

PeopleSoft®

PeopleSoft 8.8
Global Payroll for New Zealand
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 New Zealand Preface

This preface discusses:

- PeopleSoft application fundamentals.
- PeopleBook structure.

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

PeopleSoft Application Fundamentals

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

PeopleSoft Application Fundamentals for HRMS PeopleBook consists of important topics that apply to many or all PeopleSoft applications across the PeopleSoft HRMS product line. No matter which PeopleSoft HRMS 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	(optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Reports Appendix	(optional) This appendix contains an abbreviated list of all of the 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 New Zealand

This chapter provides an overview of PeopleSoft Global Payroll for New Zealand and discusses PeopleSoft Payroll for New Zealand implementation tasks.

PeopleSoft Global Payroll for New Zealand Business Processes

The following list is of the PeopleSoft Global Payroll for New Zealand business processes:

- Taxation
- Net-to-Gross Payments
- Banking and Recipient Processing
- Printing and Viewing Payslips
- Payroll Data Reporting
- General Ledger Interface
- Absences and terminations
- Inland Revenue Department Reporting

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

Implementing PeopleSoft Global Payroll for New Zealand

The PeopleSoft Global Payroll for New Zealand 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 New Zealand country extension tables.

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

See Also

PeopleSoft HRMS Preface

Setting Up PeopleSoft HRMS Global Tables

PeopleSoft Global Payroll for New Zealand 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 New Zealand setup.

Step	Reference
1. Set up PeopleSoft HRMS global tables	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i>

Setting Up PeopleSoft Human Resources Tables

PeopleSoft Global Payroll for Australia 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 New Zealand 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 HRMS Fundamental Tables

Setting Up PeopleSoft Global Payroll Core Application Tables

PeopleSoft Global Payroll for New Zealand 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 New Zealand Tables

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

Step	Reference
1. Specify a payslip template for your pay groups	Chapter 3, “Setting Up PeopleSoft Global Payroll for New Zealand,” Entering Additional Pay Group Information, page 15
2. Specify a regular pay run type for paying leave in advance.	Chapter 3, “Setting Up PeopleSoft Global Payroll for New Zealand,” Specifying a Regular Run Type for Leave Paid in Advance, page 16
3. Identify calendars that can be advanced to pay leave in advance.	Chapter 3, “Setting Up PeopleSoft Global Payroll for New Zealand,” Entering Additional Calendar Information, page 16
4. Maintain tax accumulators	Chapter 8, “Managing New Zealand Tax Calculations,” Ensuring Correct Calculations and the Tax Deductions, page 53
5. Enter payee tax information	Chapter 8, “Managing New Zealand Tax Calculations,” Entering Payee Supplied Tax Information, page 51
6. Set up additional bank, account, recipient and payee data.	Chapter 4, “Setting up Banking and Recipient Processing for New Zealand,” Setting Up Banking and Recipient Processing, page 22
7. Link source banks to debit types	Chapter 4, “Setting up Banking and Recipient Processing for New Zealand,” Setting Up Source Bank Overrides for Debit Types, page 22
8. Set up additional deduction recipient information	Chapter 10, “Running Banking and Recipient Processes for New Zealand,” Setting Up Additional Deduction Recipient Information, page 65
9. Create payslip templates	Chapter 5, “Setting Up Payslips for New Zealand,” Creating Payslip Templates, page 25
10. Create payslip messages	Chapter 5, “Setting Up Payslips for New Zealand,” Creating Payslip Messages, page 29
11. Link journal types to GL groupings	Chapter 13, “Using the General Ledger Interface,” Linking Journal Types to GL Groupings, page 80
12. Pay leave in advance	Chapter 14, “Defining Absence and Termination Rules for New Zealand,” Paying Leave In Advance, page 109
13. Create Inland Revenue Department reports	Chapter 15, “Managing Inland Revenue Department Reporting,” Setting Up to Create IRD Data, page 122

CHAPTER 2

Understanding PeopleSoft Global Payroll for New Zealand

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

- Business processes supported by Global Payroll for New Zealand.
- PeopleSoft Global Payroll for New Zealand integrations.
- Delivered elements for New Zealand.
- The naming convention of delivered elements.

PeopleSoft Global Payroll for New Zealand

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

PeopleSoft Global Payroll for New Zealand Business Processes

PeopleSoft Global Payroll for New Zealand supports the following business processes:

- Taxation.

PeopleSoft Global Payroll for New Zealand comes with all the elements required to calculate a payee’s tax correctly. Whatever the scenario—multiple payments within a calendar period, annualised tax, mid-period hires, or terminations—the system correctly calculates the tax.

- Net-to-gross Payments.

Gross ups are required when you want to pay a payee a specific net amount. Starting from the net amount the system works out what gross amount to process so that after all tax deductions have been made the required net amount remains.

- Banking and Recipient Processing.

The banking process of PeopleSoft Global Payroll brings together payroll data, pay entity source bank data, 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 New Zealand country extension, and creates the file for transmission.

- 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.

Building on the PeopleSoft Global Payroll general ledger interface, the New Zealand 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 processes.

- Absences and Terminations.

PeopleSoft Global Payroll for New Zealand delivers predefined rules for processing absence payments, such as annual leave, sick leave, unpaid leave, special leave, long service leave and ACC leave. Rules are also delivered to calculate absence entitlements on termination, including rules for the payment of unused annual leave and the proration of pay for public holidays that occur within fourteen days after an employee is terminated.

- IRD Reporting

The functionality within this Global Payroll country extension enables you to meet the New Zealand Inland Revenue Department's (IRD) requirement to produce the IR 345/6 Employer deductions Remittance certificate twice a month and the IR 348 Employer Monthly Schedule (EMS).

See Also

[Chapter 8, "Managing New Zealand Tax Calculations," page 49](#)

[Chapter 9, "Calculating Net-to-Gross Payments," page 57](#)

[Chapter 10, "Running Banking and Recipient Processes for New Zealand," page 63](#)

[Chapter 11, "Printing and Viewing Payslips for New Zealand," page 73](#)

[Chapter 12, "Reporting Payroll Data for New Zealand," page 75](#)

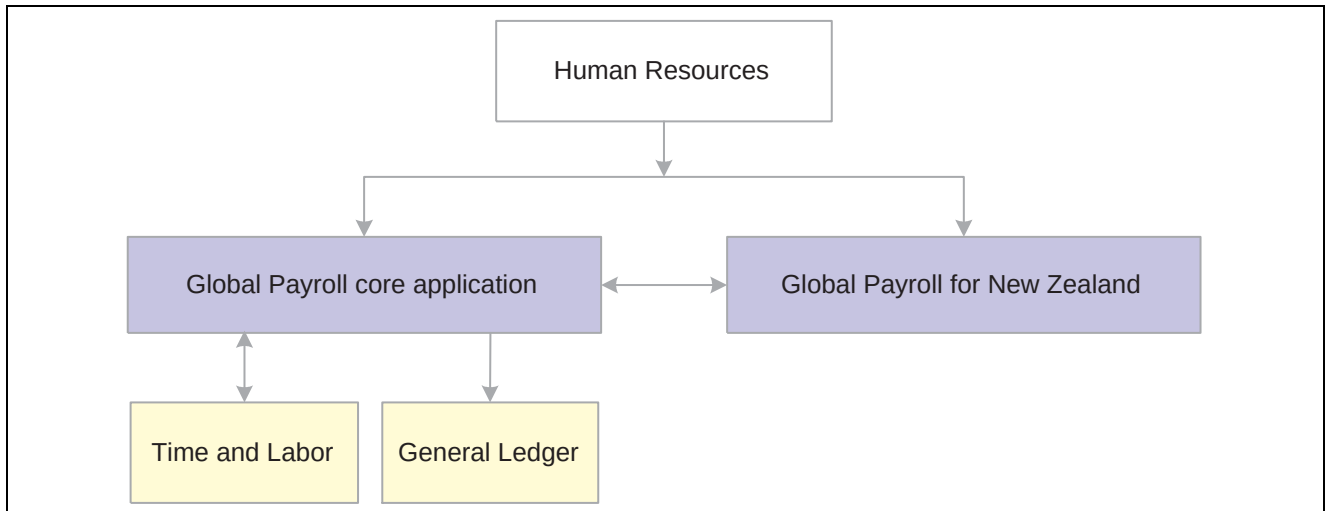
[Chapter 13, "Using the General Ledger Interface," page 79](#)

[Chapter 14, "Defining Absence and Termination Rules for New Zealand," page 89](#)

[Chapter 15, "Managing Inland Revenue Department Reporting," page 121](#)

PeopleSoft Global Payroll for New Zealand Integrations

PeopleSoft Global Payroll for New Zealand integrates with the following PeopleSoft applications:



PeopleSoft Global Payroll for New Zealand integration flow with other PeopleSoft applications

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

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

Understanding Delivered Elements

PeopleSoft Global Payroll defines each business process for New Zealand 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 New Zealand

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

Note. In general, PeopleSoft Global Payroll for New Zealand 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 value of this approach is clearly evident in the setup of delivered accumulators. Because balance accumulators (for example, those storing taxable gross on a year-to-date basis) must be set up to comply with the legislative requirement for calculating taxes, PeopleSoft Global Payroll for New Zealand defines them as PS Delivered/Maintained (meaning you cannot modify or directly add new elements to them). However, you can add new elements to these accumulators using the delivered segment accumulators, which serve as the basic entry point into the system and are not maintained by PeopleSoft. Therefore, when you define a new earning or deduction, you can assign the element to a segment accumulator, and the segment accumulator automatically contributes to the correct balance accumulators.

In the following table of elements supplied with PeopleSoft Global Payroll for New Zealand, the ‘Ownership’ of all elements is PS Delivered/Not Maintained with exceptions shown in column 2.

Note. These element types have no exceptions so are not shown in the table: Absence Entitlement, Absence Take, Count, Duration, Element Group, Earning, Process, Rate Code, Rounding Rule, Section.

Element Type	Exceptions
Accumulators	• Child Support: Advanced, Not Taken, PTD • Tax (PTD): NZL Gross, PAYE, SSCWT, Student Loan, Withholding, Extra Emol Lump Sum, Extra Emolument, Taxable Gross. • Tax (MTD): Extra Emol Lump Sum, Taxable Gross. • Tax (Seg): Extra Emol Lump Sum, Taxable Gross
Array	• Job Junior Details (sliced) • Tax Details: Employee, Withholding.
Bracket	• PAYE Tax Rates. • Weekly Factor for PAYE Rates. • Freq Factor for Student Loan. • Extra Emolument Tax Rates.
Deduction	• Child Support. • Extra Emolument Tax. • PAYE Tax. • Spec Super Cont Withhold Tax (SSCWT). • Student Loan Repayments. • Withholding Tax
Date	Calculate Specified Period (TAX DT CLC SPC PRD)

Element Type	Exceptions
Formula	- Error Retrieving EE Tax Data. - TAX FM (in PIN_NM): All TAX formulas (12).
Generation Control	- Calculate Tax for PAYE & XE - Calculate Tax for Student Loan - Calculate Tax for Withholding
Manage Historical Data Rule	Determine payee's 4 weeks pay (TAX HR 4 WEEKS PAY)
Variable	- Balance Group ID, Message Set No for NZL – Batch. - TAX VR (in PIN_NM): All TAX variables (77)
Writable Array	Write IRD Payroll Results (TAX WA IRD RESULTS)

See Also

PeopleSoft Global Payroll PeopleBook

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 garnishment variable DED VR UN ERN ANN, the DED stands for deductions, VR stands for variable, UN stands for union, ERN stands for earnings and ANN stands for annual. The element's 30 character (maximum) description (DESCR), Union Annual Earnings Amount in the example, 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 familiar New Zealand terms, that identify their function and element type without the use of additional codes. For example, the name of the earning element ACC MAKEUP clearly identifies this element as an earning, and more specifically, as the familiar Accident Compensation Makeup Payment.

Additional Clues to the Use of New Zealand Elements

Many New Zealand 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 elements: LVE DR R/A LN EPR and LVE DR R/A LN SPR. The functional area code LVE indicates that these elements are used for leave rules and the element type code DR identifies them as duration elements. The abbreviations R/A (Rolling Average), LN (Length), and EPR (End Period) and SPR (Start Period) provide additional clues about how each element measures periods of time. The durations are of the length of the End and start periods in a rolling average calculation rule. As you become more familiar with the payroll rules created for New Zealand, 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 New Zealand elements.

Abbreviation	English
ADV or AD	Advance
AMT	Amount
ANN or AL	Annual Leave
BAL	Balance
CHECK	Check
CLC	Calculate
DTL	Detail
DYS	Days
EE	Employee
ENT	Entitlement
EPR	End (last) Period
ER	Employer
FCAT	Forecast
FCT	Factor
FIN	Final (last)
GOV	Government
GRP	Group
HR or HRLY or HRS	Hours or Hourly

Abbreviation	English
INCL	Inclusion or Included or Including
INI	Initialise or Initial
LN	Length or Loan (Student Loan)
LSL	Long Service Leave
LST	Last
LUMP	Lump Sum
MAT	Maternity
MTH	Month
ORG or ORIG	Original
OVRD	Override
PD or PRD	Period (or Product for PRD)
PRO	Pro Rata
PRT	Partial
PUB	Public as in Public Holiday
R/A or ROLLAVG	Rolling (average)
RCN or RECON	Reconciliation
RT or RTS	Rate or Rates
SCH	Schedule or Scheduled
SCL	Scale (for example TXSCL for Tax Scale)
SOC	Segment Only Check
SPR	Start (first) Period
SPS	Service Period Start
SS	SSCWT
TKE	(Absence) Take
XE	Extra Emolument (also EXTRA EMLMNT)

Component Names (Suffixes)

In PeopleSoft Global Payroll for New Zealand, 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:

$EARN1 = Rate \times Unit$

The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT. In PeopleSoft Global Payroll for New Zealand, 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 New Zealand, navigate to Set Up HRMS, Product Related, Global Payroll, System Settings, Element Suffixes.

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

Functional Area Codes

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

Functional Area Code	Description
ANN	Annual Leave
CMN	New Zealand. Used for elements common to multiple features.
DED	Deduction
ERN	Earnings
GLI	General Ledger Interface
GUP	Gross Up (Net to Gross)
LIAB	Liability
LSL	Long Service Leave
LVE	Leave
PSL	Payslip
RTO	Retro
SCK	Sick Leave
SUP	Superannuation
TAX	Tax
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 LVE FM MAT LEAVE 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 New Zealand, not all of these codes appear in the names of New Zealand elements.

Viewing Delivered Elements for New Zealand

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

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

See Also

Customer Connection, Library, Documentation, “Delivered Supporting Elements for PeopleSoft Global Payroll for New Zealand”

CHAPTER 3

Setting Up PeopleSoft Global Payroll for New Zealand

This chapter discusses how to:

- Process retrospective payments.
- Enter additional pay group information.
- Enter additional calendar information.
- Enter additional information for other features.
- Define trigger and segmentation events.
- Identify proration rules and rounding rules.

Processing Retrospective Payments

The default Retro Method and the On Conflict Retro Method for New Zealand are both forwarding. The PeopleSoft Global Payroll core application retro processing meets all the requirements for processing retrospective payments in New Zealand.

Entering Additional Pay Group Information

To accommodate local requirements, we have added a page where you can specify payslip templates and leave paid in advance options.

Page Used to Enter Additional Pay Group Information

Page Name	Object Name	Navigation	Usage
Pay Group – Addl Info	GPNZ_PYGRP_EXT	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Groups NZL	Specify the payslip template for the pay group and enter a regular run type for leave paid in advance.

Specifying a Regular Run Type for Leave Paid in Advance

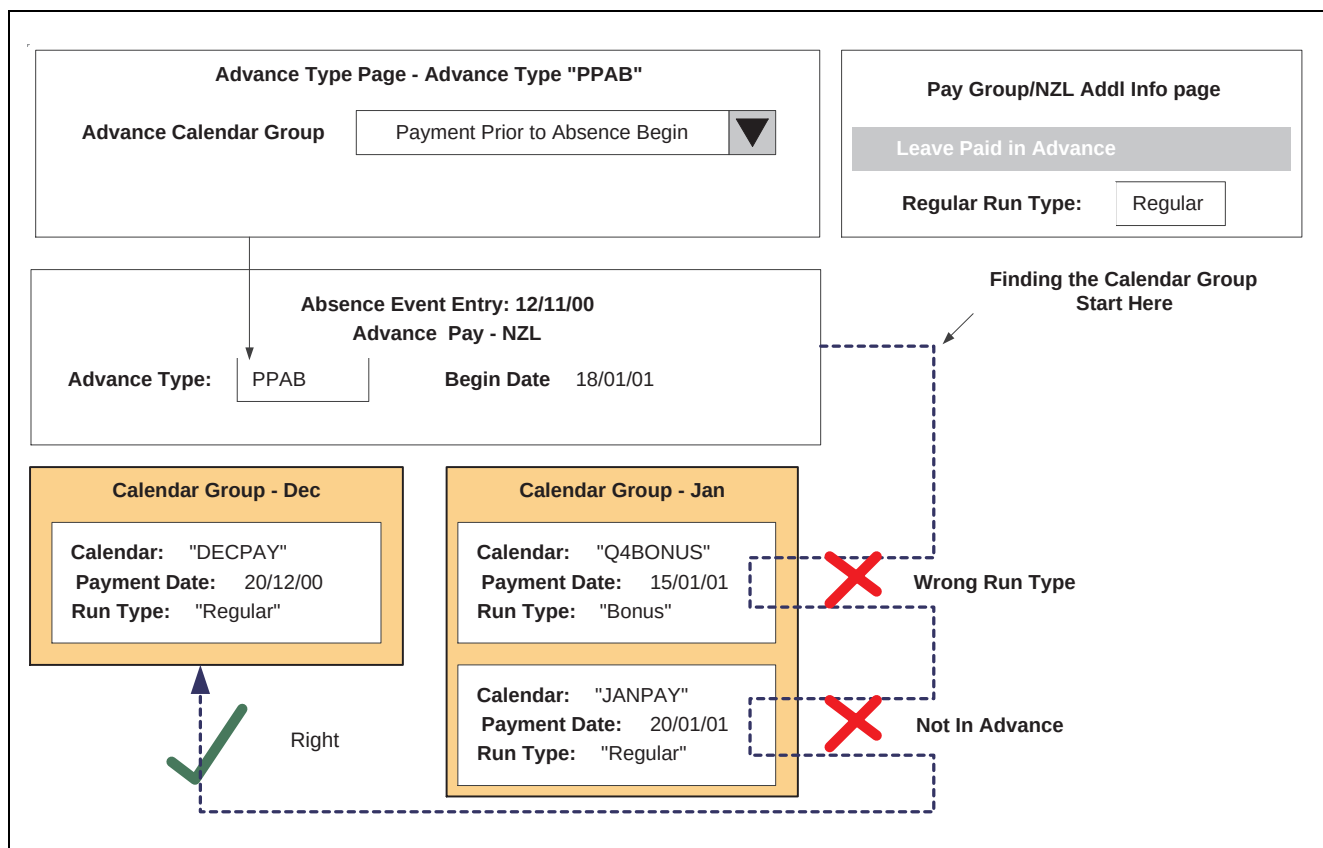
Within the general structure of PeopleSoft Global Payroll calendars, periods and calendar groups, the system has to determine which calendar group an advance should be paid in.

In determining which calendar group to put an advance in, we need to look at the calendars it contains to see when they are being paid. However, a calendar group can contain a number of calendars, each potentially with different periods and payment dates.

To choose the calendar group, in which the advance will be paid, we look at only those for a particular run type, which is your organisation's "regular" run type.

Specify your regular run type on this additional pay group page.

Note. In the following diagram, the Advance Calendar Group for the advance type PPAB is Payment Prior to Absence Begin meaning payment date prior to, not payment *period* prior to which is another option, "Period Prior to Absence."



Finding the calendar group in which to pay the leave advance payment.

Entering Additional Calendar Information

To accommodate local requirements, we have created a page that comprises the Calendar List from the Calendar Group ID page (GP_CALENDAR_RUN) and an additional check box.

Page Used to Enter Additional Calendar Information

Page Name	Object Name	Navigation	Usage
Calendar Group – Addl Info NZL	GPNZ_CAL_RUN_DTL	Set Up HRMS, Product Related, Global Payroll, Framework, Calendars, Calendar Groups NZL.	Mark calendars within the calendar group that can be advanced. The page displays the pay entities, pay groups, and calendars that you entered on the Calendar Group ID page (add to them if required). To enable the system to advance a calendar, select the Include in Advance check box.

See Also

Chapter 14, “Defining Absence and Termination Rules for New Zealand,” page 89

Entering Additional Information for Other Features

There are four other pages specifically for set up required for PeopleSoft Global Payroll New Zealand. They are documented in full in their respective sections as shown in the following list.

- Source Bank Overrides; Setting Up Banking and Recipient Processing for New Zealand.
- Ded Recipients/NZL Info; Running Banking and Recipient Processes for New Zealand.
- IRD Details; Managing Inland Revenue Department Reporting.
- Journal Type (GL Grouping Journal Type); Using the General Ledger Interface.

Defining Triggers and Segmentation Events for New Zealand

These tables list triggers and segmentation events for New Zealand.

Triggers

The following is a list of triggers for New Zealand.

Record (Table) Name	Type	Trigger Event ID
.ADDRESSES	Iterative	N/A
COMPENSATION	Iterative	N/A

Record (Table) Name	Type	Trigger Event ID
COMPENSATION	Retro	COMPENSATI
CONTRACT_DATA	Iterative	N/A
EMPLOYMENT	Iterative	N/A
GPNZ_ABSADV_CAL	Iterative	N/A
GPNZ_ABSADV_SEG	Segmentation	NZ_ABSADV
GPNZ_EE_IRD_DET	Iterative	N/A
GPNZ_GARN_DTLS	Iterative	N/A
GP_ABSEVT_SGPNZ	Iterative	N/A
GP_ABSEVT_SGPAU	Iterative	N/A
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_OSVR	Iterative	N/A
GP_PI_MNL_OSVR	Retro	GPPIMNLISOV
GP_PYE_OVRD	Iterative	N/A
GP_PYE_OVRD	Retro	GPPYEOVRD

Record (Table) Name	Type	Trigger Event ID
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_TRGR_CTRY	Iterative	N/A
GP_SEG_TRGR	Iterative	N/A
JOB	Iterative	N/A
JOB	Retro	JOB
JOB	Segmentation	N/A
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 New Zealand.

Name	Description	Segment Type
NZ_ABSADV	Pay Absence in Advance	Period

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 New Zealand's payroll processing requirements.

Identifying Proration Rules

We have added 5 proration rules to the 15 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 ANNL CALDYS	Percent of Annual – Workdays	Count GP WORK DAY COUNT	Formula CMN FM PRD WRKDYS
CMN PO ANNL WRKDYS	Percent of Annual – Cal Days	Duration GP CAL DAYS SEG	Formula CMN FM PRD CALDYS
ERN PO WORK DAYS	Workdays in Period	Count GP WORK DAY COUNT	Variable CMN VR NUM VAL 1
ERN PO DAYS WORKED	Days Worked in Period	Variable ERN VR PRD DAYS	Variable ERN VR TOTAL DAYS
ERN PO PUB HOL HRS	Public Holiday Hours in Period	Count ERN CT PUB HOL HRS	Variable CMN VR NUM VAL 1

Identifying Rounding Rules

We have added 10 rounding rules to the 62 supplied for ALL countries. The key information of type (rounding or incrementing), rounding size, and rounding method, (up if/else down, up, truncate or down) is all indicated in the rule name and description.

CHAPTER 4

Setting up Banking and Recipient Processing for New Zealand

This chapter provides an overview of banking and recipient processing and New Zealand bank accounts, and discusses how to:

- Enter additional source bank information.
- Use different source banks for different debit types.

Understanding Banking and Recipient Processing Setup for New Zealand

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 the entry of recipient information for reporting and collecting any commission that may be payable.

See Also

Chapter 10, “Running Banking and Recipient Processes for New Zealand,” page 63

Understanding Bank Accounts for New Zealand

The following validation occurs when adding bank accounts for New Zealand:

- Bank IDs must be 2 numeric characters and the bank must be on the bank table.
- Branch codes must be 4 numeric characters. They are not validated against the bank branch table. If you require validation, modify the PeopleCode BANKACCT_SBR.COUNTRY_CD Field Formula.
- Source bank and recipient account numbers will be validated for the format 9999999 999 where the first seven digits are the account number and the last 3 digits are the suffix. You must enter a space, comma or semi-colon between the account number and the suffix (comma and semi-colon become spaces). For shorter account numbers or suffixes, the system adds leading zeros.
- Payee account numbers are validated as for source bank and recipient accounts but can also have a twelve character reference number. A space, comma or semi-colon separator becomes a comma.

Note. As an alternative to the reference number, you can uniquely identify a payee by the membership number you add to the Payee Deduction Recipient page. Payee account numbers and their associated reference numbers, or the payee's membership number, are included in the EFT file only if you have selected the Detailed EFT check box on the Ded Recipients/NZL Info page for a particular recipient.

Setting Up Banking and Recipient Processing

The system requires additional bank, bank account, recipient and payee data to process payments to banks and providers for New Zealand. 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.

Pages Used to Set Up for Banking and Recipient Processing for New Zealand

Page Name	Object Name	Navigation	Usage
Pay Entity Source Bank (NZL) page	GPNZ_PE_SBANK_OVRD	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entity Source Bank NZL	This page 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 organizational unit (company, department, establishment, pay group).
Source Bank Override	GPNZ_PE_SBANK_SEC	Click the Source Bank Override link on the Pay Entity Source Bank (NZL) page.	Link source banks to debit types for a particular organizational unit.

Setting Up Source Bank Overrides for Debit Types

Access the Pay Entity Source Bank (NZL) page.

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.

Click the Source Bank Override link to access the Source Bank Override page (GPNZ_PE_SBANK_SEC).

Source Bank Override

Pay Entity: KZNZLBI **Organization Unit:** KZMONTHLY

Effective Date: 01/01/2000

Source Bank Overrides				Customize	Find	First	1 of 1	Last
	*Debit Type	*Source Bank ID	Description					
1	Net Pmt	KZB01	Salary Clearing Account (NZL)					

Source Bank Override page

Debit Type Enter a debit type of *Net Pmt* or *Recipient*.

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

CHAPTER 5

Setting Up Payslips for New Zealand

This chapter provides an overview of payslip setup for New Zealand and discusses how to:

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

Understanding Payslip Set Up for New Zealand

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. 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.

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 that they are to appear in.
- 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

Page Name	Object Name	Navigation	Usage
Template Setup & Accumulators	GPNZ_PSLP	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates NZL	Set up delivery and print exclusion options, column headings (labels) and column contents (rows of accumulators).
Earnings and Deduction	GPNZ_PSLP1	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates NZL, Earnings and Deduction	Create sections of earnings and deductions, select from 3 description options and set the element components that are to display on the payslip.
Absence Details	GPNZ_PSLP2	Set Up HRMS, Product Related, Global Payroll, Payslips, Templates NZL, Absence Details	Similar to the Earnings and Deduction page. You enter a sequence number and an element name, and select one of 3 descriptions. The system extracts the balance of each entitlement or pro rata absence element that you enter add in this page to show on the payslip.
Payslip Messages	GPNZ_PSLP_EXT	- Global Payroll, Payslips, Add Payslip Messages NZL - Set Up HRMS, Product Related, Global Payroll, Payslips, Messages NZL	Create messages to appear on payslips. You can control which payslips show the message.

Setting Up Templates and Accumulators

Access the Template Setup & Accumulators: Accumulators 1 to 3 page.

Template Setup & Accumulators | Earnings and Deduction | Absence Details

Payslip ID: KZSTDHRLY

Payslip Setup Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Description: New Zealand Standard Hourly Short Description: Std Hrly

*Delivery Option: Home Address *Exclude Printing: None Department List Location List

Accumulator Labels

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

Template Setup & Accumulators page.

Payslip ID	You can attach a single template, by its ID, to multiple pay groups. You can attach only one template to a pay group at any one time.
Delivery Option	Select an address to receive printed payslips. It can be an internal address of <i>Department</i> or <i>Location</i>, or an external address of <i>Home Address</i> or <i>Mail Address</i> 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 <i>Department</i> or <i>Location</i> 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 that 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.
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 the description of each accumulator row.
Accumulator 1 to Accumulator 3	Select the accumulators that you want to display for the corresponding column. For example, suppose you enter a description of sequence 1 and 2 as 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.

The diagram illustrates the layout of the Pay Summary region. It features a grid of boxes. At the top, there are three orange boxes labeled 'Column 1 Label', 'Column 2 Label', and 'Column 3 Label', followed by a 'Continued' button with a right-pointing arrow. Below these are three rows of boxes. Each row starts with a green box labeled 'Seq 1 Description', 'Seq 2 Description', and 'Seq 3 Description' respectively. To the right of each description box are three white boxes containing 'Accum 1, Seq 1', 'Accum 2, Seq 1', and 'Accum 3, Seq 1' for the first row, and similar combinations for the second and third rows. At the bottom left, there is a green 'Continued' button with a downward-pointing arrow.

Columns and rows in the payslip Pay Summary region.

Setting Up Payslip Earnings and Deductions

Access the Earnings and Deduction page.

The screenshot shows the 'Earnings and Deduction' page. At the top, there are tabs for 'Template Setup & Accumulators', 'Earnings and Deduction' (which is active), and 'Absence Details'. Below the tabs, the 'Payslip ID' is 'KZSTDHRLY'. The 'Payslip Setup' section includes fields for 'Effective Date' (01/01/1900), 'Description' (New Zealand Standard Hourly), and 'Short Description' (Std Hrly). The 'Section Setup' section shows 'Sequence' 2 and 'Description' 'Tax'. Below this is the 'Section Elements' table with columns for 'Sequence', 'Element Name', 'Display YTD Units', and 'Display YTD Amount'. The table lists five elements: PAYE TAX, EXTRA EMLMNT, WITHHOLDING, SSCWT, and STUDENT LOAN, each with a search icon and checkboxes for YTD units and amounts. Navigation buttons like 'First', '1 of 5', and 'Last' are visible.

Earnings and Deductions – Section Elements page

Section Setup

Description

Descriptions appear as section or sub headings in the payslip region under the heading Earnings and Deductions. Typical descriptions are Earnings, Taxation, After Tax Deductions, Super.

Section Elements: Element Details Tab

See previous page screenshot

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.

Section Elements: Element Components Tab

Access the Earnings and Deduction: Element Components page.

Earnings and Deduction – Element Components page

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:

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 that Amount will always appear so it isn't an option here.

Note. The Absence Details page combines some of the fields from the Earnings and Deduction tab: Sequence, Element Name, and Description Type.

Creating Payslip Messages

Access the Payslip Messages page.

Payslip Messages

Calendar Group ID: KZ02F02JAN JANUARY FNIGHT 2 PAYROLL 2002

Definition Find | View All First 1 of 1 Last

*Message Number:

*Message Level: All

Group ID:

Group List ID:

Message: Management all hope you had a wonderful Christmas and have a wonderful year.

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.

The main array (PSL AR PSLP MSG) loads all of the payslip messages that apply to the current run. Its processing formula (PSL FM PSLP MSG) then checks each message to see if it applies to the current payee. If it does apply, the message is written out to the GPNZ_PSLP_RSLT table, using the Writable Array (PSL WA PSLP MSG).

To determine whether the message is applicable to the current payee, the system uses either array CMN AR GRP BLD ID (if the eligibility is by group build), or array CMN AR GRP LIST ID (if its by group list) to see if the payee is included in the specified group or list.

Message Level

Select from the following:

All: All payees identified in the calendar group.

Group Build: All payees included in a group built using the Group Build – Group Definition feature (Set Up HRMS, Common Definitions, Group Build). If you select this option, enter a group in the 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 on the Pay Groups /NZL Addl Info page (Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Groups NZL)

Note. 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 11, “Printing and Viewing Payslips for New Zealand,” page 73

CHAPTER 6

Defining Earnings for New Zealand

This chapter provides an overview of earnings for New Zealand and discusses how to calculate:

- Regular hourly and regular salary pay.
- Shift and overtime earnings.
- Service allowance.
- Meal, stress and phone allowances.
- District and oncall allowances.
- Bonus, bonus net and bonus gross up.
- Advance payments and automatic payback deduction.
- Retirement and redundancy pay.
- Public holiday and casual leave pay.
- Earnings associated with absences.

Understanding Earnings for New Zealand

We have created a number of earnings to demonstrate the flexibility of the Global Payroll rules to meet common processing requirements such as the automatic creation of a payback deduction for a pay advance.

Note. The User Key 2 on the Earnings Accumulators page and Deduction Accumulators page for all earnings and deductions is CMN VR BALGRP ID (Balance Group ID). Use balance group numbers (IDs) to maintain separate employee balances. You set an employee's balance group number on the Job Data, Payroll page— JOB_DATA2.

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 × Rate, Unit × Rate × Percent, Amount (Note that two earnings CASUAL LVE and AC1 MAKEUP have a calculation rule of Base × % and the base is shown in the Unit column. The processing of some of the earnings codes are discussed in further detail in this chapter. In the table sy = system element.

Name and Description	Unit (or Base)	Rate	%	Amount
REGPAY HRLY Regular Hourly Pay	Payee Level	HOURLY RT (sy)		
REGPAY SAL Regular Salary Pay (gc) (pr)	ERN FM RED REGHRS	HOURLY RT (sy)		
SHIFT 10 Shift Loading 10 % (gc)	Payee Level	HOURLY RT (sy)	10	
OVERTIME 1.5 Overtime 1.5	Payee Level	HOURLY RT (sy)	150	
SERVICE Service Allowance	Accum– REGULAR HOURS	ERN BR SERVICE RATES		
MEAL Meal Allowance	Payee Level	ERN BR MEAL RTS		
STRESS Stress Allowance	Accum – REGULAR HOURS	Payee Level	100	
PHONE Phone Allowance (gc)				75
DISTRICT District Allowance				ERN FM DISTRICT
ONCALL Oncall Allowance (gc) (po)	Payee Level	ERN FM ONCLL HR RT		
BONUS Bonus Payment				Payee Level
BONUS NET Bonus Net Amount				Payee Level
BONUS GRS UP Bonus Gross Up Amount				CMN VR NUM VAL 0
ADVANCE Advance Payment				Payee Level

Name and Description	Unit (or Base)	Rate	%	Amount
RETIRE/REDUN Retirement /Redundancy Payment				Payee Level
PUB HOL Public Holiday (gc)	ERN FM PUBHOL UNIT	HOURLY RT (sy)		
CASUAL LVE Casual Leave	Base (not <i>Unit</i>) Accum— LVE AC GTE 6PCT		6	
ANNUAL LVE Annual Leave	Payee Level	HOURLY RT (sy)		
SICK LVE Sick Leave	Payee Level	HOURLY RT (sy)		
OTHER LVE Other Leave	Payee Level	HOURLY RT (sy)		
LWOP Leave Without Pay	Payee Level	CMN VR NUM VAL 0		
ACC LVE Accident Compensation 1 (po)	Payee Level	Payee Level		
ACC MAKEUP Accident Comp Makeup Payment	Payee Level	Payee Level		
ANNRCN Annual Leave Reconciliation	1	Payee Level		
LIAB ANN HRS Annual Leave Liability Hours (gc)	Accum - ANN LVE HRS_BAL	LVE FM ORD RATE		
LIAB ANN DYS Annual Leave Liability Days (gc)	LVL FM ANN LVE DYS	LVL FM ORD DAY RT		
LIAB TER HRS Terminated Annual Leave Hours (gc)				Earn – LIAB ANN HRS

Name and Description	Unit (or Base)	Rate	%	Amount
LIAB TER DYS Terminated Annual Leave Days (gc)				Earn – LIAB ANN DYS
SAL ACCRUAL Salary Accrual (gc)	Base (not <i>Unit</i>) Accum – NZL GROSS		GLI VR ACCRUAL PCT	
MAT Maternity Leave	Payee Level	Payee Level		
RETRO Retrospective Payments				Payee Level
TER ANN LVE Annual Leav Pay – Termination				TER FM ANN LVE PAY
TER PUB HOL Public Holiday Paid at Term				TER VR HOL PAY
LONG SERV LVE Long Service Leave	Payee Level	Payee Level		
TER LSL Termination Pay for LSL	TER FM LSL TERM	LVE FM ORD RATE		
LIAB LSL DYS Long Srv Lve Liability Days (gc)	LVL FM LSL DYS	LVL FM ORD DAY RT		
LIAB TER LSL Terminated LSL Liab Days (gc)				Earn – LIAB LSL DYS
RTO PUB HOL Public Holiday – Retro	Payee Level	Payee Level		
RTO ANN LVE Annual Leave – Retro	Payee Level	Payee Level		
RTO SCK LVE Sick Leave –	Payee Level	Payee Level		

Name and Description	Unit (or Base)	Rate	%	Amount
RTO OTH LVE Other Leave – Retro	Payee Level	Payee Level		
RTO LWOP Leave Without Pay – Retro	Payee Level	Payee Level		
RTO ACC LVE ACC Leave – Retro	Payee Level	Payee Level		
RTO LSL Long Service Leave – Retro	Payee Level	Payee Level		

Calculating Regular Hourly Pay

You use REGPAY HRLY in any case where the hours to be paid for a payee are not standard and vary from pay calendar to pay calendar. These hours are typically entered manually. The earning element's calculation rule is unit x rate where the unit is set at payee level and the rate is the system element HOURLY RT.

Calculating Regular Salaried Pay

You use REGPAY SAL where the hours to be paid are standard for each pay calendar.

This element demonstrates the use of a pre process formula (ERN FM REGSTD UNIT) that gets the units for the period and determines the work days (proration) in the period. The formula then has a value of regular units with which to begin the earning element resolution. This earning element's calculation rule is unit x rate. The number of units to be paid is derived from a formula. The formula calculates the payee's regular hours (based on an annualised and deannualised JOB standard hours value) reduced by any hours taken as either approved absence or public holiday hours which are set to reduce from regular hours. The rate is the system element HOURLY RT.

Calculating Shift Loading

Use SHIFT 10 to compensate payees for working outside of or across what your organisation considers normal business hours. The element's calculation rule is unit x rate x percent. You enter or generate the units at payee level, the rate is HOURLY RT and the percentage is set as 10.

Calculating Overtime

The calculation rule of the OVERTIME 1.5 earnings is unit x rate x percent. You enter or generate the units at payee level, the rate is HOURLY RT and the percentage is set at 150 representing time and a half.

Calculating the Service Allowance

SERVICE is a “per hour” allowance paid based on the number of years service of the payee. The calculation rule is unit x rate where the unit is accumulator REGULAR HOURS. The rate comes from bracket ERN BR SERVICE RTS which assigns a value based on the employees years of service (duration CMN DR YRS OF SVC). This earnings is placed after REGULAR pay because its resolution depends on regular pay having already been calculated.

Calculating the Meal Allowance

The MEAL allowance calculation rule is unit x rate where you enter or generate the units at payee level and the rate comes from bracket ERN BR RTS that assigns a value based on the payee’s union code (system element UNION CD).

Calculating the Stress Allowance

The STRESS allowance calculation rule is unit x rate x percent. The unit is accumulator REGULAR HOURS. You assign the rate at payee level and the percent is 100. This earnings is placed after REGULAR pay because its resolution depends on regular pay having already been calculated.

Paying the Phone Allowance

The PHONE allowance calculation rule is amount and the amount is set as 75. This element’s generation control, ERN GC PHONE, uses formula ERN FM PHONE that ensures that the allowance is paid only in the last pay period of the month (so is particularly applicable to non-monthly calendar frequencies) and in the first segment of the last period.

Calculating the District Allowance

This allowance uses the Location code on the payee's job record. The earning's calculation rule is amount where the amount is formula ERN FM DISTRICT that calls bracket ERN BR DISTRICT RTS that stores the weekly rate for various locations. The formula also prorates the amount by the standard hours of the payee.

The allowance is not paid for any days in the pay period where the payee is on leave without pay. For example if a payee was scheduled to work Monday to Friday but took leave without pay on the Friday, their DISTRICT allowance would be 4/5 of the normal weekly entitlement. This allowance is resolved after any leave earnings.

Calculating the On Call Allowance

The ONCALL allowance calculation rule is unit x rate. You enter the units at payee level. The rate is formula ERN FM ONCALL HR RT that validates the employee's hourly rate against the maximum and minimum rates allowed for the earnings. You set two supporting element override variables, ERN VR ON MIN HRRT and ERN VR ON MAX HRRT, for the minimum and maximum rates respectively. When resolving the earning the system checks the payee's hourly rate from his HR job record.

- If the payee's hourly rate is less than the minimum amount, the system pays the minimum rate.
- If the payee's hourly rate is more than the minimum but less than the maximum rate the system pays the hourly rate.
- If the payee's hourly rate is more than the maximum the system pays the maximum.

The following table shows the three scenarios based on a minimum of 50 and a maximum of 70:

Hourly Rate on Job	ONCALL Hourly Rate Paid
1– 49.99 (that is < 50)	50 (minimum)
50 – 70	50 – 70 (Job Rate)
70.01 (that is > 70)	70 (maximum)

The earnings also has a post process formula ERN FM ONCALL ADD that determines if payment of the allowance in full plus any additional flat amount (supporting element override ERN VR ADDL AMT) would take the earnings over an annual limit (supporting element override ERN VR ON YTDLIMIT). If it would take it over the limit, the formula calculates by how much and subtracts that value from the current value. This ensures the earnings is paid up to the limit.

The earnings also has a generation control, ERN GC ONCALL, that checks that the limit hasn't already been reached.

You can set other limits for other frequencies by using a formula that compares the total paid with the frequency limits for the earnings.

Paying Bonuses and Grossing Up

You can pay a bonus amount and have it taxed normally by adding an amount to the BONUS earning at payee level. If you want to pay a specific net amount you can enter that amount as the earning BONUS NET and have the system “gross up” that amount. After taxing the grossed up amount the payee will receive the intended net amount. Grossing up is described in full in the chapter entitled Net-To-Gross Processing.

See Also

Chapter 9, “Calculating Net-to-Gross Payments,” page 57

Making Advance Payments and Creating Payback Deductions

Some earnings are loans or advances, therefore, when they are paid, you can have the system automatically create a deduction so that the advance is recovered over subsequent pay runs. We have supplied a generic earnings ADVANCE. The earnings has a supporting element override, variable DED VR DED PBCK. The variable has a character value of the deduction you are going to use to recover the loan. You enter the advance amount at payee level. After finalizing the pay calendar you run Application Engine program GPNZ_DDPYBCK and that process assigns the designated deduction to the payee.

See Also

Chapter 7, “Defining Deductions for New Zealand,” Calculating the Advance Payback Deduction, page 46

Making Payments for Public Holidays

PUB HOL is an earning element that is entered or generated when there is a gazetted public holiday in the calendar period. The element needs to be included in an accumulator that reduces the amount of regular pay that is paid. The PUB HOL earning’s calculation rule is unit x rate where the unit is derived by a formula and the rate is the payees HOURLY RT system element.

When a holiday occurs in a pay period, the system populates the system element, HOLIDAY HRS, with the hours that you entered for that holiday on the Holiday Schedule.

Because a payee might not have been scheduled to work the holiday schedule hours, you can direct the system to pay different hours from those on the holiday schedule. When, during normal payroll processing, the system comes to resolving earnings PUB HOL, for Public Holidays, it sets about determining the number of hours to pay each employee.

In PUB HOL’s calculation rule:

Unit = formula ERN FM PUBHOL UNIT

Rate = System Element HOURLY RATE

The ERN FM PUBHOL UNIT formula uses proration element ERN PO PUB HOL HRS for which the numerator is ERN CT PUB HOL HRS and the denominator is 1.

The count formula for ERN CT PUB HOL HRS is ERN FM PUB HOL HRS. This formula checks each day in the period for a HOLIDAY HOURS value and if it finds one, finds out if you have set variable ERN VR SCHED TYPE to HOL, WRK, or ALT. The default for the variable is ALT but its single override level is Pay Group.

If you don't have alternative work schedules, you do not have to override the default at pay group level because, in the absence of an alternative work schedule, the system uses the payee's scheduled hours. If you do have alternative work schedules but don't want to use them, override the ALT default with character values WRK or HALF at pay group level.

For HOL, the formula returns the holiday hours from the holiday schedule.

For WRK, the formula returns half the employee's scheduled hours if the Holiday Type on the holiday schedule is Half or all of the employee's scheduled hours if the Holiday Type is Standard.

For ALT it is the same except the formula returns the hours for the payee's alternate work schedule. If there is no alternate schedule, it returns either half or whole schedule hours.

Note. You can designate any defined schedule as the alternate schedule on the pay group table. And at employee level, you can assign a schedule as an alternate and it can be the pay group alternate schedule or any other of your defined schedules. (Home, Compensate Employees, Maintain Global Payroll Data, Use, Work Schedule Assignment.) Whatever the value of your variable ERN VR SCHED TYPE, the count formula returns the hours to be passed by the count to the numerator of the proration rule and the proration rule passes the count value to the formula ERN FM PUBHOL UNIT which is the unit for PUBHOL's calculation rule Unit x Rate.

Paying Casuals for Leave

You use the CASUAL LVE earnings element to pay casual payees in lieu of their receiving an annual leave accrual. The element is 6% of the payee's gross taxable earnings (GTE) per calendar period. The element's calculation rule is base x percent where the base is accumulator LVE AC GTE 6PCT and the percent is 6. This earnings is placed after REGULAR pay because its resolution depends on regular pay having already been calculated.

Using Absence Earnings

There are a number of earnings that various absence takes use to pay for the leave in question. They include annual leave (ANNUAL LVE), sick leave (SICK LVE) other leaves (OTHER LVE) and leave without pay (LWOP); the earnings for ARCI payments, ACC LVE and ACC MAKEUP; and the earnings for annual leave reconciliation, ANNRCN.

See Also

Chapter 14, "Defining Absence and Termination Rules for New Zealand," page 89

Using Earnings for GLI Reporting

There are six earnings that are not paid but are used for general ledger interface reporting of annual leave liability and their reversal of liabilities on termination. They are LIAB ANN (HRS and DYS) and LIAB LSL DYS, and, LIAB TER (HRS and DYS) and LIAB TER LSL. There is also one earning, also not paid, for reporting accrued salary where the pay period end is earlier than the financial period. It is SAL ACCRUAL. You decide what percentage to accrue using GLI VR ACCRUAL PCT.

See Also

Chapter 13, "Using the General Ledger Interface," page 79

Using Earnings for Paying Retro on Leave Pay

There are seven retro earnings for paying retrospective adjustments on earnings that normally reduces regular pay. They are RTO ACC LVE, RTO ANN LVE, RTO LSL, RTO LWOP, RTO OTH LVE, RTO PUB HOL, RTO SCK LVE.

We have supplied these earnings to avoid affecting the calculation of regular pay in the current pay period. The hours on these earnings do not contribute to the reduce regular hours accumulator ERN AC REDUCE HRS. The amounts however, add to the total gross and extra emolument accumulators NZL GROSS and EXTRA EMOL GROSS

For example, an employee applied for 2 days of sick leave (16 hrs) in June 2001 but then in August 2001, changed this to be 3 days annual leave (24 hrs). When the August pay runs, it calculates retrospectively from June 2001 and forward the results to August 2001. The following happens.

Back in June 2001, the original calculations were:

16 hrs for SCK LVE 157.33 hrs for REGPAY SAL

After the retro calculation, the values are: 0 hrs for SCK LVE (-16 will be forwarded to RTO SCK LVE) + 24 hrs for ANN LVE (+24 will be forwarded to RTO ANN LVE +149.33 hrs for REGPAY SAL (-8 will be forwarded to REGPAY SAL).

In August 2001, the values are: 173.33 hrs for REGPAY SAL (with an adjustment of - hrs)+24 hrs for RTO ANN LVE-16 hrs for RTO SCK LVE

CHAPTER 7

Defining Deductions for New Zealand

This chapter provides an overview of deductions for New Zealand and discusses how to calculate deductions for:

- Social Club.
- Membership fees.
- Writs.
- Union fees.
- Child Support.
- Court orders.
- Advance payback.
- Loan repayment.
- Superannuation Government Fund – employee and employer contributions.
- Superannuation National Provident fund – employee and employer contributions.
- Superannuation Gross Up Fund – employer contribution.

Understanding Deductions for New Zealand

We have created a number of deductions to demonstrate the flexibility of the Global Payroll rules to meet common processing requirements such as the preservation of minimum net pay.

Note. The User Key 2 on the Earnings Accumulators page and Deduction Accumulators page for all earnings and deductions is CMN VR BALGRP ID (Balance Group ID). Use balance group numbers (IDs) to maintain separate employee balances. You set an employee's balance group number on the Job Data, Payroll page— JOB_DATA2.

Delivered Deduction 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 × Rate, Unit × Rate × Percent, Amount . In the table sy = system element.

Note. The tax deductions are included in the table but discussed in greater detail in the taxation chapter.

See Chapter 8, “Managing New Zealand Tax Calculations,” Ensuring Correct Calculations and the Tax Deductions, page 53.

Name and Description	Unit (or Base)	Rate	%	Amount
PAYE TAX PAYE Tax (gc)				TAX FM PAYE TAX
EXTRA EMLMNT Extra Emolument Tax (gc)				TAX FM XE TAX
WITHHOLDING Withholding Tax (gc)				TAX FM WITHOLD TAX
CHILD SUPPRT Child Support (po)				Payee Level
STUDENT LOAN Student Loan Repayments (gc)				TAX FM SL TAX
SSCWT Spec Super Contr Withhold Tax				TAX VR SSCWT AMNT
SOCIAL CLUB Social Club (gc)				8.00
MEMBSHP FEES Membership Fees				DED FM MEMBERSHIP
UNION Union Fees (gc)				DED FM UNION
WRIT Writ	Base (Accum - DISPOSABLE EARNING)		Payee Level	
COURT ORDER Court Order (gc)	Base (Accum - DISPOSABLE EARNING)		Payee Level	
ADVANCE PYBCK Advance Payback (gc)(po)	Base (Accum - NZL GROSS)		10	
LOAN REPAY Loan Repayment (gc)				Accum - LOAN BALANCE

Name and Description	Unit (or Base)	Rate	%	Amount
SUP GOV EE Super Government Fund – EmpEE	Base (Accum - NZL GROSS)		Payee Level	
SUP GOV ER Super Government Fund – EmpER (po)	Base (Accum - NZL GROSS)		DED FM SUP GOVER	
SUP NPF EE National Provident Fund – EmpEE	Base (Accum - SUPERABLE SALARY)		6	
SUP NPF ER National Provident Fund – EmpER (gc)(po)	Base (Accum - SUPERABLE SALARY)		6	
SUP GRSUP ER Super Gross Up Fund – EmpER (po)				Payee Level
XE GRS UP Extra Emolument for Gross Up				TAX FM XE TAX

Making Social Club Deductions

The social club deduction reduces the employee's after-tax income by a nominated amount. The amount is paid monthly. The system annualises and deannualises the amount to resolve it correctly for the various pay calendars.

A generation control, DED GC SOCIAL CLUB, has formula DED FM SOC BIGGER that ensures that the system applies the deduction only in the larger of the segments within the period. A second GC formula checks that the payee is active.

Deducting Membership Fees

The earnings in a fortnightly period determine the amount of the membership fee deduction which may be percentage or a flat amount. The calculation rule amount is formula DED FM MEMBERSHIP that determines if the accumulator that houses the earnings that fees are based upon, MEMB EARNINGS, is less than the value of the deduction's system element override DED VR MEM MAX AMT for a fortnight. If the amount is below the DED VR MEM MAX AM, the system multiplies the accumulator value by 1%. If not less than DED VR MEM MAX AMT, the amount is the value of the DED VR MEM MAX AMT. The formula also converts frequencies other than fortnightly to a fortnightly amount.

Deducting Union Fees

The calculation rule amount for the Union deduction is formula DED FM UNION. The formula passes the value of the accumulator UNION EARNINGS to the variable DED VR UN ERN FN and bracket DED BR UNION RATES determines the amount of the deduction based on the variable value. Frequencies other than fortnightly are converted to a fortnightly amount.

Generation control DED GC UNION LAST uses DED FM UNION LAST to ensure that the deduction is taken only in the last segment of the period.

Calculating the Writ and the Court Order Deductions

The calculation rule for both these deductions is base x percent where the base is the DISPOSABLE EARNINGS accumulator (NZL GROSS – NZL TAX) and the percentage is set at payee level.

The court order deduction has generation control DED GC COURT ORDER . It uses DED FM PROC STATUS to check the value of DED FM VR PROC STATUS to ensure that the system only takes the deduction if the status of the court order is *Approved*. You enter the status on the payee's garnishment page (GPNZ_GARN_DTLS) which you access through Global Payroll, Payee Data, Garnishments/Court Orders, Assign Garnishments NZL and array GPNZ_PROC_STATUS passes the status value to the variable.

Calculating the Advance Payback Deduction

You can have the system assign the advance payback deduction, ADVANCE PYBK, to a payee when the payee has received a loan paid as the ADVANCE earning. To have the system assign the deduction you run the AE program, GPNZ_DDPYBCK. You run the program after finalizing the pay period in which the advance was paid. The program assigns the deduction and sets the amount of the advance to the DED VR GOAL LIMIT and the system takes the deduction in the following pay period. You run GPNZ_DDPYBCK through Global Payroll, Absence and Payroll Processing, Create Deduction Paybacks NZL.

The calculation rule for the deduction is base x percent where the base is the gross amount for the period and the percent is set according to your business requirement, 10 percent in our deduction ADVANCE PYBK.

The deduction's generation control, DED GC ADVANCE PYBK, has two formulas. The first determines that the payee is active, the second, by checking for a balance in the LOAN ADVANCE accumulator, that the full recovery of the advance is not yet complete.

A post-process formula, DED FM ADV PAY AMT ensures that only up to the advanced amount is recovered. The formula sums the amount already paid, the current amount, and any deduction arrears, and compares the sum with the goal limit (and calls this the new amount). If the new amount exceeds the goal limit, the system reduces the new amount so that only up to the goal amount is deducted. It does this by calculating how much over the limit the deduction would be if the new amount was taken and subtracts that 'over' amount from the new amount. The reduced new amount becomes the current amount of the deduction. In the next pay period, the generation control prevents further processing.

See Also

Chapter 6, “Defining Earnings for New Zealand,” Making Advance Payments and Creating Payback Deductions, page 40

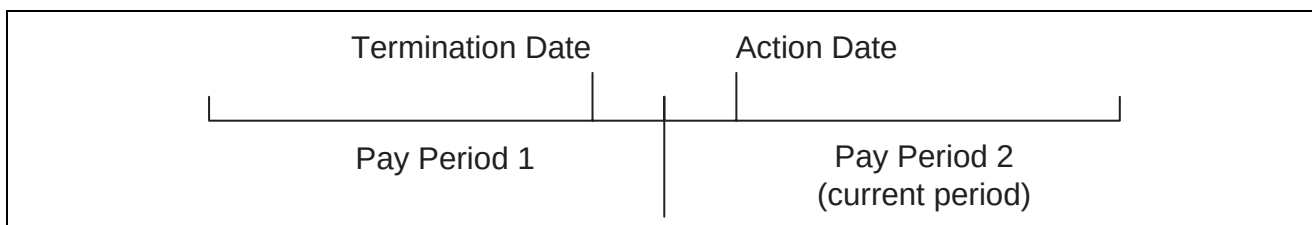
Deducting the Loan Repayment

The LOAN REPAY deduction deducts any outstanding loan amounts on termination of the payee. It is an amount calculation. The amount is the value of the LOAN BALANCE accumulator. Any balance becomes the amount of the deduction.

The deduction’s generation control, CMN GC TERM STAT, has formula CMN FM TERM STAT, that determines whether to resolve the payment of various earnings and deductions.

The formula checks for either a termination date in the pay period or a termination action date in the period. It checks for both to accommodate the situation where you may have not entered the termination until the pay period after the period in which the termination occurred. If the check was only on the termination date, the deduction would not be processed because that date would be outside the current pay period begin and end dates.

The following diagram shows this.



Checking for a termination date or termination action date.

Deducting Government Superannuation Contributions

There are two superannuation deductions, one for the payee’s contribution, the other for the employer’s contribution. The payee’s contribution deduction, SUP GOV EE, has a calculation rule of base x percent where the base is the payee’s NZL GROSS accumulator amount and the percent is set at payee level.

The employer’s contribution deduction, SUP GOV ER, has a calculation rule of base x percent. The base is the payee’s NZL GROSS accumulator value and the percent is formula DED FM SUP GOV ER. The formula checks the payee’s contribution percent and matches that contribution up to a maximum set on the deduction’s system element override DED VR SUPGOV MAX.

A flat amount post-process formula, TAX FM SS FLAT RATE, on the employer’s deduction calculates the Specified Superannuation Contribution Withholding Tax (SSCWT).

See Also

Chapter 8, “Managing New Zealand Tax Calculations,” Superannuation and SSCWT, page 54

Deducting National Provident Fund Contributions

There are two NPF deductions and the payee's and employer's deductions are calculated exactly the same way. The calculation rule is base x percent where the base is the SUPERABLE SALARY accumulator, and the percentage is the legislated value.

A flat amount post-process formula, TAX FM SS FLAT RATE, on the employer's deduction calculates the Specified Superannuation Contribution Withholding Tax (SSCWT).

See Also

Chapter 8, "Managing New Zealand Tax Calculations," Superannuation and SSCWT, page 54

Using the SSCWT Gross Up Tax Calculation

We have provided the SUP GRSUP ER deduction to demonstrate the correct use of the SSCWT gross up tax calculation. The calculation rule is an amount where the amount, set at payee level, is initially entered as a grossed up amount. The deduction's post-process formula, TAX FM SS GRS UP, calculates the SSCWT. It also adjusts the grossed up amount to the value that's correct for the net amount.

Note. The system uses the other gross up deduction, XE GRS UP, in the Net-to-Gross functionality. The deduction's calculation rule is formula TAX FM XE TAX, which calculates the employee's extra emolument tax amount.

See Also

Chapter 9, "Calculating Net-to-Gross Payments," page 57

CHAPTER 8

Managing New Zealand Tax Calculations

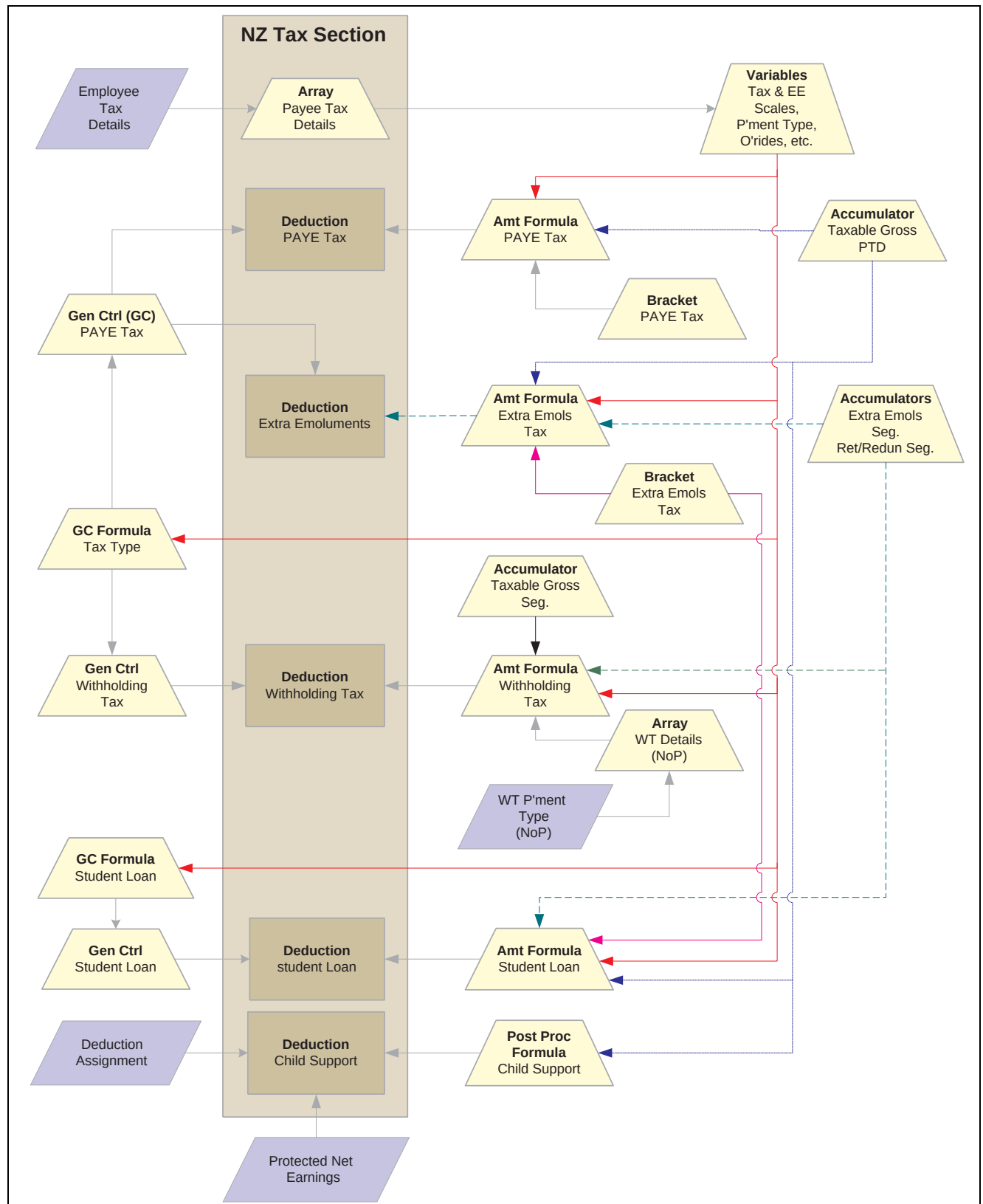
This chapter provides an overview of managing New Zealand tax calculations and discusses:

- Entering payee tax details.
- Ensuring correct tax calculations.
- The tax deductions.
- SSCWT calculations.

Understanding Taxation for New Zealand

The New Zealand country extension to PeopleSoft Global Payroll comes with all the elements required to calculate a payee's tax correctly. Whatever the scenario—multiple payments within a calendar period, annualised tax, mid-period hires or terminations, multiple jobs, student loan or child support deductions, SSCWT—the system correctly calculates the tax. But calculating tax is only one part of managing taxation. You'll need to enter details about your pay entity (usually your company or organisation), enter tax-related information about each payee, and submit statutory reports to the Inland Revenue Department.

The following diagram shows an overview of the Global Payroll for New Zealand process. (NoP = Nature of Payment).



The Global Payroll for New Zealand Tax process

Entering Payee Supplied Tax Information

Payee tax details are keyed by pay entity and balance group number allowing payees with concurrent jobs to have different tax details for each job. The page on which you enter payee tax information is designed to be similar to the IRD forms—IR 330, 23 and 331—that the payee supplies.

Page Used to Enter Payee Supplied Tax Information

Page Name	Object Name	Navigation	Usage
Payee Tax Data page	GPNZ_EE_TAX_DTLS	Global Payroll, Payee Data, Taxes, Maintain Tax Data NZL	Enter tax information as supplied by the payee.

Entering Payee Tax Details

Access the Payee Tax Data page.

The screenshot displays the 'Payee Tax Data' page for employee Walters, Shirley (EmpID: KZ0001). The page is organized into several sections:

- IRD Details:** Includes fields for *Effective Date (06/30/2001) and IRD Number (049091850).
- Tax Details:** Includes fields for *Pay Entity (KZNZLBI - New Zealand Business Institute), *Balance Group No (000), *Tax Code (M), and Nature of Payment.
- IR23 - Special Tax Code:** Features radio buttons for None (selected), PAYE Tax Code, PAYE Tax Rate, and Withholding Tax Rate. It also includes checkboxes for Student Loan and Earner Premium, along with Certificate Number and Expiry Date fields.
- IR331 - Withholding Tax Exempt:** Includes a checkbox for Exempt (selected), Certificate Number, and Expiry Date.
- Extra Emolument:** Includes a field for Tax Rate Option (Normal).

Payee Tax Data page

IRD Number

The system validates your entry. If the payee does not provide a valid IRD number, you need to set the Tax Code to ND (No Declaration) for employees,

and to WT ND (Withholding Tax, No Declaration) for contractors. The system does not enforce this tax code selection but does provide a warning message.

Pay Entity

You can select only pay entities you have selected for the pay group you have specified on the payee's Job Data – Payroll page.

Balance Group No.

This field enables you to record different tax details for different, concurrent jobs. Balance group numbers identify the accumulator the system should store tax balances in. You can select only balance group IDs you have set up on the payee's Job Data – Payroll page.

Tax Code

The translate values for this field are effective– dated because even if codes are no longer active they are needed for history purposes.

The system warns if:

- the IRD number *is* all zeros and the Tax Code *is not* ND or WT ND.
- the IRD number *is not* all zeros and the Tax Code *is* ND or WT ND.

Balance Group No.

This field enables you to record different tax details for different, concurrent jobs. Balance group numbers identify the accumulator the system should store tax balances in. You can select only balance group IDs you have set up on the payee's Job Data – Payroll page.

Nature of Payment

The code you enter here ensures that the system applies the correct withholding tax rate. You only enter a Nature of Payment Code if:

- The Tax Code is either WT or WT ND.
- The Tax Code is STC, Special Tax Code (or deduction rate), and the tax override type is W for Withholding Tax. The tax override type becomes W when you select the page control for Withholding Tax Rate in the Special Tax Code or Deduction Rate (IR23) group box.

Special Tax Code or Deduction Rate (IR23)

The page controls down the left side of this group box set the value of the *unlabeled* Tax Override Type field. The system requires an entry in the field adjacent to the control you select. Override types are, from the top: N = None; C = Payee Tax Code; R = Payee Tax Rate; W = Withholding Tax Rate.

The default Tax Override Type is N and you can only select other override types if the Tax Code is STC.

PAYE Tax Code

The translate values for this field are a subset of the tax codes you can select in the Tax Code field. You don't have to use this field to set an override: you can just change the tax code. Either way you need a new effective date.

PAYE Tax Rate

Enter the applicable PAYE (special) tax deduction rate. The rate can be zero.

Withholding Tax Rate

Enter the applicable withholding (special) tax deduction rate. The rate can be zero.

Student Loan

Select the check box and enter an override rate. It can be zero. These two fields are not affected by the tax code or tax override type. The same applies to Earner Premium.

Certificate Number The system does not use the values in this field nor the value in the Expiry Date field: they are for information only. You cannot enter a certificate number and expiry date if the tax override type is N.

Withholding Tax Exemption (IR331)

Exempt You can only select this check box if the tax code is WT or WT ND. And you can only add a certificate number and expiry date if you have selected this check box.

Certificate Number The system does not use the values in this field nor the value in the Expiry Date field: they are for information only.

Note. There is no field to indicate if the payee is an employee or a contractor as this status is indicated by their tax code. (You can indicate that a payee is a contractor in the Employee Class field on the payee's Job record.)

Extra Emolument

Your tax rate options are: Normal, Use High Rate and Use Top Rate.

Running the Invalid IRD Number Report

You run the Invalid IRD Number report by Pay Entity. It lists, by Employee ID only employees who have either no IRD number in the system or have the system's representation of an invalid number. When there is no number at all, you see just the number separators (- -). When you have entered an invalid number and the system has defaulted the field to 00000000, you will see 00-000-000 on the report. The report includes the employees' names, Empl Rcd#, Tax Code, if the employee has a student loan (Y for Yes). The report also reports if the company itself doesn't have a valid IRD number.

Ensuring Correct Calculations and the Tax Deductions

In addition to setting up balance group Ids and tax details for your payees, you need to ensure other parts of the system are set up properly. This section provides information on those requirements.

The Tax Accumulators

Calculation of correct tax related deductions is based on three accumulators.

- Taxable Gross — for all regular earnings to be taxed as PAYE.
- Extra Emolument — for bonus, back pay, and other irregular payments.
- Retire\Redund — for payments made on retirement or redundancy.

The system calculates PAYE tax using the Taxable Gross accumulator; tax on extra emoluments using the extra emolument and retire\redund accumulators; and withholding tax, student loan repayments and child support payments on all three accumulators. You need to ensure that all taxable earnings and pre-tax deductions add to the appropriate accumulator.

Like payee tax details, the accumulators are keyed by employee Id, pay entity and balance group.

PAYE Tax and Extra Emolument Tax

PAYE tax is calculated by the formula TAX FM PAYE TAX, and Extra Emolument tax by formula TAX FM XE TAX. The formulas are the Amounts in the calculation rule for the deductions PAYE TAX and EXTRA EMLMNT. The deductions both have generation control TAX GC PAYE & XE that uses formula TAX FM DET TAX TYP to return a value that determines whether to calculate tax for PAYE and Extra Emolument Tax or Withholding Tax.

Withholding Tax

Withholding tax is calculated by the formula TAX FM WITHOLD TAX. The formula is the Amount in the calculation rule for the deduction WITHHOLDING. The deduction has generation control TAX GC WT that uses formula TAX FM DET TAX TYP to return a value that determines whether to calculate tax for PAYE and Extra Emolument Tax or Withholding Tax.

There is a page in which you can view the various withholding tax percentages, including the ND tax percentages, for the various Nature of Payment codes. You can change the status of the individual Nature of Payment codes.

Student Loan

Tax on student loans is calculated by the formula TAX FM SL TAX. The formula is the Amount in the calculation rule for the deduction STUDENT LOAN. The deduction has generation control TAX GC SL that uses formula TAX FM DET SL TAX to return a value that determines whether to calculate Student Loan Tax.

SSCWT

We have provided the SUP GRSUP ER deduction to demonstrate the correct use of the SSCWT gross up tax calculation. The calculation rule is an amount where the amount, set at payee level, is initially entered as a grossed up amount. The deduction's post-process formula, TAX FM SS GRS UP, calculates the SSCWT. It also adjusts the grossed up amount to the value that's correct for the net amount.

See [Chapter 8, "Managing New Zealand Tax Calculations," Superannuation and SSCWT, page 54.](#)

Child Support Deductions

There are no tax calculations associated with child support deductions; you enter the dates and amounts using the standard Payee Deduction Assignment page.

The Child Support deduction's calculation rule is an amount set at payee level. The post-process formula TAX FM CS PROTECT ensures that the deduction will not reduce the employee's pay below their protected net as determined by the IRD.

The formula uses the value, set by the IRD, that you enter for the variable TAX VR CS PRT NET.

Superannuation and SSCWT

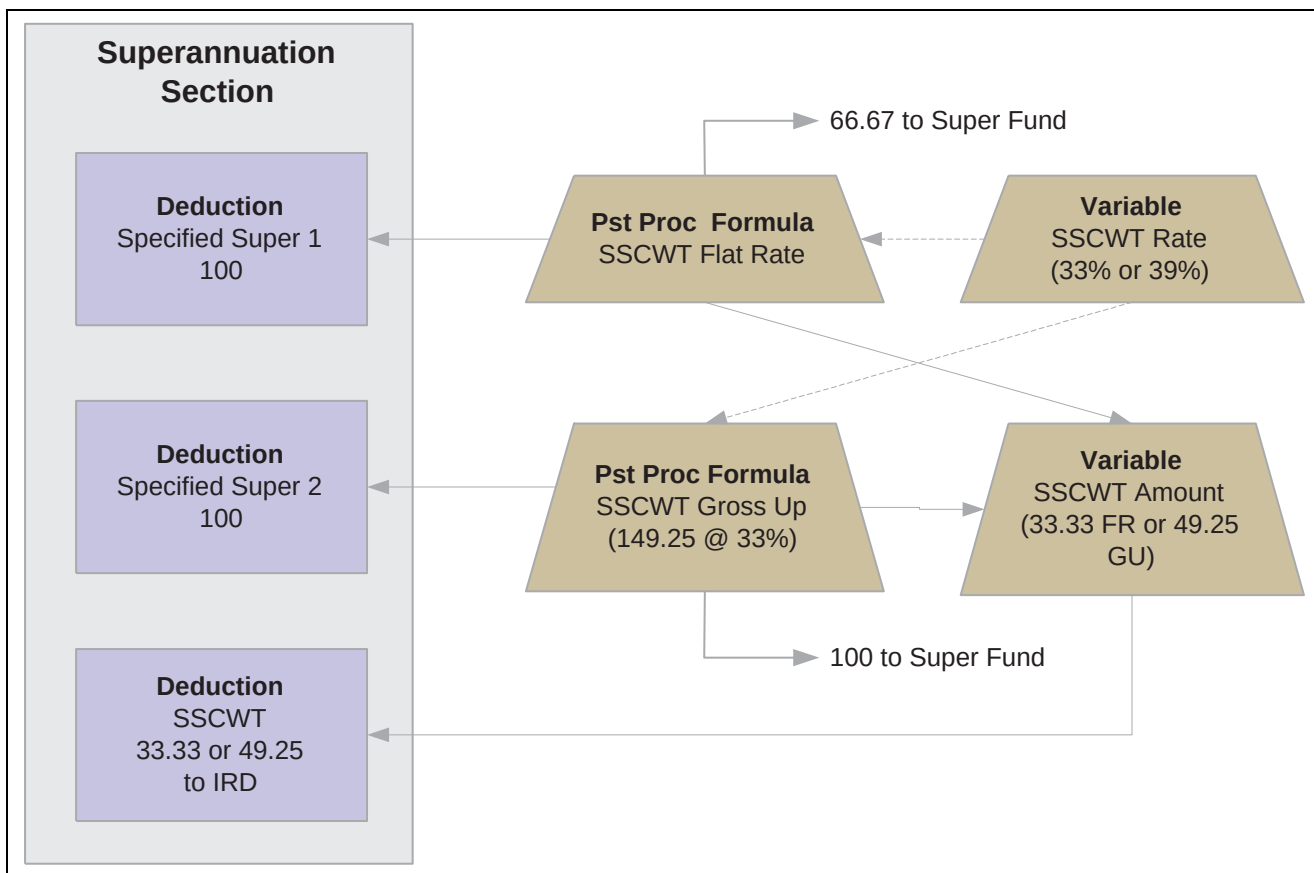
Superannuation deductions can have the SSCWT amount calculated by the flat rate method or the gross up method. And for either method the rate can be the normal amount rate or the alternative rate.

For an employer contribution of 100 at the normal rate (33% in the example):

- The flat rate calculation results in 66.67 to super fund, 33.33 to IRD.
- The gross-up calculation results in 100 to super fund, 49.25 to IRD (grossed-up amount = 149.25).

The employee can elect to have either calculation method use the higher rate.

The following diagram shows an overview of the process. The example shows 33% and 39% as the Variable SSCWT rate but the example amounts are based on 33%.



Two methods of calculating SSCWT

CHAPTER 9

Calculating Net-to-Gross Payments

This chapter provides an overview of net-to-gross processing—or “gross ups”—and discusses:

- Delivered earnings elements.
- What triggers a gross up.
- Net and target net pay.
- The basic process of determining the gross amount.
- The gross up process.

Understanding Net-to-Gross Processing

Gross ups are required when you want to pay a payee a specific net amount. Starting from the net amount the system works out what gross amount to process so that after all tax deductions have been made the required net amount remains.

In the following sections we describe the main features of the net-to-gross functionality then take you step by step through the process and an example calculation.

Note. In this chapter we refer to Annualised Tax (used in gross up calculations) as a “tax deduction”.

Net-To-Gross Earnings Elements

This feature has two earnings elements. The first is called BONUS NET and is used to pay the net amount. We have delivered this element because a fixed bonus amount is a typical pay component that must be grossed up.

Enter a bonus amount using positive input. The system calculates the amount by which it needs to gross up the net to have the required net after deducting taxes. It then assigns that amount to the second earnings, BONUS GRS UP. The two earnings between them make up the gross pay. The BONUS GRS UP earnings amount is equal to the amount of the tax deductions. Both earnings are assigned to the OTHER EARNINGS section in the NZL PAYROLL process list. To summarise:

- $\text{BONUS NET} + \text{BONUS GRS UP} = \text{Gross Pay}$
- $\text{BONUS NET} = \text{Net Pay}$
- $\text{BONUS GRS UP} = \text{Tax Deductions}$

Determining That a Net-to-Gross Calculation is Required

When the BONUS NET earnings is resolved, it adds to a gross up accumulator. In another section, further down the process list, a conditional formula determines that grossing up is required if the gross up accumulator has a value.

Understanding Actual Net Pay and Target Net Pay

The grossing up process creates an actual net pay amount. This is stored in another accumulator. The system compares the target net pay amount with the balance in that accumulator, and when they are the same, the process of calculating the gross pay is complete.

Calculating the BONUS GRS UP Earning

Once the system has determined that a grossing up is required, it starts the calculation by treating the target net as if it were the gross pay. It processes that gross amount, deducting taxes, and gets a new net amount—the actual net. Because of the tax deduction, the actual net doesn't match the target net. Using the difference between actual and target net in a formula, the system calculates a new gross amount, deducts the taxes from it, and arrives at a new actual net which it again compares to the target net. The iterations—or loops—continue, with the actual net getting closer to the target net with each loop, until the actual and target net are the same.

The loop formula is:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{current BONUS GRS UP} + \text{difference} = \text{new BONUS GRS UP}$$

Understanding the Process Sequence

In this section we take you step by step through the process then provide you with an example.

Stepping Through the Processing Sequence

This section describes the processing sequence.

1. User enters the bonus amount by positive input as the earnings BONUS NET.
2. BONUS NET earnings gets resolved in the EARN - OTHER section and adds to accumulator GRS UP EARNINGS.
3. The EARN - GROSS UP sub-process section in the NZL PAYROLL process list has the conditional formula GUP FM CALC REQUIRED. If the formula finds that the GRS UP EARNINGS accumulator is not zero and that there is, therefore, a grossing up to be done on the BONUS NET earning, it invokes the EARN - GROSS UP sub-process section.
4. The formula GUP FM INIT VALUE, the first element in the EARN - GROSS UP section, sets the variable GUP VR TARGET NET to the value of the GRS UP EARNINGS accumulator (the BONUS NET amount). This value remains constant during subsequent processing.
5. The deduction XE GRS UP—the second element in the EARN - GROSS UP section—runs the formula TAX FM XE TAX which calculates the employee's Extra Emolument tax amount.

6. The conditional formula GUP FM COMPARE NET in the EARN - GROSS UP section, compares the constant value of GUP VR TARGET NET (set at step 4) with the value of the GRS UP NET accumulator which has the XE GRS UP deduction subtracting from it and the GRS UP EARNINGS accumulator adding to it.
7. If the formula returns FALSE, meaning that there is no difference between GUP VR TARGET and GRS UP NET, the process stops. If the formula returns TRUE, the formula GUP FM ALTER GROSS runs and works out a new BONUS GRS UP value. The BONUS GRS UP value is the amount by which the net is increased to get a taxable gross.
8. The XE GRS UP deduction recalculates the employee's Extra Emoluments tax balance for the GRS UP NET accumulator which now contains the original BONUS NET value and the new BONUS GRS UP value. The tax deductions are calculated to produce a new actual net.
9. The loop of calculating a new gross then deducting the taxes to get a new balance in the GRS UP NET accumulator and comparing it to the constant GUP VR TARGET NET continues until the actual net is equal to the target net.
10. When the looping stops, formula GUP FM CHECK AMT runs and checks that the GUP FM COMPARE NET formula has resolved to FALSE indicating that the system has calculated the correct gross up figure. If it returns TRUE, the payee goes into error and message is sent to Payee Messages. The system goes through the loop a maximum of fifteen times. If it fails to correctly calculate the gross amount within that limit, you would need to remove the BONUS NET earning amount, calculate the gross manually and pay it as an earnings of your choice.

Calculating the BONUS GRS UP Earnings and the Gross Pay

The following example is based on a positive input entry of 500 to the BONUS NET earnings. The 500 becomes the value of GUP VR TARGET NET.

For our example tax deductions are a flat amount of 20 percent; therefore, the first time the GUP TAX DEDUCTION section is called, it calculates tax deductions of 100.

The conditional formula, GUP FM COMPARE NET, resolves to true as the target net is 500 and the actual net is 400. The looping process begins:

First Loop

The difference is calculated by subtracting the actual net from the target net.

$$500 - 400 = 100.00$$

The gross amount is increased at the first attempt to find the eventual BONUS GRS UP earnings amount using the following calculation:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{current BONUS GRS UP} + \text{difference}$$

$$((1 - 400/500) \times 100) + 0 + 100 = 120 \text{ (new BONUS GRS UP)}$$

The gross is increased on the first loop by 120 and is now 620.

Tax is deducted from the gross of 620 and the new net is 496.

The target net of 500 is compared to the actual net of 496.

As the amounts are not equal, and the correct gross has not been found, a second loop occurs.

Note. The GRS UP EARNINGS accumulator is “self correcting” which means that the previous value is “reversed out” and the new value added. The accumulator can adjust up or down as needed. This occurs for each loop in the process.

Second Loop

The difference is calculated by subtracting the actual net from the target net.

$$500 - 496 = 4$$

The gross amount is increased at the second attempt to find the eventual BONUS GRS UP earnings amount using the following calculation:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{current BONUS GRS UP} + \text{difference}$$

$$((1 - 496/620) \times 4) + 120 + 4 = 124.8 \text{ (new BONUS GRS UP)}$$

Gross is increased by 124.8 to 624.80.

Tax is deducted from the gross of 624.80 and the new net is 499.84.

The target net of 500 is compared to the actual net of 499.84.

As the amounts are not equal, the correct gross has not been found, so a third loop occurs.

Third Loop

The difference is calculated by subtracting actual net from the target net.

$$500 - 499.84 = 0.16$$

The gross amount is increased at the third attempt to find the eventual BONUS GRS UP earnings amount using the following calculation:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{current BONUS GRS UP} + \text{difference}$$

$$((1 - 499.84/624.8) \times 0.16) + 124.8 + 0.16 = 124.99 \text{ new BONUS GRS UP rounded to 2 decimal places}$$

Gross is increased by 124.99 to 624.99.

Tax is deducted from the gross of 624.99 and the new net is 499.99.

The target net of 500 is compared to the actual net of 499.99.

As the amounts are not equal, the correct gross has not been found, so a fourth loop occurs.

Fourth Loop

The difference is calculated by subtracting the actual net from the target net.

$$500 - 499.99 = 0.01$$

The gross amount is increased at the fourth attempt to find the eventual BONUS GRS UP earnings amount using the following calculation:

$$((1 - \text{net/gross}) \times \text{difference}) + \text{eventual BONUS GRS UP} + \text{difference}$$

$$((1 - 499.99/624.99) \times 0.01) + 124.99 + 0.01 = 125.00 \text{ (new BONUS GRS UP rounded to 2 decimal places)}$$

Gross is increased by 125 and is now 625.

Tax is deducted from the gross of 625 and the new net is 500.

The target net of 500 is compared to the actual net of 500.

The compare formula now resolves to false, and the looping process ceases. At this point:

- Gross Pay is 625.
- Net Pay is 500.
- BONUS GRS UP is 125.
- BONUS NET is 500.

CHAPTER 10

Running Banking and Recipient Processes for New Zealand

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

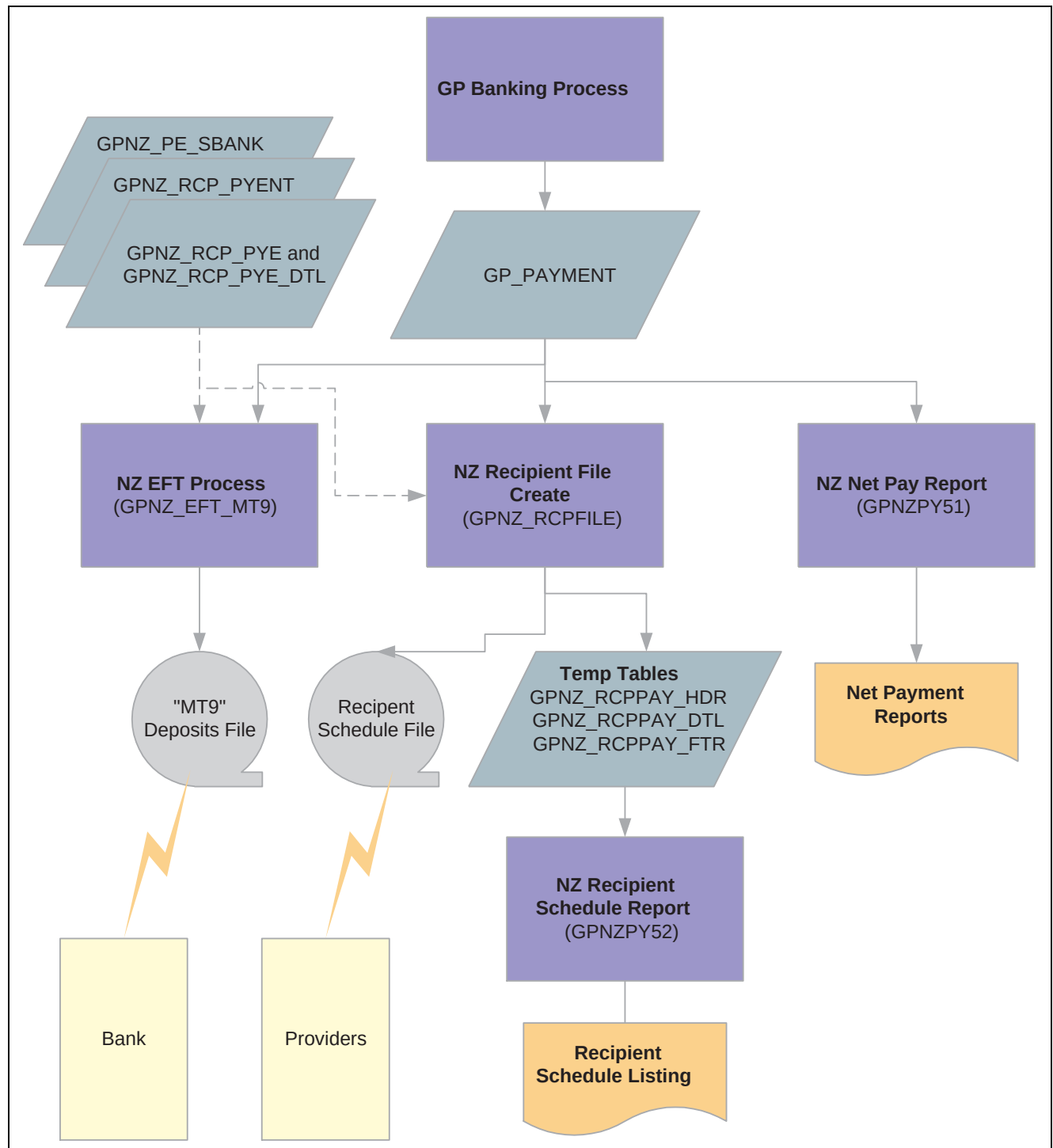
- Enter additional deduction recipient data.
- Use the multiple options for the content of the EFT files.
- Create your electronic fund transfer file.
- Create your recipients' electronic file.
- Manage manual and separate payments.

Understanding Banking and Recipient Processing for New Zealand

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 New Zealand country extension and creates the file for transmission.

Note. In this chapter a provider and a recipient, unless otherwise mentioned, are the same thing.

The following diagram shows the process flow for banking and recipient processing:



Banking and Recipient Processing

Setting Up Additional Deduction Recipient Information

You set up your deduction recipients on the Deduction Recipient pages that you access through Set Up HRMS, Product Related, Global Payroll, Banking. You add information about those recipients on the additional page for New Zealand recipients that you access through the same banking path.

Pages Used to Enter Additional Deduction Recipient Data

Page Name	Object Name	Navigation	Usage
Deduction Recipients NZL	GPNZ_RECIPIENT_EXT	Set Up HRMS, Product Related, Global Payroll, Banking, Deduction Recipients NZL	Link an electronic file format to a provider and enter pay entity and commission payment details and your group ID with the provider.

Entering Additional Deduction Recipient Data

Access the Deduction Recipients NZL page.

Recipient ID: KZSC Southern Cross Healthcare

Details Find First 1 of 1 Last

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

Schedule File Layout: GPNZ_RCPNT_FILE Recipient Payment Schedule

Payment Details Customize Find First 1 of 1 Last

*Pay Entity	*Commission	*Commission Type	Amount/Pct	Group Number	Detailed EFT
KZNZLBI New Zealand Business Institute	None	None			

Deduction Recipients NZL 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

Select from *Deduct from Paym* (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.

Note. The system cannot provide a detailed EFT for a recipient if you select *Deduct from Paym*, even though you can still select the Detailed EFT check box on this page.

Commission Type	Select from <i>Flat Amount</i> , <i>None</i> , or <i>Percentage</i> and enter the amount or percentage in the Amount/Pctfield.
Group Number	Enter the ID the recipient has allocated to your pay entity, your “customer number” with them.
Detailed EFT	Select this check box if the system is to extract from the database and include in the electronic file, payee level payment detail—one payment per payee. If this box is cleared the system will report totals at payment level only, that is one payment for all payees.

Note. The system cannot provide a detailed EFT for a recipient if you select *Deduct from Paym* in the Commission field.

Linking Payees to Recipients by Membership Number

You need to link payees, using their membership numbers, to providers using the provider’s recipient ID.

Page Used to Link Payees to Recipients

Page Name	Object Name	Navigation	Usage
Recip. Membership	GPNZ_RCPPE_EXT	Global Payroll, Payee Data, Net / Pay Recipient Elections, Add Deduction Recipients NZL	Link payee membership numbers to providers using the provider’s recipient ID. 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.

Managing Electronic Fund Transfers

The system creates the New Zealand standard MT9 deposits file using a process that gives you multiple options that control what the file contains. The process creates a separate MT9 file for each source bank account referenced in the processing. The files are named EFTxx999 where xx is the 2 digit bank ID and 999 is a sequence number. Your 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 MT9. Once the MT9 file is created, the system changes PMT_STATUS on GP_PAYMENT from either (P) Prepared or F (Finalized) to T (Transferred).

Page Used to Create the EFT MT9 File

Page Name	Object Name	Navigation	Usage
Funds Transfer – Electronic	GPNZ_EFT_MT9_RC	Global Payroll, Payment Processing, Create EFT Payment File NZL	Enter the parameters for the electronic file creation.

Creating the Electronic Funds Transfer (EFT) MT9 File

Access the Funds Transfer — Electronic page.

An Application Engine program, GPNZ_EFT_MT9, extracts the salary data from the Payroll Results Table and creates the MT9 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.

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

*Payment Type: *Deposit Date:

Net Pay Distributions

Calendar Group ID: DECEMBER MONTHLY PAYROLL 2002

Recipient Payments

Pay Entity:

Debit Date:

*Recipient Selection:

Deduction:

Recipients [Customize](#) | [Find](#) | First 1 of 1 Last

	*Recipient ID		
1			

Funds Transfer - Electronic

Payment Type

Select from *Net Pay Distributions Only*, *Net Pay and Recipients* or *Deduction Recipients 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 MT9 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 Payment 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 prepared or 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

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.

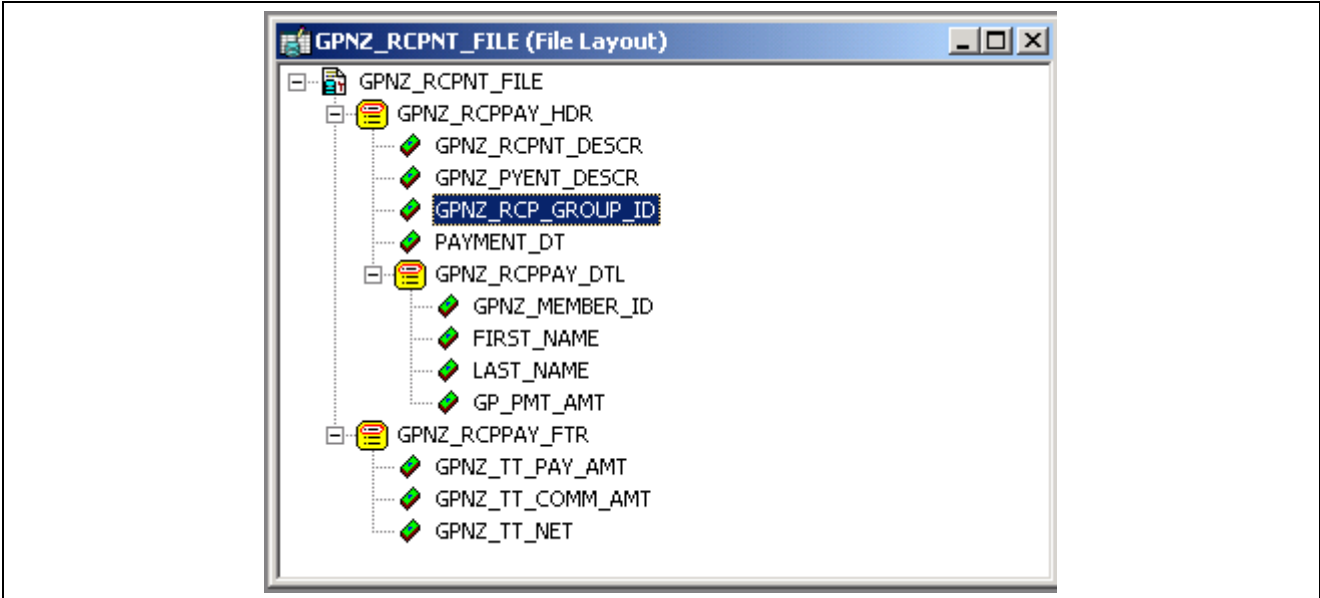
Generating Recipient Payment Report Files

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 in Set Up HRMS, Product Related, Global Payroll, Banking, Deduction Recipients NZL.

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, GPNZ_RCPNT_FILE. Application Engine, GPNZ_RCPFILE, gets the file layout which is stored on the Deduction Recipient page.

Note. The Application Engine program GPNZ_RCPFILE is written to process only the GPNZ_RCPNT_FILE recipient schedule file. You can make minor changes to that file, for example field order, but if you make major file layout changes you will need to create additional Application Engine programs to process them.



Sample Recipient File Layout

Note. This electronic file depends upon the prior running of Application Engine, GPNZ_EFT_MT9 for recipients.

Page Used to Create Recipient Payment Electronic Files and Reports

Page Name	Object Name	Navigation	Usage
Recipient File	GPNZ_RUNCTL_RCP_FL	Global Payroll, Payment Processing, Create Recipient File NZL	Enter the parameters for generating recipient payment files.

Creating the Recipient Payment Electronic File

Access the Recipient File page.

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

*Debit Date: 11/06/2002  *Payment Date: 11/06/2002 

*Recipient Selection: All Recipients 

Deduction: 

Recipients		Customize	Find	First	1 of 1	Last
Recipient ID						
						

Recipient File 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 is the date, passed to the file header, that the bank passed the payment to the recipient.

Recipient Selection Select from: *All Recipients*, *Selected Deduction*, or *Selected Recipients*. You select only one deduction but multiple recipients for the second and third options.

Note. The recipient file report GPNZPY52 is an SQR version of the data extracted for the electronic recipient file. When you select to run the recipient file create AE in the PeopleSoft Process Scheduler Request page, you automatically get the SQR. You can then reprint the SQR later without rerunning the AE, by selecting the check box and leaving the AE check box blank.

Reporting Net Payment

The Net Payment Report, GPNZPY51 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.

```

Calendar Group ID : KOCA Oct/2001
Payment Date      : 15/10/2001
Pay Entity        : GPNZD1

```

Employee ID	Empl#	Name	Pay Amt	Mode of Transfer
KZEM001	0	Sue Ellis	5000.00	Bank Transfer
KZEM002	0	Sheila Cooper	4500.00	Cheque

```

Total Records:    2
Total Amount:     9500.00

```

Net Payment Detail report

```

Calendar Group ID : KOCA Oct/2001
Payment Date      : 15/10/2001
Pay Entity        : GPNZD1

```

```

Total Records:    2
Total Amount:     9500.00

```

Net Payment Summary report

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.

CHAPTER 11

Printing and Viewing Payslips for New Zealand

This short chapter discusses how to:

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

Printing Payslips

You print payslips by running the GPNZPY01 SQR (Global Payroll, Payslips, Create/Print Payslips NZL).

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 prints the payslips by employee ID.

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 delivery option at payee level (Global Payroll, Payee Data, Create Overrides, Payslip Delivery Option NZL).

Viewing Payslips Online

You can view an online version of the payslip. 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 the PeopleSoft ePay application.

See Also

Chapter 5, “Setting Up Payslips for New Zealand,” page 25

CHAPTER 12

Reporting Payroll Data for New Zealand

This chapter provides an overview of payroll reports for New Zealand and discusses:

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

Understanding Payroll Reports for New Zealand

The payroll reports for New Zealand are reports based on the core PeopleSoft Global Payroll reports. They each report additional data or present data in a different way to meet New Zealand reporting requirements. And you have control over the output of the reports by using previously set up report definitions.

Understanding 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.

Setting Up Payroll Report Definitions

When setting up your report definitions, you specify which earnings and deductions to *exclude* and which accumulators to *include*.

Page Used to Set Up Payroll Report IDs

Page Name	Object Name	Navigation	Usage
Payroll Rept Defns	GPNZ_PAY_REPT_DEFN	Set Up HRMS, Product Related, Global Payroll, Reports, Payroll Reports Definition NZL	Enter the earnings and deductions the system is to exclude from, or the accumulators it is to include in a payroll report when you select a particular report definition on the report run control page.

Running Payroll Reports for New Zealand

The selection you make on the run control pages for the payroll register, reconciliation and pay components reports controls the output of the report.

The following table indicates the results you get according to the selections you make on the run control page.

Output Required	Report ID Entered	Result
Earnings and Deductions	Yes	All earnings and deductions minus those specified for exclusion in the report ID.
Earnings and Deductions	No	All earnings and deductions.
Accumulators	Yes	Only those accumulators specified for inclusion on the report ID.
Accumulators	No	Nothing.
All	Yes	All earnings and deductions minus those specified for exclusion in the report ID. Only those accumulators specified on the report ID.
All	No	All earnings and deductions. No accumulators.

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 New Zealand

Page Name	Object Name	Navigation	Usage
Payroll Register	GPNZ_RC_PY11	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register NZL	Create the report for a whole calendar group, or a specific pay entity in which case you set 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”) and use report definitions to control the output. And you can specify a payee population of all (payees), or selected pay groups or selected payees.
Reconciliation Report	GPNZ_RC_PY12	Global Payroll, Absence and Payroll Processing, Payroll Reports, Reconciliation NZL	Create the report for a whole calendar group, or a specific pay entity in which case you set 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”) and use report definitions to control the output. And you can specify a payee population of all (payees) or pay groups.
Pay Component	GPNZ_RC_PY13	Global Payroll, Absence and Payroll Processing, Payroll Reports, Pay Components NZL	Create the report for a whole calendar group, or a specific pay entity in which case you set from and to dates. For pay entity you can specify a summary report only. 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”) and use report definitions to control the output. And you can specify the element population of all (elements in the section) or selected elements.

Page Name	Object Name	Navigation	Usage
Payroll Messages	GPNZ_RC_PY14	Global Payroll, Absence and Payroll Processing, Payroll Reports, Messages NZL	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.

CHAPTER 13

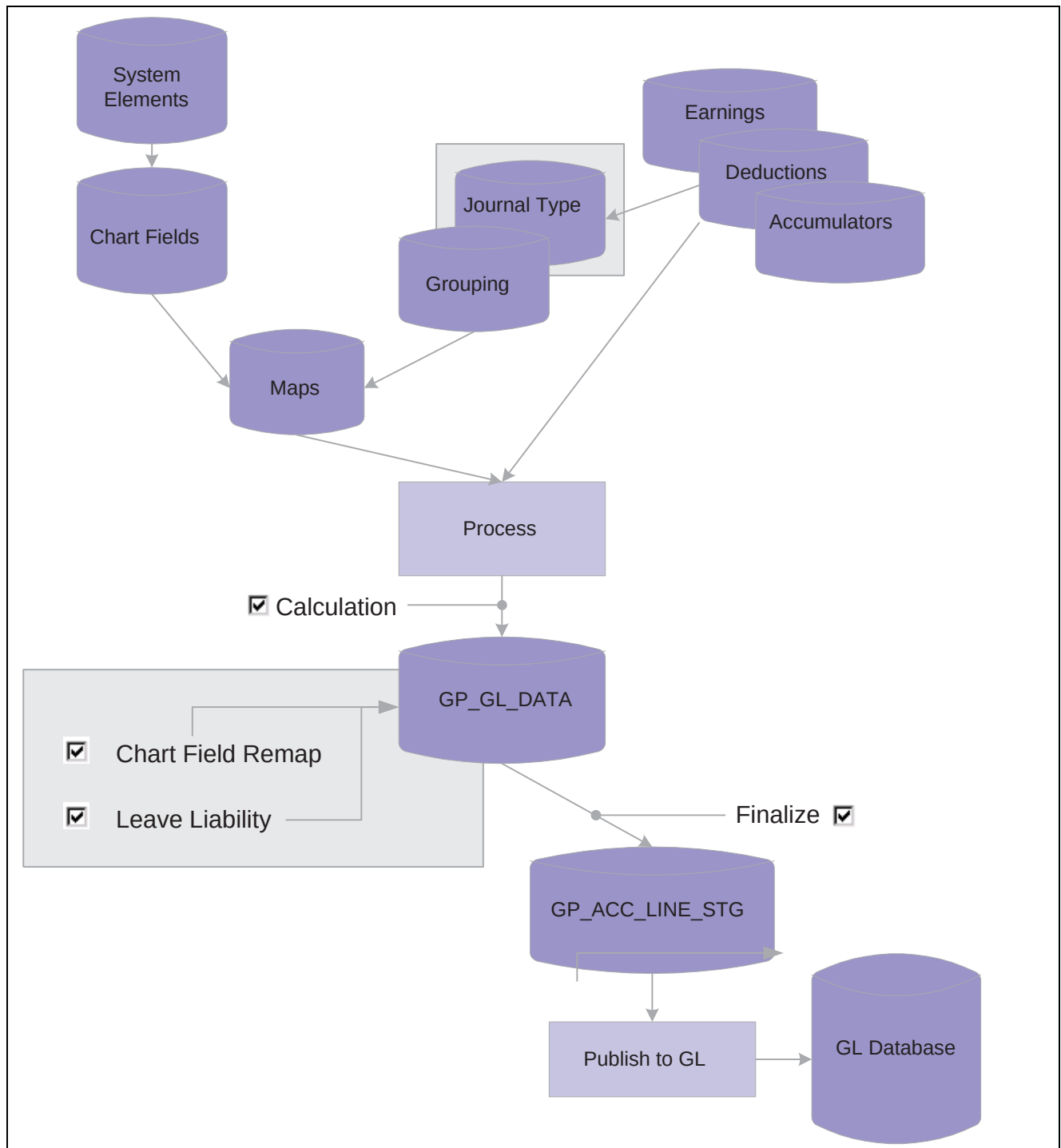
Using the General Ledger Interface

This chapter 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.
- Calculate leave liability.
- Report leave liability.

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.



New Zealand GLI Processing

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.

A grouping comprises entry types of earnings, deductions, or segment accumulators. There are five delivered journal types: Accrual, Salary, Employee Entitlements, Statistical and Terminated Ee's (employee's) Entitlement.

Accrual and Entitlement are processed the same way. And Salary and Statistical are processed the same way. So you can choose to use only three of the supplied journal types.

Note. The Leave Entitlements Application Engine selects data for inclusion into the GPAU_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 shows an example set up. Columns 1 and 2 are from the core General Ledger Grouping page GP_GL_GROUP Set Up HRMS, Product Related, Global Payroll, Element Groupings, Integration, Element Groupings, column 3 is from the Journal Type NZL page GPNZ_JOURNAL_TYPE Set Up HRMS, Product Related, Global Payroll, Integration, Journal Type NZL.

Grouping Code	Element Name	Journal Type
ACCRUAL-EXP	SAL ACCRUAL (Earnings)	Accrual
ACCRUAL-LIAB	SAL ACCRUAL (Earnings)	Accrual
EARNINGS	NZL GROSS (Segment Accumulator)	Salary
ENT - AL EXP	LIAB ANN HRS/DYS (Earnings)	Employee Entitlements
ENT - AL LIAB	LIAB ANN HRS/DYS (Earnings)	Employee Entitlements
ENT - LSL EXP	LIAB LSL DYS (Earnings)	Employee Entitlements
ENT - LSL LIAB	LIAB LSL DYS (Earnings)	Employee Entitlements
NET PAY	NZL NET (Segment Accumulator)	Salary
TERM - AL EXP	LIAB TER HRS/DYS Earnings)	Terminated Ee's Entitlement
TERM - AL LIAB	LIAB TER HRS/DYS (Earnings)	Terminated Ee's Entitlement
TERM - LSL EXP	LIAB TER LSL (Earnings)	Terminated Ee's Entitlement
TERM - LSL LIAB	LIAB TER LSL (Earnings)	Terminated Ee's Entitlement

Page Used to Link Journal Types to GL Groupings

Page Name	Object Name	Navigation	Usage
Journal Type	GPNZ_JOURNAL_TYPE	Set Up HRMS, Product Related, Global Payroll, Integration, Journal Type NZL	Attach a journal type to each GL grouping. Select from Accrual, Employee Entitlement, Salary, Statistical, Terminated EE's (employee's) Entitlement.

Calculating Accrued Salary

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 New Zealand,” Using Earnings for GLI Reporting, page 42

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 NZL 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

Termination liability earnings LIAB TER HRS and LIAB TER DYS each have a calculation rule of Amount, where the amount is the corresponding liability earnings.

Earnings	Amount = Earnings (Calc Rule)
LIAB TER HRS	LIAB ANN HRS
LIAB TER DYS	LIAB ANN DYS

Each earnings has a generation control, TER GC TERM attached and the generation control's condition is HR Status or Terminated. 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 New Zealand,” Using Earnings for GLI Reporting, page 42](#)

Reporting Leave Liability

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—see Note following) are calculated and reported to assist in the administration of employee absences and leave. They are used for costing purposes and to identify trends in absence.

Note. Absence history and its associated report are not part of the GLI functionality.

See [Appendix A, “PeopleSoft Global Payroll for New Zealand Reports,” PeopleSoft Global Payroll for New Zealand Reports: A to Z, page 129](#).

Liability is reported for annual leave accrued in hours, annual leave accrued in days, and long service leave accrued in weeks and months. The values are calculated as earnings: LIAB ANN HRS and LIAB ANN DYS. These earnings do not contribute to accumulator NZ GROSS.

When you run the liability report, the parameters include the element category. Earnings LIAB ANN DYS and LIAB ANN HRS are category ANN. The category value is assigned as a variable entered as a supporting element override for each earnings.

The rest of this section describes how the system calculates:

- Annual leave liability for hourly accrual.
- Annual leave liability for the Holiday Act daily accrual.
- The annual leave hours for reversal on termination.

- The annual leave days for reversal on termination.
- The salary accrual where pay end dates are not the same as financial period end dates.

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.

Calculating Annual Leave Liability for Hourly Accrual

The calculation rule for LIAB ANN HRS is Unit x Rate where:

Unit = Accumulator ANN LVE HRS_BAL

Rate = Formula LVE ORD FM RATE

The rate formula delivered returns the system element HOURLY RT.

The earnings has generation control GLI GC LIAB which comprises formulas CMN FM MTH END and TER FM TERM CHECK. The first checks that it is the last segment of the last pay for the month and that the employee is active, and the second checks if the employee is terminating in this pay run.

Calculating Annual Leave for Holiday Act Accrual in Days

The calculation rule for LIAB ANN HRS is Unit x Rate where:

Unit = Formula LVL FM ANN DYS

Rate = Formula LVL FM ORD DAY RT

The unit formula sums all the Holiday Act entitlement. The rate formula calculates the daily rate that is equivalent to the Ordinary Hourly Rate. This earnings also has the generation control GLI GC LIAB.

Calculating Annual Leave Liability for Reversal on Termination

The calculation rule for LIAB TER HRS is Amount where:

Amount = LIAB ANN HRS

This earnings has the generation control CMN GC TERM STAT.

The calculation rule for LIAB TER DAYS is Amount where:

Amount = LIAB ANN DAYS

Both these earnings have the generation control CMN GC TERM STAT so that they can be reversed out if the payee is terminated in the pay period.

Calculating Salary Accrual Earnings

The calculation rule for SAL ACCRUAL is Amount x Percentage where:

Amount = Accumulator NZL GROSS

Percentage = Variable GLI VR ACCRUAL PCT

The percentage variable holds the percentage you want to accrue. 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.

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.

Running the GLI Processes for New Zealand

The Calculate phase of GLI processing populates the GP_GL_DATA table. The Leave Entitlement process uses the Application Engine program GPNZ_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 - (GPNZL_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	GPNZ_GL_PREPARE	Global Payroll, Time and Labor / GL Costs, Send Costs to GL NZL	Initiate the processes for calculation of GL data, leave liability, and finalization the GLI and statistical data updating.

Running the General Ledger Process

Access the General Ledger Run Control page.

General Ledger Run Control

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

Run

Payroll Run

Calendar Group:
Stream Number:
*Posting Date: 11/06/2002

Process Streams

Processing Phases and Options

☐ Calculate
☐ Chart Field Remap
☐ Leave Liability
☐ Finalize
☐ Update Statistics

Processing Phases

Customize | Find | First 1 of 1 Last

Stream	Calculate	Chart Remap	Leave Lib
1	☐	☐	☐

Calendars in Run

Customize | Find | First 1 of 1 Last

Pay Group	Calendar ID	Payment Date

General Ledger Run Control page

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 Chart Field Remap.

Processing Phases and Options

Chartfield 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 (GPNZL_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.

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.

Remapping Chartfields after Initial Calculation

PeopleSoft Global Payroll for New Zealand 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 remap 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 remap 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: KZNZLBI New Zealand Business Institute

Business Unit: NZL01 New Zealand Business Unit

General Ledger Unit: NZL01

Chartfields Find | View All First 1 of 1 Last

*Effective Date: 01/01/2000

Chartfields to be passed to GL

DEPTID ☒

GP PAYGROUP ☒

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

Sequence number	Account	Grouping Code	DEPTID	GP PAYGROUP
1	000000	TAX	ALL DEPTS	KZMONTHLY

GL Chartfield Remap 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 Mapping 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.

Chartfield Transformations

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.

Chartfields / Transformed Values

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.

CHAPTER 14

Defining Absence and Termination Rules for New Zealand

This chapter provides an overview of absence rules for New Zealand and discusses:

- Understanding absence and termination rules for New Zealand.
- Delivered primary elements—the absence entitlement and absence take elements.
- Working with fundamental New Zealand leave elements.
- Accruing and taking annual leave.
- Accruing and taking sick leave.
- Managing eligibility and forecasting.
- Managing the yearly reconciliation process.
- Managing other leave.
- Calculating ACC leave.
- Paying leave in advance.
- Managing termination payments.

Understanding Absence and Termination Rules for New Zealand

PeopleSoft Global Payroll for New Zealand delivers predefined rules for processing absence payments, such as annual leave, sick leave, unpaid leave, special leave, long service leave and ACC leave. Rules are also delivered to calculate absence entitlements on termination, including rules for the payment of unused annual leave and the proration of pay for public holidays that occur within fourteen days after an employee is terminated.

PeopleSoft designed these rules in accordance with the New Zealand Holidays Act. The system can manage accrued leave and leave payments according to the year in which it was accrued and the calculation of rolling averages for leave payments. You can easily modify many of these rules to reflect absence and termination policies that are specific to your organization or to labor agreements with your employees.

We have provided 12 absence entitlement elements and 13 absence take elements to demonstrate how PeopleSoft Global Payroll can process typical leave requirements in New Zealand.

Common Elements Used In This Chapter

(ARCI)	The Accident Rehabilitation and Compensation Insurance Act of 1992 is the current accident compensation legislation in New Zealand. It replaces the Accident Compensation Act and is administered by the Accident Rehabilitation and Compensation Insurance Corporation.
(ACC)	The Accident Compensation Commission was the administrative body which administered the Accident Compensation Act. The Act was New Zealand's first no-fault accident compensation scheme and was established in 1974. It has since been replaced with the Accident Rehabilitation and Compensation Insurance Corporation.
ACC Leave	Leave due to a work related accident paid according to the ARCI Act.
Anniversary Date for Entitlement	The date on which an employee becomes entitled to their annual leave for the year. This is usually the anniversary of the employee's original hire date, and the date therefore is likely to vary from one employee to the next. It can also be nominated by company at the pay group level.
Average Weekly Earnings	Gross total earnings for the year before the employee becomes entitled to the leave they are taking divided by hours worked (expressed in hourly rate).
Gap	A pay period preceding an absence that is paid after the start of the absence.
Gross Total Earnings	All salary, wages, overtime pay, allowances, commission, and any previous holiday pay owed to an employee for previous years.
Holidays Act	Sometimes referred to as "the Act"; sets minimum entitlements of annual leave, special/sick leave, and public holidays for employees.
Holiday Pay	Payment for annual leave which is governed by the Holidays Act.
Ordinary Rate	The hourly rate of pay for the basic salary or wages normally paid each week, before overtime, bonuses, commission and other allowances are added, if the employee is not paid by the hour. Ordinary pay is essentially calculated at the ordinary time rate. The wage components which comprise ordinary pay are essentially the components which comprise the rate at which overtime is calculated. This would usually include: service rate and most responsibility allowances.
Six Percent (6%) Calculation	The 6% calculation refers to a leave payment made (for leave taken in advance of entitlement) which is 6% of an employee's gross total earnings (GTE) for the year. The 6% calculation represents an employee's minimum three weeks of annual leave per year. Three weeks is approximately 6% of a year ($3/52 = 5.66$). This can be translated into 2% per week.

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 New Zealand. 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/Used By Take
<i>Annual Leave</i>	
ANN LVE HRS	Annual Leave - Hours per Year / ANN LVE H
ANN ENT DY- 3	Annual Leave Days Entitlement-accumulated 4 years ago / ANN LVE
ANN ENT DY- 2	Annual Leave Days Entitlement-accumulated 3 years ago / ANN LVE- 2
ANN ENT DY- 1	Annual Leave Days Entitlement-accumulated 2 years ago / ANN LVE- 1
ANN ENT DY 0	Annual Leave Days Entitlement-accumulated last year / ANN LVE 0
ANN PRO DYS	Annual Leave Days Pro rata—accumulated in current leave year / ANN LVE PRO
<i>Other Leave</i>	
SICK DAYS	Sick Leave Entitlement—accrued at the anniversary date / SICK, ACC MKP
GENERIC HRS	Generic Entitlement-accrued in hours / LWOP TKE, JURY SERVICE

Name	Description/Used By Take
SPECIAL ENT	Special Leave Entitlement / SPECIAL
<i>ACC Leave</i>	
GENERIC DAYS	Generic Entitlement - Days / ACC, ACC 3
<i>Long Service Leave</i>	
LSL PRO DYS	Long Service Leave Pro rata
LSL ENT DYS	Long Service Leave -Entitlement / LSL

Delivered Absence Takes

The following table lists the absence take elements for New Zealand. 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 / Used By Entitlement
<i>Annual Leave</i>	
ANN LVE H	Annual Leave Take Hours / ANN LVE HRS
ANN LVE	Annual Leave Take - Entitlement 4 Years Ago (entered on the Absence Event page) / ANN ENT DY-3
ANN LVE- 2	Annual Leave Take - Entitlement 3 Years Ago / ANN ENT DY-2
ANN LVE- 1	Annual Leave Take - Entitlement 2 Years Ago / ANN ENT DY-1
ANN LVE 0	Annual Leave Take - Previous Year / ANN ENT DY 0
ANN LVE PRO	Annual Leave Take - Pro rata / ANN PRO DYS
<i>Other Leave</i>	
SICK	Sick Leave Take / SICK DAYS

Name	Description / Used By Entitlement
LWOP TKE	Leave Without Pay Take / GENERIC HRS
JURY SERVICE	Jury Service Take / GENERIC HRS
SPECIAL	Special Leave Take / SPECIAL ENT
<i>ACC Leave</i>	
ACC	ACC Take / GENERIC DAYS
ACC MKP	ACC Leave Makeup Take / SICK DAYS
<i>Long Service Leave</i>	
LSL	Long Service Leave/ LSL ENT DYS

See Also

Chapter 6, “Defining Earnings for New Zealand,” Using Absence Earnings, page 41

Working with Fundamental New Zealand Leave Elements

This section provides an overview of the basic elements that form the basis for New Zealand leave processing and discusses:

- Defining the ordinary rate.
- Working with gross total earnings (GTE).
- Defining the entitlement anniversary date.
- Managing the rolling averages calculation.

Defining the Ordinary Rate

As a requirement of the Holidays Act, when paying for the annual leave, the system calculates and stores the entitlement according to the year in which it was accrued and when the leave is taken, pays the employee at the higher of the employee’s ordinary rate or the average rate for the year in which the leave was accrued. If pro rata leave is allowed and taken (in the current year) it is paid at the ordinary rate and reconciled at the end of the leave year to determine any payment due to the average rate greater than the rate paid.

The ordinary rate is defined in formula LVE FM ORD RATE, in which the ordinary hourly rate, HOURLY RT, is moved to calculate earnings. For customary data delivery it is set up to equal the compensation rate from the Job Compensation table. The ordinary rate is defined as a subset of compensation rate codes, defined on the Job Data — Compensation page and you can alter it by adding other compensation rate codes to define the required composition of the ordinary rate.

Working With Gross Total Earnings (GTE)

Gross total earnings is defined as two accumulators:

1. The rolling average accumulator LVE AC ROLLAVG AMT, attached to the historical rules — LVE HR R/A START (rolling average calculation - start values) and LVE HR R/A END (rolling average calculation - end values)— enables the calculation of the rolling averages for most of the leave pay calculation for leave entitlement. It excludes earnings related to full weeks of ACC leave.
2. Another accumulator, LVE AC GTE 6PCT, representing gross total earnings, is specifically delivered for calculation of the leave pay using the six percent calculation— for leave payment upon termination. It is designed for calculation of the annual leave pay using the 6% rule and earnings related to ACC leave are added to it at the ordinary rate rather than rate paid. ACC leave has the amount paid replaced with ordinary pay for this period when adding to the gross taxable earnings accumulator for 6% calculation. For earning ACC LVE, addition to the accumulator is performed at the percentage calculated in the formula LVE FM ACC GTE ACM as a ratio of ordinary rate over the calculated 80% ACC pay rate. This formula is used on the Earnings Accumulator page.

Defining the Entitlement Anniversary Date

Leave is accrued during the year and at a specified entitlement anniversary, the accrued leave becomes entitlement. An entitlement anniversary date is required so that the system knows when to consider an accrual (typically pro rata) as entitlement. This anniversary date is most commonly the employee's hire date. So if an employee was hired, effective April 23, then every April 23 during employment, the employee would receive at least three weeks of annual leave entitlement. Other entitlement anniversary dates commonly used are the employee's service date or company anniversary date.

The entitlement anniversary date is set up as a default at the pay group level – as a supporting element override (variable LVE VR OVR ENT DAY and LVE VR OVR ENT MTH). The date formula LVE FM ACCR ST DT (leave accrual start date) checks if the pay group default or employee override entitlement date exists. If not, it uses the employee's hire date. It determines the leave accrual start date (HIRE DATE or REHIRE DT — whichever is greater).

The date formula LVE FM ENT ANN DT (leave year end date) determines the current leave year end date and is executed in the Initialize section of the absence process list.

Managing the Rolling Averages Calculation

Rolling averages are a special type of pay rate, where an average of prior earnings is used to determine the pay rate for leave. Rolling averages are used for both ACC and Annual Leave.

The rolling average rate calculation is performed in formula LVE FM ROLL AVG. This formula retrieves values held in life-to-date accumulators LVE AC ROLLAVG AMT and LVE AC ROLLAVG HRS for the start and end of the rolling average calculation period.

It is calculated for the number of periods (duration) supplied in the variable LVE VR ROLL UNIT.

The accumulators are attached to two historical rules (LVE HR R/A START and LVE HR R/A END) which determine the beginning and end balances of the hours and amount accumulators for the specified time interval.

The first rule, LVE HR R/A END, retrieves accumulator balances at the end of the specified pay period. The second rule, LVE HR R/A START, gets the balances of the same accumulators specified number of months/days interval earlier.

The average rate is calculated using differences in accumulator balances. The formula uses the supplied number of periods and frequency to calculate the average hourly rate from the previous pay period, going back the number of periods.

Managing Annual Leave Pay Rolling Averages Calculation

The annual leave rolling average calculation uses the following elements:

- For annual leave pay calculation, it is necessary to calculate rolling averages for the last 12 months. The formula, LVE FM ROL AVG 12M sets up all of the necessary variables and invokes the formula, LVE FM ROLL AVG. This formula also provides for the partial periods within the calculation. Where the entitlement anniversary date falls within the first or last period of calculation it pro rates hours and amounts from those periods and includes only the portion within the leave year. It also includes partial weeks of ACC.
- Calculated averages are stored in accumulator LVE AC ENT R/A 0 (current year) to avoid re-calculation when processing every take.

Averages for previous years are stored in accumulators LVE AC ENT R/A -1, LVE AC ENT R/A -2 and LVE AC ENT R/A -3. Before calculation of the last year's rolling average, contents of the accumulators are moved one year down as follows:

- LVE AC ENT R/A -2 to LVE AC ENT R/A -3
- LVE AC ENT R/A -1 to LVE AC ENT R/A -2
- LVE AC ENT R/A 0 to LVE AC ENT R/A -1.

Including Partial Weeks of Leave for ACC

The following elements ensure that partial weeks of leave for ACC are included in the rolling average calculation:

- All leave takes for the ACC leave are retrieved via array LVE AR INCL TAKE, used in formula LVE FM ROLL AVG.
- The total number of calendar days for the retrieved takes are accumulated using formula LVE FM INCL TAKE, grouped by common original begin date and stored in variable LVE VR EXC DAYS. The formula accumulates leave days for the same original begin date and adds up durations of all related leave takes. (Once all takes are processed it calculates partial week).
- The number of leave days in the partial week, to be included in the partial calculation, are calculated as a remainder by dividing the leave days by 7, and are stored in variable LVE VR EXC REM.
- The beginning and end dates for the partial week to be included in the partial calculation are calculated and the beginning of the period stored in date LVE DT END LESS REM. The end of the leave take is retrieved from date LVE DT INC END.
- All payment data for the partial week to be processed in array LVE AR INCL PAY is retrieved. The rate paid for a day of leave is retrieved into variable LVE VR INCL RATE, and the number of hours paid for a day of leave into variable LVE VR INCL UNIT.

- The amount paid and number of hours are accumulated and stored in variables LVR INCL AMT AC and LVE VR INCL UNIT AC. The last accumulated amounts and hours are then processed and added to the corresponding variables (LVE VR R/A AMT and LVE VR R/A HRS), using formula LVE FM INCL TAKE 1, storing accumulators for the end of the average calculation period.

Prorating Earnings in the First and Last Pay Period Based on Entitlement Anniversary Date

Where the entitlement anniversary date falls within the first or last period of calculation it pro rates hours and amounts from those periods and includes only the portion within the leave year.

The following elements take care of the pro ration of earnings in the first and last pay period:

- The beginning date LVE DT ROLL START, and end date LVE DT ROLL END, for the rolling average calculation are set up. This includes the pay periods that cover previous and last entitlement anniversary date. The calculation covers 13 months if the anniversary date does not coincide with the beginning of the pay period.
- The number of days and proration factor for the period before the previous anniversary date are calculated.
- The rolling average formula LVE FM ROLL AVG is called to retrieve the number of hours and amount paid for the last pay period and whole duration of the average calculation, which are added to the previously retrieved values.
- The hours and amounts accumulated for the periods outside of the entitlement year are subtracted from the total number of hours and amounts retrieved in the previous step. The average rate is then calculated.
- As part of the reconciliation process LVE FM RECON AMT, Formula LVE FM ROLL AVG 12M is invoked to calculate the rolling average. This is performed in the absence run following the pay period when the employee's entitlement anniversary fell. This enables the inclusion of the earnings amount from the previous pay period.
- If the employee is taking an ANN LVE in the same pay period as their anniversary fell, the rolling average rate will be as at the end of the pay run. However, as the calculation of rolling average rates is not performed until the next pay period, this means that the rate may require manual adjustment. It will always default to the employee's ordinary rate.

Accruing and Taking Annual Leave

In this section we will look at each of the annual leave entitlements and their respective take elements. New Zealand annual leave contains rules for two customary data absence types:

1. Hours Per Year — Entitlement Only.
2. Days Per Year — Pro rata and Entitlement.

The customary data entitlement elements use formulas that enable the system to determine the accrual hours/days per employee per year. The customary data take elements utilise different day formulas to return hours and days where required.

Hours Per Year — Entitlement Only

This is absence entitlement ANN LVE HRS. It has to determine the accrual rate per frequency and is based on a standard annual accrual of 114 hours and 38 standard weekly work hours (38 x 3 weeks leave per year = 114).

The absence element's entitlement value on the Calculation page is formula LVE FM ENTHPY. This formula pro rates the annual hours accrual for each employee because their standard hours (on JOB) may not be your organisation's standard weekly work hours set in variable LVE VR ENT STD HRS on the Supporting Elements Override page of the absence entitlement. The standard annual entitlement—114—is set in variable ANN VR ENTHRS.

The LVE FM ENTHPY formula resolves as follows:

$$\text{LVE FM ENTHPY} = \text{LVE FM WK STD HRS (Standard weekly hours for employee)} / \text{LVE VR ENT STD HRS (Entitlement standard weekly hours)} \times \text{LVE VR ENTHRS (Annual entitlement)}$$

$$35 \div 38 \times 114 = 105$$

Note. The rounding rules take care of the fractions. Standard weekly hours for the employee are calculated by formula LVE FM WK STD HRS which annualises and deannualises the employee's standard hours because the work period (on JOB) may not be weekly and the pro ration of the annual accrual is based on weekly hours.

The annualised accrual is deannualised by the absence calendar frequency when the calendar is run. The deannualised accrual adds to the absence entitlement's _ENT and _BAL accumulators.

Accumulators are stored by EMPL ID/EMPL RCD. When a new accumulator instance is automatically created (for a new year to date period), the previous value of the _BAL accumulator is rounded and rolled over into the new year to date accumulator instance. The other accumulators are reset to zero.

The related absence take, ANN LVE H, decrements the absence units from the _BAL accumulator and stores them in the _TKE accumulator.

The units (hours) to decrement are resolved by the take's hours-based day formula, LVE FM HRS ABS PH which determines the number of hours to be subtracted from the leave entitlement, through the following process:

1. Checks to see if the day is a public holiday (public holidays are bypassed). If the day is a public holiday, the formula does not resolve because there are no entitlement hours used or annual leave paid for that day.
2. Checks for scheduled (SCHED HRS) and partial hours (PARTIAL HOURS) and returns partial hours if there are any.
3. If there are no partial hours, the formula checks for a value in the User Defined 1 field on the Absence Event Input Detail page. If there is a value (any value) it halves the scheduled hours.
4. If the day isn't a public holiday, and there are no partial hours and no halving, and there are scheduled hours, the formula returns the scheduled hours.
5. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement. These units are mapped to the appropriate earnings elements, ANN and LWOP respectively, which the system processes as positive input when the payroll calendar is run.

Note. Any value in the User Defined 1 field will halve the hours taken. You can use this to take twice as long a leave period at half hours per day, which is effectively half pay per day.

The day formula includes a check to see if you have overridden a forecasted leave duration (in hours) in the User Defined 3 field on the take's Calculation page. If you have, that duration represents the whole leave period so the system stops using the day count formula to determine the leave duration in hours.

Days Per Year — Pro Rata and Entitlement

PeopleSoft Global Payroll for New Zealand stores and processes annual leave balances by the year of accrual which enables you to process hours accrued in two different years for one day of leave. This requires the following entitlements and takes which represent the current and previous 4 years. Storing and retrieving the average pay rates enables payment of hours accrued in different years according to the average rate for those years.

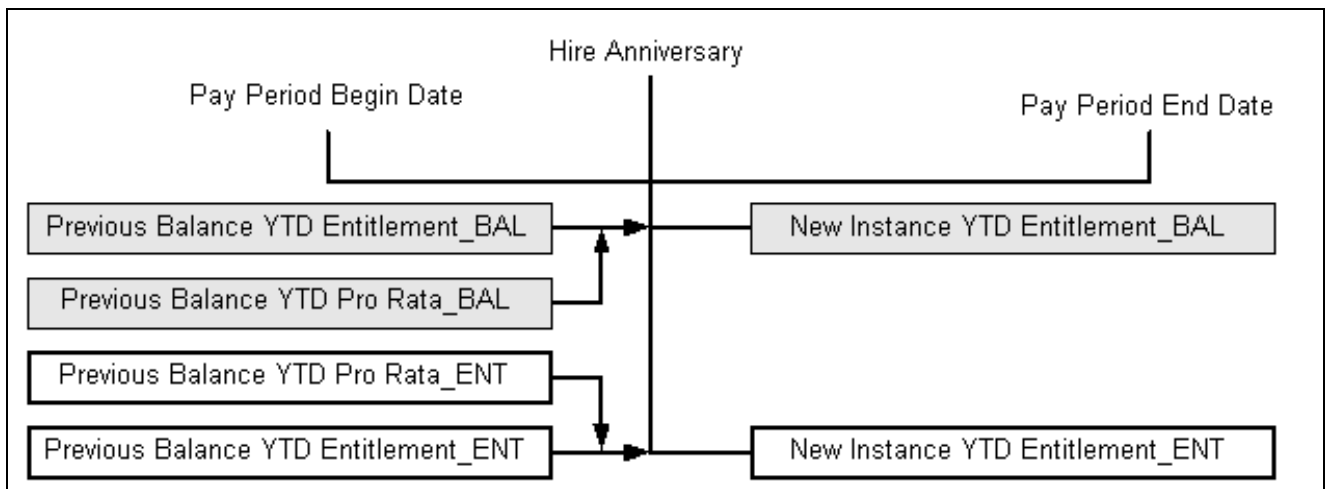
Entitlement	Take	Balance Accumulator	Day Formula	Unit Formula	Rate Formula
ANN PRO DYS Current year pro rata leave—not yet rolled to entitlement (For example, 2002)	ANN LVE PRO On negative balance—Take as unpaid.	ANN PRO DYS_BAL	LVE FM DYS UNP	LVE FM DY DCP HRS	LVE FM RATE PRO
ANN ENT DAYS 0 Last years entitlement (For example, 2001)	ANN LVE 0 On negative balance—Go to take ANN LVE PRO	ANN ENT DY 0_BAL	LVE FM DYS UNP	LVE FM DY DCP HRS	LVE FM RATE 0
ANN ENT DAYS – 1 Second last entitlement year (For example, 2000)	ANN LVE – 1 On negative balance—Go to take ANN LVE 0	ANN ENT DY – 1_BAL	LVE FM DYS UNP	LVE FM DY DCP HRS	LVE FM RATE-1
ANN ENT DAYS – 2 Third last entitlement year (For example, 1999)	ANN LVE – 2 On negative balance—Go to take ANN LVE-1	ANN ENT DY – 2_BAL	LVE FM DYS UNP	LVE FM DY DCP HRS	LVE FM RATE-2
ANN ENT DAYS – 3 Fourth last entitlement year (For example, 1998)	ANN LVE On negative balance—Go to take ANN LVE-2	ANN ENT DY – 3_BAL	LVE FM DYS ABS PH	LVE FM DY DCP HRS	LVE FM RATE-3

The pro rata day entitlement, *ANN PRO DYS*, determines the accrual rate per frequency. Its entitlement value on the Absence Entitlement Calculation page is numeric *15* and the specified frequency is *A* (annual). The entitlement value, *15*, is deannualised according to the calendar period frequency for each employee (for example, 52 — weekly).

Note. When an employee works less than 5 days per week and therefore accrues less than 15 days per year, you can enter an employee level override on the Entitlement/Take Assignment page to change the entitlement unit value, from 15 to 12 for example for an employee working a 4 day week.

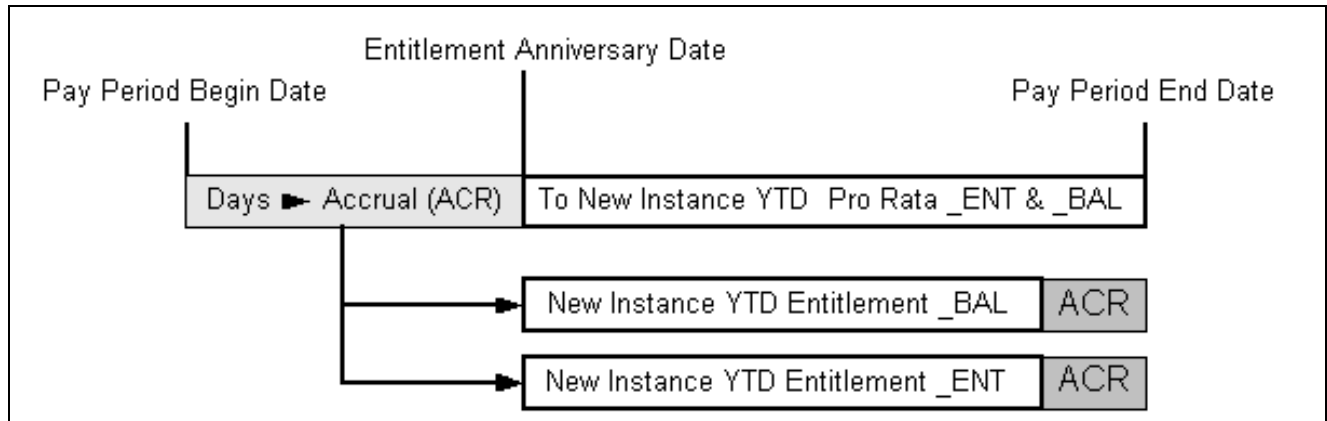
When you run the absence calendar, the deannualised value is accrued to the Pro Rata year to date *_ENT* and *_BAL* accumulators—*ANN PRO DYS-BAL* and *PRO DYS-ENT*. The year in the Year to Date is set by the accumulator's Begin Option (on the Period page) being *Specify Date*, and the Begin Month and Begin Day being generic variables *LVE VR ENT MONTH* and *LVE VR ENT DAY* which hold the employee's entitlement anniversary month and day respectively. The accumulators are stored by *EMPL ID/EMPL RCD*.

When the system automatically creates new instances of the accumulators at the entitlement anniversary, the previous values of the Entitlement *_ENT* and *_BAL* accumulators are rolled over into their new instances (previous year) and the previous values of the Pro Rata *_ENT* and *_BAL* accumulators are rounded (to nearest 2 decimal places). The following diagram shows this:



Pro rata balances transferring to new instances of entitlement balances

The current calendar period is then split into pre hire anniversary and post hire anniversary periods, using generic date element *LVE DT ENT ANN*. The pre hire anniversary days are then used in formula *LVE FM PER PRT INI* to work out the proportion of the accrual that belongs to the pre hire anniversary period. This value is then sent to variable *LVE VR PP2EDYS MBR* which adds to the entitlement *_BAL* and *_ENT* accumulators. The following diagram shows this (ACR = Accrual).



Accrual for the days before hire anniversary becoming entitlement

The pre hire anniversary accrual variable, LVE VR PP2EDYS MBR, also subtracts from the pro rata _ENT and _BAL accumulators. This reduces the pro rata _ENT and _BAL balances by the amount of the accrual that was accrued in the previous accumulator period.

In addition to the ANN PRO DYS pro rata entitlement, there are four annual leave days entitlements — *ANN ENT DY 0*, *ANN ENT DY-1*, *ANN ENT DY-2* and *ANN ENT DY-3*.

To maintain the rolling balances for the last 4 years, on change of the leave year, all of the previous years balances are rolled over to this years accumulators, dropping the oldest one. For example, 1998 moves to 1999 and 1997 moves to 1998. When processing the leave you will always be dealing with the current years accumulators. On the entitlement anniversary date, the following processing is performed on initialisation of balance accumulators:

- Previous year's ANN ENT DY-2_BAL moved to current year's ANN ENT DY-3_BAL.
- Previous year's ANN ENT DY-1_BAL moved to current year's ANN ENT DY-2_BAL.
- Previous year's ANN ENT DY 0_BAL moved to current year's ANN ENT DY-1_BAL.
- Previous year's ANN PRO DY_BAL moved to current year's ANN ENT DY-0_BAL.
- Current year's ANN PRO DY_BAL initialised to 0 (*see table below).

The following table shows an example of this:

Accumulator	Hired 1998	1999	2000	2001	2002
ANN PRO DYS	15	*Begin: 0 End: 16	*Begin: 0 End: 17	*Begin: 0 End: 18	*Begin: 0 End: 19
ANN ENT DY 0	0	15	16	17	18
ANN ENT DY-1	0	0	15	16	17

Accumulator	Hired 1998	1999	2000	2001	2002
ANN ENT DY-2	0	0	0	15	16
ANN ENT DY-3	0	0	0	0	15

The corresponding takes are processed as follows:

1. You enter the current leave as take ANN LVE—which represents 4 years prior to the current period. This ensures that the system checks the entitlement balance from this period up to the current year.
2. The system begins with the ANN LVE take and looks to the entitlement balance to decrement absence units stored in accumulator ANN ENT DY-3_BAL (for leave entitlement ANN ENT DY-3). The units (days) to decrement is resolved by the take's day formula, LVE FM DYS UNP which calls formula LVE FM DYS ABS PH.
3. If the ANN LVE take exceeds the entitlement balance (if the entitlement balance drops below 0 for that year and there is unpaid leave) the system uses the accrued entitlement that is associated with the next year—ANN LVE-2—which represents 3 years prior to the current year.

Note. Each take referred to when there are negative balances (unpaid leave) is set up on the Absence Take-Negative Balances page. The negative balance rules do not go into effect until the payee has depleted the linked entitlement for each year, defined on the Calculation page.

4. If the ANN LVE-2 take exceeds the entitlement balance the system uses the accrued entitlement that is associated with the next year—ANN LVE-1—which represents 2 years prior to the current year.
5. This process continues for take ANN LVE 0, up to and including the pro rata leave for the current year—ANN LVE PRO. In the current leave year, if the take exceeds the entitlement balance, it is processed as unpaid time.

The absence takes, *ANN LVE PRO*, *ANN LVE 0*, *ANN LVE- 1* and *ANN LVE-2*, related to both the pro rata and entitlement absence elements (indicating that pro rata days can be used despite not having become entitlement yet) first look to the entitlement balance to decrement absence units before looking to the pro rata balance to further decrement absence units (where the entitlement units are depleted).

The units (days) to decrement is resolved by the day formula for each take, LVE FM DYS UNP which calls formula LVE FM DYS ABS PH which:

1. Checks to see if the day is a public holiday. If it is, it does nothing further because there will be no entitlement hours used or annual leave paid for that day.
2. Checks for scheduled and partial hours, and if there are partial hours, the system returns the fraction of the day the hour represents and then rounds them. $\text{Partial Hours} / \text{Scheduled Hours} = \text{Fraction of day absent}$ $2\text{hrs} / 8\text{hrs} = .25$.

The formula includes variable LVE VR DYS ABSENT, which holds the cumulative value of the results of the day formula as it resolves for each day in the leave period. It starts as 0, so in our example, its value after the resolution for Day 1 would be $0 + 0.25 = 0.25$.

3. If there are no partial hours, it checks for a decimal value in the User Defined 1 field on the Absence Event Input Detail page. If there is a value—*any* value—it adds 0.5 to LVE VR DYS ABSENT. Assuming this is the case, in our example Day 1 + Day 2 = 0.75.
4. If it isn't public holiday, there are no partial hours or halving, but there are scheduled hours, then the formula adds 1 to LVE VR DYS ABSENT.

Note. The day formula LVE FM DYS UNP determines the part paid days (if applicable) for the take. If the absence date is the same as the partially paid leave date (LVE VR PRT PD DT) and the part paid days for a take (LVE VR PD PRT DYS) are greater than 0, variable LVE VR PD PRT DYS is subtracted from the result of formula LVE FM DYS ABS PH.

The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement days and pro rata days.

This absence take generates the positive input for earnings ANN and LWOP. The units for these earnings are formulas LVE FM DY DCP HRS and LVE FM DY DCUP HRS respectively. The formulas multiply the DAY COUNT PD and DAY COUNT UNP by the scheduled hours, so the system can pay the leave in hours.

Note. Any value in the decimal field will halve the hours taken. You can use this to take twice as long a leave period at half hours per day which is effectively half pay per day.

Anything but a partial day returns either 0.5 or 1, because a day can only be a partial hours fraction or a half day or a full day.

Calculation of the pay rate for annual leave is carried out by specific rate formulas for each of the takes:

- LVE FM RATE PRO
- LVE FM RATE 0
- LVE FM RATE-1
- LVE FM RATE-2
- LVE FM RATE-3

The rate formulas retrieve the average accumulator for the current leave year, corresponding with the take/entitlement being processed. For example, ANN ENT-3 R/A for take ANN LVE-3. The formulas are attached to the Positive Input calculation on the relevant take.

Accruing and Taking Sick Leave

This sick leave absence entitlement, SICK DAYS, is responsible for determining the correct sick leave grant of accrual that is to be 5 days in the first year, then 5 days in subsequent years:

1. The entitlement's formula, LVE FM SICK DAYS, grants the initial accrual by checking that the _ENT balances is zero, and if it is zero, retrieves a value of 5 from bracket LVE BR SCK DYS. The bracket uses duration LVE DR REST OF YR and it returns 5 (days) if there are no years of service (this is the employee's first year and the duration cannot return decimals of a year). A zero duration returns bracket value 5.

The LVE BR SCK DYS bracket (which contains the maximum yearly accrual days— 5 and 5) grants the values initially and then based on every new instance of the SICK accumulator. The bracket returns the correct value of accrual days based on an employee's years of service. It returns 5 in the first year, then 5 in the second and subsequent year and can be adjusted as needed.

2. When the absence calendar is run, the bracket value 5 is accrued to the Year To Date _ENT and _BAL accumulators. The accumulators are updated to Calendar Period End Date, are stored by EMPL ID/EMPL RCD and begin on the hire date. When the new instance of the accumulator is generated, so too is the accrual grant.
3. The absence take, SICK, looks to the absence entitlement balance to decrement absence units (days). There is an eligibility criteria (LVE DT WAIT 3/12) defined on the take (on the Period page of the take component) which does not allow any payment of sick leave in the first 3 months of hire or rehire. Date element LVE DT WAIT 3/12 calculates the 3 month period. It adds 3 months to the hire or rehire date and that is the date upon which the employee is eligible for the accrual.
4. The units (days) to decrement is resolved by the take's day formula, LVE FM DYS ABS PH. This formula checks to see if there are any partial or scheduled hours for the employee for each day of the absence. Where this is true, then each day is assigned the value of either .5 or 1. The formula rounds partial hours less than half the scheduled hours to .5 and partial hours greater than half the scheduled hours to 1. The total number of days which have partial or scheduled hours decrements the Absence Entitlement described above. You may or may not want to allow negative balances to be paid.
5. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement days.
6. The positive input for this absence take are earnings SICK LVE and LWOP. The units for these earnings are formulas LVE FM DY DCP HRS and LVE FM DY DCUP HRS respectively. The formulas multiply the DAY COUNT PD and DAY COUNT UNP by the scheduled hours so the system can pay the leave in hours.

Managing Other Leave

Other leave encompasses many leave types in New Zealand such as jury service and special leave.

Managing Per Absence Leave

There are generally no accruals associated with these leave types and they are usually taken on a “per day” basis and as such are similar in the way they are paid. For example, jury service may be for 1 week in which case, 1 week jury service leave (usually the equivalent of regular pay) will be paid. Study leave allowable per year may be equal to 5 days. The absence event entry detail reflects the number of days that are payable from begin to end. The absence event entry controls the number of days paid for these types of leave.

One generic accrual rule (including one entitlement, GENERIC HRS, and two takes, LWOP TKE and JURY SERVICE) covers the following other leave types:

- Leave without pay (LWOP).
- Jury service.

This section explains the rules we have developed to process these other leaves. The other leave types in this section are all similar in terms of how they function. The principal difference is the earnings code by which they are paid. Leave without pay is mapped to LWOP, and jury service to OTHLVE .

PARTIAL HOURS or SCHED HRS determine the value of the hours to pay for the leave entry. The absence event entry governs how much leave is granted and paid for these leave types. The leave entitlements for these leave types are granted on a daily basis. Where the partial or scheduled hours for the day are greater than 0, then the leave entitlement for the day will be equal to the value of the partial or scheduled hours for that day. Each day of the absence event entry is checked against partial or scheduled hours to determine whether or not a leave entitlement is to be granted for the day. Where the entitlement is granted, then the entitlement is also paid.

Where an absence event entry is entered into the system requiring it to be paid (or unpaid) one of LWOP, or Other Leave (for example, jury service) earnings, the following leave entitlement and take processes come into play:

1. The absence take process checks the conditional resolution formula, LVE FM SCHED HRS on the absence entitlement. This formula checks the partial or scheduled hours for the employee for the day. Where the partial or scheduled hours are greater than zero, the formula resolves and the entitlement is granted for that day. The entitlement is set up to grant PARTIAL HOURS/SCHED HRS for each day.

In effect, the partial or scheduled hours for the day are then granted as entitlement for the leave type for that day. As this entitlement is being granted on a daily basis, the Always Recalculate check box should be selected on the Absence Entitlement.

2. The day formula, LVE FM HRS ABS PH on the absence take determines the number of hours to be paid. This value is derived from the system element DAY COUNT PD which returns the number of SCHED HRS for the day. The absence take will not require a DAY COUNT UNP element defined in the generate positive input member list as there will never be a value for DAY COUNT UNP (as the entitlement granted is always based on SCHED HRS which equals DAY COUNT PD). The maternity leave take has a qualifying rule set on it to only allow eligibility where there is more than 1 year of service and the absence period is less than or equal to 1 year.
3. The hours are then paid to their respective earnings code, (LWOP, OTHLVE) and positive input is generated to this effect. Where LWOP is paid, then the effect will be zero dollars paid. However, the value of the regular pay is reduced by the number of hours that were granted and paid as LWOP. This reduce from regular feature is managed via the LEAVE EARNINGS section. The other leave types that are paid also have the effect of reducing the regular earnings. In this instance the net effect of the pay will be the same (assuming the same hourly rate is used to pay the leave as is used to pay regular earnings). However, it will consist of regular and other leave earnings codes.

Taking Special Leave

Special leave is paid at the employee's normal ordinary rate of pay for the number of hours the employee normally works in the day. The special leave entitlement, SPECIAL ENT is similar to sick leave. Its entitlement value on the Calculation page is numeric 5 and it uses the pay period frequency. There is no accrual or carryover. Every year, 5 days are granted on the entitlement anniversary date. Every take decreases the available balance.

The day formula, LVE FM HRS ABS PH, on the SPECIAL absence take determines the number of days to be subtracted from the accrual balance. Negative balance is taken as unpaid time.

Calculating Long Service Leave

In this section we will look at the long service leave entitlements — LSL PRO DYS and LSL ENT DYS—and the LSL ENT DYS absence take (LSL). These enable the calculation of long service leave by determining the correct leave grant of accrual. LSL PRO DYS store the pro rata values of the leave and LSL ENT DYS stores the number of days of employee entitlement. Two long service leave earnings are delivered—LONG SRV LVE to capture payments for the LSL leave and TER LSL for LSL payments upon termination.

Absence entitlement LSL PRO DYS retrieves the pro rata values of the leave using formula LVE FM LSL ENT which:

1. Accesses bracket LVE BR LSL ENT DYS to return the correct value of entitlement, number of years for accrual and anniversary to start accruing.

Following is the structure of the LVE BR LSL ENT DYS bracket:

LVE DR LSL FR SRV Number of Service Years Since SERVICE DT until CURR PRD END DT (Key)	LVE BR LSL ENT Number of Grant Days For Row	LVE VR LSL ACCR YR Over How Many Years the Grant Is Accrued	LVE VR LSL ANN YR Anniversary When the Accrual Starts
0	20	20	0
20	25	10	20
30	25	10	30
40	25	10	40

2. The LVE VR LSL ANN YR variable, used in the LVE BR LSL ENT DYS bracket, stores the value representing which anniversary to start accruing the long service leave. The LVE VR LSL ACCR YR variable stores the value representing the number of years over which the long service leave is granted.
3. The date LVE DT LSL ANN calculates the date of the anniversary for starting the long service leave accrual, as $\text{SERVICE DT} + \text{LVE VR LSL ANN YR years}$.

Note. Accumulators related to both entitlements are defined as custom period with the date specified as LVE DT LSL ANN. This date has been defined as SERVICE DT plus the number of years retrieved from the bracket in the variable LVE VR LSL ANN YR. This means that when the current number of service years triggers progressing to the next row in the bracket, the number of years added to the service date changes, and the new instance of the accumulator is generated.

Formula LVE FM LSL PRT PRD calculates pro rata entitlement if the anniversary date falls in the current period. It is subtracted from LSL PRO DYS and added to LSL ENT DYS.

4. The rows in the LVE BR LSL ENT DYS bracket are processed as follows:

- a. For service years less than 20, 20 days are accrued over 20 years, with the accrual starting on the service date.
 - b. For service years ≥ 20 and < 30 , 25 days are accrued over 10 years, with the accrual starting on the 20th anniversary of the service date.
 - c. For service years ≥ 30 and < 40 , 25 days are accrued over 10 years, with the accrual starting on the 30th anniversary of the service date.
 - d. For service years ≥ 40 , 25 days are accrued over 10 years, with the accrual starting on the 40th anniversary of the service date.
5. On the anniversary date specified in the bracket, the current balance for the LSL PRO DYS, (stored in the LSL PRO DYS_BAL accumulator) is moved to entitlement LSL ENT DYS. Long Service Leave can only be taken as paid leave at this point.

Accumulator LSL PRO DYS_BAL is auto generated (when selected) using information from the Period Settings page. Formula LVE FM LSL MVE PRO moves the pro rata to entitlement. The formula returns the value of the previous occurrence of the pro rata accumulator to be moved to the entitlement. Formula LVE FM LSL PRT PRD calculates the pro rata entitlement if the anniversary date falls in the current period. It is subtracted from LSL PRO DYS and added to LSL ENT DYS.

6. Accrual of the long service leave is controlled by the remaining two outputs from the bracket – LVE BR LSL ENT DYS returns the number of days to be granted in the currently processed accrual period (depending on the number of years in service) number of years it takes to accrue the grant. Those two values calculate annual entitlement as number of days granted over number of accrual years.
7. Formula LVE FM ENT returns the number of days to be accrued on the annual basis. Value of grant retrieved from the bracket LVE BR LSL ENT DYS is divided by LVE VR LSL ACCR YR. It also retrieves the value of the previous value of the accumulator LSL PRO DYS_BAL.

The absence take LSL related to the absence entitlement LSL ENT DYS looks to the absence entitlement balance to decrement absence units (days). That ensures that only entitled LSL is paid. The absence take for the LSL ENT DYS entitlement uses day formula LVE FM DAYS ABS PH that counts the number of units due to be worked on the absence day to determine by how much to reduce the entitlement balance.

Calculating ACC Leave

In this section we will look at the ACC takes — ACC and ACC MKP. ACC leave is defined as per absence and uses the entitlement of GENERIC DAYS. Two ACC earnings are delivered—ACC LVE to capture payments for the ACC leave and ACC MAKEUP for make up payments. The earning element, ACC LVE is generated as a result of an absence from work when an employee has an accident and uses a Unit x Rate calculation. The number of units and the rate to be paid is generated at the payee level. These values are populated from the ACC absence take via the Generate Positive Input Member List. This earning is used to pay the absence take ACC.

In this section, we discuss:

- Calculating ACC leave based on the leave period.
- Accumulating the correct amount for the gross total earnings.

Calculating ACC Leave Based on the Leave Period

PeopleSoft Global Payroll for New Zealand calculates three different periods of ACC leave using one formula—LVE FM ACC RATE—which calculates the correct pay rate depending on the number of days taken for the ACC leave with the same original begin date.

To determine the correct number of days taken, this formula uses duration LVE DR ACC DAYS, to calculate the number of ACC leave days for the previous takes (with the same original begin date). Based on the value returned from this duration, and number of days processed in the current take, the total number of days taken is determined.

Three different ACC calculation formulae are then called (based on the day of leave being processed) to calculate the correct pay rate for each of the leave periods:

Period	Calculation	Absence Take	Formula (Pay Rate)
First Period Days 1 – 5	80% of the ordinary rate.	ACC	LVE FM ORD RATE
Second Period Days 6 – 25	80% of the average rate for 4 weeks prior to the accident. (beginning of ACC leave)	ACC	LVE FM AC2 RATE
Third Period Days 25 –	80% of the average rate for the 52 weeks prior to the accident. (beginning of ACC leave)	ACC	LVE FM AC3 RATE

Calculating the First ACC Leave Period

Employers are required to pay an employee 80% of wages for the first week (days 1 to 5) the employee has off work as a result of a work-related accident. Employers are generally responsible for paying compensation for incapacity resulting from a work injury up until the close of the sixth business day after the day of the work accident.

For days 1 to 5, formula LVE FM ACC RATE calls formula LVE FM ORD RATE to determine the pay rate.

Note. The ordinary rate is defined in formula LVE FM ORD RATE, in which the ordinary hourly rate, HOURLY RT, is moved to calculate earnings. For customary data delivery it is set up to equal the compensation rate from the Job Compensation table. The ordinary rate is defined as a subset of compensation rate codes, defined on the Job Data — Compensation page and you can alter it by adding other compensation rate codes to define the required composition of the ordinary rate.

If variable LVE VR ACC DYS TKN (which stores the number of ACC days taken for the same original begin date) is less than or equal to 5, LVE FM ORD RATE (the ordinary rate) is moved to formula LVE FM ACC RATE.

Calculating The Second ACC Leave Period

For the first four weeks after the first week, (days 6 to 25) employers are required to pay the employee the weekly compensation of 80% of the average earnings of the employee in the four weeks prior to the accident.

For days 6 to 25, formula LVE FM ACC RATE calls formula LVE FM AC2 RATE to determine the pay rate.

Formula LVE FM AC2 RATE calculates the pay rate for the second period of ACC leave, based on average rate for the four weeks or one month before the original begin date of the ACC leave.

If variable LVE VR ACC DYS TKN (which stores the number of ACC days taken for the same original begin date) is greater than 5 and less than or equal to 25, LVE FM AC2 RATE is moved to formula LVE FM ACC RATE.

The pay calculation calls formula LVE FM ROLL AVG (which retrieves amounts for the beginning and the end of requested average calculation) and uses the average rate for the last four weeks before the start of the ACC leave (based on the original begin date of the take). It is calculated for the pay period(s) before the one including the original begin date. Formula LVE FM ACC R/A DTS determines the start and end dates for rolling average calculation.

Calculating the Third ACC Leave Period

Where incapacity extends beyond the second period, weekly compensation is 80% of the average earnings over the 52 weeks prior to the accident.

For days 25 and over, formula LVE FM ACC RATE calls formula LVE FM AC3 RATE to determine the pay rate.

Formula LVE FM AC3 RATE returns the pay rate to be used for leave pay calculation for the currently processed ACC leave day — for the 5th week onwards of the leave. The pay calculation uses the average rate for the last 12 months (52 weeks) before the start of the ACC leave (based on the original begin date). It is calculated for the pay period(s) before the one including the original begin date.

If variable LVE VR ACC DYS TKN (which stores the number of ACC days taken for the same original begin date) is greater than 26, LVE FM AC3 RATE is moved to formula LVE FM ACC RATE.

The pay calculation calls formula LVE FM ROLL AVG, which retrieves amounts for the beginning and the end of requested average calculation. Formula LVE GET R/A DTS sets up all the elements necessary to determine the starting and ending point for the rolling average calculation.

Calculating ACC Makeup Payments

ACC MAKEUP is an earning element which serves as a make up pay to compensate employees who have only been paid 80%. If selected to be paid by the employer, this earning element is used to increase an employee's payment to 100% (an additional 20%) of their usual pay. This earning element uses a Unit x Rate calculation. The rate is determined by formula LVE FM ORD RATE.

The makeup payment is defined as a separate take — ACC MKP — which reduces sick leave by 0.2 days (using day formula LVE FM DAYS MKP PH, that counts the number of units due to be worked on the absence day to determine by how much to reduce the entitlement balance) and is paid at the ordinary rate (using formula LVE FM ORD RATE). Formula LVE FM DAYS ABS PH counts the number of units due to be worked on the absence day to determine the amount by which to reduce the entitlement balance.

Formula LVE FM ACC MKP checks if the makeup payment should be processed. If you select makeup in the Event Config 1 (enter MKP) when entering an absence event, the makeup take is generated for every day of the leave. The take passes hours as the units and is generated as a result of an absence from work when an employee has an accident.

Note. The ACC payments are not added to LVE AC ROLLAVG AMT and LVE AC ROLLAVG HRS accumulators. During rolling average calculation only partial payments for weeks of ACC leave are included in the calculation.

Accumulating the Correct Amount for the Gross Total Earnings

When pay for ACC leave is calculated, related earnings are added to the LVE AC GTE 6PCT (Gross Total Earnings) accumulator at ordinary rate rather than paid rate. This requirement, set up in the earnings definition, sets up the GTE accumulator ready for the 6% calculation.

For earnings ACC LVE, addition to the accumulator, LVE AC GTE 6PCT is performed at the percentage calculated in the formula LVE FM ACC GTE ACUM as a ratio of ordinary rate over the calculated 80% ACC pay rate. The ordinary rate is defined in formula LVE FM ORD RATE, which is used to calculate the earnings.

Formula LVE FM ACC GTE ACUM calculates the percentage of ACC earnings to be added to the GTE accumulator for calculating the rolling average rate. The percentage represents the ordinary rate:

$$\text{LVE FM ACC GTE ACUM} = \text{LVE FM ORD RATE} / \text{CURR RATE VAL} \times 100$$

Paying Leave In Advance

Periods of leave, and as required, regular pay can be paid in a period (calendar) earlier than the period (calendar) in which they would normally be paid.

Pages Used to Pay Leave in Advance

Page Name	Object Name	Navigation	Usage
Absence Advance	GPNZ_ADV_TYPES	Set Up HRMS, Product Related, Global Payroll, Elements, Absence Elements, Advance Types NZL	Define the first and last period advance processing options and link absence takes to the advance type.
Pay In Advance NZL	GPNZ_ABS_EVENT_ADV	Global Payroll, Payee Data, Maintain Absences, Absence Event NZL, Pay In Advance NZL	Enter an advance type and view the details of advance payments.

Defining Absence Advance Types

These are the key points about advance types:

- You define which periods should be advanced for an absence.
- You specify which absence takes the advance type can be used with.

- A single advance type can be used with multiple absence takes.
- Multiple advance types can use the same absence takes.
- When you specify the absence take on an absence event entry, you can only select advance types that the take has been associated with.
- If an absence take has not been associated with any advance types you cannot pay the absence in advance when you specify that take for an event (because you can't select an advance type).

Access the Absence Advance page.

Absence Advance

Advance Type: KZLEAVE

***Description:**
Short Description:

Advance Calendar Group

***Advance Calendar Group:**
☒ **Allow Calendar Group Override**

Advance Processing Options

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

	*Run Type Name	*First Period Advance Option	*Last Period Advance Option	*Gap Payment Option		
1	KZABSENCE	Advance Whole Period	Advance Whole Period	Advance	+	-
2	KZPAYROLL	Advance Absence, Reg in Normal	Advance Absence, Reg in Normal	On Return	+	-

Valid Absence Takes

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

	Element Name	Description		
1	ANN LVE	Annual Lve Take - Ent 4Yrs Ago	+	-
2	ANN LVE H	Annual Leave Take - Hours	+	-
3	SPECIAL	Special Leave	+	-
4	LSL	Long Service Leave	+	-

Absence Advance page

Advance Calendar Group Selection Options

Advance Calendar Group Use the options here to determine the Calendar Group in which to pay the advance. Select from:

Payment After Absence Begin: The advance is paid in the Calendar Group that contains the first Payment Date after the absence begins.

Payment Prior to Absence Begin: The advance is paid in the Calendar Group that contains the last Payment Date prior to the absence begin date.

Period Absence Begins: The advance is paid in the Calendar Group that contains the period in which the absence begins.

Period Prior to Absence: The advance is paid in the Calendar Group that contains the period immediately prior to the one in which absence begin date falls.

Allow Calendar Group Override

Select this check box if you want to be able to override the Calendar Group that the system selected. The system calculates the Calendar Group using the options above, but you can override it on the Advance Pay - NZ page.

Advance Processing Options**Run Type Name**

Select a Run Type. You need to set up the Advance Processing Options for each run type because absence run types generally need to be treated differently to payroll runs. For the system to calculate absences correctly they must be run in the correct sequence. The system does not calculate absences correctly if the previous period's entitlements have not already been accrued. For absence run types, therefore, the options should *almost* always be set up to advance the whole first period and the gap period, regardless of the options set for the payroll run types.

Note. The exception to this is where you have an absence entitlement accrual that's based on actual hours worked. This situation reverses the normal "absence then payroll" run sequence to "payroll then absence". In this situation you need to define a separate process list with the "hours per hour" entitlement in a section in that process list. You then need to create a separate run type for this process list and that run type needs to have the same First Period and Last Period options as the payroll run type.

First Period and Last Period Advance Option

These options determine what should happen for the period in which the absence begins. Select from the following valid values:

- *Advance Absence, Reg in Normal (Regular in Normal)* — Only the part of the period while on absences is advanced. The rest of the period is paid in its normal calendar group.
- *Advance Absence, Reg on Return (Regular on Return)*: Only the part of the period while on absences is advanced. The rest of the period is paid after the absence.

Note. This is not an option for Last Period.

- *Advance Whole Period*— The entire period is paid in advance.
- *No Advance* —The period is not being advanced at all. It is paid at the normal time.

Gap Payment Option

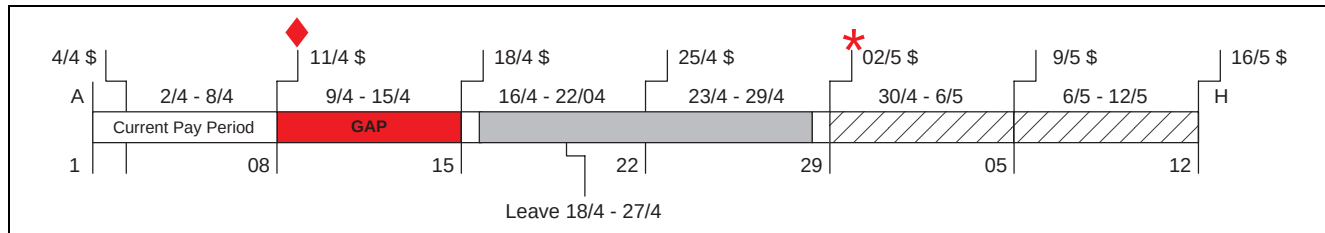
A gap is a pay period that is prior to the absence, but where the payment date falls during the Absence. Select from the following valid values:

- *Advance* —The gap is paid in advance.
- *Normal*—The gap is paid at the normal time.
- *On Return*—The gap is included in the first payment made after the payee returns from the absence.

Valid Absence Takes

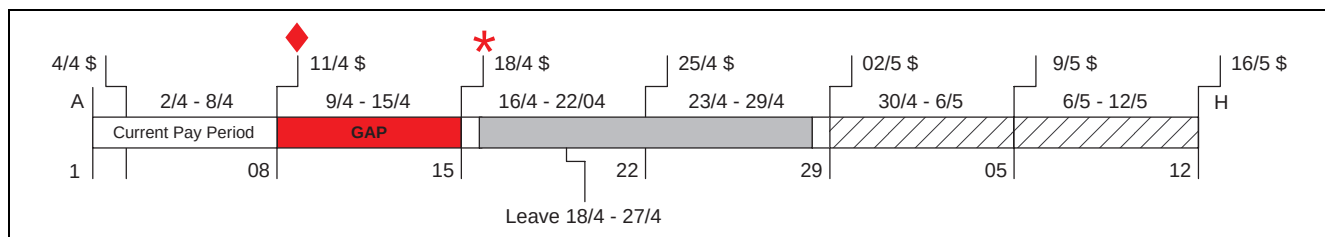
Element Name Enter the absence take with which this advance type can be used.

The following two diagrams show the On Return and Normal Cycle gap options in effect. For both scenarios, the First Period and Last Period options are both *Advance Whole Period*. The diamond marks the advanced leave payment date and the asterisk marks the gap pay date.



Gap on return

Payment Schedule	
16/4 - 17/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
18/4 - 27/4 Leave	Pay Period Ending 08/4 (so paid 11/4)
28/4 - 29/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
09/4 - 15/4 Gap	Pay Period Ending 15/04 (so paid 02/5)



Gap in normal cycle

Payment Schedule	
16/4 - 17/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
18/4 - 27/4 Leave	Pay Period Ending 08/4 (so paid 11/4)
28/4 - 29/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
09/4 - 15/4 Gap	Pay Period Ending 29/04 (so paid 18/4)

Setting Payment Advance Details

This page is an addition to the Absence Event component. The page displays details of how and when the advance will be paid according to the Advance Type you enter.

Access the Pay In Advance NZL page.

The screenshot shows the 'Pay In Advance NZL' page. At the top, there are three tabs: 'Absence Event Entry', 'Forecast Message', and 'Pay In Advance NZL'. Below the tabs, the user information is displayed: 'Riley, Neal', 'ID: KZ0003', and 'Empl Rcd#: 0'. The main section is titled 'Payment Advance Details' and includes a 'Find | View All' link and a pagination control showing 'First 1 of 5 Last'. Below this, there are fields for 'Absence Take: ACC', 'Begin Date: 11/11/2002', and 'End Date: 11/13/2002'. There is also a 'Calculate Advance' button. The 'Advance Type' field is empty. Below the 'Payment Advance Details' section, there are two main sections: 'Advance Payments' and 'Return Calendar Group'. Each section has a table of 'Calendar Periods' with columns: 'Pay Group', 'Calendar ID', 'Advance From Date', 'Advance To Date', 'Original Payment Date', and 'Original Calendar Group'. The 'Advance Payments' table has one row with '1' in the 'Pay Group' column. The 'Return Calendar Group' table also has one row with '1' in the 'Pay Group' column.

Pay In Advance NZL page

Enter the *Advance Type* for which you want this absence event to follow the rules. When you click the *Calculate Advance* button, the system displays information about how and when the advance payment is made based on the advance type's rules.

The system displays the information in two group boxes, *Advance Payments* and *Return Calendar Group*.

Advance Payments

Advance Payments
(advance calendar group)

This is the calendar group the system has determined the advance payment will be made.

Advance Payment Date

This is the payment date of the regular pay calendar in the calendar group.

Advance Period ID

These are the from and to dates of the regular pay calendar in the calendar group.

Calendar Periods Advanced

Pay Group

This is the pay group in the calendar the pay would be paid in if not advanced.

Calendar ID

This is the calendar the pay would be paid in if not advanced.

**Advance From Date
and To Date**

These are the from and to dates of the period being advanced.

Original Payment Date	This is the payment date for the calendar the pay would be paid in if not advanced.
Original Calendar Group	This is the calendar group the pay would be paid in if not advanced.

Return Calendar Group

Return Calendar Group	This is the calendar group the system has determined any pay not advanced will be paid in. The <i>Return Calendar Group</i> is always the first one with a payment date after the absence end date.
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Note. None of the Return fields are populated if the Advance Type setup either advanced all pay from the period the leave is in, or advanced some of the pay and paid the balance in its normal period.

Return Payment Date	This is the payment date of the regular pay calendar in the calendar group.
Return Period ID	These are the from and to dates of the regular pay calendar in the calendar group.

Calendar Periods Paid on Return

Pay Group	This is the pay group in the calendar the pay would have been paid in if not paid on return.
Calendar ID	This is the calendar the pay would have been paid in if not paid on return.
Advance From Date and To Date	These are the from and to dates of the period being paid on return.
Original Payment Date	This is the payment date for the calendar the pay would have been paid in if not paid on return.
Original Calendar Group	This is the calendar group the pay would have been paid in if not paid on return.

Note. If you selected the *Allow Calendar Group Overrides* check box when you defined the *Advance Type*, you can override the advance or return calendar group the system selected for this advance. You cannot, however, change any calendars or calendar data for a system-selected or overridden calendar group.

For leave paid in advance to work correctly, you must specify a Regular Run Type in the Leave Paid in Advance group box on the Additional Info - NZ page of the Pay Group Component.

You must select the check box on the New Zealand Information page in the Calendar Group ID component for all of the calendars that can be advanced.

Managing Termination Payments

PeopleSoft delivers a set of predefined rules for processing absences due to termination. PeopleSoft designed these rules in accordance with New Zealand statutory requirements. When an employee's services are terminated, regardless of the reason, the employer is obliged to make certain payments to the employee depending on the circumstances. The termination process caters for three areas of termination pay.

This section discusses how to:

- Pay for outstanding leave—with the pay rate dependent on the length of service and leave entitlement.
- Pay for any public holiday occurring within 14 days of termination — on a pro rata basis.
- Pay for unused long service leave.

Processing Annual Leave Payments on Termination

When employees are terminated, they are entitled to a payment for their pro rated unused annual leave. The termination process caters for annual leave payments as follows:

- Calculates leave as 6% of the total ordinary pay for employees who worked less than three weeks.
- Calculates leave as 6% of the gross total earnings for employees who worked more than three weeks and less than a year.
- For employees who worked for more than one year — pays outstanding leave due for the completed year plus 6% of the employee's gross total earnings for the part of the last year the employee worked.

The following is the process flow for the calculation of annual leave payments on termination, where an employee worked over 12 months:

1. The formula TER FM CAL AL PAY uses array LVE AR JOB ACTN to verify the Job table by checking for parental leave to determine which pay rate to use for the leave payment. It checks for any parental leave taken within the last 5 years to determine the pay rate for all leave years. It retrieves Action, Action Reason and Effective date for all the rows where Effective date is less or equal to the Leave Start Date. Formula LVE FM MAT LEAVE is resolved for every row retrieved.
2. Hours entitled are processed as follows:
 - The entitlement balance accumulators for each one of the last five years are checked and moved to the variable TER VR CUR ENT BAL.
 - The rolling average rates are retrieved for all leave years processed, and moved to the variable TER VR LEAVE RATE.
 - Formula TER FM ACUM TER is called to determine the rate from the average rate accumulator. If the current year is being processed, the ordinary rate LVE FM ORD RATE is used.
 - If there is no parental leave (formula LVE FM MAT LEAVE) within the last year, ordinary pay is considered to determine which rate to pay. Leave pay is calculated if paid using the ordinary rate at the time of the leave. The number of units to be paid are multiplied by the ordinary rate. If LVE FM ORD RATE is greater than ANN ENT R/A, this is added to the total leave pay, TER VR LEAVE PAY. If not, the pay calculated using the rolling average is added to TER VR ANN LVE PAY.
3. Pro rata hours are processed in formula TER FM LVE PRORT. This formula calculates the pro rata leave payment amount as 6% of GTE (Gross Taxable Earning) for the current leave year. Since 6% represents 3 weeks of leave, any leave taken in advance will decrease it. Formula TER FM LVE PRORT calculates the pro rata leave payment amount as follows:
 - GTE is retrieved from the pay period that contains the entitlement anniversary date until the end date of the last period before the current period and moved to LVE AC GTE 6PCT.
 - Leave pay is calculated on the basis of 6% of GTE as follows:

$$\text{LVE AC GTE 6PCT} \times (\text{ANN PRO DAYS_BAL} / \text{ANN PRO DYS ENT}) \times 0.06$$

Note. In order to process the annual leave upon termination override variable, TER VR HRS/DAY OVR needs to be specified at the pay group level. It should contain number of hours used to convert daily balance and annual leave to hours.

Calculating Pro Rated Pay for Public Holidays Within 14 Days of Termination

When public holidays occur within 14 days after an employee is terminated, pro rated pay is calculated as follows:

1. The array TER AR PUB HOL retrieves the holiday schedule (HOLIDAY_DATE). This array retrieves holidays where the date is greater than the termination date (TERMINATION DT) and less than or equal to the termination date plus 14 days. Every row retrieved through the array has formula TER FM PUB HOL attached to it. This formula performs the following processing if the holiday date falls within 14 days of the termination date (using duration TER DR PUB HOL AFT):
 - The start date for the 14 day period is calculated using date TER DT PUB HOL STRT (Public holiday date, TER DT PUB HOL DATE, less 14 days).
 - The number of working days between the start date calculated in the previous step and the termination date using the work schedule is retrieved via array TER AR WRK SCH. Formula TER FM WRK SCH accumulates the number of work days in the specified period and is executed for every row retrieved by the array.
 - The proportion of the public holiday to be paid is calculated as follows:

$$\text{Number Of Days Worked} / 10$$
 - The pay for the public holiday is calculated as follows:

$$\text{Number Of Hours in Public Holiday} \times \text{Ordinary Rate} \times \text{Portion of Public Holiday calculated in Previous Step.}$$
 - Holiday pay is accumulated into variable TER VR PUB HOL PAY, attached to the earning TER PUB HOL.
2. Array TER AR PUB HOL is included in the TERMINATION section of the payroll run. Formula TER FM TERM CHECK is used in the section so that only terminated employees are processed.

Processing Unused Long Service Leave on Termination

Global Payroll for New Zealand enables you to pay an employee their unused long service leave when they are terminated. The termination process caters for unused long service leave payments as follows:

1. Absence entitlement LSL PRO DYS, using formula LVE FM LSL ENT, determines the pro rata values of the leave.
2. On the anniversary date specified in bracket LVE BR LSL ENT DYS, the current balance for the LSL PRO DYS entitlement (stored in accumulator LSL PRO DYS_BAL) is moved to entitlement LSL ENT DYS.
3. Formula TER FM LSL TER retrieves the balance and converts it to hours. The outstanding hours in the LSL ENT DYS_BAL accumulator are paid at the ordinary rate.
4. The unused long service leave is calculated in formula TER FM LSL TER as:

LSL ENT DYS_BAL (Long Service Leave - Entitlement) × TER VR HRS/DAY
OVR (Hours per Day of Leave to Pay)

The variable TER VR HRS/DAY OVR stores number of hours paid for every day of leave entitlement to be paid upon termination.

Managing Eligibility and Forecasting Leave

Global Payroll for New Zealand delivers rules and functionality that enable you to forecast leave and to calculate the eligibility of an employee to take requested leave.

Managing Leave Eligibility

When you enter an absence event entry for an employee, the following items display to ensure the employee is eligible for the requested absence:

- Duration of the absence (paid and unpaid).
- Projected leave balances (pro rata and entitlement).

You can also override certain items such as the duration or the maximum negative.

The following table displays the customary elements and the overrides and displays delivered for each absence element:

Absence Take	Override Duration	Override Maximum Negative	Projected Balances	Formula To Display Eligible/Ineligible
ANN LVE H		Yes	Yes	Yes
ANN LVE			Yes	Yes
SICK			Yes	Yes
Other Per Absence Elements			No	No

Managing Leave Forecasting

The following delivered rules and functionality located on the Absence Entitlement and Take Components enable you to forecast leave:

- The Forecast Indicator check box will be selected on both the Absence Entitlement and Take, Name pages.
- On the Absence Take – Negative Balances page, the Allow Negative Balance radio button will be selected and the limit set using Event Config 2. You can enter this value when an absence event is keyed.

- On the Absence Take — Forecasting page, the formula, LVE FM FORECAST (for ANN LVE H, SICK and LSL) and LVE FCAST (3, 2, 1 and 0) determines if an absence event is eligible or ineligible as well as counting the number of paid and unpaid units. This formula is used on the forecasting page of the absence take element in the Forecast Element field. Elements listed are displayed when you click the forecast button. The following elements (balance accumulators) for the absence entitlement are included here:
 - ANN ENT DAYS_BAL
 - ANN PRO DAYS_BAL
 - LVE FCAST PAID
 - LVE FCAST UNPAID
- With ANN LVE there are specific formulas and forecasting elements associated for each of the associated annual leave takes. When forecasting for ANN LVE absence events it will display the elements from which the absence days were taken.

Take Element	Forecast Formula	Elements Displayed
ANN LVE	LVE FM ANN FCAST 3	LVE AC FCAST 3
ANN LVE-2	LVE FM ANN FCAST 2	LVE AC FCAST 2
ANN LVE-1	LVE FM ANN FCAST 1	LVE AC FCAST 1
ANN LVE-0	LVE FM ANN FCAST 0	LVE AC FCAST 0
ANN LVE PRO	LVE FM ANN FRCST	LVE AC FCAST UNPD LVE AC FCAST PAID

- The elements to be displayed when forecasting balance inquiries are entered here On the Absence Take — Balance Inquiry page. These elements are the balance accumulators for the absence entitlement.
- The day formula, LVE FM HRS ABS PH on the Absence Take — Day Formula page enables you to override the duration calculated by the system. If you enter a value on the Config3 field when entering an absence event, the value entered is used instead of the day count value.

Managing the Yearly Reconciliation Process

PeopleSoft Global Payroll for New Zealand delivers rules which provide reconciliation of the employee's actual pay and the pay calculated according to the average rate for the accrual period. You can reconcile at the end of a holiday year what an employee was actually paid and should have been paid for holiday pay. The reconciliation process performs the following steps:

- Calculates average weekly earnings for the period the leave was accrued.
- Determines leave that had been taken in advance of entitlement .

- Determines the ordinary pay rate at the time the leave was taken in advance.
- Calculates the difference - if the amount already paid to the employee was not the higher amount, the difference should be paid to the employee. If the amount already paid to the employee is the higher amount, then no payment is required.

Managing Reconciliation Processing

Reconciliation processing consists of two parts:

- Capture of the annual leave data for pro rata leave hours paid at the ordinary rate.
Leave data captured for reconciliation is stored in two accumulators. LVE AC PROPAID HRS contains the number of hours paid as pro rata leave. Data is captured from the formula LVE FM RATE PRO via variables LVE VR PROPAID HRS when calculating the pay rate for leave payments.
- Re-calculation of the pro rata leave paid at the ordinary rate during the leave year at the end of the year, and generation of the positive input if required.

The following example illustrates this process:

Leave Take Number	No of Pro Rata Hours	Ordinary Rate Used	Amount Paid
1	10	20	200
2	20	20	400
3	20	22	440
4	10	25	250

At the end of the leave year, accumulator LVE AC PROPAID HRS will contain number 60. The rolling average rate is calculated in formula LVE FM ROLL AVG 12M and stored in accumulator ANN ENT R/A - 22.50. The reconciliation calculation will only take place if the number of pro rated hours is greater than 0.

The reconciliation formula LVE FM RECON AMT retrieves all the annual leave payments within the leave year, starting from the latest one. Every row retrieved (representing one day) is processed as follows:

- The rate paid is compared against the average rate calculated.
- If the rate paid was less than the average rate – the difference is calculated as rate difference x number of hours.
- The number of hours is subtracted from the accumulator, LVE AC PROPAID HRS.
- The differences calculated for individual days are accumulated.

In this example, this will look as follows:

1. *Take 4* – no difference calculated – rate paid > average rate, 10 hours subtracted from accumulator value(50).
2. *Take 3* – difference of $\$0.5 \times 20 = \$10$, 20 hours subtracted from accumulator value (30).
3. *Take 2* – difference of $\$2.50 \times 20 = \$50$, 20 hours subtracted from accumulator value (10).

4. *Take 1* – difference of $\$2.50 \times 10 = \$25$, 10 hours subtracted from accumulator value (0).
5. Any other takes within the year will not be processed, since they covered entitlement hours.

Positive input will be generated for \$85 under earning code ANNRCN.

The reconciliation calculation is invoked as follows:

- The conditional formula LVE FM ENT ANN determines if the entitlement anniversary date fell in the previous pay period (within previous month for monthly pay group, previous week for weekly, and previous fortnight for fortnightly pay groups).
- If the conditional formula LVE FM ENT ANN returns true, formula LVE FM RECON AMT is executed and calculates the earning amount of ANNRCN.
- A new generate positive input section is created in the absence calendar. The section element list will contain one earning — ANNRCN— which captures the reconciliation amount for the annual leave payments.

Managing Overdue Rolling Averages

When the employee is on leave of absence (or inactive for any other reason) and no payroll and absence is being processed when the reconciliation is due to be run it will occur during the first absence/payroll run after return. Conditional formula LVE FM RCN OVERDU detects if the reconciliation process is overdue if the employee's anniversary fell in the period from by determining the last paid period to the current pay period. It will then invoke formula LVE FM RCN OVD AMT which performs similar processing to the one in LVE FM RECON AMT.

CHAPTER 15

Managing Inland Revenue Department Reporting

This chapter provides an overview of Inland Revenue Department Reporting (IRD) reporting and discusses how to:

- Create the IR345/6 Remittance Certificate.
- View the IR345/6 Remittance Certificate.
- Create the IR348 Employer Monthly Schedule.
- View a payee's IR348 data and adjust a child support variation code.
- Create the IR348 Employer Monthly Schedule electronic file.
- Run the full or exception IR348 EMS Report.

Understanding IRD Reporting

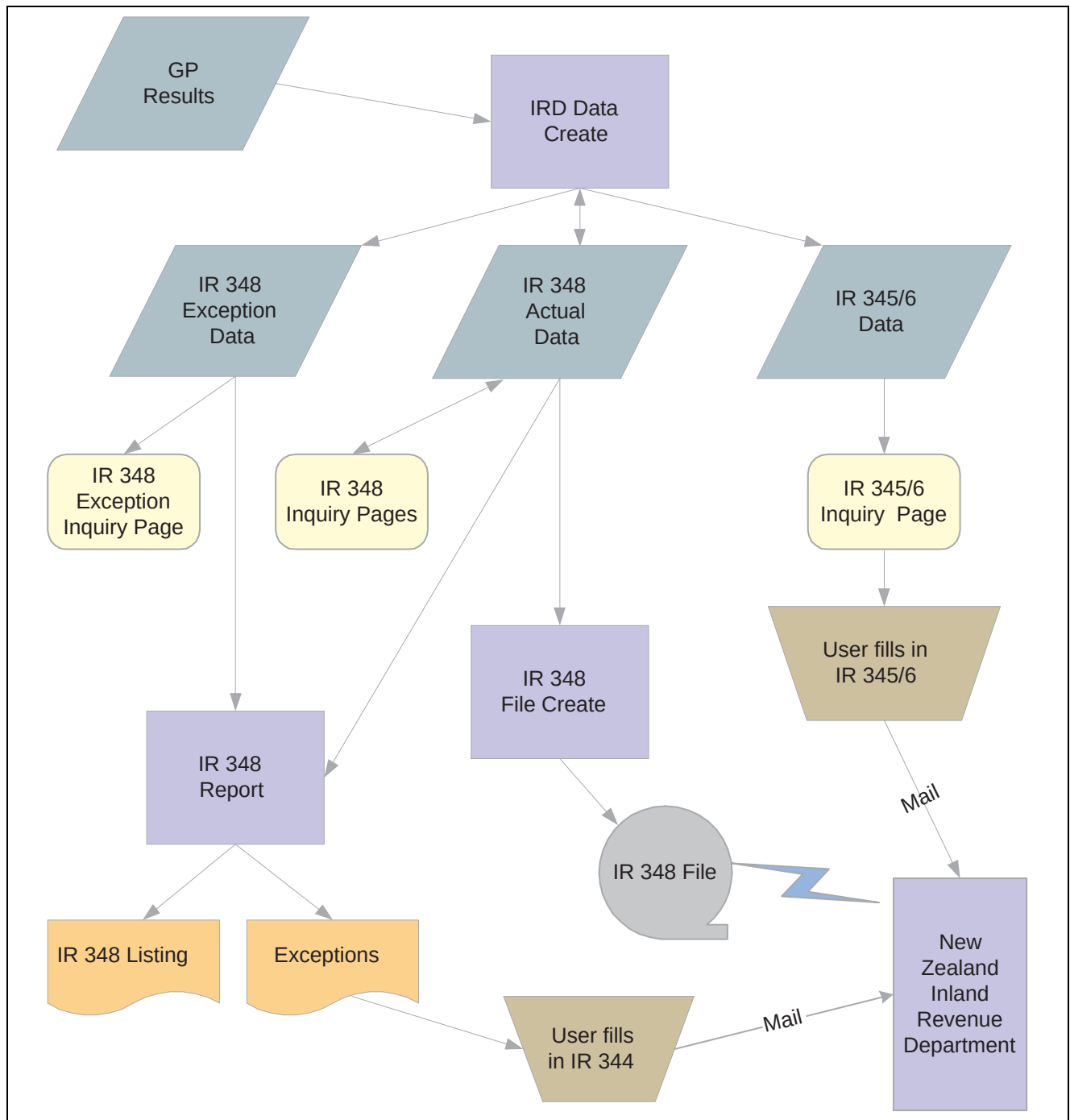
The functionality within this Global Payroll country extension enables you to meet the New Zealand Inland Revenue Department's (IRD) requirement to produce the IR 345/6 Employer deductions Remittance certificate twice a month and the IR 348 Employer Monthly Schedule (EMS).

For IR 345/6 Employer deduction reporting the system extracts payroll data which you copy to the IRD's pre-printed forms.

For IR 348 reporting there is a two-step process. The system firsts calculates and stores the required data by employee so that you can review it and print it. When you are satisfied with the data, you can create the electronic file for submission to the IRD.

An exception report shows you if any payments that should have been reported, weren't reported.

The following diagram shows how the process flow IRD reporting.



IRD Reporting

Setting Up to Create IRD Data

You need to set up IRD report-related information for inclusion in the reports and electronic file.

Page Used to Set Up IRD Reporting Information

Page Name	Object Name	Navigation	Usage
IRD Details	GPNZ_PYENT_DET	Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Entity IRD Details NZL.	Store information about the pay entity needed for reporting to the IRD.

Entering Pay Entity Information for IRD Reporting

Access the IRD Details page.

IRD Details page

IRD Number

Enter the number allocated by the IRD for your Pay Entity. Your entry will be validated in the same way as employee IRD numbers are.

Contact ID

This is the employee in your organisation that the IRD should contact as required. Add the employee's Phone Number in the next field.

Creating IRD Data

A single Application Engine (AE) program populates all the IRD data tables. The process creates the following data in the IRD Header Data table:

1. The Pay Entity totals required for reporting on the IR 345/6 forms.
2. The detailed, employee amounts required for reporting in the IR 348 file.
3. A table containing "exceptions" to the IR 384 data.

When you run the program for the first half of the month, the process only creates IR 345/6 summary data.

When you run the program for the second half of the month, the process creates both IR 345/6 and IR 348 data. The process also creates exception rows where there are negative amounts in the data and for employees with a Child Support variation or incomplete IRD details.

If you run the program for a month that's already been "Issued" (you have already sent the IR 348 file to the IRD) the process creates exception data for employees where their current data differs from that already reported.

Page Used to Create IRD Data

Page Name	Object Name	Navigation	Usage
Create IRD Data	GPNZ_IRD_RC_CR8	Global Payroll, Authority Correspondence, Create IRD Data NZL	Set the parameters to control the date output from the AE process.

Running the Create IRD Data Program

Access the Create IRD Data page.

Create IRD Data page

Half-Month

Select either *First* or *Second*. The selection you make here interacts with your selections in the Run Type field and the Recreate check box.

Run Type

Accept the default *Actual* or select *Exceptions*. You can only select *Exceptions* if the Half-Month is 2. When you select *Exceptions* the process checks that the status of the IR 348 in the data table for the Pay Entity\Year\Month is "IR 348 Issued".

Recreate

If you select this check box for an Actuals run, the process checks:

- That there is data in the IRD Header Data table for the Pay Entity\Year\Month and that its status is *not* "IR 348 Issued"
- That, if the Half-Month is 1, the status is "First Half Created"

If you do not select this check box, the process checks:

- That, if the Half-Month is 1, there is no data in the IRD Header Data table for the Pay Entity\Year\Month.

- That, if the Half-Month is 2, there is data in the IRD Header Data table for the Pay Entity\Year\Month combination and that the status is “First Half Created.”

Note. The Recreate check box has no effect on an Exception run, so you should not select it.

Processing – General

If you selected Recreate, the process deletes existing data from the IRD Header and Detail tables for the Pay Entity\Year\Month.

If you selected a Run Type of *Exception*, the process deletes any existing data from the Temporary IRD Detail table for the Pay Entity\Year\Month.

Processing for the First Half-Month

For the first half-month the process retrieves the following amounts from the NZ IRD Results Table:

- PAYE Tax amount — the total of the PAYE Tax, Extra Emolument Tax and Withholding Tax accumulators.
- Child Support amount.
- Student Loan Amount.
- SSCWT Amount.

Processing for the Second Half-Month

For the second half-month the process creates details for each employee paid during the whole month as well as the pay entity totals.

If the run type is *Exception* the process writes the detail to the temporary table for comparison with the Actual details at the end of the process.

Note. For employees with concurrent jobs who have different tax codes for each job, the process creates a separate row for each of their tax codes.

Viewing and Adjusting IRD Data

Four pages enable you to view IRD reporting. In one of them you can change the status of the data. In another you can adjust the Child Support Variation code.

IR 345/6 Employer Deductions and IR 348 Employer Monthly Deductions

These two pages are in a single component. The navigation is Global Payroll, Authority Correspondence, Review IR345/6/8 NZL. On the first page—IR345/6 Deduction—you can see, for both half-months, the total PAYE deductions & withholding tax, and child support, student loan and SSCWT deductions.

On the second page—IR348 Deductions—you can see gross earnings, gross not liable for earner premium, PAYE deductions and withholding tax, and child support and student loan deductions. On this page you can change the status from *Issued* to *IR 348 Ready* if you need to recreate the data and provided you haven’t actually submitted the electronic file. If for some reason you have created the electronic file but do not want it to be submitted you can also set the status to *Not (to be) Issued*.

IRD Exceptions Inquiry Page

On the IRD Exceptions Inquiry page (navigation Global Payroll New Zealand, Manage Payroll Process, Use, IRD Exceptions), you can view current data, which comes from the NZ IRD Exception record and the “as issued” data which is from the NZ IRD Details record. The system only displays “as issued” data when the exception code is “changed since issued”.

Page Used to View IRD Data and Adjust the Child Support Variation Code

Page Name	Object Name	Navigation	Usage
IRD Employee Data	GPNZ_INQ_IR_EMPLEE	Global Payroll, Authority Correspondence, Review EE IR348 Data NZL	View employee level IR 348 data and adjust the Child Support variation code if required.

Viewing and Adjusting the Child Support Variation

Access the IR348 Employee Data page.

IR34 Employee Data

EmpID: KZ0009 Jenner,Sue
Pay Entity: KZNZLBI New Zealand Business Institute
Tax Code: MSL
Year: 2002

Details
Find | View All First 1 of 1 Last

Month	Gross Earnings	Grs not liable for EP Lump Sum	PAYE Tax	Child Support	CS Variation	Student Loan
01	36219.23	☐	13484.68	100.00	Other	3492.76

IR 34(8) Employee Data page

All the data on this page comes from the NZ IRD Details record.

Lump Sum

The system will select this check box if there is a value in EXTRA EMLMNT FMTDA (Extra Emolument – WA Reporting) accumulator for the month.

CS Variation

You can manually override the variation code if there is a value in the Child Support field. If there is no value in that field, the system displays 0 in the CS Variation field.

- A – Advance Pay
- C – Ceased Employment
- D – Deducted Previously
- P – Protected Earnings

- S – Short Term Absence
- O – Other. This is the default display if there is no value in the Child Support field.

If the normal amount of the Child Support deduction is not the same as the amount in the month-to-date accumulator, the system determines why, using the IRD specified order of priority, and sets the CS variation code according to the conditions:

- If the payee was terminated (that is, has a finish date) — code C.
- If there is a value in the CS Advance month-to-date accumulator — code A.
- If there is a value in the CS Not Taken month-to-date accumulator — code P.
- If the C, A or P codes are not appropriate — O.

Creating the IR 348 Data File

The file create process creates an electronic file in CSV format containing the IR348 data for transmission to the IRD. The navigation is Global Payroll, Authority Correspondence, Create IR348 File NZL. The run parameters are pay entity, year and month. The process initially determines that there is an IRD Header record for the pay entity, year and month and that its status is Awaiting.

Reporting Full or Exception IR 348 Data

You have the option of printing the IR 348 data held in the tables populated by IRD Data Create AE program. The navigation is Global Payroll, Authority Correspondence, Create IR348 Report NZL. You enter the pay entity and year and month then select a report type of either Full or Exception. The system lists the data from NZ IRD Detail table and the NZ IRD Exception table respectively.

APPENDIX A

PeopleSoft Global Payroll for New Zealand Reports

The table in this appendix lists the PeopleSoft Global Payroll for New Zealand reports sorted alphanumerically by report ID. There is additional information about some report run control pages within the chapter for particular features.

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

PeopleSoft Global Payroll for New Zealand Reports: A to Z

Reports that can be at detail or summary level add “- A” or “- B” respectively as a suffix to their ID when printed.

Note. An asterisk after the report name in the first column indicates that there is more information in this PeopleBook and a See Also link after the table.

Report ID and Report Name	Description	Navigation	Run Control Page
GPNZAM01 Absence History *	Lists, for each employee, all leave taken, with dates and duration, paid status, and other information. If you don't specify a leave Type, the report lists all types.	Global Payroll, Absence and Payroll Processing, Absence Reports, History NZL	GPNZ_RC_ABS_HIST
GPNZAM02 Leave Liability *	Lists, for each employee, absence entitlement converted to leave liability. It includes the earning codes used to pass liability to GLI. It shows rate and unit type, category, accrual date (pay date) balance units and the balance amount (rate × balance).	Global Payroll, Absence and Payroll Processing, Absence Reports, Leave Liability NZL	GPNZ_RC_LVELIAB
GPNZPY01 Payslip *	Lists payee details of period earnings, taxes and other deductions, leave balances, and payment distributions.	Global Payroll, Payslips, Create/Print Payslips NZL	GPNZ_RUNCTL_PSLP
GPNZPY11 Payroll Register *	Summarises, by payee, all earnings, deductions and net pay for a pay period.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register NZL	GPNZ_RC_PY11
GPNZPY12 Payroll Reconciliation *	Provides earnings and deduction data from pay runs across multiple pay periods.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Reconciliation NZL	GPNZ_RC_PY12

Report ID and Report Name	Description	Navigation	Run Control Page
PNZPY13 Pay Components *	Provides either earnings, deduction or accumulator data across multiple pay periods.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Pay Components NZL	GPNZ_RC_PY13
GPNZPY14 Payroll Message *	Lists messages, by employee ID, generated for a calendar group.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Messages NZL	GPNZ_RC_PY14
GPNZPY51 Net Payment Report *	Extracts data from the MT9 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 NZL	GPNZ_NET_PAY_RC
GPNZPY52 Recipient File Report	SQR version of the Recipient File - Electronic which details payment of deductions sent to recipients by MT9 file. You can get the report automatically by running the AE for the electronic file. When you have run the AE and got the report once, you can rerun the report by itself.	Global Payroll, Payment Processing, Create Recipient File	GPNZ_RUNCTL_RCP_FL
GPNZIR01 EMS – IR348	Prints the IR 348 data held in the tables populated by IRD Data Create AE program.	Global Payroll, Authority Correspondence, Create IR348 Report NZL	GPNZ_RC_IR348
GPNZTX01 Invalid IRD number *	Lists, by Employee ID only employees who have either no IRD number in the system or have the system's representation of an invalid number.	Global Payroll, Payee Data, Taxes, Create Invalid IRD Report NZL	GPNZ_RC_IRD_INVLD

See Also

[Chapter 13, “Using the General Ledger Interface,” Reporting Leave Liability, page 83](#)

[Chapter 11, “Printing and Viewing Payslips for New Zealand,” Printing Payslips, page 73](#)

[Chapter 12, “Reporting Payroll Data for New Zealand,” page 75](#)

[Chapter 10, “Running Banking and Recipient Processes for New Zealand,” Reporting Net Payment, page 70](#)

[Chapter 8, “Managing New Zealand Tax Calculations,” Running the Invalid IRD Number Report, page 53](#)

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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