied

Select the check box to indicate whether capping has been applied. ‘Y’ indicates statutory upper limits to CPF contributions on ordinary and additional earnings have been applied, ‘N’ indicates that upper limits have not been applied. If N it is possible that CPF contributions made for the employee have been too high (and a refund claim will have to be made). This is specific to the IR8S form.

Excess/Vol (voluntary) CPF Excl OS Posting

**Employer’s Contribution /
Employee’s Contribution:**

You must complete these fields if you and your employee’s CPF contribution on ordinary wages or additional wages were more than the compulsory amount required under the CPF Act. The excess amount of the CPF contribution must be declared. The field amount is defaulted from the category ‘IR8A Employer Voluntary CPF’ and ‘IR8A Employee Voluntary CPF’ when the employee has no variable IRS VR OVERSEAS set on the Payee Supporting Element Overrides record (GP_PYE_SOVR).

**Obligatory by Contract
of Empl**

Select this check box if Voluntary CPF contributions are obligatory according to the employment contract. By default the field is blank.

Details of Refund claimed/to be claimed

You must complete this group box if you or your employee paid excess contribution to CPF and you or your employee claimed/will claim a refund of the excess contributions from the CPF Board. You must enter all details of the refund.

Additional Wages / Amount Of Refund

**Amount / Period From /
Period To / Date Paid /
(Employer and Employee)
Contribution / Interest
/ Date**

The system calculates additional wages contributions during normal, monthly payroll calculations. However, the correct total annual contribution is dependent on annual earnings so it has to be reconciled at year - end. During the calculation of the last pay of the year (in December) the system runs a year end adjustment calculation that recalculates all contributions made on additional wages. Any shortfall or excess in contributions is identified.

An adjustment will always be necessary when the employee's annual ordinary wages in the current calendar year differ from those in the previous calendar year. The adjustment will be in the form of either a refund that can be claimed using Section C of IR8S or an additional contribution payment to the board. Complete the page by entering the details of the additional wages against which the refund is claimed/to be claimed, and the details of the refund itself.

Note. Adjustments aren't always required— only if there are sufficient additional wages to be over the limit. If an additional contribution is required, it is automatically taken from the employee's December pay. If a refund is due, a message is created from the December pay, and the employee can claim the refund here they want.

Remarks

Enter any additional remarks regarding the information required on the IR8A/IR8S form. Remarks can include further explanations, details or clarification relevant to your submission of the IR8A/IR8S forms. If the Singapore Permanent Resident status is approved on or after December 31, 1999, indicate in the remarks field if approval has been obtained from the CPF Board to make full contributions.

Note. You should enter additional details relating specifically to gratuity/compensation or gains/profit from share options on the IR8A Gratuity/Comp Details and IR8A Share Option Details pages.

See Also

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR8A/IR8S Data, page 81

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing Appendix 8A, 8B and IR8A/IR8S Forms, page 107

Chapter 14, "Administering Central Provident Fund Contributions for Singapore," page 161

Creating Appendix 8A Data

The Appendix 8A calculation program captures and stores values for section 4 on the Appendix 8A Forms component (representing 4a to 4k on the tax form). The program uses the information you set up on the IRAS Categories page and should be run after creating the Appendix 8A pages. You have to manually create (add) the Appendix 8a Details page before entering any benefit in kind details. You can also create the Appendix 8a details by selecting the Create Records check box in the run control. This process uses the Tax Form Table to determine which Earnings and Benefit/Deduction balances are to be included with the Appendix 8A amount fields.

See Also

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR8A/IR8S Data, page 81

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing Appendix 8A, 8B and IR8A/IR8S Forms, page 107

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining Appendix 8A Forms, page 101

Pages Used To Create Appendix 8A Data

Page Name	Object Name	Navigation	Usage
Calc. Appendix 8A	GPSG_RC_APP_8A	Global Payroll, Year End Processing, Calculate Appendix 8A SGP	The Appendix 8A calculation program captures and stores values on the Appendix 8A Forms component (representing 4a to 4k on the tax form).

Generating Appendix 8A Data

Access the Calc. Appendix 8A page.

Calc. Appendix 8A

Run Control ID: GN3
[Report Manager](#)
[Process Monitor](#)
Run

*Tax Year: 2002
*Date Created: 11/06/2002

*Employer's Tax Ref. No.: 198010201M
Singapore Business Institute

☐ Create records

Calculation categories

☒ 4B - Interest Paid
☒ 4G - Club Fees & Subscriptions
☒ 4C - Life Insurance
☒ 4H - Gain on Sale of Assets
☒ 4D - Holiday Passages
☒ 4I - Motor Vehicle
☒ 4E - Educational Expenses
☒ 4J - Car Benefits
☒ 4F - Long Service Awards
☒ 4K - Other Benefits

Pay Group:

Select Employees

Customize | Find | View All
First 1 of 1 Last

	*Employee ID		Bal Grp No	
1	KS0009	Wang, Ming Yi		

Calc. Appendix 8A page

Create records

When you select this check box, new Appendix 8A forms are created for employees that have values for some benefits, but don't have an existing Appendix 8A. (Otherwise the Appendix 8A must be created manually first.) You can therefore create new Appendix 8A forms, without manually creating the data first.

Calculation Categories**4B Interest Paid to 4K — Other Benefits**

The category and category name of the tax form categories you have assigned to the tax form appear. For IRAS reporting, all accumulators are categorised. You define and allocate the categories to the tax form on the IRAS Categories page. Each category comprises a set of accumulators that you use to calculate the values on the IR8A or Appendix 8A forms. Select the Calculate check box next to its corresponding category to enable recalculation. Every time you run the process, the system checks the accumulator balances and updates them in the Appendix 8A forms.

Managing the Appendix 8A Creation Process

The Application Engine process GPSG_APP8A_CR creates or updates the Appendix 8A data records as follows:

1. The system creates a list (in a temporary table) of employees to be processed in this run. If you used the Select Employees run control option, only employees with an existing Appendix 8A record for the specified *Tax Year* and *Tax Reference Number* are selected. Otherwise, the employees will

be all those that have a corresponding IR8A record for the specified *Tax Year* and *Tax Reference Number*. If you specified a list of employees, only those employees are included.

2. For each of the employees that do not already have an Appendix 8A record for the *Tax Year* and *Tax Reference Number*, a record is created, containing all default values. For those that do already have Appendix 8A, the fields that will be calculated are reset to their defaults (zeros and blanks).
3. Each of the fields on Appendix 8A fields for the employees are then updated as follows:
 - a. The amount fields are extracted from the GP_RSLT_ACUM table, using the Seg Stat key fields for the latest Pay Segment, as identified in the IR8A Creation process.
 - b. The accumulator values to be included are those with PIN_NUMS nominated on the GPSG_TAXFORM_CAT records for the appropriate category. The value assigned will be the sum of the CALC_RSLT_VAL and USER_ADJ_VAL amounts for the accumulators (multiplied by the GPSG_CAT_MULT value from the GPSG_TAXFORM_CAT record).

The fields to be updated and the corresponding Tax Form Categories are:

Category	Tax Form Code
Interest Paid	4B
Life Insurance	4C
Holiday Passages	4D
Educational Expenses	4E
Non-Monetary Long Service Award	4F
Subscription to Social Clubs	4G
Asset Gains	4H
Motor Vehicle Cost	4I
Car Benefit	4J
Other Benefit	4K

See Also

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR8A/IR8S Data, page 81

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing Appendix 8A, 8B and IR8A/IR8S Forms, page 107

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining Appendix 8A Forms, page 101

Creating Appendix 8B Data

The Appendix 8B form provides details of gains and profits from stock options exercised for the year and is generated by the employer for the employee. You must complete the Appendix 8B when the employee has derived gains or profits either directly or indirectly from the exercise, assignment or release of any share option right or benefit where such right or benefit was obtained by reason of any office or employment. Such gains or profits form part of the remuneration paid to the employee, and have to be declared in the IR8A Form. The employer should reflect the amount in Section D of Appendix 8B and under item (d)(8) of the Income Section in the Form IR8A.

See Also

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing Appendix 8A, 8B and IR8A/IR8S Forms, page 107

Pages Used To Create Appendix 8B Data

Page Name	Object Name	Navigation	Usage
Appendix 8B	GPSG_APP_8B	Global Payroll, Year-End-Processing, Appendix 8B Forms SGP	Enter details of an employee’s derived gains or profits either directly or indirectly from the exercise, assignment or release of any share option right or benefit where such right or benefit was obtained by reason of any office or employment.

Entering Appendix 8B Details

Access the Appendix 8B page.

Appendix 8B

Wang, Ming Yi Employee **EmplID:** KS0009

Tax Year: 2001 **Bal Grp No:** **Employer's Tax Ref. No.:** 198010201M

Date of Birth: 09/15/1961 **Sex:** Female **Emp Pass:** F3107890C ***Issue Status:** Awaiting

Employee Stock Option Details

	*Scheme Type	RCB Number	Name of Company	Date Granted	*Date of Exercise	Exercise Price	Market Value when Granted	Market Value when Exercised	*Shares Acquired
1	ESOP								

Appendix 8B page— Scrolling page divided by region (1 of 2)

Gross Tax Exempt Gain	Gross Gain not Tax Exempt	Gross Gain on Stock Options		
			+	-

Appendix 8B page— Scrolling page divided by region (2 of 2)

Employee Stock Option Details

In Singapore, gains from employee stock options are assessed to tax as income of the year in which the options are exercised. Generally, gains from stock options are regarded as derived from Singapore if the option is exercised while the individual is physically present in Singapore or exercising employment in Singapore. Therefore, an individual who was granted a stock option while they were exercising employment outside Singapore would be taxed in Singapore on any gains derived from the stock option if they were to exercise it while in Singapore or they hold an employment in Singapore.

The amount of ESOP gains is the difference between the open market value of shares at the time the options are exercised and the exercise price. Unless the employee has arranged to pay their tax by instalments, the tax, including tax on stock option gains, becomes due within one month after it is assessed. To help alleviate cashflow problems faced by some employees who do not sell their shares after exercising the option, several stock option schemes have been introduced.

These fields enable you to enter any amounts that qualify or don't qualify for income tax exemption under the Employee Stock Option Scheme (ESOP), Entrepreneurial ESOP Scheme (EESOP) or the Company Stock Option Scheme (CSOP). You can also enter any amounts not qualifying for tax exemption under these schemes. Select the name of each tax exemption scheme that qualifies for income tax exemption and enter the exemption amounts.

Scheme Type	You can select from the following IRAS tax exemption scheme types: • <i>EESOP</i> — Entrepreneurial ESOP Scheme. • <i>ESOP</i> — Employee Stock Option Scheme. • <i>CSOP</i> — Company Stock Option Scheme.
RCB Number / Name of Company	Enter the Registrar of Companies and Businesses number issued if the organization is a partnership or a limited company and your company name. Complete these fields only if the name of the employer granting the stock option is not the same as the company making the declaration.
Date Granted/Date of Exercise	The dates the stock option was granted to the employee and the employee exercised their option.
Exercise Price	The price at which the employee exercised the stock.
Market value when Granted	The market value at the time the stock option was granted to the employee.
Market Value When Exercised / Shares Acquired	The market value at the time the employee exercised their stock option and the number of shares.
Gross Tax Exempt Gain / Gross Gain Not Tax Exempt	Enter the total amount (Gross Tax Exempt Gain) that qualifies for each tax exemption scheme. The exemption amount for the EESOP and CSOP schemes is calculated as follows: (Market value at the time the stock options were exercised – Market value at the time the options were granted) × Number of Shares acquired. The amount that does not qualify for the EESOP and CSOP tax exemption schemes (Gross Gain Not Tax Exempt) is calculated as follows: (Market value at the time the stock options were granted – Exercise Price of the stock option) × Number of Shares acquired. The amount that does not qualify for the ESOP tax exemption scheme (Gross Gain Not Tax Exempt) is calculated as follows: (Market value at the time the stock options were exercised – Exercise Price of the stock option) × Number of Shares acquired.
Gross Gain On Stock Options	This is the gross amount of the stock option gains. This amount is calculated as follows: (Market value at the time the stock options were exercised – Exercise Price of the stock option) × Number of Shares acquired.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing Appendix 8A, 8B and IR8A/IR8S Forms, page 107](#)

Reviewing and Maintaining Appendix 8A Forms

The Appendix 8A documents received benefits in kind. There is a field on the IR8A that summarises the value of benefits in kind received by an employee and the Appendix 8A component, which enables you to capture and maintain the employee’s benefits in kind details. The value of benefits in kind are calculated using the effective-dated rates stored in the Benefit Rates Table and viewed using the IRAS Benefit Rates page. These rates reflect the rates detailed in section B and C of the Appendix 8A form. These values are used in the calculation of the taxable value of the employee’s benefit in kind items. The system uses the Appendix 8A data in conjunction with the IR8A data to create the IR21 form (which is a compilation of 2 years of employee data) where applicable. All fields on the Appendix 8A pages populate the IR21 – Appendix 1 report.

Note. The *Issue Status* field on each of the pages in the component indicates the current status of the form and whether it has been issued to the employee: *Awaiting* (Issue to the Employee) and (Already) *Issued* (to the Employee). The system sets the Issue Status to Awaiting when you first create the record. You should ensure that the status is set to Awaiting before you print the Appendix 8A. When you print the Appendix 8A Form the system changes the status to Issued. The status should be Awaiting whenever you want to print or reprint an Appendix 8A, IR8A/IR8S or IR21 form. If you have already issued one of the forms, you will need to change the status back to Awaiting to reprint it, or you can select the Reprint Forms check box to re-print those that you have already issued. You should also change the status to Awaiting before printing where the setting is Issued.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 95](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing Appendix 8A, 8B and IR8A/IR8S Forms, page 107](#)

Pages Used to Review and Maintain Appendix 8A Forms

Page Name	Object Name	Navigation	Usage
Place of Residence	GPSG_APP_8A_1	Global Payroll, Year End Processing, Appendix 8A Forms SGP, Place of Residence	To review the employee’s residence, occupation and rent details. The details you enter on this page populate the fields on the IR21 Appendix 1 Details pages. You have to run the Appendix 8A - calculation program before the details you enter on this page will populate the fields on the IR21 Appendix 1 Details.

Page Name	Object Name	Navigation	Usage
Furniture/Fittings	GPSG_APP_8A_2	Global Payroll, Year End Processing, Appendix 8A Forms SGP, Furniture/Fittings	To review additional specific benefit item units and values for furniture/fittings. You can enter the Unit (number) and value (monetary) of each of the Furniture & Fitting/driver/gardener benefit items within the employee's residence. The system calculates the value of the benefits-in-kind using effective-dated rates stored in the Benefit Rates table. These rates reflect the rates detailed in section B and C of the Appendix 8A form. These values are used in the calculation of the taxable value of the employee's benefit-in-kind items. Click the Other Furniture & Fittings link to access the App 8A Furniture & Fittings page.
App 8A Furniture & Fittings	GPSG_APP_8A_1_SEC	Global Payroll, Year End Processing, Appendix 8A Forms SGP, Furniture Fittings, Other Furniture & Fittings	Enter additional Appendix 8A furniture and fittings details. This page is accessed by clicking the Other Furniture & Fittings link on the Furniture Fittings page.

Page Name	Object Name	Navigation	Usage
Hotel Accommodat'n	GPSG_APP_8A_3	Global Payroll, Year End Processing, Appendix 8A Forms SGP, Hotel Accommodat'n	To review the values used in the calculation of the taxable value of hotel accommodation provided to employees and their family. The Self / Wife / Child > 20 yrs old and Children ages 8 to 20 Yrs, 3 to 7 Yrs and < 3 Yrs values populate the fields on the IR21 Appendix 1 Details 2 page. You use these values in the calculation of the taxable value of hotel accommodation provided to employees using the Rate per Person stored in the BenefitRates Table (or in Section C of the Appendix 8A Form). You enter the total No. (number) of Persons (Self, Wife or Child) and the Period during which the accommodation was Provided to these persons.
Others	GPSG_APP_8A_4	Global Payroll, Year End processing, Appendix 8A Forms SGP, Others	To review any additional gains or profits (benefits in kind) the employee received through their employment.

Reviewing and Maintaining Appendix 8A — Place of Residence Details

Access the Place of Residence page.

Place of Residence Furniture/Fittings Hotel Accommodat'n Others			
Wang,Ming Yi		Employee	EmplID: KS0009
Tax Year: 2002	*Issue Status: Awaiting	Date Created: 11/06/2002	Bal Grp No:
Employer's Tax Ref. No.: 198010201M		Singapore Business Institute	Copy from previous year
Value of place of residence			
Address:		Occupation From:	To:
		No. sharing:	
Employer paid rent:		Employee paid rent:	

Place of Residence page

Copy from previous year When you click this link the system searches for existing Appendix 8A data on the employee's previous year's form. If data is located, the system automatically populates the Appendix 8A fields.

Value of place of residence

Address If the employee's residence is part of an employment benefit in kind, enter the full address of the employee's residence provided by the employer. This is a compulsory field.

Occupation From / To Enter the dates the employee occupied the residence during the Year. These dates also automatically determine the Total Days Occupied on the IR21 Appendix 1 Details 1 page.

No. sharing Enter the No. (number of employees) that were living and sharing the residence during the Year (this excludes family members).

Employer paid rent / Employee paid rent These values also populate the fields on the IR21 Appendix 1 Details 2 page. You can enter the values for the Year. These values are also used in the calculation of the taxable benefit or Taxable Value of the employee's Place of Residence on the IR21 – Appendix 1 Form. The annual value is the estimated annual rent that a property can fetch and the amount to be declared is shown in the property tax bill. If the place of residence is/was rented by the employer and if the annual value is not available, the amount of rent paid by the employer should be declared.

Note. If the place of residence is/was shared among employees, Annual Value/Paid Rent should be apportioned according to the number of employees staying in the place.

See Also

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating Appendix 8A Data, page 95

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing Appendix 8A, 8B and IR8A/IR8S Forms, page 107

Reviewing and Maintaining Appendix 8A — Additional Gains or Profits Details

Access the Others page.

Place of Residence	Furniture/Fittings	Hotel Accommodat'n	Others
Wang,Ming Yi		Employee	EmplID: KS0009
Tax Year: 2002	*Issue Status: Awaiting	Date Created: 11/06/2002	Bal Grp No:
Employer's Tax Ref. No.: 198010201M		Singapore Business Institute	OHQ Status: N/A
Value of Other Benefits			
Cost of Home Leave Passages:		No. of passages for self:	Wife: Children:
Interest Paid by Employer:			
Employer Paid Life Insurance:			
Free or subsidised Holidays:			
Educational expenses provided:			
Non-monetary awards for LS:			
Club Fees and Subscriptions:			
Asset sale gains:			
Cost of Motor Vehicle:			
Car benefit:			
Other benefits:			

Others page

Value of Other Benefits

Enter the Unit (number) or Value (monetary value) of each of the Other benefit items. The system calculates the value of the benefits in kind using effective-dated rates stored in the Benefit Rates table. These rates reflect the rates detailed in section B and C of the Appendix 8A form. You use these values in the calculation of the taxable Value of the employee's benefit in kind items.

Cost of Home Leave Passages / No. of passages for self / Wife / Children

Enter the total *Cost of Home Leave Passages* and Incidental amounts only if the operation is considered to be an OHQ (Overseas Headquarters) as identified on the IRAS Company Info page. These fields are only available when the IRAS Company Info page states that the company is an OHQ. As an IRAS concession, the taxable benefit of leave passages is computed as 20% of their value if the passages are to the employee's home country. This is limited to only one passage each for the employee and his wife and two passages for each child, annually. To satisfy this requirement, enter the *No. (number) of passages for self* (the employee), *Wife* and *Children*. The amounts in the fields (representing sections 4b to 4k) default to the categories and their elements you set up on the IRAS Categories Page for the Appendix 8A Form.

Interest Paid by Employer

Enter the amount of *Interest Paid by the Employer* as the result of an employee's free or subsidised loan. For example, the company may have obtained loans at market rates and provided loans to its staff interest-free or at subsidised rates. It includes the values from the accumulators for the category 'App 8A Interest Paid'.

Employer Paid Life Insurance

Enter the total amount of Life Insurance premiums Paid by the Employer. Premiums paid by an employer on an insurance policy where the employee is a beneficiary are taxable to the employee. In effect, this is

a reimbursement of personal expense. It includes the values from the accumulators for the category 'App 8A Life Insurance'.

Free or subsidised Holidays

Enter the amount of holidays fares/costs that were paid or subsidised by the employer, or paid by the employee in conjunction with their employment. It includes the values from the accumulators for the category 'App 8A Holiday Passages'.

Educational expenses provided

Often an employer requires that their employees attain a certain degree of academic knowledge, as part of the requirements of their position. The courses may lead to academic and professional qualifications or vocational qualifications relating to the employee's trade, business or employment. Enter the full amount of Educational Expenses incurred by the employee as part of their employment. It includes the values from the accumulators for the category 'App 8A Educational Expenses'.

Non-monetary awards for LS

Enter the total value of any *Non-monetary awards* the employee received *for LS* (long service). For example, the employee may have received a gift such as a painting or a gold watch. It includes the values from the accumulators for the category 'App 8A Long Service Award'.

Club Fees and Subscriptions

Enter the total fees amount that the employee paid for membership/subscriptions of any clubs or associations. It includes the values from the accumulators for the category 'App 8A Club Subscriptions/Fees'.

Asset sale gains

Enter the total amount of money received by the employee through the sale of any of their assets. It includes the values from the accumulators for the category 'App 8A Gain on Sale of Assets'.

Cost of Motor Vehicle / Car Benefit

The employee may have been provided with a new car for use by the employer. Enter the total *Cost of the Motor Vehicle* to the employee. It includes the values from the accumulators for the category 'App 8A Motor Vehicle Cost'. An employee who is provided with a car by their employer is assessable to tax on the value of benefit they enjoyed. Enter the total amount of this *Car Benefit*. For example, the cost of petrol may have been borne by the employer. It includes the values from the accumulators for the category 'App 8A Car Benefit'.

Other benefits

Enter any other miscellaneous benefit amounts received by the employee. It includes the values from the accumulators for the category 'App 8A Other Benefit'.

See Also

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating Appendix 8A Data, page 95

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing Appendix 8A, 8B and IR8A/IR8S Forms, page 107

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR21 and Appendix 1 Forms, page 110

Printing Appendix 8A, 8B and IR8A/IR8S Forms

Printing the Appendix 8A forms populates the value of benefits in kind field on the IR8A/IR8S Forms — IR8A Income page. There is a field on the IR8A which summarises the value of benefits in kind received by an employee. The field becomes populated only when you run the Print Appendix 8A program. The value of benefits in kind is calculated using the rates maintained using the IRAS Benefit Rates page.

The IR8A/IR8S print program produces your employee's tax year end certificates. You can generate forms for a whole company—that is, all pay groups (and therefore all employees)—or by pay group or for any number of individual employees. Moreover, you can regenerate forms as many times as necessary. Once a form or set of forms is complete and accurate, you can print it/them. Except where an IR8S is not required, the system essentially treats the forms as two pages of one form—you do not have to create, review, maintain and print one then the other: the process for one is the process for both.

See Also

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 95

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8B Data, page 98

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR8A/IR8S Data, page 81

Pages Used To Print Appendix 8A, 8B and IR8A/IR8S Forms

Page Name	Object Name	Navigation	Usage
Print Appendix 8A	GPSG_RC_APP_8A_PR	Global Payroll, Year End Processing, Print Appendix 8A Forms SGP	This program (SQR GPSGIR04) prints hard copies of the IRAS Appendix 8A, using the data created on the Appendix 8A Forms page (Global Payroll, Year-End-Processing, Appendix 8A Forms SGP). Printing the Appendix 8A forms populates the value of benefits in kind field on the IR8A/IR8S Forms — IR8A Income page. This run control page is similar to the Calculate IR8A and IR8S Forms page. You use the Print Appendix 8A Forms page to print the Appendix 8A forms. Select the Reprint Forms check box if you want to reprint any forms. If you don't select the check box the system prints all forms (within the parameters set) with an issue status of Awaiting (Issue) to the Employee (where 'issued' equates with 'printed'). When the box is selected the system will print all forms (within the parameters set) with an issue status of both Awaiting Issue to the Employee and Already Issued.

Page Name	Object Name	Navigation	Usage
Print Appendix 8B , Print IR8A/IR8S	GPSG_RC_IR8A_PRT	- Global Payroll, Year-End-Processing, Print Appendix 8B Forms SGP - Global Payroll, Year End Processing, Print IR8A/IR8S Forms SGP	The Print Appendix 8B program (SQR GPSGIR08) prints hard copies of the IRAS Appendix 8B, using the data created on the Appendix 8B Forms page (Global Payroll, Year-End-Processing, Appendix 8B Forms SGP). Print the Appendix 8B Forms for employee's derived gains or profits either directly or indirectly from the exercise, assignment or release of any share option right or benefit where such right or benefit was obtained by reason of any office or employment. Select the Reprint Forms check box if you want to reprint any forms. If you don't select the check box the system prints all forms (within the parameters set) with an issue status of Awaiting (Issue) to the Employee (where 'issued' equates with 'printed'). When the box is selected the system will print all forms (within the parameters set) with an issue status of both Awaiting (Issue) to the Employee and (Already) Issued.

Page Name	Object Name	Navigation	Usage
Print Appendix 8B, Print IR8A/IR8S (continued)	GPSG_RC_IR8A_PRT (continued)	- Global Payroll, Year-End-Processing, Print Appendix 8B Forms SGP - Global Payroll, Year End Processing, Print IR8A/IR8S Forms SGP (continued)	This Print IR8A/IR8S Forms program (SQR GPSGIR01) prints the IR8A and IR8S forms. Select the Reprint Forms check box if you want to reprint any forms. If you don't select the check box the system prints all forms (within the parameters set) with an issue status of Awaiting (Issue) to the Employee (where 'issued' equates with 'printed'). When the box is selected the system will print all forms (within the parameters set) with an issue status of both Awaiting (Issue) to the Employee and (Already) Issued. The status should be Awaiting whenever you want to print or reprint an Appendix 8A, IR8A/IR8S or IR21 form. If you have already issued one of the forms, you will need to change the status back to Awaiting to reprint it.

Creating IR21 and Appendix 1 Forms

This program (SQRGPSGIR05) extracts data for the IR21 forms, using data already created by the IR8A/IR8S creation process. The IR8A/IR8SS process runs immediately before this. For each employee selected, the system checks if IR8A data exists in the IR8A table for the current tax year. If the system locates values, it retrieves them from the IR8A table and transfers them to the IR21 table.

See Also

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR8A/IR8S Data, page 81

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Reviewing and Maintaining IR21 and Appendix 1 Forms, page 111

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing IR21 Forms, page 122

Page Used To Create IR21 and Appendix 1 Forms

Page Name	Object Name	Navigation	Usage
Create IR21 Forms	GPSG_RC_IR21_CR	Global Payroll, Termination Processing, Create IR21 Forms SGP	This program (SQRGPSGIR05) extracts data for the IR21 forms, using data already created by the IR8A/S creation process. The IR21 Create process extracts data for terminated employees to populate the IR21, IR21 Appendix, and other required tables. Select the Recreate Forms check box if you want to recreate any forms using the employee's previous year's data. The system deletes and then recreates two years of data. If you do not select the check box, the IR21 Type will change to Amended and the system will process only current data. The system will check the status before attempting to recreate.

Reviewing and Maintaining IR21 and Appendix 1 Forms

After completing the setup as preparation for the generation of Inland Revenue Forms and subsequently generating those forms, you can review the results and maintain those fields that are user maintainable as required. As the payroll may not have two years of data for an employee, you can manually enter those additional values required for the IR21 Form. On each page of the component most of the fields populate from the database. You can maintain some fields online that the system has populated.

Note. Valid values for the issue status are *Awaiting* (issue to the employee) and (already) *Issued* (to the employee) The system sets the Issue Status to *Awaiting* when it first creates the record. When you print the IR21 the system changes the status to *Issued*. The status should be *Awaiting* whenever you want to print or reprint an Appendix 8A, IR8A/IR8S or IR21 form. If you have already issued one of the forms, you will need to change the status back to *Awaiting* to reprint it. You should also change the status to *Awaiting* before printing if the setting is *Issued* or you can select the Reprint Forms check box to re-print those that you have already issued. Online maintenance of all user-maintainable fields in this group is only possible for the *Awaiting* status. You cannot maintain a form that you have already issued to an employee. However, since you can change the status field from *Issued* to *Awaiting*, you can decide to enable changes to an issued form and then reissue it.

See Also

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing IR21 Forms, page 122](#)

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR21 and Appendix 1 Forms, page 110](#)

Pages Used to Review and Maintain IR21 Forms

Page Name	Object Name	Navigation	Usage
Employee Details	GPSG_IR21_1	Global Payroll, Termination Processing, IR21 Forms SGP, Employee Details	Use this page to review the employee's personal details and their employer's particulars. All fields on this page are display only, except for Issue Status.
Employment Record	GPSG_IR21_2	Global Payroll, Termination Processing, IR21 Forms SGP, Employment Record	Use this page to enter an employee's employment records and details of their spouse and children. (employment record IR21).
Income / Deductions	GPSG_IR21_3	Global Payroll, Termination Processing, IR21 Forms SGP, Income / Deductions	Use this page to enter income and deduction particulars, including other income and deductions details (income deductions IR21 a and b).
App 1-Accommodation	GPSG_IR21_APP1_1	Global Payroll, Termination Processing, IR21 Forms SGP, App 1-Accommodation (App 1 Accommodation IR21)	Use this page to enter employee residence and hotel accommodation details for the IR21 — Appendix 1 Form.
App 1-Oth Benefits	GPSG_IR21_APP1_2	Global Payroll, Termination Processing, IR21 Forms SGP, App 1-Oth Benefits	Use this page to view other benefits details.

Reviewing and Maintaining IR21 — Employment Record Details

Access the Employment Record page.

Employee Details		Employment Record		Income/Deductions		App 1-Accommodation		App 1-Other Benefits	
Mrs Wang, Ming Yi				EmplID: KS0009		Bal Grp No:			
Tax Year: 2002		Tax Ref: 198010201M		*Issue Status: Awaiting		Date Issued: 11/06/2002			
Employee's Employment Records									
Arrival Date		Start Date		Termination Date		Departure Date			
		06/04/1995		11/05/2002					
Resignation Date									
Reason <1 Mth Notice to IRAS:									
Amount of Tax Withheld		Date Last Salary Paid		Amount of Last Salary Paid		Period of Last Salary Paid			
		11/15/2002		8500.00		01/11/2002 - 30/11/2002			
Reason Tax not Withheld:				New Employer:					
Name of employee's bank:		Overseas Union Bank							
*Income Tax Borne by Employer:		No							
Spouse's & Children's Details									
Name of Spouse:				Birth Date:					
ID Number:				Marital Status Date:					
Nationality:				Employer:					
Details of Children									
Customize Find First 1-4 of 4 Last									
	Name	Sex	Date of Birth	Name of School					
1									
2									
3									
4									

Employment Record page

Employees Employment Records

Arrival Date

The *Arrival Date* is the date the employee arrived in Singapore. This field is not applicable if the employee has been working in Singapore prior to their employment with your company.

Start Date/ Departure Date

The *Start Date* is the employee's hire date and automatically populates from Job Data. The *Departure Date* is the date the employee is due to leave Singapore. One month's notice must be given before this date to comply with IRAS guidelines.

Termination Date / Resignation Date

Enter the employee's last day of service (date of cessation) in the *Termination Date* field. This automatically populates from Job Data. For example, if an employee tendered their resignation on 28/1/2002, giving one month's notice, the *Termination Date* would then be 27/2/2002, even if their last day of service was earlier, after offsetting their remaining vacation leave entitlement. Enter the date the employee tendered their resignation in the *Resignation Date* field. The IR21 form must be filed at least one month

	before a non-citizen employee ceases or is about to cease employment or is leaving Singapore for any period exceeding 3 months.
Reason <1 Month Notice to IRAS	If less than one month's notice is given before the employee's departure or termination, enter the reasons in the <i>Reason <1 Month Notice to IRAS</i> field.
Amount of Tax Withheld / Reason Tax not Withheld / New Employer	Enter the amount of money retained by the employer pending tax clearance in the <i>Amount of Tax Withheld</i> field. An employer is required to withhold any money (including overtime pay, leave pay, allowances for transport, entertainment, gratuities and lump sum payments etc.) due to their employee. For example, when they decide to terminate the employment, post the employee to an overseas location or the employee notifies them of their intention to cease employment or depart from Singapore. Enter the reason money has not been withheld, in the <i>Reason Tax not Withheld</i> field. Certain income and payments are exempted from tax or subjected to a reduced rate of withholding tax. If this field is populated then the <i>Amount of Tax Withheld</i> field is not accessible. If the employee will be working for another employer after leaving your company, enter the New Employer name. You do not have to complete an IR21 Form for foreign employees who are transferring to work in another company in Singapore because of re-structuring, re-engineering, merger or takeover.

Spouse's & Children's Details

This information populates the employee's spouse and children's particulars records in Section E of the IR21 form.

See Also

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing IR21 Forms, page 122

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR21 and Appendix 1 Forms, page 110

Reviewing and Maintaining IR21 — Income and Deductions Details

Access the Income/Deductions page.

Employee Details		Employment Record		Income/Deductions		App 1-Accommodation		App 1-Oth Benefits	
Mrs Wang, Ming Yi				EmplID: KS0009		Bal Grp No:			
Tax Year: 2002		Tax Ref: 198010201M		*Issue Status: Awaiting		Date Issued: 11/06/2002			
Income & Deduction Particulars Find View All First 1 of 1 Last									
*Effective Date: 11/06/2002		Seq:		*IR21 Type: Original		+ -			
		Year of Cessation		Prior Year					
From: 01/01/2002									
To: 11/05/2002									
Income									
Gross Salary, Fees, Leave, OT, etc:									
Contractual Bonus:									
Non-Contractual Bonus:									
Date Bonus Declared:									
Director's Fees:									
Approval Date:									

Income/Details page — scrolling page divided by region (1 of 2)

Other Income	
Commission:	
Allowances:	
Gratuity/Ex-Gratia:	
Payment in Lieu of Notice:	
Payment for Loss of Office:	
Retirement Benefits:	
Fund Name:	
O'seas Pension Fund Contribs:	
OS Pension Fund:	
Voluntary Employer CPF Contrib:	
Gain/profit from Share Options:	
☐ ESOP Applicable	
Value of Benefits in Kind:	
Sub-Total of Other Income:	
TOTAL INCOME:	Calculate Totals
DEDUCTIONS	
Compulsory Employee CPF Contr:	
Fund Name:	
Donations:	
☐ MBMF ☐ Community Chest ☐ SINDA ☐ CDAC ☐ ECF	

Income/Details page — scrolling page divided by region (2 of 2)

Income & Deduction Particulars

Effective Date / Seq (sequence)

The *Effective Date* is the date you created the IR21 details and they were populated as a result of the Create IR21 Details process. Every time you run the IR21 Create Details process, the system automatically assigns a *Seq* (sequence number). The current number reflects the total number of times you have run the process.

IR21 Type

The *IR21Type* indicates the status of the IR21 information:

- *Additional* — You must complete another IR21 and Appendix 1 (if applicable) form there are any revised remuneration values.
- *Amended* — Indicates changes or updates to income or benefits provided.
- *Original* — Indicates the initial or original completion and submission of the forms.

Year of Cessation / Prior Year

The income required for the IR21 is the amount due in the *Year of Cessation* and the *Prior Year* (1st previous year) to the year of cessation. The system will attempt to populate the *From* and *To* dates based on three tax years of data from

the Job Data and IR8A tables (where applicable). For example, If the period of employment is from 1/3/1996 to 31/3/1999, details of income for the employee should be reported separately for the period from 1/1/1999 to 31/3/1999 (Year of Cessation) and those for the calendar year 1998 (1st Previous Year). Any amount due, say for 1998 but paid in 1999, should be reported as 1998 income.

Income

Gross Salary, Fees, Leave, OT, etc

Enter the total amount of income received by Gross Salary, Fees, Leave Pay, Wages & OT (Overtime) and the corresponding period the income was received. The system will attempt to populate the dates for the year of cessation and the year prior to the year of cessation based on two tax years of data from the Payroll and IR8A tables.

Contractual Bonus / Non-Contractual Bonus / Date Bonus Declared

Enter the full amount of *Contractual Bonus*, which was paid/payable in the *Year of Cessation* and the *Prior Year*. This is due and payable under the terms of the contract of service. It is regarded as the employee's income in the year specified by the contract. This is usually the year in which the employee's services are rendered. For example, you should report the contractual bonus paid in 2000 for the services rendered in 1999 as 1999 income.

Enter the full amount of *Non-Contractual Bonus*, which was paid/payable in the *Year of Cessation* and the *Prior Year*. This is due and payable at the discretion of the employer. It is regarded as the employee's income on the date the employer decides the bonuses are payable.

Indicate the date on which the *Non-Contractual Bonus* payment was declared payable in the *Date Bonus Declared* field. For example, when an employer decides in December 1999 to pay a non-contractual bonus in January 2000, you should report this bonus in the IR21 Form as income for the year 1999.

Director's Fees / Approval Date

Enter the full amount of Director's Fees, which were paid/are payable in the Year of Cessation and the *Prior Year*. This is regarded as paid to the director on the date on which the fee is voted for and approved at a company's Annual General Meeting or Extraordinary General Meeting of that calendar year. Where the company held more than one meeting during the calendar year to approve payments of director's fee for the same financial year, enter the *Approval Date* of the latest meeting held.

Other Income

Commission

Enter the gross *Commission*, which was paid/payable in the Year of Cessation and the year prior to the year of cessation. The Gross Commission includes all earnings elements identified as Commission.

Allowances

Enter the *Allowances*, which were paid/payable in the Year of Cessation and the year prior to the year of cessation. An allowance generally refers to a regular cash payment that benefits the employee who is not required to account for it.

Gratuity/Ex-Gratia

Enter the *Gratuity / Ex-Gratia* which was paid/payable in the Year of Cessation and the year prior to the year of cessation. This field includes all earnings elements identified as Gratuity or Ex-Gratia. For example, tips given by a

customer to a waiter for their efficient service are taxable to the waiter, although the tips are gratuitous and the payer is a third– party. You should enter additional details relating specifically to gratuity/compensation or gains/profit from share options on the IR8A/IR8S Form, IR8A Income page.

Payment in Lieu of Notice	Enter the <i>Payment In-Lieu of Notice</i> that was paid/payable in the Year of Cessation and the year prior to the year of cessation. This includes any payments received by the employee following their resignation or termination as compensation for not working the required employment (notice) period.
Payment for Loss of Office	Enter the <i>Payment for Loss of Office</i> that was paid/payable in the Year of Cessation and the year prior to the year of cessation. This includes any amounts paid to the employee as compensation for their loss of employment (termination or resignation).
Retirement Benefits / Fund Name	Enter the full amount of <i>Retirement Benefits</i> that were paid/are payable in the Year of Cessation and the year prior to the year of cessation. This amount includes gratuities, pension, commutation of pension, and lump sum payments from a pension/provident fund. Enter the Name of the Retirement Fund.
O'seas (overseas) Pension Fund Contribs / OS Pension Fund	In the <i>O'seas Pension Fund Contribs</i> field enter the full amount of the employer's contributions to any pension/provident fund outside Singapore. Enter the amounts that were paid/are payable in the Year of Cessation and the year prior to the year of cessation. Such contributions by the employer are taxable as part of the employee's income. Enter the Overseas Fund Name.
Voluntary Employer CPF Contrib	Enter the full amount of the excess Voluntary Contributions to CPF by the Employer which were paid/are payable in the Year of Cessation and the year prior to the year of cessation. Employer's contributions which are more than the compulsory contributions under the CPF Act or are based on that part of the additional wages which exceed 40% of the ordinary wages paid to an employee in any year, are taxable as your employee's income. Employer's contributions which are not compulsory under the CPF Act are considered voluntary contributions and are taxable as your employee's income. This includes employer's contributions to CPF for foreign employees (that is, those holding employment passes, professional visit passes, or work permits).
Gain/profit from Share Options	Enter the full amount of the <i>Gains/Profits from Share Options</i> that were paid/are payable in the Year of Cessation and the year prior to the year of cessation. Gains from share options (irrespective of whether the shares of a company are listed on the Singapore Stock Exchange) are taxable in the year the option is exercised, assigned or released.
ESOP Applicable	Select the <i>ESOP Applicable</i> check box where a deferral of tax payment has been granted on gains from a qualified ESOP (Employee Stock Option) Scheme. Such deferral will cease to apply upon tax clearance and all outstanding tax will become due immediately.
Value of Benefits in Kind	Enter the full <i>Value of Benefits in Kind</i> which were provided to the employee in the Year of Cessation and the year prior to the year of cessation. Two other forms may need to accompany an IR21 under certain circumstances. The first is Appendix 1 which documents received benefits in kind.

Sub-Total of Other Income / TOTAL INCOME / Calculate Totals Click the *Calculate Totals* button to calculate a *SUBTOTAL of Other Income* (representing items 4(a) to 4(j)) and a *TOTAL INCOME*.

Deductions

Compulsory Employee CPF Contr / Fund Name Enter the Employee's Compulsory contribution to a CPF (pension or provident fund). Enter the amounts that the employee provided in the Year of Cessation and the year prior to the year of cessation. Enter the Name of the Pension Fund.

MBMF, Community Chest (SHARE), SINDA, CDAC and ECF If the check boxes for MBMF, Comm Chest (SHARE), SINDA, CDAC and ECF are selected this indicates that deductions were taken during the year.

See Also

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing IR21 Forms, page 122

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR21 and Appendix 1 Forms, page 110

Chapter 7, "Defining Deductions for Singapore," page 57

Reviewing and Maintaining IR21, Appendix 1— Residence and Hotel Accommodation Details

Access the App 1-Accommodation page.

Employee Details	Employment Record	Income/Deductions	App 1-Accommodation	App 1-Oth Benefits
Mrs Wang, Ming Yi		EmplID: KS0009	Bal Grp No:	
Tax Year: 2002	Tax Ref: 198010201M	*Issue Status: Awaiting	Date Issued: 11/06/2002	
		Year of Cessation	Year Prior to Cessation	
Place of Residence provided				
Address:				
Period premise occupied: From:				
To:				
Number of days occupied:				
No of people sharing residence:				
Employee paid rent:				
Employer paid rent:				
Hotel Accommodation Provided				
	Persons	Days	Persons	Days
Days for Self:				
Days for Wife/Child > 20 Yrs:				
Days for Children 8-20 years:				
3-7 years:				
< 3 years:				

App 1-Accommodation page

Place of Residence provided**Address**

Enter the *Address* of the employee's residence provided by the employer. If the employee's residence is part of an employment benefit in kind, you should also enter the address details on the Appendix 8A—Place of Residence page.

**Period premise occupied:
From / To / Number of
days occupied**

Enter the dates the employee occupied the residence during the Year of Cessation and the year prior to the year of cessation. These dates default to the dates you entered on the Appendix 8a component. When you tab out of the Date fields the system automatically updates the *Number of days occupied*.

**No of people sharing
residence**

Enter the No (number of employees) that were living and Sharing the Residence during the Year of Cessation and the year prior to the year of cessation. (This excludes family members). This number defaults to the value you entered on the Appendix 8a component.

**Employee paid rent /
Employer paid rent**

The *Employee paid rent* and the *Employer paid rent* default to the values you set up on the Appendix 8a component. You enter the values for the Year of Cessation and the year prior to the year of cessation. You

use these values in the calculation of the taxable benefit or Taxable Value of Place of Residence on the IR21 Form.

Hotel Accommodation Provided

Days for Self/Wife/Child > 20 yrs / Days for Children 8-20 years / 3-7 years / < 3 years

These values default to the values you set up on the Appendix 8a component. You use these values in the calculation of the taxable value of hotel accommodation provided using the rates stored in the Benefit Rates Table (or in Section B and C of the Appendix 8A Form). You enter the total number of *Persons* (Self, Wife or Child) and the number of *Days* (period during which the accommodation was provided to these persons).

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing IR21 Forms, page 122](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR21 and Appendix 1 Forms, page 110](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 95](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining Appendix 8A Forms, page 101](#)

Reviewing and Maintaining IR21, Appendix 1—Other Benefits Details

Access the App 1-Oth Benefits page.

Employee Details		Employment Record		Income/Deductions		App 1-Accommodation		App 1-Oth Benefits																	
Mrs Wang, Ming Yi				EmpID: KS0009		Bal Grp No:																			
Tax Year: 2002		Tax Ref: 198010201M		*Issue Status: Awaiting		Date Issued: 11/06/2002																			
Other Benefits Customize Find View All First 1 of 1 Last <table border="1"> <thead> <tr> <th></th> <th>*Benefit Type</th> <th>Number in Year of Cessation</th> <th>Value in Year of Cessation</th> <th>Number in Prior Year</th> <th>Value in Prior Year</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Vacuum Cleaner</td> <td></td> <td></td> <td></td> <td></td> <td>+</td> <td>-</td> </tr> </tbody> </table>											*Benefit Type	Number in Year of Cessation	Value in Year of Cessation	Number in Prior Year	Value in Prior Year			1	Vacuum Cleaner					+	-
	*Benefit Type	Number in Year of Cessation	Value in Year of Cessation	Number in Prior Year	Value in Prior Year																				
1	Vacuum Cleaner					+	-																		

App 1-Oth Benefits page.

Other Benefits

Benefit Type / Number in Year of Cessation/ Value in Year of Cessation

The *Benefit Type* and its description details for furniture and fittings/driver/gardener, Leave Passage, Motor Car and other benefit items are created and stored in the IRAS Benefit Rates page. When generating the Appendix 1 details, the system calculates the value of the benefits in kind using effective-dated rates stored in the IRAS Benefit Rates table. These rates reflect the rates detailed in section B of the IRAS Appendix 1 form. You create the unit/values for each benefit on the Appendix 8A component.

For each benefit you select, insert a new row and enter the values for the Year of Cessation and year prior to the year of cessation. You use these values in the calculation of the taxable value of the employee's benefit in kind items.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing IR21 Forms, page 122](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR21 and Appendix 1 Forms, page 110](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 95](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining Appendix 8A Forms, page 101](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Setting up IRAS Benefit Rates, page 80](#)

Printing IR21 Forms

When you run this process, the system retrieves and prints data from the IR21 tables. You can initiate this process either by choosing a Pay Group or Individual Employee ID's.

Note. The status should be *Awaiting* whenever you want to print or reprint an Appendix 8A, IR8A/IR8S or IR21 form. If you have already issued one of the forms, you will need to change the status back to *Awaiting* to reprint it or you can select the Reprint Forms check box to re-print those that you have already issued. You should also change the status to *Awaiting* before printing if the setting is *Issued*.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR21 and Appendix 1 Forms, page 110](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining IR21 and Appendix 1 Forms, page 111](#)

Page Used To Print IR21 Forms

Page Name	Object Name	Navigation	Usage
Print IR21 Forms	GPSG_RC_IR21_PRT	Global Payroll, Termination Processing, Print IR21 Forms SGP	Print IR21 forms. The system retrieves and prints data from the IR21 tables.

Creating IRAS Electronic Files

You can produce files in the format required by Singapore IRAS for electronic reporting of employees' payments and benefits and processes enable you to create the files in the format required by the CPF/IRAS Line system. CPF/IRAS Line is an electronic service jointly provided by the CPF Board and IRAS. With this service, employers in Singapore can electronically submit salary information in Form IR8A, Appendix 8A, 8B and Form IR8S to IRAS. Paper copies of these forms are therefore unnecessary (although you may print the paper copies if necessary).

Pages Used To Create IRAS Electronic Files

Page Name	Object Name	Navigation	Usage
Create IR8A File , Create IR8S File , Appendix 8A File , Appendix 8B File	GPSG_RC_IRAS_FILE	- Global Payroll, Year End Processing, Create IR8A File SGP. - Global Payroll, Year End Processing, Create IR8S File SGP. - Global Payroll, Year End Processing, Create Appendix 8A File SGP. - Global Payroll, Year End Processing, Create Appendix 8B File SGP.	The Create IR8A File and Create IR8S File processes create a file that can be imported by the IRAS Line system for electronic reporting to the IRAS. They extract data from the records created by the IR8A/IR8S process and write them to a flat file. The Create Appendix 8A File process creates a file that can be imported by the IRAS Line system for electronic reporting to the IRAS. It extracts data from the records created by the Appendix 8A process and writes them to a flat file. This Create Appendix 8B File process creates a file that can be imported by the IRAS Line system for electronic reporting to the IRAS. It extracts data from the records created by the Appendix 8B process and writes them to a flat file.

CHAPTER 9

Posting Festive Advances to Global Payroll

This section provides an overview of the integration between PeopleSoft Human Resources: Administer Festive Advance and PeopleSoft Global Payroll and discusses how to:

- Understand festive advance integration.
- Post and unpost festive advance payments.
- Pay festive advance payments.
- Recover festive advance payments.

Understanding Festive Advance Payroll Integration

The festive advance payment ensures that employees have sufficient money to pay for the larger-than-usual expenses often incurred during certain festival periods. This money is not a bonus or additional salary; it is a form of interest-free loan advanced by the employer, to be recouped by deductions made in subsequent payrolls.

After setting up some base information such as calculation rules and pay program and then calculating and reviewing the appropriate festive advance amounts for individual employees in PeopleSoft Human Resources, PeopleSoft Global Payroll then enables you to:

- Distribute the amount to the employee.
- Recover the advance from the employee in subsequent payrolls.

The following steps provide an overview of the integration between PeopleSoft Human Resources and PeopleSoft Global Payroll and the process involved in setting up, posting, paying and recovering festive advance amounts. A quick look at the steps involved in setting up and managing festive advances from PeopleSoft Human Resources through to PeopleSoft Global Payroll provides you with an understanding of the “big picture” of the PeopleSoft Festive Advances solution.

You firstly use PeopleSoft Human Resources to set up and manage your festive advances (*steps 1–8*) and then use PeopleSoft Global Payroll to post, pay and then recover the advances (*steps 9–12*):

1. Set up your religions and ethnic groups using the Religions page and Ethnic Group page.
2. Set up the default religions and ethnic groups for your employee’s using the Personal Data - Eligibility/Identity page.
3. Set up the rules by which the festive advance amounts are calculated using the Festive Advance Calc Rule (festive advance calculation rule) page.

4. Use the Festive Advance Pay Program page to group your festive advance payment rules to create the programs you'll use to pay festive advances to your employees. You select the festive advance earnings and deductions that will be used in Global Payroll to pay and then recover the festive advance after posting.
5. Link your festive advance pay programs to specific job codes using the Job Code Table - Job Code Profile page.
6. Override any default festive advance set up for specific employees using the Job Data - Employment Information page, and specify a date from which the employee is eligible for festive advance.
7. Identify eligible employees and calculate the festive advance based on setup, rules, and type of festive holiday using the Festive Advance Calculation page. Festive advance amounts are stored in FA Payments Table.
8. Review and confirm festive advance calculations.
View, change and approve calculated festive amounts online using the FA Employee Details page and FA Pay Details page.
9. Post calculated festive advance amounts to Global Payroll by using the run control page.
The posting process (GPSG_FA_POST AE) enables you to copy the festive advances from the FA Payments table into the Global Payroll Positive Input tables. You can then nominate the calendar to which the payments are to be posted.
10. Festive advance earnings for each festive amount type enable you to pay the festive advance.
11. When an advance is paid, it is then added to the following two accumulators:
 - *FAD AC ADV AMT (Advance Amount Accumulator)* - Holds the amount paid and is cleared out when each advance is paid so that it only contains the value of the last paid advance.
 - *FAD AC FA BAL (Outstanding Balance Accumulator)* – Used to hold the outstanding balance and is also reduced by the payback deductions.
12. Customary festive advance payback deductions, corresponding to each of the festive advance types (and supporting elements) enable you to deduct Festive Advance amounts in subsequent pays. This enables you to recover the entire outstanding festive advance payments when an employee terminates.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce

PeopleSoft Human Resources PeopleBook: Administer Festive Advance

PeopleSoft Global Payroll PeopleBook

Chapter 7, “Defining Deductions for Singapore,” page 57

Posting and Unposting Festive Advance Payments

After you have reviewed the festive advance payment amounts in PeopleSoft Human Resources, you can post the festive advances to PeopleSoft Global Payroll. The GPSG_FA_POST AE (festive advance) posting process enables you to copy the festive advances from the FA Payments table into the PeopleSoft Global Payroll Positive Input tables. You can then nominate the calendar to which the payments are to be posted. Once posted to Positive Input, the status of the festive advance payments are updated to prevent reposting. An unpost option included in the festive advance posting process also enables you to delete the posted advances from the Positive Input tables, provided the pay has not already been finalised.

Note. Only calendars that have not already been finalised are allowed. If the calendar is already calculated, iterative triggers are created.

Page Used to Post and Unpost Festive Advance Payments

Page Name	Object Name	Navigation	Usage
Post/Unpost FA	GPSG_RC_FA_POST	Global Payroll, Absence and Payroll Processing, Prepare Payroll, Post/Unpost Festive Advncs SGP	Use this page to run the Festive Advance Posting/Unposting process. When the processing type is post, and the status is <i>Approved</i>, the GPSG_FA_POST AE (festive advance) posting process enables you to copy the festive advances from the FA_PAYMENT table into the Global Payroll Positive Input tables. If the calendar is open, and a trigger doesn't already exist, an iterative trigger (GP_ITER_TRGR) row is created and the FA_PAYMENT row status is updated to <i>Posted</i>. When the processing type is Unpost, and the status is <i>Posted</i>, the unposting process enables you to change the row status of the FA_PAYMENT table to <i>Approved</i>.

Paying Festive Advance Payments in Global Payroll

To pay the festive advances through PeopleSoft Global Payroll, earnings elements are provided for each of the festive advance holiday types (Chinese New Year, Christmas, Deepavali and Hari Raya). The value of the earnings all come from positive input. You specify the earnings elements to be used for payment of the festive advances on the Festive Advance Pay Program page in PeopleSoft Human Resources. To ensure you select appropriate earnings on this page, the system enables you to select only earnings with a category of *FA* (Festive Advance). All the elements created use this category. Separate earnings are provided for paying advances for each of the festive advance types and they are all set up identically.

Each of the festive advances (earnings) use the FAD FM ADVANCE post processing formula. Whenever an advance is paid, the formula adjusts the advance accumulator so it contains only the latest advance amount paid to the employee. The current value of the accumulator FAD AC ADV AMT is moved to variable FAD VR ADV CLR, which subtracts from the accumulator, effectively wiping out its current value.

The following festive advance earnings add to the FAD AC ADV AMT accumulator:

- CNY ADV — Chinese New Year Advances.
- DEEPAVALI AD — Deepavali Advances.
- XMAS ADV — Christmas Advances.
- HARI RAYA AD — Hari Raya Advances.

See Also

PeopleSoft Human Resources PeopleBook: Administer Festive Advance

PeopleSoft Human Resources PeopleBook: Administer Workforce

PeopleSoft Global Payroll PeopleBook

[Chapter 7, “Defining Deductions for Singapore,” page 57](#)

[Chapter 6, “Defining Earnings for Singapore,” page 37](#)

Recovering Festive Advance Payments in Global Payroll

PeopleSoft Global Payroll enables you to make the actual festive advance payments through the PeopleSoft Global Payroll system. However, as festive advance payments are advances, they must then be recovered through deductions in the payroll system in subsequent pay periods. Separate customary deductions corresponding to each of the festive advance types and supporting elements enable you to deduct festive advance amounts in subsequent pays. This enables you to recover the entire outstanding festive advance payments when an employee terminates.

You specify the deduction elements to be used for the recovery of the festive advances on the Festive Advance Pay Program page in PeopleSoft Human Resources. To ensure you select appropriate deductions on this page, the system enables you to select only deductions with a category of *FA* (Festive Advance). All the elements created use this category. Separate deductions are provided for recovering advances for each of the festive advance types and they are all set up identically.

The following festive advance deductions enable you to recover festive advance payments (subtracts from the FAD AC ADV AMT accumulator):

- CNY PBK — Chinese New Year Advance Recovery.
- DEEPAVALI PB — Deepavali Advance Recovery.
- XMAS PBK — Christmas Advance Recovery.
- HARI RAYA PB — Hari Raya Advance Recovery.

Note. Deductions are delivered to recover 100% of the advance in the following period. To spread it out you should change the percentage on the deduction.

Managing Festive Advance Recoveries

The following supporting elements control the processing of festive advance recoveries (payback):

1. When an advance is paid, it is added to two accumulators:
 - *FAD AC ADV AMT (Advance Amount Accumulator)* – Holds the amount paid and is cleared out when each advance is paid so that it only contains the value of the last paid advance.
 - *FAD AC FA BAL (Outstanding Balance Accumulator)* – Used to hold the outstanding balance and is also reduced by the payback deductions.
2. The amount for the payback deductions is based on the first accumulator (the amount of the last paid advance). Although, in the delivered rules, it is 100% of that amount, you can change this to spread the repayments as required.

Note. Accumulators are updated at the end of the process, so the pay back deduction is calculated based on the accumulators from the previous pay, not including any newly paid advance.

3. A post processing formula, FAD FM ADV LIMIT is used with all of the deductions to limit the deduction amount to the outstanding balance (the second accumulator, FAD AC FA BAL). If an employee's termination date falls within the current period, the post processing formula overrides the deduction amount with the entire outstanding balance so that the advance is always fully repaid on termination.
4. Formula FAD FM ADV PBCK checks first whether there is any outstanding advance to be repaid (in accumulator FAD AC FA BAL) and if there is, whether the current deduction is the one specified on the employees FA Program for paying it back. The outstanding balance is also checked in the FAD GC ADV PBCK generation control to save calculating when there is no advance to repay. An error message is generated if the gross pay is less than the amount to be deducted.
5. Array FAD AR PBCK DEDN loads the deduction code that is assigned to the employees FA Program / Holiday Type into variable FAD VR PBCK DEDN.

See Also

PeopleSoft Human Resources PeopleBook: Administer Festive Advance

PeopleSoft Human Resources PeopleBook: Administer Workforce

PeopleSoft Global Payroll PeopleBook

Chapter 7, “Defining Deductions for Singapore,” page 57

Chapter 6, “Defining Earnings for Singapore,” page 37

CHAPTER 10

Printing and Viewing Payslips

This section provides an overview of printing and viewing payslips and discusses how to:

- Override payslip delivery options.
- Print payslips.
- View payslips online.

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.

See Also

[Chapter 10, “Printing and Viewing Payslips,” Printing Payslips, page 131](#)

[Chapter 10, “Printing and Viewing Payslips,” Viewing Payslips Online, page 132](#)

[Chapter 5, “Setting Up Payslips for Singapore,” page 29](#)

Page Used to Override Payslip Delivery Options

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

Printing Payslips

You print payslips by running the GPSGPY01 SQR.

The template that you defined controls the layout of the printed payslip.

You print payslips by calendar group ID. You can restrict the payslips printed from the pay run associated with the calendar group ID.

You can print payslips for:

- An entire calendar group ID.
- Individual payees for the selected calendar group ID.
- Groups of payees in the selected calendar group ID by pay entity, pay group, department, or location. The run control page has links to the options.

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

See Also

[Chapter 10, “Printing and Viewing Payslips,” Viewing Payslips Online, page 132](#)

[Chapter 5, “Setting Up Payslips for Singapore,” page 29](#)

[Chapter 10, “Printing and Viewing Payslips,” Overriding Payslip Delivery Options, page 131](#)

Viewing Payslips Online

You can view an online version of the payslip by navigating to Employee Self Service, Personal Information, Payroll and Compensation, View Payslip Singapore. What you see online is based upon the layout defined in your payslip template, just as what you see on the printed payslip is based on the payslip template. This self-service transaction is part of our ePay application.

See Also

[Chapter 10, “Printing and Viewing Payslips,” Printing Payslips, page 131](#)

[Chapter 5, “Setting Up Payslips for Singapore,” page 29](#)

[Chapter 10, “Printing and Viewing Payslips,” Overriding Payslip Delivery Options, page 131](#)

CHAPTER 11

Reporting Payroll Data for Singapore

This section provides an overview of payroll reports for Singapore and discusses the following reports and process:

- Setting up payroll report definitions.
- Payroll Register.
- Payroll Reconciliation.
- Pay Components.
- Payroll Messages.

Understanding Payroll Reports for Singapore

The payroll reports for Singapore are reports based on the core PeopleSoft Global Payroll reports. They each report additional data or present data in a different way to meet Singapore reporting requirements.

Setting Up Payroll Report Definitions

When you run the payroll register, reconciliation and pay components reports, you have the option to report earnings and deductions together or just accumulators or both. However, you might not want to always include all earnings and deductions or all accumulators.

You can, therefore set up report definitions that control what is included or excluded. When you run the report, you can select the report definition that will give you the results you want.

Page Used to Set Up Payroll Report IDs

Page Name	Object Name	Navigation	Usage
Payroll Report Defns	GPSG_PAY_REPT_DEFN	Set Up HRMS, Product Related, Global Payroll, Reports, Payroll Reports Definition SGP	Enter earnings and deductions elements that are to be excluded, and the accumulator elements that are to be included from all of the Singapore payroll reports. Two templates (tables) , one for the exclusion of earnings/deductions, and the other for the inclusion of accumulators are provided on the Payroll Report Defns page. For ease of data entry, the page contains two grids, one for each of these templates. For each of the templates, a Report ID enables you to create different templates to hold the different combinations of earnings/deductions exclusion lists and accumulators inclusions lists, if necessary. For example, you can create a Payroll Report ID that only contains earnings/deductions to be excluded and another Payroll Report ID that contains both the earnings/deductions to be excluded and the accumulators to be included. Then when you run the payroll reports, you nominate the appropriate Payroll Report ID on the run control.

Running Payroll Reports for Singapore

In the “Pages Used” table following, the usage column details the differences and provides information on the run control.

Pages Used to Run Payroll Reports for Singapore

Page Name	Object Name	Navigation	Usage
Payroll Register	GPSG_RC_PY11	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register SGP	Create the report for a whole calendar group, or a specific pay entity in which case you set the from and to dates. For pay entity you can specify a summary report only. The sort options are Department, Location and Payee. You can report earnings and deductions or accumulators or both (called “Sections”). You can also optionally enter a Payroll Report ID that you have previously set up. And you can specify a payee population of all (payees), or selected pay groups or selected payees.
Payroll Reconciln	GPSG_RC_PY12	Global Payroll, Absence and Payroll Processing, Payroll Reports, Reconciliation SGP	Create the report for a whole calendar group, or a specific pay entity in which case you set the from and to dates. For pay entity you can specify a summary report only. You can include YTD values. The sort options are department and location. You can also specify whether you want to report earnings only, deductions only or both earnings and deductions (called “Sections”). You can also optionally enter a Payroll Report ID that you have previously set up. And you can specify a payee population of all (payees) or pay groups.

Page Name	Object Name	Navigation	Usage
Payroll Components	GPSG_RC_PY13	Global Payroll, Absence and Payroll Processing, Payroll Reports, Pay Components SGP	Create the report for a whole calendar group, or a specific pay entity in which case you set the from and to dates. For pay entity you can specify a summary report only. The sort options are department, location and payee. You can also specify whether you want to report earnings only, deductions only or both earnings and deductions (called “Sections”). You can also optionally enter a Payroll Report ID that you have previously set up. And you can specify the element population of all (elements in the section) or selected elements. The Payroll Report ID option and the Select Earn/Dedn Element option are mutually exclusive. This means that you can only choose one of these two options.
Payroll Message	GPSG_RC_PY14	Global Payroll, Absence and Payroll Processing, Payroll Reports, Messages SGP	List, by payee, any error or warning messages that has occurred during the pay run. You only need to specify a language and calendar group for this report.

See Also

[Appendix A, “Appendix: PeopleSoft Global Payroll for Singapore Reports,” PeopleSoft Global Payroll for Singapore General Reports, page 199](#)

CHAPTER 12

Running Banking and Recipient Processes for Singapore

This section provides an overview of banking and recipient processing and discusses how to:

- Use the multiple options for the content of EFT files.
- Create your electronic funds transfer file.

Understanding Banking and Recipient Processing

As part of PeopleSoft Global Payroll for Singapore, we support net payment (employee salary) direct deposits and recipient payments, using the electronic file (GIRO) format. Banking and recipient processing functionality enables you to:

- Run an EFT file creation process to generate a file that includes employee salaries (net payments) and recipient payments. Net amounts and recipient payments are calculated by the core banking process and stored in the GP PAYMENT result table.
- Generate data for the purpose of delivering deduction details to the recipient. The program extracts payment information directly from the GP PAYMENT result table, to create the GIRO file.
- As recipients pay a commission to the pay entity, you can choose whether you would like the commission to be taken out of the recipient payment.
- To keep track of your banking and recipient processing, you can generate a report containing information on amounts transferred to employee accounts (Net Payment Report) and another report containing details of amounts collected from employees on behalf of a recipient (Recipient Report).

Note. In this section a provider and a recipient, unless otherwise mentioned, are the same thing.

Understanding Bank Accounts for Singapore

The following validation occurs when adding bank accounts for Singapore:

- Bank IDs must be 4 numeric characters and the bank must be on the Bank Table (BANK_EC_TBL).
- Branch codes must be 3 numeric characters. They are validated against the bank branch table (BANK_BRANCH_TBL).
- Bank account numbers must be no more than 11 numeric characters and there is no validation.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Chapter 4, “Setting Up Banking and Recipient Processing for Singapore,” page 23

Chapter 12, “Running Banking and Recipient Processes for Singapore,” Managing Electronic Fund Transfers, page 140

Chapter 12, “Running Banking and Recipient Processes for Singapore,” Generating Recipient Payment Report Files, page 143

Chapter 12, “Running Banking and Recipient Processes for Singapore,” Processing Manual and Separate Cheques, page 145

Managing the Singapore Banking Process Flow

The banking process of PeopleSoft Global Payroll brings together payroll data, pay entity source bank data, and payee or recipient bank data. The EFT file creation process extracts data compiled by the banking process according to the type of EFT file that you are creating, merges it with data provided by the Singapore country extension and creates the file for transmission.

PeopleSoft Global Payroll manages the banking process as follows:

1. Run the payroll process using PeopleSoft Global Payroll.

This provides the payment data for the banking process.

2. Run the PeopleSoft Global Payroll banking process.

Net amounts and recipient payments are calculated by the core prepayment banking process and stored in the GP PAYMENT result table. The GP status is set to *P* (prepared). The GP PAYMENT result table contains one entry for every net pay distribution from every payment included in a calendar run and provides the basis on which an organization pays its payees.

3. Using PeopleSoft Global Payroll for Singapore, run the Create EFT Payment File SGP process (Application Engine process GPSG_EFT_GIR), which populates the GIRO file used for electronic fund transfer.

In this step, the system selects payees from GP PAYMENT with the following parameters:

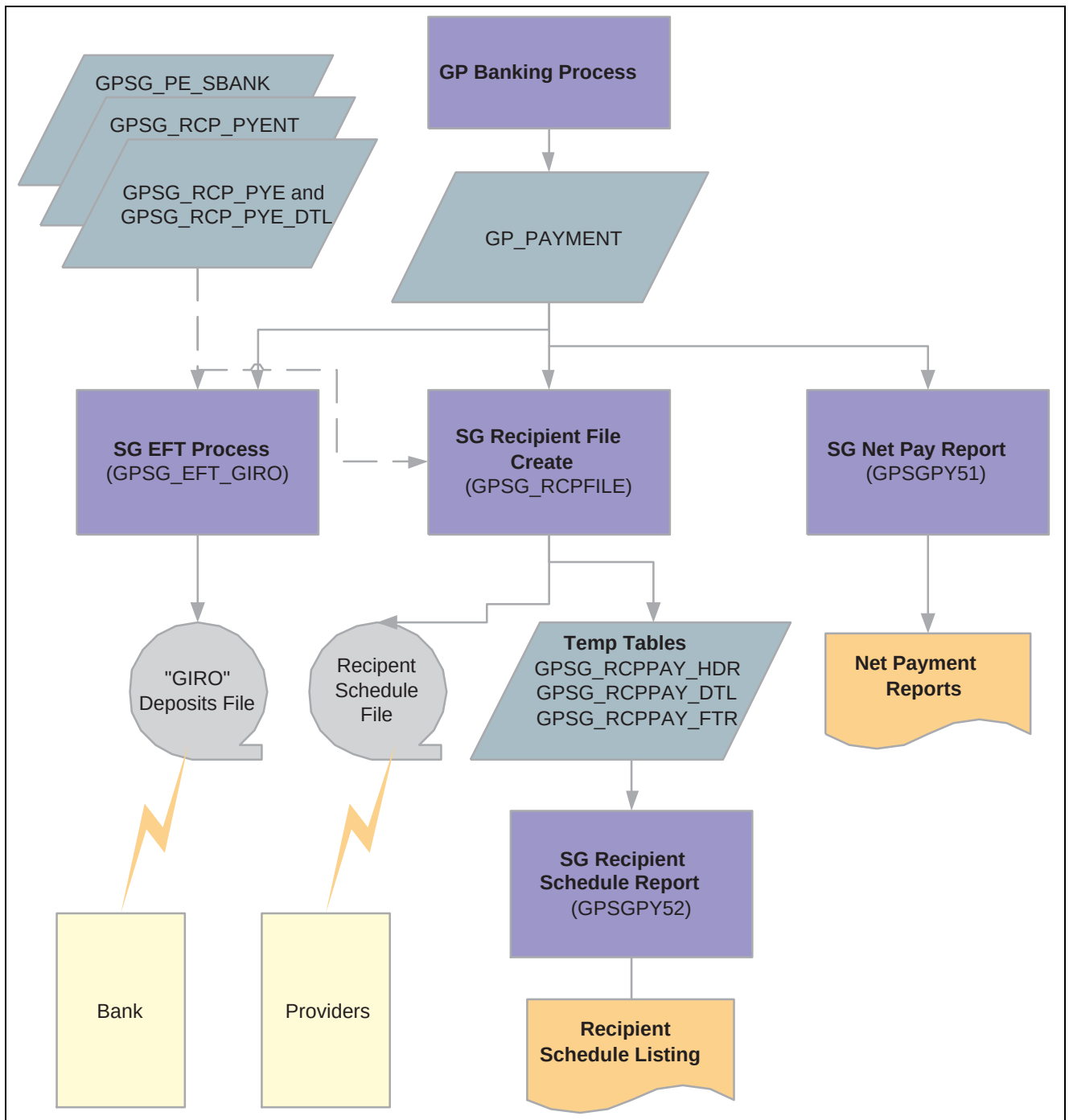
- Payment status: *F* (finalised).
- Payment type: *01* (net pay distribution).
- Payment method: *T* (bank transfer).
- Currency code: SGP.

Note. The Source Bank in the GP PAYMENT rows selected must have 'GIRO' as its EFT Domestic otherwise those GP PAYMENT rows will not be selected (even though it satisfies the 4 previous bullet points).

The payment status for the selected payees is set to *T* (transferred) in GP PAYMENT.

Note. You must run the banking process before the GIRO file generation process.

The following diagram shows the process flow for banking and recipient processing:



Banking and Recipient Processing

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Chapter 4, “Setting Up Banking and Recipient Processing for Singapore,” page 23

Chapter 12, “Running Banking and Recipient Processes for Singapore,” Managing Electronic Fund Transfers, page 140

Chapter 12, “Running Banking and Recipient Processes for Singapore,” Generating Recipient Payment Report Files, page 143

Chapter 12, “Running Banking and Recipient Processes for Singapore,” Processing Manual and Separate Cheques, page 145

Managing Electronic Fund Transfers

The system creates the Singapore standard GIRO deposits file using a process that gives you multiple options that control what the file contains. The process creates a separate GIRO file for each source bank account referenced in the processing. The files are named EFTxxxx999.GIR where xx is the 4 digit bank ID and 999 is a sequence number. You options for the content of a file are:

- Net pay only.
- Recipient payments only.
- Net pay and recipient payments.

Note. You must have prepared or finalized your banking process (GP_PMT_PREPARE) before you can create the GIRO file. Once the GIRO file is created, the system changes PMT_STATUS on GP_PAYMENT from F (Finalized) to T (Transferred).

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Chapter 4, “Setting Up Banking and Recipient Processing for Singapore,” page 23

Chapter 12, “Running Banking and Recipient Processes for Singapore,” Generating Recipient Payment Report Files, page 143

Chapter 12, “Running Banking and Recipient Processes for Singapore,” Processing Manual and Separate Cheques, page 145

Page Used to Create the GIRO File

Page Name	Object Name	Navigation	Usage
Electronic Funds Transfer	GPSG_EFT_GIRO_RC	Global Payroll, Payment Processing, Create EFT Payment File SGP	Enter the parameters for the electronic file creation. An Application Engine program, GPSG_EFT_GIR, extracts the salary data from the GP_PAYMENT table and creates the GIRO file for transmission to the bank. You can create files for net pay only, recipient payments only, both net pay and recipient pay, or for specific deductions.

Creating the Electronic Funds Transfer (EFT) GIRO File

Access the Electronic Funds Transfer page.

Electronic Funds Transfer page

Payment Type

Select from *Net Pay Distributions Only*, *Net Pay and Recipients* or *Recipient Deductions Only*.

The EFT the system creates contains data only for payments of the type specified.

Deposit Date This is the date of the actual transfer of funds and the date they are deposited with the bank. The date is written to the GIRO header. It is normally the same as the payment date on the pay calendar but you may need to change it if the payment date is not a business date. The date cannot be in the past.

Net Pay Distributions

Calendar Group ID Enter the ID for the calendar group for which you want the system to extract payee net pay data. You can only select calendars for which the banking process is finalized. You do not need a Calendar Group ID for the *Recipient Deductions Only* payment type.

Recipient Payments

Pay Entity When you set up deduction recipient data, you specify a pay entity as part of the payment details. It is where you specify commission details and your Group Number. You do not need a pay entity for net pay distributions only.

Debit Date The system extracts recipient payments where the debit date is equal to the recipients deposit schedule. If the recipient does not have a deposit schedule the system extracts payments using the debit date without reference to a deposit schedule.

Recipient Selection / Deduction The system includes payments according to these rules (and according to the debit date and its rules):

All Recipients: Payments for *all deductions* for all recipients according to the debit date rules.

Selected Deduction: Payments for all recipients for the (single) selection you make in the Deduction field

Selected Recipients: Payments for all deductions for the recipients you select in the Recipient ID field.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Chapter 4, “Setting Up Banking and Recipient Processing for Singapore,” page 23

Chapter 12, “Running Banking and Recipient Processes for Singapore,” Generating Recipient Payment Report Files, page 143

Chapter 12, “Running Banking and Recipient Processes for Singapore,” Processing Manual and Separate Cheques, page 145

Generating Recipient Payment Report Files

It is common for organisations to transmit a file to a recipient so they can update their records. For example, an organisation may pay a recipient weekly and at the end of the month deliver a file with all the payment details. Recipients generally specify the information they want and the report file layout. After you have created the file layout, link it to the recipient in the Deduct'n (Deduction) Recipient page.

The process creates a separate flat file for each recipient/group ID/Pay Entity/Pay Date combination. The files are named xxxxxx99.TXT where xxxxxx is the recipient ID and 99 is a sequence number.

We have supplied a sample file layout, GPSG_RCPNT_FILE. Application Engine, GPSG_RCPFILE, gets the file layout which is stored on the Deduction Recipient page.

Note. This electronic file depends upon the prior running of Application Engine, GPSG_EFT_GIR for recipients.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, "Defining Banking Instructions"

Chapter 4, "Setting Up Banking and Recipient Processing for Singapore," page 23

Chapter 12, "Running Banking and Recipient Processes for Singapore," Managing Electronic Fund Transfers, page 140

Chapter 12, "Running Banking and Recipient Processes for Singapore," Processing Manual and Separate Cheques, page 145

Page Used to Create Recipient Payment Electronic Files and Reports

Page Name	Object Name	Navigation	Usage
Recipient File - Electronicl	GPSG_RUNCTL_RCP_FL	Global Payroll, Payment Processing, Create Recipient File SGP	Enter the parameters for generating recipient payment files.

Creating the Recipient Payment Electronic Files and Reports

Access the Recipient File - Electronicl page.

Recipient File - Electronicl

Run Control ID: 12 [Report Manager](#) [Process Monitor](#) [Run](#)

*Debit Date: 11/07/2002 *Payment Date: 11/07/2002

*Recipient Selection: Selected Recipients

Deduction: 🔍

Details		Customize	Find	First	1 of 1	Last
Recipient ID						
1	🔍					

Recipient File - Electronicl page

Debit Date	The system extracts recipient payments where the debit date is equal to the recipients deposit schedule. If the recipient does not have a deposit schedule the system extracts payments using the debit date without reference to a deposit schedule.
Payment Date	This the date, passed to the file header, that the bank passed the payment to the recipient.
Recipient Selection / Deduction	Select from: <i>All Recipients</i> , <i>Selected Deduction</i> , or <i>Selected Recipients</i> . You select only one deduction but multiple recipients for the second and third options.

Reporting Net Payment

The Net Payment Report, GPSGPY5 SQR is a listing of all the net payments generated by the core PeopleSoft Global Payroll core banking process. You enter the calendar group ID you want to report on and specify if you want payee level detail or just a summary.

The Net Payment Report extracts data from the GIRO Transaction Table, the Header Table, from Personal Data, and from Job.

Choose detail or summary reporting.

Detail Reporting

The following provides an example of the data displayed in the Detail report.

Employee ID	Empl#	Name	Pay Date	Pay Amt
KAM001	0	John Lee	01/01/2001	5000
KAM002	0	Susan Fong	01/01/2001	4500
Total Records	2			
Total Credit	9500			
Total Debit	9500			

Summary Reporting

The following provides an example of the data displayed in the Summary report.

Total Records	2			
Total Credit	9500			
Total Debit	9500			

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

[Chapter 4, “Setting Up Banking and Recipient Processing for Singapore,” page 23](#)

[Chapter 12, “Running Banking and Recipient Processes for Singapore,” Managing Electronic Fund Transfers, page 140](#)

[Chapter 12, “Running Banking and Recipient Processes for Singapore,” Generating Recipient Payment Report Files, page 143](#)

[Chapter 12, “Running Banking and Recipient Processes for Singapore,” Processing Manual and Separate Cheques, page 145](#)

Processing Manual and Separate Cheques

Organisations are often required to produce manual cheques for their employees. When required, all values are calculated and paid outside the payroll system. PeopleSoft enables you to enter these values into the system to keep the employee’s earnings history up to date.

Employers may also have local agreements that require certain payments to be assigned to a separate cheque number. PeopleSoft enables you to assign additional earnings to a separate cheque number, either on a one-time basis (using positive input), or on a more permanent basis (using additional earnings). When you run the pay calculation process, a separate gross to net calculation is performed.

Processing Manual Cheques Using Calendars

If a payment to a payee is missed in Global Payroll, enter the values into the pay calendar in which the payment should have occurred. The system recognizes that the pay calendar has been finalized and any changes made to that calendar are then considered during retro processing. Take advantage of the functionality supplied by retro to do the calculation for you.

To Use Calendars for Manual Cheques

These are the steps:

1. Create a new calendar ID and calendar group ID.
If you incorporate into the naming convention of the calendar group ID a notation that the run was specifically for manual cheques, then you can identify at employee level that the payment was not banked.
2. Add or correct the data (using positive input) in the calendar in which the payment should have occurred.
If the amounts have already been calculated and paid, enter these values here, and retro will process the entered amounts.
3. Run the pay calculation process for the new calendar.
4. Finalize the pay run when you are satisfied the results are correct.
5. Use the results of the calculation to create and issue the cheque.

Note. Don't run the banking process. This prevents the payment from being sent to the bank.

Processing Separate Cheques

Use the separate cheque functionality for bonus payments or retro payments. The result in the pay calculation is a separate gross to net calculation.

To process separate cheques in Global Payroll, set up a new calendar, enter positive input, and then process the pay run as normal. Retro payments can be made in separate calendars, but most earnings need a generation control so that they are not processed in the retro run. Employees may also request that their net pay, as the result of this separate calculation, be deposited into a different bank account to that of their regular pay. Global Payroll enables employees to have multiple net distribution details, but they are defined by run type (providing that you defined a run type for regular run type and another for bonus run type, then the employee could nominate a different bank account for each run).

Note. If this method is used to pay into a different bank account, then retro mismatches will occur. When retro triggers are processed, manually forward the deltas to a target calendar on the Unprocessed Retro Deltas page.

See Also

PeopleSoft 8.8 Global Payroll PeopleBook, “Defining Banking Instructions”

Chapter 4, “Setting Up Banking and Recipient Processing for Singapore,” page 23

Chapter 12, “Running Banking and Recipient Processes for Singapore,” Managing Electronic Fund Transfers, page 140

Chapter 12, “Running Banking and Recipient Processes for Singapore,” Generating Recipient Payment Report Files, page 143

CHAPTER 13

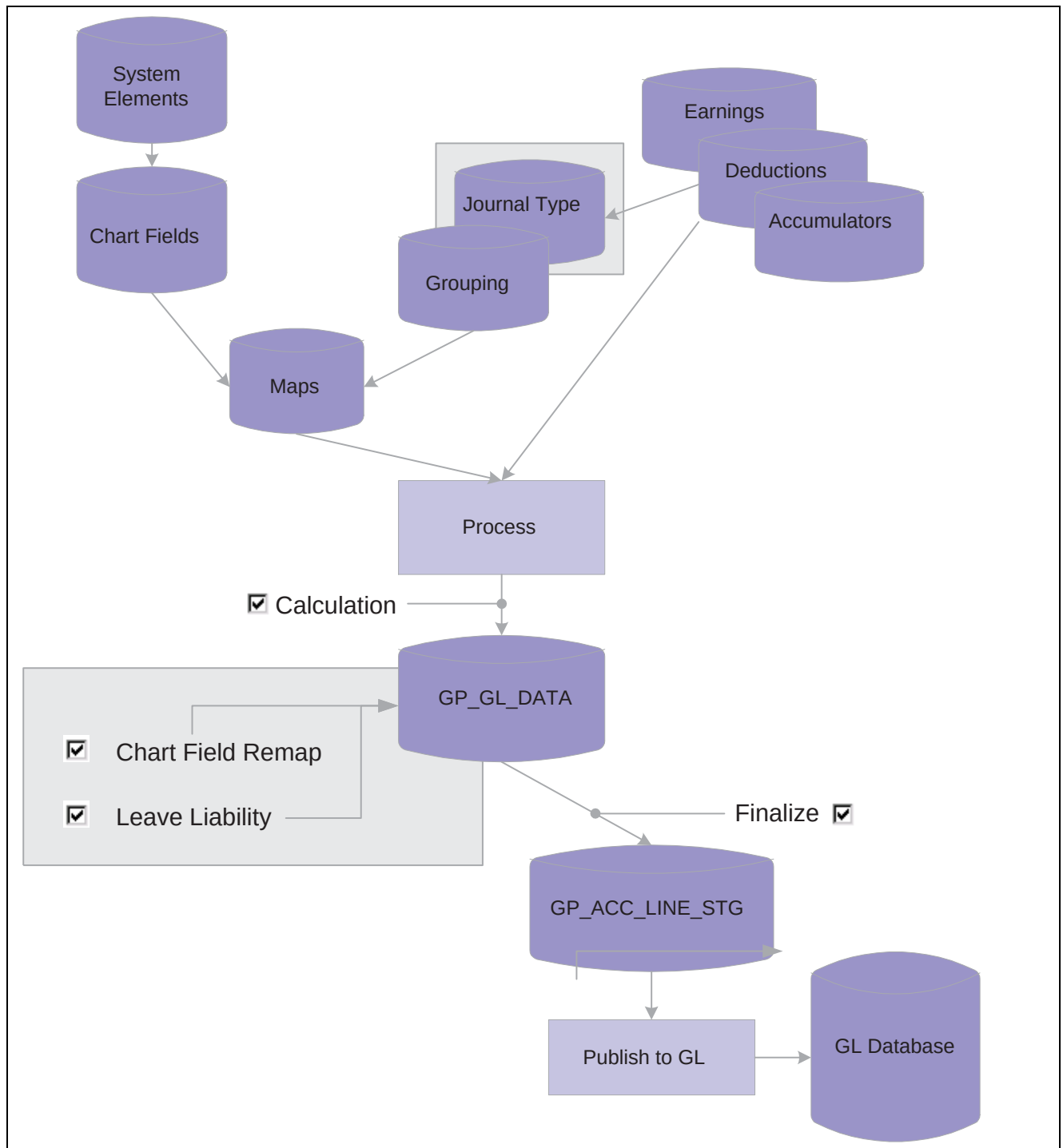
Using the General Ledger Interface

This section provides an overview of the additions we have made to the core general ledger interface (GLI) and discusses how to:

- Link journal types to GL groupings.
- Calculate accrued salary, bonus and GST.
- Calculate leave liability.
- Report leave liability and absence history.
- Run the GLI processes.
- Remap charfields after calculation.

Processing Payroll Data to GLI

The following diagram represents the processing of payroll data for the GLI. The two shaded boxes with borders show up the added local functionality. The selected check boxes represent the options on the processing page. Note that the Leave Entitlement option updates data in the GP_GL_DATA table for inclusion in the output to the GLI.



Singapore GLI Processing

See Also

[Chapter 13, “Using the General Ledger Interface,” Reporting Leave Liability and Absence History, page 153](#)

[Chapter 13, “Using the General Ledger Interface,” Linking Journal Types to GL Groupings, page 151](#)

[Chapter 13, “Using the General Ledger Interface,” Running the GLI Processes, page 156](#)

[Chapter 13, “Using the General Ledger Interface,” Remapping Chartfields after Initial Calculation, page 158](#)

Linking Journal Types to GL Groupings

You report payroll data to the general ledger by journal type by linking a journal type to a general ledger grouping.

Link journal types to groupings on the Journal Type page. A grouping comprises entry types of earnings, deductions, or segment accumulators. There are five delivered journal types: Salary, Accrual, , Employee Entitlements, Statistical and Terminated EE’s (employee’s) Entitlement.

Note. The Leave Entitlements Application Engine selects data for inclusion into the GPSG_LEAVE_LIAB record (from GP_GL_DATA) by the flags for journal types Employee Entitlement and Terminated EE’s Entitlement. Therefore, any organisation needing to resolve leave entitlement calculations within the Leave Entitlement phase of the GL Interface process needs to select a journal type for each GL grouping code associated with GL Liability earnings codes.

The following table is an example set up.

Grouping Code	Element	Journal Type
Accrual	GLI Accrual (segment accumulator)	Accrual
Earnings	SGP GROSS (segment accumulator)	Salary
Entitlements	LIAB ANN DYS (earnings)	Employee Entitlement
Termination	LIAB TER DYS (earnings)	Terminated Annual Liab Days

Page Used to Link Journal Types to GL Groupings

Page Name	Object Name	Navigation	Usage
Journal Type	GPSG_JOURNAL_TYPE	Set Up HRMS, Product Related, Global Payroll, Integration, Journal Type SGP	Attach one journal type to each general ledger grouping.

See Also

[Chapter 13, “Using the General Ledger Interface,” Reporting Leave Liability and Absence History, page 153](#)

[Chapter 13, “Using the General Ledger Interface,” Running the GLI Processes, page 156](#)

[Chapter 13, “Using the General Ledger Interface,” Remapping Chartfields after Initial Calculation, page 158](#)

Calculating Accrued Salary, Bonus and GST

The following earnings (contained in the EARN-GLI section) are provided to calculate the current value of leave entitlements. They are all for use by the GL only and should not add to gross or net accumulators. The earnings are not paid but are used for general ledger interface reporting of annual leave liability and their reversal of liabilities on termination:

- **LIAB ANN DYS** — This is the leave liability earnings for the standard annual leave entitlement in days.
- **LIAB TER DYS** — This is the leave liability earnings used for reversing the liability on termination.
- **SAL ACCRUAL** — This is the salary accrual earnings used to accrue a percentage of earnings. For reporting accrued salary where the pay period end is earlier than the financial period. You decide what percentage to accrue using GLI VR ACCRUAL PCT.
- **GST** — In Singapore GST is aggregated for certain earnings and deductions and interfaced to GL. You can set up a GST percentage and then select the earnings and/or deduction codes that the GST percentage would be calculated on. This is the GST aggregated for certain earnings and deductions.
- **BON ACCRUAL** — In Singapore, there are two types of bonus paid to employees as an added incentive—contractual and non-contractual. This is the bonus accrual earnings used to accrue a percentage of a contractual bonus.
- **BONUS ACCRL** — In Singapore, there are two types of bonus paid to employees as an added incentive—contractual and non-contractual. This is the bonus accrual earnings used to accrue a percentage of a non-contractual bonus.

Note. If the end date of the last pay period in a month is before the end of the accounting period, you can send a percentage of total salary as the accrued costing for the “gap” between the two dates. The value sent to GL is reversed by the Financials system the following month and replaced by actual costings.

See Also

Chapter 6, “Defining Earnings for Singapore,” Calculating Earnings for GLI Reporting, page 53

Calculating Leave Liability

The amount of leave an employee is owed needs to be costed as a liability in the general ledger. For leave liability reporting, we have set up earnings that store the monetary value of each employee’s leave entitlement. The earnings are not paid as earnings because they do not contribute to SGP GROSS. This is made clearer by having them in a section of their own after the other earnings sections.

Because the GLI flat file only requires the difference between the liability for the last pay period and the current pay period, this is what the Application Engine (AE) leave liability process calculates and passes to GP_GL_DATA.

If an employee has terminated, the stored value of his processed liability has to be reversed out from the GL, since it is no longer a liability.

Reversing Leave Liability on Termination

LIAB TER DYS is the leave liability earnings used for reversing the liability on termination.

This earning element uses an Amount calculation rule where the amount is derived from earnings LIAB ANN DYS. Generation control CMN GC TERM STAT checks for terminated employees only using formula CMN FM TERM STAT. Formula CMN FM TERM STAT checks whether the employee is currently terminating (their termination date is in this segment, or in the past and was entered in the current period). The termination leave liabilities are to be calculated only when an employee terminates, so that they reverse any remaining liabilities in the GL.

LIAB TER DYS contributes to the LIAB TER DYS_FPTDA accumulator.

If an employee is terminated, their leave balance liability earnings value becomes the termination liability earnings for reversal.

See Also

Chapter 6, “Defining Earnings for Singapore,” Calculating Earnings for GLI Reporting, page 53

Reporting Leave Liability and Absence History

The data that the report process extracts for leave liability reporting can be transferred to the general ledger through the GLI.

The reports and the interface depend upon data that is created the same way as any other data that's used for reports, the GLI—by the use of Global Payroll rules.

Note. In this section, unless otherwise stated, “reported” means printed on a report and available for transfer to GLI.

Liability and absence history are calculated and reported to assist in the administration of employee absences and leave. They are used to identify trends in absence and for costing purposes.

Liability is reported for annual leave accrued in days. The values are calculated as earning LIAB ANN DYS. This earning does not contribute to accumulator SGP GROSS.

When you run the liability report, the parameters include the element category. Earning LIAB ANN DYS is category ANN. The category value is assigned as a variable entered as a supporting element override for each earnings.

The remainder of this section discusses how to:

- Calculate annual leave for accrual in days.
- Calculate annual leave liability for reversal on termination.
- Calculate salary accrual earnings.
- Calculate GST accrual earnings.
- Calculate bonus accrual earnings.
- Reverse leave liability when the cost centre changes.

Note. The term “pro rata” refers to accrued leave that the payee may or may not be entitled to take. Pro rata becomes entitlement on an anniversary, usually of the payee’s hire date. Entitlement refers to leave that the payee is entitled to take and that may have once been pro rata leave. We make this distinction in this documentation because both entitlement and pro rata (as we have just defined them) are called “entitlement” in the system.

Pages Used to Report Leave Liability and History

Page Name	Object Name	Navigation	Usage
Leave Liability	GPSG_RC_LVELIAB	Global Payroll, Absence and Payroll Processing, Absence Reports, Leave Liability SGP	Specify the population of employees you want to report the leave liability for. You can specify an as of date and you can report by element category.
Absence History Report	GPSG_RC_ABS_HIST	Global Payroll, Absence and Payroll Processing, Absence Reports, History SGP	Specify the population of employees you want to report the history of. You can specify an absence type and the period to be reported. You can set up to 3 sort orders.

Calculating Annual Leave for Accrual in Days

The calculation rule for LIAB ANN DYS is Unit x Rate where:

Unit = Accumulator ANN GENL ENT_BAL

Rate = DAILY RT

Leave liabilities are to be calculated at the end of each month for active employees, or when an employee terminates. Generation control GLI GC LIAB checks this by using the following formulas:

- CMN FM MTH END — Checks that it is the last segment of the last pay for the month, and the employee is active.
- TER FM TERM CHECK — Checks if the employee is terminating in this pay.
- GLI FM LST PRD/SEG — Checks if it’s the last segment of the month.
- CMN FM TERM STAT — Checks whether the employee is currently terminating (their termination date is in this segment, or in the past and was entered in the current period). The termination leave liabilities are to be calculated only when an employee terminates, so that they reverse any remaining liabilities in the GL.

LIAB ANN DYS contributes to the LIAB ANN DYS_FPTDA accumulator.

Calculating Annual Leave Liability for Reversal on Termination

The calculation rule for LIAB TER HRS is Amount where:

Amount = Earnings LIAB ANN DYS

Generation control CMN GC TERM STAT checks for terminated employees only using formula CMN FM TERM STAT. Formula CMN FM TERM STAT checks whether the employee is currently terminating (their termination date is in this segment, or in the past and was entered in the current period). The termination leave liabilities are to be calculated only when an employee terminates, so that they reverse any remaining liabilities in the GL. There is no proration.

LIAB TER DYS contributes to the LIAB TER DYS_FPTDA accumulator.

Calculating Salary Accrual Earnings

The calculation rule for SAL ACCRUAL is Base x Percentage where:

Base = Accumulator SGP GROSS

Percentage = Variable GLI VR ACCRUAL PCT

Variable GLI VR ACCRUAL PCT enables you to enter the percentage to be accrued. You add the variable as a calendar supporting element override on the last calendar for the month so the variable's override levels should be set to pay calendar. The value of the variable varies according to the gap between the end of the pay period and the end of the financial period. You enter the value on the Pay Calendar SOVR's page as it will depend on the number of days between the end of the pay period and the end of the month. So, the Override Level for Pay Calendar should be ticked.

Accruals need to be calculated only in the last segment of each month and only for active employees. Generation control GLI GC ACCRUAL therefore includes the formula GLI FM LST PRD/SEG which returns a value that determines whether to pay the SAL ACCRUAL earning.

SAL ACCRUAL contributes to the SAL ACCRUAL_FPTDA accumulator.

Calculating GST Accrual Earnings

The calculation rule for GST is Base × Percent where:

Base = Accumulator SGP GST

Percentage = Variable GST VR PCT

The SGP GST accumulator accumulates earnings and deductions that are subject to GST. Members include MEAL and TRANSPORT earnings.

You use variable GST VR PCT to enter the percentage to be calculated for GST. The same percentage will be used across the company, so the value will be entered on the Pay Entity SOVR's page. The Override Level for Pay Entity should be ticked.

Generation control GLI GC ACCRUAL, using formula GLI FM LST PRD/SEG checks the last segment of each month and only for active employees.

GST contributes to the GST_FPTDA accumulator.

Calculating Bonus Accrual Earnings

The calculation rule for BON ACCRUAL is Base × Percent where:

Base = Accumulator SGP GROSS

Percentage = Variable BON VR ACCRUAL PCT

You use variable BON VR ACCRUAL PCT to enter the percentage to be accrued for bonus. The same percentage will be used across the company, so the value will be entered on the Pay Entity SOVR's page. The Override Level for Pay Entity should be ticked.

Accruals need to be calculated only in the last segment of each month and only for active employees. Generation control GLI GC ACCRUAL therefore includes the formula GLI FM LST PRD/SEG which returns a value that determines whether to pay the BON ACCRUAL earning.

BON ACCRUAL contributes to the BON ACCRUAL_FPTDA accumulator.

Calculating Non-Contractual Bonus Earnings

The calculation rule for BONUS ACCRL is Base × Percent where:

Base = Accumulator SGP GROSS

Percent = Variable BON VR NON-ACC PCT.

You use variable BON VR NON-ACC PCT to enter the non-contractual bonus accrual percentage. The same percentage will be used across the company, so the value will be entered on the Pay Entity SOVR's page. The Override Level for Pay Entity should be ticked.

Accruals need to be calculated only in the last segment of each month and only for active employees. Generation control GLI GC ACCRUAL therefore includes the formula GLI FM LST PRD/SEG which returns a value that determines whether to pay the BONUS ACCRL earning.

BONUS ACCRL contributes to the BONUS ACCRL_FPTDA accumulator.

Reversing Leave Liability When the Cost Centre Changes

The leave entitlements Application Engine program checks to see if there is a change of chartfield for each employee—where chartfields represent cost centres such as department and pay group. When the program detects a change, it reverses the liability from the centre storing the processed liability and sends the full amount of the new (unprocessed) liability (not the difference) to the new cost centre.

See Also

[Chapter 13, “Using the General Ledger Interface,” Linking Journal Types to GL Groupings, page 151](#)

[Chapter 13, “Using the General Ledger Interface,” Running the GLI Processes, page 156](#)

[Chapter 13, “Using the General Ledger Interface,” Remapping Chartfields after Initial Calculation, page 158](#)

Running the GLI Processes

The Calculate phase of GLI processing populates the GP_GL_DATA table. The Leave Entitlement process uses the Application Engine program GPSG_LV_LIAB to compare previous entitlement liability to current entitlement liability and load the difference into GP_GL_DATA. After you have updated the GP_GL_DATA table, you can complete the standard core GLI process by running Finalize.

You can also run an Application Engine process (GPSGP_GL_MAP) that updates chartfields in GP_GL_DATA. The program selects and updates the necessary GP_GL_DATA records with specified chartfield overrides. When you run the GL interface finalise process, the data is summarised using your chosen (remapped) chartfields for correct account mapping.

Note. You need to have already finalized your payroll to get up-to-date entitlement balances—upon which the liability calculation is based—for annual leave.

Page Used to Run the GLI Processes

Page Name	Object Name	Navigation	Usage
General Ledger Run Control	GPSG_GL_PREPARE	Global Payroll, Time and Labor / GL Costs, Send Costs to GL SGP	Initiate the processes for calculation of GL data, leave liability, chartfield remapping and finalization the GLI and statistical data updating.

Running the General Ledger Processes

Access the General Ledger Run Control page

General Ledger Run Control page

Processing Phases and Options

Chart Field Remap

Select this check box to enable the chartfield remap application program when running the General Ledger process. This run control page enables you to run an Application Engine process -(GPSGP_GL_MAP) that updates chartfields in GP_GL_DATA. The program selects and updates the necessary GP_GL_DATA records with specified chartfield overrides. When you run the GL interface finalise process, the data is summarised using your chosen (remapped) chartfields for correct account mapping.

Note. The differences between this page and the page you access through Compensate Employees, Manage Payroll Process, Process (GP_GL_PREPARE) is the additional processing phase option of Leave Liability and Chartfield Remap.

Running The Chartfields Remapping Process

The Chartfield remapping process achieves the following:

- Uses specified chartfield overrides and updates the GP_GL_DATA records.
- Enables the GL interface finalise process to correctly summarise transactions using your chosen combination of chartfields, grouping codes and account values.

You run the new Application Engine program as part of the standard General Ledger Interface process in the following sequence:

1. Ensure GL Calculate phase is complete.
2. Execute new Application Engine process to perform department remapping.

You run the remap before the leave entitlement process. If you alter the remap you must always re-run the calculate process. You can't re-run the remap process until you have run the calculation process.

3. Ensure GL Leave Entitlement phase is complete.
4. Execute GL Finalise process.

Note. This process runs as a separate process and is not integrated into existing Application Engines. In this way, it does not impact on the existing General Ledger Interface.

See Also

[Chapter 13, "Using the General Ledger Interface," Reporting Leave Liability and Absence History, page 153](#)

[Chapter 13, "Using the General Ledger Interface," Linking Journal Types to GL Groupings, page 151](#)

[Chapter 13, "Using the General Ledger Interface," Remapping Chartfields after Initial Calculation, page 158](#)

Remapping Chartfields after Initial Calculation

PeopleSoft Global Payroll for Singapore enables you to define chartfield remapping data used during the General Ledger (GL) interface process and post payroll costs to differing levels of chartfields based on GL groupings codes or accounts. You can use the GL Chartfield Remap page to set up GL chartfield parameters that enable you to re-map default chartfields after you run the initial calculate process. For example, you may have a requirement that a higher level of chartfields is attached to each of your account codes. Instead of using multiple departments for each account code, you may require one global chartfield level, which covers all departments.

Page Used to Remap Chartfields After Initial Calculation

Page Name	Object Name	Navigation	Usage
GL Chartfield Remap	GPSG_GL_MAP	Set Up HRMS, Product Related, Global Payroll, Integration, GL Chartfield Remapping SGP	Set up GL chartfield parameters that enable you to re-map chartfields after you run the initial calculate process. You can configure and maintain GL remapping data. Enables you to set up different levels of chartfields based on GL groupings codes or accounts.

Remapping Chartfields

Access the GL Chartfield Remap page.

GL Chartfield Remap

Pay Entity: KSSGPBI Singapore Business Institute
Business Unit: SGP01 Singapore Business Unit
General Ledger Unit: SGP01

Chartfields Find | View All First 1 of 1 Last
 *Effective Date: 11/04/2002

Chartfields to be passed to GL

DEPTID ☒
 GP PAYGROUP ☒

Chartfield Transformations Customize | Find | View All First 1-4 of 4 Last

SeqNum	Account	Grouping Code	DEPTID	GP PAYGROUP
1	200000	EARNINGS	10000	
2	200500	EARNINGS	13000	
3	201500	EARNINGS	15000	
4	201600	EARNINGS	11000	

GL Chartfield Remap— Chartfields page

Chartfields

ChartFields represent attributes of a payee, such as department, company, or employee ID. When you send a payee's earnings, deductions, or accumulator amounts to PeopleSoft General Ledger, you can also transmit the values that associated with your specific combination of ChartFields for the payee.

Chartfields to be passed to GL

A field appears for each chartfield you have set up on the Chartfield page in Global Payroll. Use the specific chartfields check boxes to choose not to send your specific chartfields to the General Ledger. During mapping, chartfields can be used to cost to different account codes. You can then choose not to send the chartfields to the General Ledger and only send the values to the accounts. When integrating Global Payroll with General Ledger, you can remap

Chartfield values to a business unit's general ledger (GL) account numbers. To enter the new, remapped chartfield value, use the Transformed Values tab.

Transformed Values

The default chartfields values display in the fields on the Chartfields tab. To remap the default settings, select the new values on the Transformed Values tab.

	Account	Grouping Code	DEPTID	GP PAYGROUP		
1	200000	EARNINGS	21500		+	-
2	200500	EARNINGS	25000		+	-
3	201500	EARNINGS	27000		+	-
4	201600	EARNINGS	ALL DEPTS		+	-

GL Chartfield Remap— Transformed Values page

Account This is the General Ledger Account number to which your chartfields and grouping codes will map.

Grouping Code Select the code to map to the General Ledger account. This is the Grouping Code for the elements that are included in the General Ledger transfer. A grouping comprises entry types of earnings, deductions, or segment accumulators. Elements must be in groups before they can be processed by General Ledger. Instead of entering earnings individually, you bundle them into one accumulator and create a grouping code for that accumulator.

See Also

[Chapter 13, “Using the General Ledger Interface,” Reporting Leave Liability and Absence History, page 153](#)

[Chapter 13, “Using the General Ledger Interface,” Linking Journal Types to GL Groupings, page 151](#)

[Chapter 13, “Using the General Ledger Interface,” Running the GLI Processes, page 156](#)

CHAPTER 14

Administering Central Provident Fund Contributions for Singapore

This section provides an overview of the administration of Central Provident Fund (CPF) contributions for Singapore and discusses how to:

- Calculate statutory CPF deductions.
- Understand CPF calculation fundamentals.
- Set up and manage employee and employer CPF details.
- Calculate CPF contributions.
- Calculate other CPF contributions.
- Set up and manage additional CPF details.
- Run CPF reports.

Understanding Administering Central Provident Fund Contributions

PeopleSoft supports the administrative and reporting requirements of Central Provident Fund (CPF) administration and maintenance and provides:

- Support for employee and employer payments to a nominated CPF or other fund or levy (including such funds as MBMF, CDAC, and ECF) in accordance with the calculation of eligibility rules for CPF legislation.
- The calculation of monthly CPF contributions on ordinary and additional wages according to CPF rate schedules for government and non-government employees.
- The calculation of other contributions collected by the CPF Board according to the required rate schedules.
- The identification and management of unique company and employee identifiers.
- Recalculation and adjustment of CPF contributions at year end using actual wages for the year.
- Additional CPF contributions to be taken from the final pay.
- A process that creates a file containing all CPF contributions for a month for submission to the CPF Board via the CPF PAL Internet facility and CPF/IRAS Line.
- Reports to support administrative reporting in accordance with CPF requirements.

Monthly CPF Schedule reports provide listings of all CPF contributions and other deductions that can be submitted to the CPF Board each week.

See Also

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Understanding CPF Calculation Fundamentals, page 167

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Setting Up and Tracking Employee and Employer CPF Details, page 171

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Calculating CPF Contributions, page 174

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Calculating Other CPF Contributions, page 179

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Setting Up and Managing Additional CPF Details, page 182

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Running CPF Reports and Files, page 183

Chapter 7, “Defining Deductions for Singapore,” page 57

Common Elements Used in This Chapter

CPF	The Central Provident Fund (CPF) is a compulsory savings scheme for employees. It was constituted in 1955 with the objective of providing financial security for workers in their retirement. Over the years, schemes have been introduced to allow CPF savings to be used for home ownership, life insurance, medical insurance, hospitalisation expenses, approved investments and education at local approved institutions. The Central Provident Fund is administered by the CPF Board and contributions to the fund are made by both employers and employees based on a percentage of the employee’s wages.
FWL	The Foreign Worker Levy (FWL) . The government uses a combination of quota restrictions and the imposition of a foreign worker levy as methods to control the foreign worker population. A levy is imposed on every employer in respect of each employee who is a non-resident work permit holder. The levy is not imposed on foreign workers who are permanent residents— they come under the CPF scheme instead. There is no employee contribution to FWL. The FWL and CPF schemes are mutually exclusive. An employer who pays the levy for foreign workers is not required to make CPF contributions for those workers. A work permit holder who is subsequently granted permanent resident status will come under the CPF scheme instead.
MBMF	The Mosque Building and Mendaki Fund. MBMF contributions are collected by the Central Provident Fund Board on behalf of Majlis Ugama Islam Singapura (MUIS) at the same time that contributions are collected for the Central Provident Fund. Contributions are mandatory for Muslim employees and the contribution rates depend on their monthly wages.
SINDA	The Singapore Indian Development Association (SINDA). From April 1, 1992, employees belonging to the Indian community can make monthly contributions to their self-help body, SINDA, through salary deductions.

The Central Provident Fund will collect the tax-deductible monthly contribution on behalf of SINDA. Indians who are not CPF members can make contributions through GIRO (electronic payments system), in cash or by cheque. Contributions are mandatory for all working Indians at a prescribed minimum amount according to their wages.

CDAC

The Chinese Development Assistance Council (CDAC). A scheme was put into operation on September 1, 1992 by the Chinese Development Assistance Council (CDAC) for employees to contribute towards an endowment fund. Similar to the schemes for SINDA and MBMF, contributions are collected by the CPF Board on behalf of CDAC. Contributions are made by working Chinese adults and the amount contributed depends on their monthly wages. The default is that contributions are taken and the employee elects not to contribute if they so desire.

ECF

The Eurasian Community Fund (ECF). Contributions to a community fund for the Eurasian Association commenced on April 1, 1995. Contributions are collected by the CPF Board. Employees can choose to contribute to the fund—contributions vary based on the monthly income of the employee.

SHARE

The Social Help and Assistance Raised by Employees (SHARE). An employee can voluntarily arrange for a monthly donation to SHARE to be deducted from their wages. The SHARE Programme is a campaign of the Community Chest of Singapore and is used to raise money which is given entirely to fund voluntary welfare organizations to provide services to various charities. The employer will forward the donations to the Central Provident Fund Board which collects the donations on behalf of the Community Chest. Donations should be sent at the same time as Central Provident Fund contributions.

SDL

The Skills Development Levy (SDL). The Skills Development Fund aims to promote, develop and upgrade skills and expertise of employees, and to retrain retrenched persons. The skills development levy is collected by the Central Provident Fund Board on behalf of the Singapore Productivity and Standards Board. Employers should make payment of the levy at the same time as they pay contributions to the Central Provident Fund. The Skills Development levy is payable by employers based on the number of employees and their respective remuneration.

Ordinary Wages

Ordinary Wages are wages due or granted wholly and exclusively in respect of an employee's employment in that month and payable before the due date for payment of CPF contributions for that month. This includes allowances (such as food allowance or overtime payment).

Additional Wages

Additional Wages are wages which are not granted wholly and exclusively for the month. Examples are the annual bonus, leave pay, incentive and other payments made at intervals of more than a month. Employees and their employers must make CPF contributions based on additional wages earned by the employee. Such contributions are subject to certain capping rules. Annual wage supplement, annual bonuses and other such payments that are paid at intervals of more than a month are regarded as additional wages for the month in which they are paid and no attempt should be made to apportion such payments retrospectively over a prior period.

NPVP	Non-Pensionable Variable Payment, which is payable monthly.
NPC	Non-Pensionable Component of the revised salary.

Making Statutory CPF Deductions

We have supplied the following statutory deductions for the common CPF contributions. The deductions are PeopleSoft delivered and maintained and are all defined with a calculation rule of Amount. CPF contributions are split into a number of different components and are made by the employer and the employee. Contributions made on ordinary and additional wages are separated and additional wages contributions are adjusted at the end of each year. In addition, it is possible to make voluntary contributions to CPF, which are not tax-deductible and need to be recorded separately.

Ordinary, additional, adjustment and voluntary deductions are delivered for both employers and employees:

Deduction	Description
CPF ORD ER Employer Ordinary CPF	Used for the employer's share of contributions made for ordinary wages. Amount = CPF FM ORD ER (Statutory)
CPF ORD EE Employee Ordinary CPF	Used for the employee's (payee's) share of contributions made for ordinary wages. Amount = CPF FM ORD PAYEE (Statutory)
CPF ADD ER Employer Additional CPF	Used for the employer's share of contributions made for Additional Wages. Amount = CPF FM ADD ER (Statutory)
CPF ADD EE Employee Additional CPF	Used for the employee's (payee's) share of contributions made for Additional Wages. Amount = CPF FM ADD PAYEE (Statutory)
CPF ADJ ER Employer CPF Adjustment	Year-End adjustment to employer's share of Additional Wages contributions. Amount = CPF VR EMPLR ADJ (Statutory)

Deduction	Description
CPF ADJ EE Payee CPF Adjustment	Year-End adjustment to payee's share of Additional Wages contributions. Amount = CPF VR PAYEE ADJ (Statutory)
CPF VOL ER Employer Voluntary CPF	Used for Voluntary CPF contributions made by the employer. Amount = Payee Level (Statutory)
CPF VOL EE Employee Voluntary CPF	Used for Voluntary CPF contributions made by the employee (payee). Amount = Payee Level (Statutory)

Note. The CPF contribution amounts are calculated according to the rules and rates specified by the CPF Board. The CPF contribution rates are stored in the GPSG_CPF_RATES table. The rates are accessed in the Global Payroll calculations using the CPF AR RATES array, using formula CPF FM RATE LOOKUP.

The CPF Board also acts as an agent collecting contributions to a number of community funds and levies. Global Payroll deductions and the required supporting elements are provided for each of them. Deductions are included for the contributions by employees to the following community funds:

Deduction	Description
MBMF Mosque Building Mendaki Fund	Used for the Mosque Building and Mendaki Fund. Amount = CPF FM MBMF CALC (Statutory)
CDAC Chinese Development Assistance Council	Used for the Chinese Development Assistance Council Fund. Amount = CPF FM CDAC CALC (Statutory)
SINDA Singapore Indian Development Association	Used for the Singapore Indian Development Association Fund. Amount = CPF FM SINDA CALC (Statutory)

Deduction	Description
ECF Eurasian Community Fund	Used for the Eurasian Community Fund. Amount = CPF FM ECF CALC (Statutory))
SHARE SHARE Programme Donations	Used for the Community Chest donations. Amount = Payee Level (Statutory)

Note. The rate of contribution to the first four of these deductions is a *fixed amount*, determined by the employees monthly wages. They are automatically calculated using Global Payroll brackets to determine the amounts. Contributions to the SHARE Programme are entirely up to the employee and are a flat amount deduction.

Deductions are also included for the following levies on the employer:

Deduction	Description
FWL Foreign Worker Levy	This is charged for each foreign worker employed. The amount is dependent on the type of worker. A bracket is used to determine the rate applicable for each worker type. Amount = CPF FM FWL CALC (Statutory)
SDL Skills Development Levy	This is charged at the rate of 1% of wages or \$2, whichever is greater, for all employees who earn less than \$1500 per month. This is calculated using a Global Payroll Formula. Amount = CPF FM SDL CALC (Statutory)

Note. These levies don't affect employee's pays, but are included as deductions as a convenient means of calculation, and for easy payment through the EFT process.

See Also

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Understanding Administering Central Provident Fund Contributions, page 161](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Understanding CPF Calculation Fundamentals, page 167](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Setting Up and Tracking Employee and Employer CPF Details, page 171](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Calculating CPF Contributions, page 174](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Calculating Other CPF Contributions, page 179](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Setting Up and Managing Additional CPF Details, page 182](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Running CPF Reports and Files, page 183](#)

[Chapter 7, “Defining Deductions for Singapore,” page 57](#)

Understanding CPF Calculation Fundamentals

This section provides an overview of the fundamental elements of CPF calculations and discusses how to:

- Manage CPF earnings.
- Control eligibility for CPF.
- Manage CPF rates.
- Work with monthly calculations.
- Manage currency for CPF calculations.
- Manage retropay processing for CPF.

Managing CPF Earnings

All payments to employees are classified as either ordinary wages, additional wages or NP (non-pensionable) wages (for the public sector) and the following segment accumulators are provided for these:

- CPF ORD WAGES SEG — Accumulates the ordinary wages in the segment.
- CPF ADD WAGES SEG — Accumulates the additional wages in the segment.
- CPF NP WAGES SEG — Accumulates the non-pensionable wages in the segment.

All earnings for Singapore add to either the ordinary wages or the additional wages accumulator.

Non-pensionable wages (NPVP and NPC) are a sub-set of ordinary wages and the NVP/NPC accumulators also add to the ordinary wages earnings elements and to the ordinary wages and NP wages accumulators.

As the NP (non-pensionable) wages is really a sub-set of ordinary wages, the element member list for the ordinary wages accumulator includes the NP wages accumulator.

All accumulators are keyed by EmplID, with user keys of variable CPF VR EMPLR REF (employer CPF Reference Number) and variable IRS VR BAL GRP and you should ensure that all earnings add to the appropriate accumulators. The month-to-date accumulators are based on calendar years—The financial year for Singapore is the same as the calendar year, so calendar accumulators are used. You can use the fiscal accumulators if required for your financial year.

Year-to-date accumulators are also used for ordinary wages and additional wages for use in calculating additional CPF limits. You can access these accumulators for both the current year and the previous year, so they must be maintained for 12 months after their end date, and based on a specified date. The specified date is a variable CPF VR ACC REF DT (CPF accumulator reference date) which must be initialised to the period end date. The variable stores the reference date by the month-to-date and year-to-date ordinary wages and month-to-date and year-to-date additional wages accumulators.

Controlling Eligibility for CPF and Other Contributions

The decision as to whether or not employees should be enrolled in specific benefit plans for CPF is based on the employee's citizenship status, ethnic group and religion. Generation control elements in Global Payroll automatically determine the deductions applicable to each employee. In all cases, there are also rare instances where employees can apply to the various bodies to either contribute at a different rate or stop altogether. These cases are handled by manual payee deduction overrides.

The table below indicates when the various CPF deductions are calculated using generation control elements.

Deduction	Generation Control	Criteria
CPF (Normal Contributions)	CPF GC NORMAL	All employees except those with a citizenship status of foreign worker.
CPF (Year-end Adjustment)	CPF GC ADD ADJUST	All employees with additional wages during the year, except those with a citizenship status of foreign worker. Only to be calculated in December, or when an employee terminates.
CPF (Voluntary Contributions)	(No generation control). Eligibility by individual assignments.	Manually controlled by payee deduction assignment only.
MBMF	CPF GC MBMF	All employees with a religion of Muslim, except those with a citizenship status of foreign worker.
SINDA	CPF GC SINDA	All employees with an ethnic category of Indian, except those with a citizenship status of foreign worker.

Deduction	Generation Control	Criteria
CDAC	CPF GC CDAC	All employees where the ethnic category is Chinese, except those with a citizenship status of foreign worker.
ECF	CPF GC ECF	All employees where the ethnic category is Eurasian, except those with a citizenship status of foreign worker.
SDL	Uses formula CPF FM SDL CALC. The limit (1500), rate (1%) and minimum amount (2) are stored in the PeopleSoft maintained variables.	Calculated for all employees. (Those earning more than \$1500 will have zero calculated.)
FWL	CPF GC FWL	All employees with a citizenship status of foreign worker, or change from foreign worker to permanent resident during the month.
SHARE	(No generation control). Eligibility by individual assignments	Manually controlled by payee deduction assignment only.

Managing CPF Rates

The CPF contribution rates required for CPF calculations are specified by CPF legislation and are PeopleSoft maintained. The data is accessed via the CPF AR RATES array, using formula CPF FM RATE LOOKUP, which retrieves the appropriate calculation rates (appropriate row in the array) for each employee.

To find the correct row in the CPF AR RATES array for the current employee (payee), formula CPF FM RATE LOOKUP determines the sector, the gradual CPF status, the employee's age and total wages for the month. These are determined using the following elements, as referenced in the CPF FM RATE LOOKUP formula:

- Formula CPF FM GRADUAL YR returns a value indicating whether gradual CPF rates should be applied for the payee. The formula returns the number of years in which the payee becomes the permanent resident (PR). The value is used to indicate whether gradual CPF rates should be applied for the payee. Variable CPF VR PR GRADUAL enables you to select which set of rates will be used for Permanent Residents. If set to blank, Full CPF rates will be used for PR's in the first 2 years. If set to 'P', Full Employer CPF and Gradual Employee CPF rates will be used for the first 2 years. The formula that determines the number of years of PR (CPF FM GRADUAL YR) takes this variable into consideration. You can set/override the value of the variable on the Pay Entity, Pay Group and/or Payee Element Overrides pages.
- If the employee status is *not* permanent resident, the formula doesn't resolve. However, if the employee is a permanent resident, the formula finds the number of complete years, using duration CPF DR PAYEE AGE, between the first day of the month following the permanent residency date and the first of the current month (based on the month from the period end date). While

CPF originally starts from the actual permanent residency date, the second and third year rates are not accessed until the beginning of the month following the anniversary.

- Duration CPF DR PAYEE AGE retrieves the correct CPF rates for a payee, their age as at the first day of the current month is needed. (From birth date to first day of current month, using the month from the period end date.

Note. You can override the formula at payee level. Employees may elect to pay the full CPF from the beginning and not have gradual CPF applied. To do this, you can enter an override to this formula, by setting the value to 'F', on the Payee Supporting Element Overrides page.

Working With Monthly CPF Calculations

All of the CPF contribution rates are specified as monthly amounts and must be reported and paid to the CPF Board monthly, regardless of the pay frequency. To accommodate this, all of the calculations are based on month-to-date (MTD) amounts. In each case, they are calculated using the employees MTD wages and at the end, any existing MTD contributions already calculated are subtracted. Our rules are designed to have the deductions calculated in every pay. Wages are attributed only to a single month (determined by the period end date) and are not pro rated. For example, if you want to have some deductions calculated in the last pay of the month, you will need to create your own generation control elements to do that.

Managing Currency for CPF Calculations

CPF is only calculated on payments that are in Singapore Dollars (SGD).

A conditional formula, CPF FM CUR SGD is attached to the CPF section in the process list to prevent it from being processed for any currency other than Singapore dollars. This means that CPF reports also only report on Singapore Dollar payments. Any payments made in other currencies are ignored by the reports.

Managing Retropay Processing for CPF

CPF is calculated for ordinary earnings based on the period in which it was earned. However, for additional earnings, CPF is calculated based on the period in which it is paid. Since the retro method for Singapore is Forwarding, the ordinary CPF deductions are also specified as Forwarded in the Retro Process definition. This means that where retro is concerned, ordinary CPF is re-calculated for the original pay period, and the difference forwarded to the current pay.

To ensure CPF is not also calculated on the retro earnings in the current period, all ordinary earnings are forwarded to earnings codes that are not included in the CPF ordinary wages accumulator. For additional earnings, the CPF deductions from the original period are not forwarded into the current period, so the additional CPF deductions are not included in the retro process definition.

Additional earnings elements are included in the retro process definition, and do not need to be forwarded to a different element. Other deductions such as MBMF, SINDA and CDAC are all forwarded and calculated based on when they were earned.

See Also

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Understanding Administering Central Provident Fund Contributions, page 161](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Setting Up and Tracking Employee and Employer CPF Details, page 171](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Calculating CPF Contributions, page 174](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Calculating Other CPF Contributions, page 179](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Setting Up and Managing Additional CPF Details, page 182](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Running CPF Reports and Files, page 183](#)

[Chapter 7, “Defining Deductions for Singapore,” page 57](#)

[Chapter 6, “Defining Earnings for Singapore,” page 37](#)

Setting Up and Tracking Employee and Employer CPF Details

Before you can administer contributions for employees or report for CPF or any of the other collections it is necessary to determine and record some unique identifiers for the employer and employee. In this section we discuss setting up and managing employee and employer CPF details and how to:

- Set up employer CPF details.
- Track employer CPF sector details.
- Track employee CPF details.

Pages Used to Set up and Track Employee and Employer CPF Details

Page Name	Object Name	Navigation	Usage
Employer CPF Reference	GPSG_EMPLR_CPF_REF	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Employer CPF Reference SGP	Use this page to maintain employer CPF reference numbers.

Setting up and Tracking Employer CPF Reference Numbers

Access the Employer CPF Reference Page.

CPF Employer Reference	
CPF Employer Ref Num:	1234567
*Description:	SGP Monthly Pay Group

CPF Employer Reference page

CPF Employer Ref Num The employers *CPF reference number* is a unique ID assigned to each employer by the CPF Board. Reporting to the CPF Board is always processed separately for each employer reference number. So it is important for all the amounts and balances related to CPF to be kept separately for each one. The employer's CPF reference number is therefore recorded in the variable CPF VR EMPLR REF which is used as a user key on all CPF related accumulators.

You enter the number on the Singapore Pay Group page. An array is used to load it into the variable.

Tracking Employer CPF Sector Details

To add some more flexibility to the way pay entities are structured, you can define the employer data either at the pay group level, or at a higher level. We also allow for the situation where a single CPF employer is implemented in Global Payroll as a number of pay entities.

The *employers sector* is also recorded using a Global Payroll variable. The variable CPF VR SECTOR stores the sector which is used to determine the set of CPF rates applicable for an employee. You can override the sector variable at pay entity, pay group or payee level.

You can enter the following values:

- 1—Civil Service – Pensionable.
- 2—Civil Service – Other.
- 3—Private Sector – (the default value).

The variable CPF VR UNIT NUM stores the 3-digit unit number used in reporting to the CPF Board by the MOF/MID. It is not used by other customers. You can override it at pay entity, pay group or payee level.

Managing Employee CPF Details

Two views and arrays are delivered to bring all of the CPF information required for processing — including the citizenship status, worker type, permanent residence date, age, ethnic group and religion — using the arrays to make it available to the Global Payroll CPF rules.

The GPSG_CPF_PERS_VW view enables the employee (personal) data to be extracted from several different tables using a single array — CPF AR PERS DATA. The array is included at the beginning of the DEDUCTIONS – CPF (CPF section) so that the values retrieved are available to all the deductions and related supporting elements. The array is keyed by employee. Only one row is ever retrieved, and an error formula is included to provide a message if no record is found.

A national ID type is delivered to hold the employee's CPF account number (in addition to the national ID types of NRIC and permanent residency (PR) number. When reporting employees' CPF accounts, the CPF account number national ID is used, if it exists. If not, it uses the NRIC and if that doesn't exist either, the permanent residency number.

The GPSG_CPF_ETH_VW view enables the employee's ethnic group and religion data to be extracted from several different tables using a single array — CPF AR ETHN/RELIG. The array retrieves the payee's ethnic group and religion to determine if they must contribute to CDAC, MBMF, ECF and SINDA and is included at the beginning of the DEDUCTIONS – CPF (CPF section) so that the values retrieved are available to all the deductions and related supporting elements. The array is keyed by employee.

Note. Ethnic Group and Religion are loaded using a separate array — CPF AR ETHN/RELIG — as they are not necessarily needed for foreign workers.

The GPSG_CPF_PERS_VW view extracts the following fields:

Field	Variable	Attribute
CITIZENSHIP_STATUS	CPF VR CITIZENSHIP	Employee's citizenship status from CITIZENSHIP table. Selected only where DEPENDENT_ID is blank (the employees record), and COUNTRY = 'SGP'.
WORKER_TYPE_SGP	CPF VR WORKER TYPE	Employee's worker type from the same CITIZENSHIP record as Citizenship Status.
PERM_STATUS_DT_SGP	CPF VR PERM DATE	Employee's permanent status date — also from the same CITIZENSHIP record as Citizenship Status.

The GPSG_CPF_ETH_VW view extracts the following fields:

Field	Variable	Attribute
RELIGION_CD	CPF VR RELIGION	Employee's religion from DIVERS_RELIGION table.
ETHNIC_CATEGORY	CPF VR ETHNIC	Ethnic Group Code from the DIVERS_ETHNIC table. Ethnic Category from ETHNIC_GRP_TBL table.

The values for the religion and citizenship status fields are controlled by setup tables.

The employee type is stored in variable CPF VR EMPL TYPE. This is the employee type that is used in reporting to the CPF Board by the MOF/MID. You can override it at pay entity, pay group or payee level. The default value is blank.

Override values are:

- ‘P’ - pensionable.
- ‘A’ - bonus payment.
- ‘N’ - non-pens.
- ‘C’ - contract svcmen.
- ‘S’ - saver’s plan.

See Also

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Understanding CPF Calculation Fundamentals, page 167](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Calculating CPF Contributions, page 174](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Calculating Other CPF Contributions, page 179](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Setting Up and Managing Additional CPF Details, page 182](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Running CPF Reports and Files, page 183](#)

[Chapter 7, “Defining Deductions for Singapore,” page 57](#)

Calculating CPF Contributions

Under the Central Provident Fund Act, all remuneration in money due or granted to an employee in respect of their employment, including overtime pay, allowances, cash awards, commission and bonuses, is treated as wages. CPF contributions are computed based on the employee’s wages. The CPF contributions payable on an employee’s wages depends on the type of wages—ordinary wages or additional wages.

This section provides an overview of the calculation of CPF contributions and discusses:

- Calculating normal CPF contributions.
- Calculating voluntary CPF contributions.
- Calculating additional CPF contributions.

Calculating Normal CPF Contributions

CPF contributions must be paid for all employees other than foreign workers (and maybe a few odd exceptions, like employees working overseas or students). Contributions are made by employees and by employers. For reporting purposes, it is necessary to record the CPF paid on ordinary wages and additional wages separately. There are therefore four normal CPF deductions:

- CPF ORD EE — Employee Ordinary CPF.
- CPF ADD EE — Employee Additional CPF.
- CPF ORD ER — Employer Ordinary CPF.
- CPF ADD ER — Employer Additional CPF.

These CPF deductions apply to most of the workforce, so the deduction assignments are by eligibility group. A generation control CPF GC NORMAL which uses formula CPF FM NORMAL GC is attached to exclude foreign workers and to determine whether the payee is eligible for CPF contribution. (Only Singapore citizens and permanent resident are eligible). For the rare exceptions, you can override at the payee level.

Since the calculation of the four parts of the CPF contributions are related, a single pre-processing formula CPF FM CALCULATION, attached to all the CPF deductions, calculates the amounts. The formula is only required once, but is attached to all CPF deductions in case there are overrides.

CPF contributions must always be calculated and paid to the CPF Board monthly. To cater for pay frequencies other than monthly, the CPF calculation is calculated every period, based on month-to-date wages. CPF already calculated for previous periods in the month is then subtracted to give the current period contributions.

Working With The CPF FM CALCULATION Formula

The formula CPF FM CALCULATION calculates the normal CPF to be contributed by the employer as well as the employee (payee). The calculated amounts are stored in variables for use in the deduction amount fields.

The formula calculates the normal CPF using the following elements:

- The array CPF AR RATES retrieves the appropriate rates for the employee. The total wages are needed first to find the right wage bracket in the look-up. The following variables are returned:

	Total CPF Calculation Variables		Payee CPF Calculation Variables
A	Percentage of Ordinary Wages	I	Percentage of Ordinary Wages
B	Percentage of NPVP & NPC	J	Percentage of NPVP & NPC
C	Limit on Ordinary CPF	K	Limit on Ordinary CPF
D	Wages Base Amount	L	Wages Base Amount
E	Numerator	M	Numerator
F	Denominator	N	Denominator

	Total CPF Calculation Variables		Payee CPF Calculation Variables
G	Percentage of Additional Wages	O	Percentage of Additional Wages
H	Wages Type	P	

- If there are additional wages, the limit is calculated to see if it has been exceeded. The variable CPF VR ACC REF DT is used when referencing the year-to-date accumulators. The limit is based on last years wages for the first 12 months, then the current year's in December. If total wages are \$100,000 or less, there are no limits. If Total Wages is greater than \$100,000 and if ordinary wages are \$72,000 or less, the limit is \$100,000 minus the ordinary wages. Otherwise, the limit is 40% of ordinary wages. If they have reached the limit for this year, the additional wages are reduced.

- The total CPF is then calculated based on the variables returned from the array as follows:

$$\text{CPF1} = \text{Ordinary Wages} \times \text{A\%} + \text{NP Wages} \times \text{B\%}$$

(A maximum limit (C) is applied to CPF 1)

Where:

A = Total Percentage of Ordinary Wages, or

A = Recoverable Percentage of Ordinary Wages

B = Total Percentage of NPVP/NPC Wages, or

B = Recoverable Percentage of NPVP/NPC Wages

C = Total Limit on Ordinary CPF, or

C = Recoverable Limit on Ordinary CPF

$$\text{CPF2} = (\text{Wages} - \text{D}) \times \text{E} / \text{F}$$

(Wages may be either Total Wages or Ordinary Wages, depending on the value of G)

Where:

D = Total Wages Base, or

D = Recoverable Wages Base

E = Total Numerator, or

E = Recoverable Numerator

F = Total Denominator, or

F = Recoverable Denominator

G = 1 Ordinary Wages (Used for Civil Service), or

G = 2 Total Wages (Used for Public Sector)

$$\text{CPF 3} = \text{Additional Wages} \times \text{H\%}$$

Where:

H = Total Percentage of Additional Wages, or

H = Recoverable Percentage of Additional Wages

$$\text{CPF} = \text{CPF 1} + \text{CPF 2} + \text{CPF 3}$$

Note. The variables (A to G) are stored in the GPSG_CPF_RATES table. The values are dependent on the employees sector, residency status, age and wage bracket. The calculation is carried out twice. The first time determines the total CPF payable. The second time determines the amount that can be recovered from the employee. Therefore, there are two sets of variables included in the table (except for wages type, which is always the same in both calculations).

- Employee's in concurrent employment may apply to have the limit on the employee's share of ordinary CPF reduced. The employer's share remains the same. The reduced limit needs to be entered in the CPF VR MAX ORD DEDN variable on the Payee SOVR's page. The variable stores the maximum payee contribution amount for CPF on ordinary wages. So, if you reduce the employee's share, you need to reduce the total by the same amount.
- If the payee became a permanent resident this month, the CPF amounts are pro rated. CPF deductions are only pro rated when an employee first becomes a permanent resident (and CPF contributions begin). CPF is calculated on the full wages for the month and is then pro rated. There is no pro ration for new hires or terminations during a month.

The total ordinary CPF, total additional CPF, payee ordinary CPF and payee additional CPF amounts are prorated based on the number of working days in the month since the permanent residence date. Hire date and termination date are also considered in here. If the employee was hired during the month, only the days since the hire date are counted, not from the first of the month. This also applies to termination.

- The final amounts are then rounded off properly and the employers share can then be calculated. The total CPF amounts are rounded properly – not the individual additional and ordinary parts.

Calculating Voluntary CPF Contributions

Voluntary CPF deductions are set up the same way as the normal CPF deductions. They use the same pre-process formula, CPF FM CALCULATION. However, as eligibility will be by individual assignments, they have no generation control.

There are two voluntary CPF deductions:

- CPF VOL ER — Employer Voluntary CPF.
- CPF VOL EE — Employee Voluntary CPF.

Voluntary CPF can be used in two situations:

- Paying normal CPF for foreign workers or others not normally liable for CPF. In this case, the amount calculated in the pre-process formula is used.
- Paying extra CPF for employees already contributing the normal CPF. In this case, the amount is overridden on the deduction assignment rather than using the standard CPF amounts.

Note. If the Voluntary CPF is for an overseas posting, set the IRS VR OVERSEAS variable on the SOVR's page of the Deduction Assignment to 'Y' (or any non-blank value) to indicate an overseas posting. This is used on Inland Revenue reports.

Calculating Additional CPF Contributions

With the final pay for each year, the limit on additional CPF needs to be recalculated based on actual wages for the year. If the limit is higher than that of the previous year, extra CPF contributions may need to be made. If the limit is lower, some contributions may need to be reclaimed from the CPF Board. This reconciliation needs to be carried out in December for all employees who received additional wages during the year. It also needs to be done in the final pay for employees who are terminating.

Two deductions are used for the adjustment: One for the employer's share and one for the employee's (payee's) share.

- CPF ADD ER — Employer Additional CPF.
- CPF ADD EE — Employee Additional CPF.

The generation control CPF GC ADD ADJUST, using the formula CPF FM ADD ADJ GC, determines whether the payee is eligible for CPF adjustment.

Calculating the Additional CPF Adjustment Deduction

The generation control formula CPF FM ADD ADJ GC is used to calculate the additional CPF adjustment deduction when:

- The month of the period end date is December, or
- The segment end date is equal to the payee's termination date, and
- Additional wages YTD accumulator > zero, and
- Citizenship status is *not* '6' (foreign worker)

As with the normal CPF deductions, the pre-process formula performs the actual calculation for both the employer and payee CPF contributions. The amounts calculated are stored in variables, which will be used as the amounts. The CPF FM ADD ADJ GC formula determines whether the employee (payee) is eligible for CPF adjustment using the following elements:

- The new limit is calculated based on current earnings. Both the old limit and the new limit variables default to 999,999,999,999 - (no limit).
- The old limit is calculated based on last years earnings.
- If additional wages for the current year exceed the new limit and the new limit is less than the old limit, the employer can claim a refund from the CPF Board. The message *Additional CPF Refund due* informs you of this.
- If their current year additional wages exceeded the old limit and the old limit was less than the new limit, additional CPF needs to be calculated. The historical rule CPF HR ADD ADJUST, using formula CPF FM ADD ADJ SEG calculates the adjustments (total CPF and payee CPF) for the year.

Calculating CPF Adjustments

If their current year additional wages exceeded the old limit and the old limit was less than the new limit, additional CPF needs to be calculated. The historical rule CPF HR ADD ADJUST, using formula CPF FM ADD ADJ SEG calculates the adjustments (total CPF and payee CPF) for the year as follows:

- The processing period should be going back from the end date of the previous month, to 01/01 of the current year, based on period end date. (Generally, it will start from 30/11, but for terminating employees, it will be a different month.)

- The historical rule returns the following fields for use in the calculation — CPF ADD WAGES YTD (additional wages YTD accumulator), CPF ADD WAGES SEG (additional wages segment accumulator), CPF VR RT PCT ADD (employer percent variable), CPF VR RT RPCT ADD (employee percent variable).
- Processing of the historical rule stops when CPF ADD WAGES YTD are less than or equal to the old limit.
- The formula CPF FM ADD ADJ SEG executed for each segment recalculates the additional CPF using the original rate applicable in each month, but based on the new limit. The difference between the original CPF amounts and the recalculated CPF amounts are returned in variables.

Calculating Additional CPF Adjustments in the Segment

The formula CPF FM ADD ADJ SEG calculates the additional CPF adjustment in the segment, which is called by the historical rule CPF HR ADD ADJUST.

This formula is executed for each segment returned by the historical rule. It recalculates additional CPF using the original rate, but based on the new limit. The difference between the original CPF amounts and the recalculated CPF amounts are returned in variables (Extra Emplr CPF and Extra Ee CPF). The processing is as follows:

- If there were additional wages included in the segment and CPF was not calculated on them, the extra CPF that should have been taken is calculated.
- If you hit the limit this month, just the CPF on wages up to the limit is calculated.
- The CPF is calculated using the rates that were stored during the original calculation.

See Also

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Understanding CPF Calculation Fundamentals, page 167

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Setting Up and Tracking Employee and Employer CPF Details, page 171

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Calculating Other CPF Contributions, page 179

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Setting Up and Managing Additional CPF Details, page 182

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Running CPF Reports and Files, page 183

Chapter 7, “Defining Deductions for Singapore,” page 57

Calculating Other CPF Contributions

In addition to CPF contributions, the CPF board also collects Mosque Building and Mendaki Fund contributions (MBMF), Skills Development Levy (SDL), and Foreign Workers Levy (FWL) contributions on behalf of the government and SHARE donations for the Community Chest of Singapore. There are also collection schemes for community assistance programmes such as SINDA, CDAC and the Eurasian Association which are administered by the CPF Board.

Calculating MBMF Contributions

MBMF contributions must be paid by all Muslim employees each month. The MBMF deduction is determined by the employee's wages for the month and uses formula CPF FM MBMF CALC. Formula CPF FM MBMF CALC calculates MBMF using bracket C PF BR MBMF. Since this is a monthly contribution, the formula looks up the bracket and subtracts any month-to-date amount.

The employee's religion is returned by the personal data array CPF AR PERS DATA. The generation control CPF GC MBMF uses formula CPF FM MBMF GC to determine whether the employee is a Muslim. If the employee's religion is *Muslim*, and their citizenship status is *citizen* or *permanent resident*, the deduction is made.

Calculating SINDA Contributions

SINDA contributions must be paid by all Indian employees (except foreign workers) each month. The SINDA deduction is determined by the employee's wages for the month and uses formula CPF FM SINDA CALC. Formula CPF FM SINDA CALC calculates SINDA using bracket CPF BR SINDA. Since this is a monthly contribution, the formula looks up the bracket and subtracts any month-to-date amount.

The employee's ethnic category and citizenship status are returned from the personal data array CPF AR PERS DATA. The generation control CPF GC SINDA (using formula CPF FM SINDA GC) uses them to determine whether SINDA is applicable or not. If the employee's ethnic category is *Indian*, and their citizenship status is not *foreign worker*, the deduction is made.

Calculating FWL Contributions

FWL is a levy paid by the employer for all foreign workers.

The generation control CPF GC FWL uses formula CPF FM FWL GC, to determine if the employee is either a foreign worker, or was a foreign worker and became a permanent resident (PR) during the current month. It is set to *Include* the employee if the formula is true.

If variable CPF VR CITIZENSHIP (which stores the citizenship status of the payee) is 6 — foreign worker, or 7 — permanent resident, and the permanent residence date is in the current month (based on month from period end date), the levy is paid.

The variable CPF VR FWL START DT is used to enter the start date of the FWL. If it's not entered, the hire date is used instead. You can override it at the payee level. When a foreign worker is hired, FWL does not necessarily start from the hire date. It may actually be payable before that - either from the time the work permit is issued, or when the employee enters the country.

Calculating The FWL Amount

The formula CPF FM FWL CALC calculates the amount of FWL to be paid for an employee in the pay period. The amount of FWL to be paid depends on the worker type of the payee. The rate applicable to each worker type is held in bracket CPF BR FWL RATES. For a full month, the amount is simply the monthly amount from the bracket. For a partial month, it is calculated using the daily amount for each CPF VOL EE day in the partial period.

Bracket CPF BR FWL RATES returns the daily and monthly FWL rates based on the payee's worker type (variable CPF VR WORKER TYPE). FWL will normally start from the hire date, but the FWL start date variable CPF VR FWL START DT enables you to override that in case you want it to start earlier. If it started in the previous month, but wasn't calculated (because they were too late), last months FWL is calculated first. The FWL MTD accumulator uses a specified date and is maintained for 1 month so that you can check last months balance.

Calculating SHARE Programme Donations

The CPF Board collects SHARE Programme donations on behalf of the Community Chest, National Council of Social Service. SHARE contributions are voluntary and deducted from the employees' wages. The amount of any contribution is entirely at the employee's discretion and is entered at the payee level. The deduction subtracts from the SGP NET net pay accumulator.

Calculating SDL Contributions

SDL is a levy on the employer charged for all employees who earn less than \$1500 in a month. The rate of contribution is 1% of the employees earnings, or at least \$2. The SDL deduction uses formula CPF FM SDL CALC. The limit (1500), rate (1%) and minimum amount (2) are stored in the following PeopleSoft maintained variables:

- CPF VR SDL LIMIT— holds the wage limit for SDL contribution as \$1500 for the calculation of SDL.
- CPF VR SDL PERCENT— holds the percentage as 1% for the calculation of SDL.
- CPF VR SDL— stores the SDL amount in the formula CPF FM SDL CALC.
- CPF VR SDL MIN— holds the minimum contribution for SDL as \$2.00 for the calculation of SDL.

If the accumulator SGP GROSS (gross pay amount) is less than or the same as the variable CPF VR SDL LIMIT (wage limit for SDL contribution as \$1500), the sum of $\text{SGP GROSS} \times \text{variable CPF VR SDL PERCENT (1\%)}$ is stored in variable CPF VR SDL, to then be used in formula CPF FM SDL CALC. Variable CPF VR SDL is divided by 100. If the result is less than variable CPF VR SDL MIN (\$2.00), the formula does not resolve.

Calculating CDAC Contributions

Contributions to CDAC are made by all working Chinese Singaporeans and Permanent Residents. The deduction CDAC uses formula CPF FM CDAC CALC and generation control CPF GC CDAC.

The generation control CPF GC CDAC uses formula CPF FM CDAC GC to determine if the employee is either a foreign worker, or was a foreign worker and became a permanent resident during the current month. It is set to *Include* the employee if the formula is true.

The employees ethnic category and citizenship status are returned from the personal data array CPF AR PERS DATA. The generation control CPF GC CDAC (using formula CPF FM CDAC GC) uses them to determine whether CDAC is applicable or not. If the employee's ethnic category is *Chinese*, and their citizenship status is *citizen* or *permanent resident*, the deduction is made.

Calculating ECF Contributions

All working Eurasian Singapore citizens and permanent residents may contribute to the Eurasian Community Fund. Contributions vary based on the monthly income of the employee. Deduction ECF uses formula CPF FM ECF CALC and generation control CPF GC ECF.

ECF contributions are mandatory for all Eurasian employees (except foreign workers). The employees ethnic category and citizenship status are returned from the personal data array CPF AR PERS DATA. The generation control CPF GC ECF uses them to determine whether ECF is applicable. If the employee's ethnic category is *Eurasian*, and their citizenship status is *citizen* or *permanent resident*, the deduction is made.

Formula CPF FM ECF CALC ECF uses bracket CPF BR ECF. Since this is a monthly contribution, the formula looks up the bracket and subtracts any MTD amount.

See Also

Chapter 14, "Administering Central Provident Fund Contributions for Singapore," Understanding CPF Calculation Fundamentals, page 167

Chapter 14, "Administering Central Provident Fund Contributions for Singapore," Setting Up and Tracking Employee and Employer CPF Details, page 171

Chapter 14, "Administering Central Provident Fund Contributions for Singapore," Calculating CPF Contributions, page 174

Chapter 14, "Administering Central Provident Fund Contributions for Singapore," Setting Up and Managing Additional CPF Details, page 182

Chapter 14, "Administering Central Provident Fund Contributions for Singapore," Running CPF Reports and Files, page 183

Chapter 7, "Defining Deductions for Singapore," page 57

Setting Up and Managing Additional CPF Details

This section provides an overview of setting up and managing CPF details and discusses how to:

- View and manage CPF rate details.
- Enter late payment interest payable by an employer.

Pages Used to Set Up and Manage CPF Details

Page Name	Object Name	Navigation	Usage
CPF Rates	GPSG_CPF_RATES	Set Up HRMS, Product Related, Global Payroll, Additional Rates and Ceilings, CPF Rates SGP	View and manage the CPF contribution rates required for CPF calculations. These are the rates specified by the CPF legislation and are PeopleSoft maintained. The data is accessed via the CPF AR RATES array, using formula CPF FM RATE LOOKUP, which retrieves the appropriate calculation rates for each employee.
CPF/FWL Interest	GPSG_CPF_INTEREST	Global Payroll, Authority Correspondence, CPF/FWL Late Interest SGP	Maintain late payment interest payable by an employer for FWL and CPF by an employer. These are included in the interface files and reports the employer provides to the CPF Board.

See Also

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Understanding CPF Calculation Fundamentals, page 167](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Setting Up and Tracking Employee and Employer CPF Details, page 171](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Calculating CPF Contributions, page 174](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Calculating Other CPF Contributions, page 179](#)

[Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Running CPF Reports and Files, page 183](#)

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Running CPF Reports and Files

To simplify the CPF reporting process, and the collection of the data needed for CPF reports and files, all the amounts needed from the Global Payroll processing results are stored in the GPSG_CPF_RSLTS table, using the writable array CPF WA RESULTS. The array puts all of the MTD amounts calculated for all of the CPF contributions and other related Global Payroll results into a single record (CPF Monthly reporting table).

Prior to running any of the monthly reports, you need to run the CPF Report Data Creation process. This process carries out all the required processing, such as identifying new hires and terminations, and determining the CPF account numbers. After that, you can produce the following reports and files, using relatively simple processes:

- CPF/IRAS Line File.
- CPF PAL Internet File.
- CPF Mthly Contributions Report.
- CPF Contributions List.
- CPF Adjustments Report.

The GPSG_CPF_RPTG table is used for producing the CPF reports and files for submission to the CPF Board. It is populated when you run the monthly CPF Data Creation process.

Pages Used to Run the CPF Reports

Page Name	Object Name	Navigation	Usage
CPF Reporting Data Creation Process , CPF PAL-Internet File Creation Process , CPF/IRAS Line File Creation Process	CPSG_CPF_RPTG_RC	• Global Payroll, Authority Correspondence, Create CPF Reporting Data SGP. • Global Payroll, Authority Correspondence, Create CPF-PAL Internet SGP. • Global Payroll, Authority Correspondence, Create CPF Line SGP.	The CPF Reporting Data Creation Process enables you to create the monthly CPF data that can be used for creating reports and files for submission to the CPF Board. The CPF PAL-Internet File Creation Process enables you to create a flat file in the format required for submitting monthly CPF payments directly to the CPF Board via the Internet. The CPF/IRAS Line File Creation Process enables you to create a flat file in the format required for submitting monthly CPF payments to the CPF Board using the CPF/IRAS Line software.
CPF Monthly Contributions Report	CPSG_CPF_CONRPT_RC	Global Payroll, Authority Correspondence, CPF Mthly Contribution Rpt SGP	A single process is used, which produces multiple reports.
CPF Monthly Contributions List	GPSG_CPF_CONLST_RC	Global Payroll, Authority Correspondence, CPF Mthly Contribution Lst SGP	This report lists the contributions for all of the funds on a single report.
CPF Adjustments Report	GPSG_CPF_ADJ_RC	Global Payroll, Authority Correspondence, CPF Adjustment Report SGP	This lists the CPF contributions on a single report.

See Also

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Understanding CPF Calculation Fundamentals, page 167

Chapter 14, “Administering Central Provident Fund Contributions for Singapore,” Setting Up and Tracking Employee and Employer CPF Details, page 171

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CHAPTER 15

Defining Absence Rules for Singapore

This section provides an overview of absence rules for Singapore and discusses:

- Understanding absence rules for Singapore.
- Delivered absence primary elements—the absence entitlement and absence take elements).
- Calculating annual leave.
- Calculating sick leave.
- Calculating hospitalization leave.
- Calculating maternity leave.
- Calculating national service leave.
- Calculating other leave.
- Calculating special leave.
- Calculating leave without pay.
- Calculating absence entitlements on termination.

Understanding Absence Rules for Singapore

PeopleSoft Global Payroll for Singapore delivers predefined rules for processing absence payments, such as annual leave, sick leave, maternity leave, other leave and national service leave. Rules are also delivered to calculate unused annual leave on termination. You can easily modify any of these rules to reflect absence and termination policies that are specific to your organization or to labor agreements with your employees.

To demonstrate how PeopleSoft Global Payroll can process typical absence requirements in Singapore, PeopleSoft provides 10 absence entitlement elements and 10 absence take elements. After the table of primary elements—the absence and take elements—we describe the interaction of each element with supporting elements.

Delivered Absence Primary Elements

Primary absence elements are absence entitlements—entitlement or pro rata—and absence takes. In the following tables, we cross-reference entitlements to takes and takes to entitlements in the description column. After the following tables, we describe each element in the context of leave calculations.

This section discusses:

- Absence entitlements elements.
- Absence take elements.

Delivered Absence Entitlements

The following table lists the absence entitlement elements for Singapore. Absence entitlement elements define how much paid time off your organization gives payees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances.

Name	Description and Used By
<i>Annual Leave</i>	
ANN GENL ENT	Annual leave Entitlement ANN GENL TKE
ANN STAT ENT	Annual Leave Entitlement ANN STAT TAKE
<i>Sick Leave</i>	
SLV SICK ENT	Sick leave entitlement SICK LVE TAKE
<i>Maternity Leave</i>	
MAT MAT ENT	Maternity entitlement MAT GENL TAKE
<i>Special Leave</i>	
SPL LVE ENT	Special Leave Entitlement SPL LVE TAKE
<i>Paternity Leave</i>	
PAT LVE ENT	Paternity Leave Entitlement PAT LVE TAKE
<i>Newly Wed Leave</i>	
NWD LVE ENT	Newly Wed Leave Entitlement NWD LVE TAKE
<i>No Paid Leave</i>	
NPL LVE ENT	No pay leave entitlement NPL LVE TAKE
<i>National Service Leave</i>	

Name	Description and Used By
NSL LVE ENT	National Service Entitlement NSL LVE TAKE
<i>Hospitalization Leave</i>	
HSP LVE ENT	Hospitalization entitlement HSP LVE TAKE

Delivered Absence Takes

The following table lists the absence take elements for Singapore. Absence take elements define your rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used.

Name	Description and Used By
<i>Annual Leave</i>	
ANN GENL TAKE	Annual Leave Take ANN GENL ENT
ANN STAT TAKE	Annual Leave Take ANN STAT ENT
<i>Sick Leave</i>	
SICK LVE TAKE	Sick leave Take SLV SICK ENT
<i>Maternity Leave</i>	
MAT GENL TAKE	Maternity Leave Take MAT MAT ENT
<i>Special Leave</i>	
SPL LVE TAKE	Special Leave Take SPL LVE ENT
<i>Paternity Leave</i>	
PAT LVE TAKE	Paternity Leave Take PAT LVE ENT
<i>Newly Wed Leave</i>	
NWD LVE TAKE	Newly Wed Leave Take NWD LVE ENT
<i>No Paid Leave</i>	

Name	Description and Used By
NPL LVE TAKE	No Pay Leave Take NPL LVE ENT
<i>National Service Leave</i>	
NSL LVE TAKE	National Service Leave Take NSL LVE ENT
<i>Hospitalization Leave</i>	
HSP LVE TAKE	Hospitalization Take HSP LVE ENT

Calculating Annual Leave

Every employee who has worked for at least 3 months is entitled to pro rated annual leave. The entitlement is based on working days (and not calendar days). We provide two absence entitlements for the calculation of annual leave entitlement. The first entitlement — ANN GENL ENT — calculates leave on a *pay period basis*. Leave entitlement is based on the years of service within the company. Pro rata leave entitlement is calculated at every pay period and added to the balance. This process also verifies that the total leave does not exceed beyond a particular holding.

The other annual leave entitlement — ANN STAT ENT — is calculated at *every anniversary* for the employee. The total entitlement is based on the years of service and the number of accrual days is based on the values that are set in a bracket. This leave entitlement does not check for maximum balance carryover into the next anniversary year (for the employee).

Note. There is no fixed legislation to carryover entitlements. Generally, leave balance from one year cannot be carried over for more than two years. In some cases, restriction also applies on the number of days that can be accrued at each quarter. For example, if the number of days in the first year of service was 10, then a maximum of 3 must be used within the first quarter, otherwise, the 3 days are forfeited.

This section discusses how to calculate:

- Annual leave on a pay period basis.
- Annual leave at every anniversary.

Calculating Annual Leave by Pay Period

The annual leave entitlement — ANN GENL ENT — using formula ANN FM GENL ENT (with generation control ANN GC ELIG STS) calculates leave on a *pay period basis* (returning the monthly annual leave entitlement during the monthly accrual process). The leave entitlement is based on the years of service within the company. Pro rata leave entitlement is calculated at every pay period and added to the balance. This process also uses formula ANN FM MAX ADJST to verify that the total leave does not exceed beyond a particular holding.

The ALV FM GENL ENT formula resolves as follows:

1. The annual leave entitlement value is retrieved from bracket ANN BR GENL ENT. This annual leave bracket defines the entitlement an employee can earn in each year of service. The bracket is used while calculating the entitlement on a *per pay period* basis. The bracket search keys and return column values are as follows (after the completion of (x) years of service, an employee is entitled to (x) days of leave):

Years Of Service (LVE DR YR OF SVC)	Days Of Leave (ANN BR GENL ENT)
1st	7
2nd	8
3rd	9
4th	10
5th	11
6th	12
7th	13
8th (and thereafter)	14

2. The bracket uses duration CM DR YR OF SERV to return the employee's years of service (number of years between the service date SERVICE DT and the pay period end date PERIOD END DATE).
The yearly entitlement is deannualised whenever the entitlement has not been changed during the pay period. If the entitlement has been changed, the partial entitlements before and after the anniversary date are added up and returned.
3. The current year's annual leave entitlement variable ANN VR CURR ENT stores the current deannualised annual leave entitlement.
The previous year's annual leave entitlement variable LVE VR PREV ENT stores the previous deannualised annual leave entitlement.
4. The formula CM FM PREV ACCM returns the previous year's accumulator balance variable PREV VALUE ACCM (to add to the current new year accumulator balance) and is used in the accumulator initialize rule.
5. The entitlement adjustment unit formula ANN FM MAX ADJST calculates the maximum carry over entitlement of annual leave. This carry over adjustment is executed at every pay period and the adjustment reduces the entitlement. The formula looks up the current and previous year entitlement and checks if the cumulative entitlement is over the next year (of service) entitlement.
6. The annual leave balance accumulator ANN GENL ENT_BAL is carried forward to the new annual leave accumulator.

Whenever the accumulator begins, the previous accumulator balance is brought to the current balance (new accumulator period).

The variables, ANN VR ANNIV MTH (begin month) and ANN VR ANNIV DY (begin day) specify the begin date of the accumulators.

All accumulator periods are year-to-date (YTD) and begin to accumulate from the employee's hire date.

7. Generation control ANN GC ELIG STS identifies active employees who have completed the probation period at the end of the pay period that is being calculated. This generation control is only attached to the annual leave entitlement. The generation control uses formula ANN FM ELIG which verifies if the period end date is beyond the eligibility date. This formula validates the annual leave entitlement for the employee.
8. The takes day formula ANN FM TAKE UNIT calculates leave for employees. Based on the schedule hours and holiday type, a unit of 1 or 0 is returned to the formula.

Calculating Annual Leave at Every Anniversary

The annual leave entitlement — ANN STAT ENT — is calculated at *every anniversary* for the employee. The total entitlement is based on the years of service and the number of accrual days is based on the values that are set in bracket ANN BR STAT ENT. This leave entitlement does not check for maximum balance carryover into the next anniversary year (for the employee). The accrual process runs once for every 12-month period from the employee's hire date. The annual leave entitlement ANN STAT ENT, using formula ANN FM STAT ENT, returns the annual leave entitlement for statutory employees, only when their anniversary dates occur in the current pay period. The formula also returns annual leave entitlement from the employee's last anniversary date to the termination date only when the employee is terminated in the current pay period.

The ANN FM STAT ENT formula resolves as follows:

1. The annual leave entitlement value is retrieved from bracket ANN BR STAT ENT. This annual leave bracket defines the entitlement an employee can earn in each year of service. At the completion of a *full year* of service, the entitlement is calculated based on the total years of service in the company.

The bracket search keys and return column values are as follows:

Years Of Service (LVE DR YR OF SVC)	Days Of Leave (ANN BR GENL ENT)
1st	7
2nd	8
3rd	9
4th	10
5th	11
6th	12
7th	13
8th (and thereafter)	14

2. The duration LVE DR YR OF SVC returns the years of service (number of years between the service date SERVICE DT and the pay period end date PERIOD END DATE).
3. The current year's annual leave entitlement variable ANN VR CURR ENT stores the current deannualised annual leave entitlement.

The previous year's annual leave entitlement variable LVE VR PREV ENT stores the previous deannualised annual leave entitlement.

4. The formula CM FM PREV ACCM returns the previous year's balance (system variable PREV VALUE ACCM) and is used in the accumulator initialize rule.
5. The annual leave balance accumulator ANN STAT ENT_BAL is carried forward to the new annual leave accumulator.

Whenever the accumulator begins, the previous accumulator balance is brought to the current balance (new accumulator period).

The variables ANN VR ANNIV MTH and ANN VR ANNIV DT specify the accumulator's begin date.

All accumulator periods are YTD and begin to accumulate from the employee's hire date.

6. The takes day formula ANN FM TAKE UNIT calculates leave for employees. Based on the schedule hours and holiday type, a unit of 1 or 0 is returned to the formula.

See Also

[Chapter 15, “Defining Absence Rules for Singapore,” Understanding Absence Rules for Singapore, page 187](#)

[Chapter 15, “Defining Absence Rules for Singapore,” Delivered Absence Primary Elements, page 187](#)

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences”

Calculating Sick Leave

Every employee who has worked for at least 6 months is entitled to sick leave. The entitlement is a maximum of 14 working days for non-hospitalization and up to 60 days where hospitalization is necessary. An employee cannot claim paid sick leave while on annual leave, rest day, public holiday or any non-working day.

The sick leave entitlement — SLV SICK ENT — using eligibility SCK GC ELIG and formula SCK FM GC ELIG grants the entitlement to the employee. The maximum days is set to 14 days and the value is stored in variable SCK VR FXD ENT. You can change the value in this variable to suit your company requirements.

The entitlement is granted each calendar year. When sick leave exceeds entitlement, the extra days are taken from the annual leave. Balance days that cannot be reduced from annual leave are converted into unpaid leave and deduction is generated within payroll

Note. There are no accrual rules for sick leave. The entitlement cannot be carried forwarded into another term. There is also no proration rule for sick leave accrual.

See Also

[Chapter 15, “Defining Absence Rules for Singapore,” Understanding Absence Rules for Singapore, page 187](#)

[Chapter 15, “Defining Absence Rules for Singapore,” Delivered Absence Primary Elements, page 187](#)

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences”

Calculating Hospitalization Leave

Hospitalization leave is calculated in the same way as Sick Leave. The only difference is that the entitlement is 60 days in a calendar year (provided probation has been completed). The 60 day limit is controlled using the variable HSP VR MAX ENT and you can change the value in this variable to suit your company requirements.

Employee eligibility is determined by generation control HSP GC ELIG which refers to the HSP FM GC ELIG formula. The daily take formula HSP FM TAKE UNIT evaluates if the day identified is a working day and whether the employee was scheduled to work on that day. Hospital leave over 60 days (or the maximum set in the variable) will be taken from annual leave before becoming unpaid leave.

See Also

[Chapter 15, “Defining Absence Rules for Singapore,” Understanding Absence Rules for Singapore, page 187](#)

[Chapter 15, “Defining Absence Rules for Singapore,” Delivered Absence Primary Elements, page 187](#)

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences”

Calculating Maternity Leave

All female employees are covered by the Maternity Protection and Benefits of the Employment Act. A pregnant female employee is entitled to leave from work for 4 weeks before and 4 weeks immediately after delivery, totalling 8 weeks. The 8 weeks leave is to be paid by the employer if the female employee satisfies specific conditions. Employees who have completed 180 days of service in the company are entitled to maternity leave.

Note. Maternity leave is fixed for 8 weeks. This leave cannot be carried over to another term.

Calculating Maternity Leave Payments

The maternity leave entitlement — MLV MAT ENT — using formula MLV FM MAT ENT maintains and calculates maternity leave taken by employees. The calculation is based on per absence days. Absence take MAT LVE TAKE maintains the total days for maternity. An employee can earn maternity as paid leave provided they have completed their probation period. The probation period is calculated as 180 days of service from the date of joining. An employee is allowed a maximum of 8 weeks of leave, which is controlled by using a variable MLV VR MAX Days. A maximum of 8 weeks of leave is granted with full pay. If the absence day count is greater than 8 weeks / 56 days, the days will reduce the annual leave (if any is available) before becoming unpaid leave.

Formula MLV FM MAT ENT checks if an employee is eligible for claiming maternity leave. The check is based on the completion of 180 days of service within the company. If the probation period has not been completed, the day take will result in unpaid leave. If the ABSENCE DATE is less than the maternity leave eligibility date (date MLV DT ELIG), the formula does not resolve.

The conditional resolution formula MLV FM RESOLVE ENT (Maternity Leave Resolve Formula) verifies that the employee is not being paid for more than the maximum days variable MLV VR MAX Days value. If duration MLV DR MAT—the rule that returns the number of days between absence begin and end date—is less than variable MLV VR MAX DAYS.

See Also

[Chapter 15, “Defining Absence Rules for Singapore,” Understanding Absence Rules for Singapore, page 187](#)

[Chapter 15, “Defining Absence Rules for Singapore,” Delivered Absence Primary Elements, page 187](#)

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences”

Calculating National Service Leave

National Service leave is a compulsory leave taken by Singapore citizens. Every Singapore citizen (male) must return for national service / reservice and the duration depends on various factors that are not controlled by Global Payroll. An employer must grant their employee leave of absence if the employee is required to report for National Service. The leave is calculated as unpaid leave and the employee has to submit the appropriate papers to the administration and claim the loss of pay (for the period). National Service Leave is not really an entitlement—employees are expected to go for national service and that time, the employer may decide not to pay the employee. Each day of absence is considered as unpaid. The payroll process generates a positive input as Makeup Pay and the amount is reduced from total earnings for the pay period. Employees will have to claim the amount from MINDEF directly.

Calculating National Service Payments

The National Service Leave entitlement— NSL LVE ENT— uses conditional resolution formula NSL FM RESOLV ENT for resolving national service leave. Each working day (based on the schedule) resolves to 1 (the entitlement is Numeric 1.00 when the SCHED HRS is greater than 0). The process identifies each day taken as reservice leave and generates a Makeup earning entry into payroll. The loss of pay appears on the payslip as Makeup pay and the employee can claim this amount back from the MINDEF. When payroll is processed and it finds National Service leave for an employee, MakeUp pay earnings are generated.

Note. There are no accrual or proration rules for this type of leave and the entitlement cannot be carried forward into another term. Since National Service leave is a mandatory service for male Singapore citizens, the call for service is initiated by the Ministry of Defence. The number of days relating to National Service are determined and calculated by the administration.

See Also

[Chapter 15, “Defining Absence Rules for Singapore,” Understanding Absence Rules for Singapore, page 187](#)

[Chapter 15, “Defining Absence Rules for Singapore,” Delivered Absence Primary Elements, page 187](#)

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences”

Calculating Other Leave

Legislation recognises the following leave as Other Leave. There are however, no rules that must be followed. It is up to the employer and employee to negotiate at the time of signing the contract.

- Paternity Leave.
- Newly Married Leave.
- Special Leave.

Calculating Paternity Leave

Paternity leave entitlement PAT LVE ENT enables a maximum entitlement of 3 days. The entitlement is accrues per absence. The 3 days is controlled by a variable PAT VR MAX DAYS which you can modify, depending on individual company policy. If the leave extends more than the days specified in the variable, the additional days are reduced from their annual leave before becoming unpaid leave.

Employees are granted paternity entitlement provided they have completed their probation period. The probation period is 180 days and upon completion, employees can apply for paternity leave. The process does not stop you from entering paternity leave multiple times in the same year. Employees are granted the maximum entitlement every time the leave (take) is entered. It is up to the payroll officer to verify the proper documentation before granting paternity leave to the employee.

The absence day formula LVE FM TAKE UNIT evaluates each day of the absence event.

Note. This type of leave is not governed by the employment act. The practice is to grant paid paternity leave from one to 3 days and following that all the remaining will be unpaid leave.

Calculating Newly Wed (Married) Leave

The Newly wed leave entitlement NWD LVE ENT enables leave up to a maximum of 5 days. This entitlement calculates leave on a per absence basis and days beyond the 5th day are calculated as unpaid leave. The 5 days is controlled by a variable NWD VR MAX DAYS which holds the maximum leave takes allowed in an anniversary year for newly wed employees. You can modify the value to suit your company requirements. Employees can take Newly Wed leave provided they have completed their eligibility period.

Conditional resolution formula NWD FM RESOLV ENT (Newly Wed Resolution Formula) validates to see if the employee can claim newly wed leave. The condition checks to see if the employee is claiming more than the company stated rules.

Generally, Newly Wed leave would be granted only once in an employee's life time. The delivered rule does not perform that check and the entitlement is granted every time the leave (take) is entered. It is up to the payroll officer to manually verify that the leave (take) is not entered without proper validation.

The takes absence day formula LVE FM TAKE UNIT evaluates each day of the absence event.

The required entitlement units (either 1 or 1/2) of each absence date are returned and compared with the beginning entitlement balance to calculate the paid and unpaid units. If PARTIAL HOURS is greater than half of SCHED HRS, it is treated as a one-day leave of absence. When leave exceeds total entitlement, it will come off the annual leave balance. When the annual leave balance is exhausted, the remaining days are treated as unpaid leave (resulting in a Leave Without Pay deduction being generated in payroll).

Note. This type of leave is not governed by the employment act. The practice is to grant paid newly wed leave from 3 to 5 days.

Calculating Special Leave

All Special Leave (types) are paid leave. It is at the discretion of the employer how they want to process them.

Special leave entitlement covers a range of leave types. For example it can cover the following:

- Moving house.
- Arranging accommodation.
- Family problems.
- Religious obligations.
- Illness within the employee's family.

The Special Leave entitlement SPL LVE ENT is calculated on a per absence basis—as and when it occurs. It is always calculated as paid leave. There is no entitlement calculated. The calculation uses entitlement formula OLV FM ENT (Other Leave Entitlement) which resolves to 1 for a valid working day. It is used for resolving entitlement for special leave entitlements which are calculated per absence.

Conditional resolution formula OTH FM LVE ENT (Resolve Other Lve Entl) resolves to 1 for a valid working day. It is used for resolving entitlement for special leave entitlements which are calculated per absence.

Note. Balance is not carried over into the new anniversary year and there are no accrual rules.

See Also

Chapter 15, “Defining Absence Rules for Singapore,” Understanding Absence Rules for Singapore, page 187

Chapter 15, “Defining Absence Rules for Singapore,” Delivered Absence Primary Elements, page 187

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences”

Calculating Leave Without Pay

The no pay leave entitlement NPL LVE ENT is entitlement for leave without Pay. There are no entitlement and accruals associated with LWOP and leave days are calculated as unpaid leave as they occur.

The formula NPL FM RESOLV ENT (No Pay Leave Resolve Formula) is used as the conditional resolution formula for no pay leave. A valid working day will return a value of 1 working day, which in turn will be treated as leave without pay.

1 DAILY RT is reduced from monthly income for every single day of LWOP taken.

The process generates a positive input of leave without pay deduction and the amount reduces the earnings of the employee for the pay period.

The takes absence day formula LVE FM TAKE UNIT evaluates each day of the absence event.

See Also

[Chapter 15, “Defining Absence Rules for Singapore,” Understanding Absence Rules for Singapore, page 187](#)

[Chapter 15, “Defining Absence Rules for Singapore,” Delivered Absence Primary Elements, page 187](#)

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Calculating Absence Entitlements on Termination

PeopleSoft delivers a set of predefined rules for processing absences due to termination. PeopleSoft designed these rules in accordance with Singapore statutory requirements.

This section discusses how to calculate unused annual leave on termination.

Calculating Unused Annual Leave on Termination

When employees are terminated after three months of continuous service, they are entitled to a payment for their prorated unused annual leave. The earnings element ANN LIEU is the payment in lieu of annual leave entitlement. The calculation of the unused annual leave amount is $\text{Unit} \times \text{Rate}$:

- Unit: Formula TER FM ANN BAL (unused annual leave balance in days).
- Rate: DAILY RT (average daily rate).

The TER FM ANN BAL formula returns the total leave balance for an employee who has been terminated. This formula is used to calculate the unused annual leave days that must be reimbursed to the employee. If the termination date plus one day ($\text{date TER DT DATE} + 1$) is greater than or equal to the annual leave eligibility date (date ANN DT ELIG) then the total of the annual leave balance accumulators (ANN STAT ENT_BAL and ANN GENL ENT_BAL) is stored in formula TER FM ANN BAL.

Note. When the employee is terminated with Action Reason code — *CON* (misconduct) or *GMI* — (gross misconduct), the entitlement will not be paid to the employee. In all other cases, the entitlement will be translated to monetary amount and reimbursed to the employee.

See Also

[Chapter 15, “Defining Absence Rules for Singapore,” Understanding Absence Rules for Singapore, page 187](#)

[Chapter 15, “Defining Absence Rules for Singapore,” Delivered Absence Primary Elements, page 187](#)

PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Absences”

APPENDIX A

Appendix: PeopleSoft Global Payroll for Singapore Reports

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

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

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

PeopleSoft Global Payroll for Singapore General Reports

These tables list the PeopleSoft Global Payroll for Singapore reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details at the end of this chapter.

Report ID and Report Name	Description	Navigation	Run Control Page
GPSGAM01 Absence History Report	Lists, by employee, all types and durations of absence takes. This report lists, for each employee, all leave taken, with dates and duration, paid status, and other information.	Global Payroll, Absence and Payroll Processing, Absence Reports, History SGP	GPSG_ABS_HIST
GPSGAM02 Leave Liability Report	Reports the value of all leave balances (rate × entitlement balance). This report lists, for each employee, absence entitlement converted to leave liability. It includes the earning codes used to pass liability to GLI or QSP.	Global Payroll, Absence and Payroll Processing, Absence Reports, Leave Liability SGP	GPSG_LVE_LIAB
GPSGCP01 CPF Monthly Contributions Rept	This process generates one or more of the following reports, depending on the options selected on the run control: CPF, CDAC, ECF, MBMF, SDL, FWL, SHARE, SINDA. Provides listings of all CPF contributions and other deductions that can be submitted to the CPF Board each month.	Global Payroll, Authority Correspondence, CPF Mthly Contribution Rpt SGP	GPSG_CPF_CONRPT_RC

Report ID and Report Name	Description	Navigation	Run Control Page
GPSGCP02 CPF Monthly Contributions List	This report lists the contributions for all of the funds (CPF, MBMF, SDL, etc) on a single report.	Global Payroll, Authority Correspondence, CPF Mthly Contribution Lst SGP	GPSG_CPF_CONLST_RC
GPSGCP03 CPF Adjustments Report	Lists employees where the limit on additional wages subject to CPF has decreased this year, resulting in overpayment of CPF.	Global Payroll, Authority Correspondence, CPF Adjustment Report SGP	GPSG_CPF_ADJ_RC
GPSGIR01 Print IR8A/IR8S Forms	Print Singapore IRAS IR8A/IR8S Forms.	Global Payroll, Year End Processing, Print IR8A/IR8S Forms SGP	GPSG_RC_IR8A_PRT
GPSGIR02 Create IR8A File	Create electronic file containing Singapore IRAS IR8A Forms. The IR8A is an annual return of employee's remuneration that must be provided to each employee and to the IRAS at the end of each year.	Global Payroll, Year End Processing, Create IR8A File SGP	GPSG_RC_IRAS_FILE
GPSGIR03 Create IR8S File	Create electronic file containing Singapore IRAS IR8S Forms. The IR8S contains details of contributions to CPF or other approved provident funds. It generally only needs to be provided when contributions have exceeded the amount specified in the CPF act, or when additional wages have exceeded a certain limit, and under some other circumstances.	Global Payroll, Year End Processing, Create IR8S File SGP	GPSG_RC_IRAS_FILE
GPSGIR04 Print Appendix 8A Forms	Print Singapore IRAS Appendix 8A Forms. The Appendix 8A must be provided with the IR8A form when an employee receives Benefits in Kind. Most of the data on the form is to be filled in manually by the user, however some of the benefits can be extracted from the payroll system.	Global Payroll, Year End Processing, Print Appendix 8A Forms SGP	GPSG_RC_APP_8A_PR

Report ID and Report Name	Description	Navigation	Run Control Page
GPSGIR06 Print IR21 Forms	Print IRAS IR21 Forms (Notification of non-citizen employee's termination). The IR21 form must be completed for all employees when they terminate their employment with the company. The data reported is similar to that provided on the IR8A & Appendix 8A forms, and includes amounts for the current and previous year. As with the other IRAS forms, not all of the data can necessarily be extracted from the payroll system. So, there is a process that creates as much of the data as possible first. The user can then enter the other required information using online pages. The IR21 Report can then be printed.	Global Payroll, Termination Processing, Print IR21 Forms SGP	GPSG_RC_IR21_PRT
GPSGIR07 Create Appendix 8A File	Create electronic file containing Singapore IRAS Appendix 8A Forms.	Global Payroll, Year End Processing, Create Appendix 8A File SGP	GPSG_RC_IRAS_FILE
GPSGPY01 Payslip	The SQR program generates payslips for Singapore Country Extension setup. Lists payee details of period earnings and deductions, leave balances, and payment distributions.	Global Payroll, Paylips, Create/Print Payslips SGP	GPSG_RUNCTL_PSLP
GPSGPY11 Payroll Register	Summarises, by payee, all earnings, deductions and net pay for a pay period. The Payroll Register lists, by payee, a summary of all earnings, deductions and net pay for a pay period. The main differences between this report and the existing GP Payroll Results Register are that this report lists the payroll results by pay entity and it reports across multiple pay periods.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register SGP	GPSG_RC_PY11

Report ID and Report Name	Description	Navigation	Run Control Page
GPSGPY12 Payroll Reconciliation Report	Provides earnings and deduction data from pay runs across multiple pay periods. The Reconciliation Report lists the summary of all earnings and deductions paid in the pay period and year to date values. You use this report for the reconciliation purposes. The main difference between this report and the existing GP Payroll Summary Report is this report lists the payroll results by pay entity and it reports across multiple pay periods.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Reconciliation SGP	GPSG_RC_PY12
GPSGPY13 Payroll Component Report	Lists by element code all of the amounts taken from employee's pays. This enables you to nominate the elements to be printed, sort sequence and consolidation option. Provides either earnings, deduction or accumulator data across multiple pay periods.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Pay Components SGP	GPSG_RC_PY13
GPSGPY14 Payee Message Report	Lists messages, by employee ID, generated for a calendar group. Details the contents of the message table.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Messages SGP	GPSG_RC_PY14
GPSGPY51 Net Payment Report	Extracts data from the GIRO Transaction and Header tables, from Personal Data, and from Job. You can have report at summary or detail level.	Global Payroll, Payment Processing, Net Payment Report SGP	GPSG_NET_PAY_RC
GPSGPY52 Recipient File Report	Shows the same details that are included on the recipient file created by the Recipient File Creation process. SQR version of the Recipient File - Electronic which details payment of deductions sent to recipients by GIRO file. You can get the report automatically by running the AE for the electronic file or by selecting its check box and leaving the AE check box cleared.	Global Payroll, Payment Processing, Create Recipient File SGP	GPSG_RUNCTL_RCP_FL

See Also

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” page 71

Chapter 11, “Reporting Payroll Data for Singapore,” page 133

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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