



PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage French Profit Sharing

April 2005

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About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, 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.

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

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. 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 applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. 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 the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed 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, <https://www.peoplesoft.com/corp/en/login.jsp>

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 PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system 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 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 the W key.
Monospace font	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (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.

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.

If the note is preceded by *Important!*, the note 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.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

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 Used in 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.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
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).
Request ID	An ID that represents a set of selection criteria for a report or process.
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.
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.
User ID	An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Human Resources Manage French Profit Sharing Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft Enterprise HRMS Application Fundamentals.
- PeopleBook structure.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Human Resources Manage French Profit Sharing.

PeopleSoft Enterprise HRMS Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface”

PeopleBook Structure

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

The PeopleBooks structure conveys a task-based hierarchy of information. Each chapter describes a process that is required to set up or use the application. Chapter sections describe each task in the process. Subsections within a section describe a single step in the process task.

Some PeopleBooks may also be divided into parts. PeopleBook parts can group together similar implementation or business process chapters within an application or group together two or more applications that integrate into one overall business solution. When a book is divided into parts, each part is divided into chapters.

The following table provides the order and descriptions of chapters in a PeopleBook:

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 used in the PeopleBook, if necessary.
Getting Started With...	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level documentation 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.
Navigation	(Optional) Some PeopleSoft applications provide custom navigation pages that contain groupings of folders that support a specific business process, task, or user role. When an application contains custom navigation pages, this chapter provides basic navigation information for these pages. Note. Not all applications have delivered custom navigation pages.
Understanding...	(Optional) This is an introductory chapter that broadly explains the product and the functionality within the product.
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. Note. There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.

Chapters	Description
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. Note. There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.
Appendixes	(Optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Delivered Workflow Appendix	(Optional) The delivered workflow appendix describes all of the workflows that are delivered for the application. Note. Not all applications have delivered workflows.
Reports Appendix	(Optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

CHAPTER 1

Getting Started with Manage French Profit Sharing

This chapter provides an overview of Manage French Profit Sharing and discusses:

- Manage French Profit Sharing business processes.
- Manage French Profit Sharing integrations.
- Manage French Profit Sharing implementation.

Manage French Profit Sharing Overview

The Manage French Profit Sharing business process in Human Resources provides French customers with the ability to manage their profit-sharing and worker's participation agreements.

You can set up profit-sharing agreements and run processes that automate the calculation of funds and employees' personal funds. The Manage French Profit Sharing business process includes employee options for viewing agreements and fund details. You can also give employees the ability to update their investments and request fund releases.

Manage French Profit Sharing Business Processes

Manage French Profit Sharing provides these business processes:

- Agreement and reference period definition.
- Eligibility processing.
- Calculating profit sharing.
- Interest and payment processing.
- Administering profit sharing.
- Profit sharing for employees.

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

Manage French Profit Sharing Integrations

The Manage French Profit Sharing business process integrates with PeopleSoft Enterprise Global Payroll for France.

We discuss integration considerations in the implementation chapter in this PeopleBook.

See Also

Chapter 3, “Setting Up Profit Sharing,” page 7

Manage French Profit Sharing Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, with information about where to find the most current version of each.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface”

PeopleSoft Setup Manager for PeopleSoft Enterprise HRMS and Campus Solutions 8.9 PeopleBook

Enterprise PeopleTools 8.45 PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Understanding Manage French Profit Sharing

This chapter provides an overview of Manage French Profit Sharing and discusses:

- Manage French Profit Sharing business processes.
- Manage French Profit Sharing terms.

Manage French Profit Sharing

The Manage French Profit Sharing business process in Human Resources is for French customers who need to manage their profit-sharing and worker's participation agreements. Here is a summary of the features of this business process:

- Ability to define agreements and link the agreement document, giving online access to agreement definitions.
- Automatic calculation of global funds and each employee's personal fund.
- Compensation administrators can review and adjust the results of the calculation at every stage and approve fund release and track fund transfer.
- Online access for employees to view agreement and fund information.

Employees can also update their investment settings and request release of funds.

- Integrating Human Resources with Global Payroll for France enables you to automatically process payments for profit-sharing and worker's participation funds.
- Integration points enable you to integrate other payroll systems with Manage French Profit Sharing.
- Workflow provides automatic notification of profit sharing events for employees and compensation administrators.
- Reports provide details of employees' profit-sharing funds.

Manage French Profit Sharing Business Processes

Manage French Profit Sharing supports the following business processes:

- Agreement definition.

The Manage French Profit Sharing business process supports two types of agreements, profit-sharing agreements and worker's participation agreements. You define all the rules relating to the agreement, including eligibility criteria, calculations for computing the global fund and sharing it between employees, and the investment methods available. Calculations are based on company results and payroll information over a period known as a reference period. You create one or more reference periods for each agreement, depending on the duration of the agreement.

- Eligibility processing.

The Extract Eligible Employees Application Engine process (HR_WP_ELIGIB) identifies the employees who qualify for profit sharing under the terms of an agreement and imports payroll information for all eligible employees from Global Payroll for France, or from a record that you have populated from another payroll system.

- Calculating and distributing profit sharing.

PeopleSoft provides two processes, Compute Global Fund Application Engine process (HR_WP_GBLFND) and Distribute Global Funds Application Engine process (HR_WP_SHARE), that calculate the global funds and each employees' personal entitlement. These processes calculate the global funds available using formulas defined in the agreement, and divide funds according to the distribution rules in the agreement. PeopleSoft deliver legal formulas for calculating funds, where these are defined by French legislation.

- Payment and Interest processing.

Earnings from profit sharing are liable for deductions. The Payment and Interest process automatically calculates employees' deductions. For those employees who receive interest on profit sharing funds, the system also calculates the interest amount and the deductions for the interest payment. If you have integrated Human Resources with Global Payroll for France or another payroll system, you can process employee payments for worker's participation agreements and profit-sharing agreements where the investment is managed internally.

- Administering and reporting profit sharing.

The Manage French Profit Sharing business process provides administration options for reviewing employees' profit sharing details, and adjusting the results of the automated processes, if required. Compensation administrators approve employee requests for fund release and can track fund transfers using the Member Entitlement component.

- Profit sharing for employees.

Employees have access to their profit sharing information online by using Human Resources. The Manage French Profit Sharing business process provides employee options for viewing details of approved agreements and personalizing agreement settings, and viewing personal entitlements. In addition, employees who are entitled to funds from a profit-sharing agreement can submit requests for fund releases.

Manage French Profit Sharing Terms

This section discusses the Manage French Profit Sharing terms used in this PeopleBook.

Manage Profit Sharing Terms Used in This PeopleBook

Agreement (*accord*)

Defines the terms of the profit-sharing or worker's participation scheme. Several organizations, including staff representative bodies, are involved in approving agreements. Employees can view agreement definitions once an agreement is approved by all the relevant organizations.

Agreement group	Defines the companies and establishments that share the same agreement.
Profit-sharing agreement <i>(accord de participation aux résultats)</i>	A type of agreement. The global fund for this type of agreement is dependent on company profits.
Worker's participation agreement <i>(accord d'intéressement des salariés)</i>	A type of agreement. The global fund for this type of agreement is dependent on achieving objectives that are defined in the agreement.
Global fund (réserve)	The amount that is shared between eligible employees. The global fund is calculated after the end of the reference period.
Distribution method (mode de répartition)	Defines how the global fund is shared between employees. The Manage French Profit Sharing business process supports these distribution methods: • Uniform distribution divides the fund equally between eligible employees. • Prorate with salary is based on employees' salaries. • Prorate with working duration is based on the number of days that the employee worked in the reference period. • Any combination of the above distribution methods.
Investment method <i>(méthode d'investissement)</i>	Defines how the global fund is invested. Investment methods vary according to the agreement type. Each agreement definition includes one or more investment methods. Employees can accept the default investment method defined for the agreement or select from the specified methods.
Reference period (période de référence)	Defines the period that the profit sharing calculations are based on. An agreement is valid for one or more reference periods. The profit sharing processes use company and establishment financial data and employee payroll data for a reference period to: • Determine which employees are eligible for a share of the global fund. • Calculate the global fund. • Calculate employees' profit-sharing amount.
Unavailability period <i>(période d'indisponibilité)</i>	The period during which global funds are not available to employees. Profit-sharing agreements have a fixed period at the end of the reference period when employees cannot access, except in certain situations, their share of the global fund. Worker's participation agreements don't have an unavailability period; funds are available as soon as the compensation administrator runs the profit sharing processes and approves the results.

CHAPTER 3

Setting Up Profit Sharing

This chapter provides an overview of profit-sharing agreements and discusses how to:

- Set up formulas.
- Define agreement groups.
- Set up agreements.
- Set up reference periods.
- Set up workflow for profit sharing.

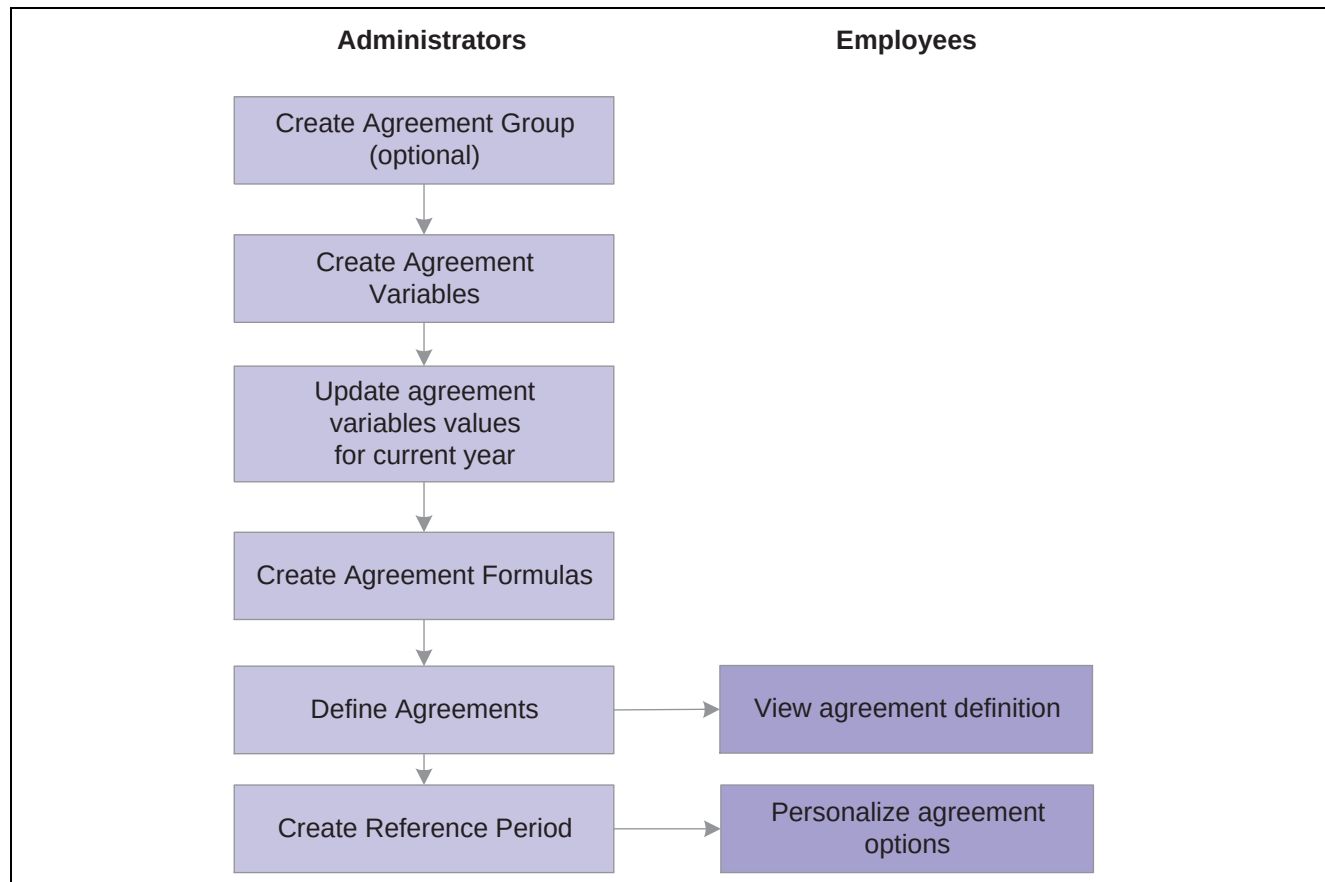
Note. This chapter is required. You must complete the tasks discussed in this chapter to implement the Manage French Profit Sharing business process.

Understanding Profit-Sharing Agreements

The first step in the profit-sharing business process is to define your organization's agreements. You can manage two types of agreement, each with different rules:

- Worker's participation agreements (*intéressement des salariés*).
- Profit-sharing agreements (*participation aux résultats*).

You can create both agreement types using the same Define Agreement (WP_AGREEMENT) component. This diagram shows the steps in creating an agreement:



Process for setting up agreements

Note. Each step is covered in detail in this chapter.

Setting Up Formulas

To set up formulas, use the Agreement Variables component (WP_VARIABLE) and the Agreement Formulas component (WP_FORMULA). This section provides overviews of formulas and variables required for profit sharing and discusses how to:

- Define variables for profit-sharing formulas.
- Set up formulas.

Understanding Formulas

Profit-sharing processes use formulas that you specify in the agreement to calculate the global fund amount and employees' individual funds. To offer flexibility in defining calculations, formulas vary from simple formulas in which you assign a variable to the formula to more complex situations in which you take values from fields in the database to use in the calculation.

When you create an agreement, define formulas that calculate the following values:

- Global fund.

PeopleSoft provides the legal formula for profit sharing agreement types; worker's participation agreements don't have a legal formula.

- Global fund limit.

This is an optional formula that defines the maximum or minimum global fund amount. PeopleSoft delivers formulas to calculate this amount for profit-sharing and worker's participation agreements.

- Individual salary limit.

This optional formula is used in the distribution calculation where the global fund amount is shared according to employees' salaries. The formula defines the maximum salary amount used in this calculation.

- Individual allocation limit.

This optional formula defines the maximum amount received by any employee.

If a formula references variables with a type of *Monetary*, the formula is assigned the same currency code. However, when the system resolves a formula, all amounts are converted to the currency specified in the agreement definition. All profit-sharing pages and reports use this currency.

Understanding Variables

Variables store monetary and other numeric values that are used in the profit-sharing formulas. Use variables to:

- Provide one of the values used in a formula.
- Assign a value to the formula directly.

For some agreements, a formula may be calculated outside the system and the final result entered into the system. To do this, define the variable and assign it to the relevant formula. For each reference period, update the variable with the calculated value before running the calculation processes.

You must define variables, using the Variable page, before you can use them in formulas.

Note. You must assign values to variables before you run the processes for a new reference period.

Pages Used to Set Up Variables and Formulas

Page Name	Object Name	Navigation	Usage
Variable	WP_VARIABLE_TBL	Set Up HRMS, Product Related, Compensation, Profit Sharing FRA, Agreement Variables, Variable	Define variables for use in the profit-sharing formulas.
Formula	WP_FORMULA_TBL	Set Up HRMS, Product Related, Compensation, Profit Sharing FRA, Agreement Formulas, Formula	Define formulas for profit-sharing calculations.
Formula View	WP_FORMULA_VW_SEC	Click the View Formula link on the Formula page.	View a plain text version of the formula.
Formula Comments	WP_FORMULA_CMT_SEC	Click the Comments link on the Formula page.	Enter comments about the selected formula.

Defining Variables for Profit-Sharing Formulas

Access the Variable page.

Variable

Variable ID:

KFSSLIMIT

*Long Description:

Social Security contribution limit (annual)

Short Description:

SSLimit

Variable Values

Customize

Find

View All

First

1 of 1

Last

*Value Scope	*Effective Date	*Status	*Type	Monetary Value	Prorate
Global	01/01/2002	Active	Monetary	28,224.00	EUR

Variable page

Variable ID

Identifies the variable. PeopleSoft delivers the following variables that are used in the statutory formulas:

KFBC: Account Net Income (*bénéfice net comptable*)

KFBF: Fiscal Net Income (*bénéfice net fiscal*). Refer to French legal report 2058-A line XN.

KFC: Capital (*capitaux propres*) as defined by French labor laws (*code du travail*).

KFCAN: Revenue for current reference period. This is optional and is used for profit-sharing agreements only.

KFCAN-1: Revenue for the previous reference period. This is optional and is used for profit-sharing agreements only.

KFCRDS: Rate for CRDS (*contribution au remboursement de la dette sociale*) contributions. PeopleSoft delivers the values for this variable as system data.

KFCSG: Rate for CSG (*contribution sociale généralisée*) contributions. PeopleSoft delivers the values for this variable as system data.

KFIMMED: Limit for immediate payment of funds. This is for profit-sharing agreements only. When an employee's profit-sharing amount is below this limit, the employee is entitled to receive the amount immediately. PeopleSoft delivers the values for this variable as system data.

KFMS: Total Payroll (*masse salariale*). This variable is used for worker's participation agreements only. It is used by the formula KF20PCTMS to determine whether the global fund is more than 20 percent of the total salaries. The Distribute Global Funds process also uses the variable to determine the total salary to use for distributing funds based on salary.

Note. If you want the global fund limit formula (KF20PCTMS) and the Distribute Global Funds process to be based on different totals, define the *KFMS* variable for the process and create a new global fund limit formula for your worker's participation agreement which doesn't reference the *KFMS* variable.

KFS: Total of salaries used in the legal profit sharing global fund formula.

KFSOC: Social Contribution of 2 percent paid on interest payments. PeopleSoft delivers the values for this variable as system data.

Value Scope and Scope Reference

KFSSLIMIT: Social Security contribution limit used in limit formulas such as the Individual Allocation Limit formula. PeopleSoft delivers the values for this variable as system data.

KFVA: Added Value (*valeur ajoutée*) as defined by French labor laws.

Defines the scope of the variable. You can define a variable with more than one scope if you want to use the same variable name but assign it different values depending on the scope. Values include:

Global: The variable applies to all employees and all agreements. An example of a global variable is the Social Security contribution limit variable, which varies over time but is the same for all employees. The Scope Reference field is not displayed for global variables.

Company: The variable applies to a specific company. For example, the value of the Net Income variable is different for each company. Select the company in the Scope Reference field.

Agreement Group: The variable applies to all companies or establishments within an agreement group. Select the agreement group in the Scope Reference field.

Establishment: The variable applies to an establishment that you select in the Scope Reference field.

Work Unit: The variable applies to a work unit that you select in the Scope Reference field. Work units are created using the group build feature.

When the system processes a formula, it looks for the variable that is appropriate for the agreement. It's important that you define the scope correctly. Otherwise, the system may not find the variable or may retrieve the wrong value.

For example, if you set up a profit-sharing agreement for an agreement group, the system searches for a variable with a scope of *Agreement Group* and if it doesn't find one, it looks for a variable with a scope of *Global*. If you define the variable scope as *Company*, the system does not find the variable.

For worker's participation agreements you can define calculations at the agreement level, establishment level, or work unit level. For such formulas, the system searches for a variable defined for that establishment or work unit, and if it doesn't find one, it looks for a global variable of the same name.

See [Chapter 3, "Setting Up Profit Sharing," Defining the Agreement Calculation, page 18](#).

Type

Select *Monetary* or *Numeric*. If you select *Monetary*, select the corresponding Currency.

Prorate

Select if the variable is prorated for reference periods of less than a year. For example, if a variable stores an annual limit, but you have set up a reference period of 3 months, select this check box to use a prorated value in the calculations.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up Group Definitions and Security”

Chapter 4, “Running the Profit Sharing Processes,” Understanding the Distribute Global Funds Application Engine Process (HR_WP_SHARE), page 40

Setting Up Formulas

Access the Formula page.

Formula

Formula ID: LEGAL_RSP

Formula Criteria Find | View All First 1 of 1 Last

*Effective Date: 01/01/1990 *Status: Active

*Long Description: Legal Funding Formula

Short Description: Legal Fund [View Formula](#) [Comments](#)

Formula Details Customize | Find | View All First 1-7 of 17 Last

Sequence	*Operand	Variable	Value/Record		
1	Constant		0.500000	+	-
2	*			+	-
3	(			+	-
4	Variable	KFBB		+	-
5	-			+	-
6	(			+	-
7	Constant		5.000000	+	-

Formula page

Formula ID

Identifies the formula. PeopleSoft delivers statutory formulas for the Manage French Profit Sharing business process, and technical formulas that are called by the processes. Here is a list of the statutory formulas:

LEGAL_RSP: Legal funding formula that calculates the global fund for profit-sharing agreements.

LEGAL_MAX1, *LEGAL_MAX2*, *LEGAL_MAX3*, and *LEGAL_MAX4*: Global fund limit formulas for profit-sharing agreements.

KF20PCTMS: Global fund limit formula for worker's participation agreements. This formula uses the KFMS variable to check that the global fund is not more than 20 percent of total payroll.

1/2SSLIMIT: Individual allocation fund formula that is equivalent to half the annual social security ceiling.

3/4SSLIMIT: Individual allocation fund formula that is equivalent to three quarters of the annual social security ceiling.

4SSLIMIT: Individual salary limit formula that is equivalent to four times the annual social security ceiling.

Note. Other formulas delivered by PeopleSoft are technical and called from the profit sharing processes.

Operand

Select an operand and click the Refresh button. The Operand that you select determines the other fields that are hidden or displayed on the page. Values include:

Constant: Represents a fixed value. Enter a percentage or other fixed amount in the Value/Record field.

Rate Code: Refers to a Rate Code that you specify from the Rate Code table. Select a rate code in the Rate Code field.

Rec. Field (Record, Field Name): Refers to a field you specify from a record. Select the record and field in the Record, Field Name field. You can select from the following records: *EMPLOYMENT*, *JOB*, *PERS_DATA_EFFDT*, or *SAL_GRADE_TBL*.

Variable: Refers to a variable that you specify. In the Variable field, select from the variables that you defined on the Variable page. For some agreements, a formula may be calculated outside the system and the final result entered into the system. To do this, define the variable and assign it to the relevant formula.

View Formula

Click to view a plain text version of the formula.

Comments

Click to access the Formula Comments page where you can enter comments about the formula. When employees view the global fund formula the system displays the text you enter on the Formula Comments page. Therefore you should enter comments that help employees understand the global fund calculation. See the comments delivered with the *LEGAL_RSP* formula for an example of how to use the Formula Comments page

Save

Click to save the formula. The system checks the syntax and displays an error message if there are missing fields or brackets.

Defining Agreement Groups

To define agreement groups, use the Agreement Group component (*WP_AGREEMENT_GROUP*). This section discusses how to define agreement groups.

Agreements can apply to a single company or a group of companies and establishments.

Pages Used to Define Agreement Groups

Page Name	Object Name	Navigation	Usage
Agreement Group	WP_AGRT_GRP_TBL	Set Up HRMS, Product Related, Compensation, Profit Sharing FRA, Agreement Group, Agreement Group	Define agreement groups, the companies and establishments that share the same profit-sharing agreement.

Defining Agreement Groups

Access the Agreement Group page.

Agreement Group

Agreement Group ID: KFG001

***Long Description:** Group for Establishment KF001

Short Description: KFG001

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

*Company			
KF1	Business Institute - France	+	-

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

*Establishment ID			
KF001	Paris - Headquarter	+	-

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

*Establishment ID			
KF002	Bordeaux - Le Banville	+	-

Agreement Group page

Include Company

Company Select the companies that belong to the agreement group.

Include Establishment

Establishment ID Select establishments to include in the agreement group. Use this field to select individual establishments associated with companies that are not listed in the Include Company group box.

Exclude Establishment

Establishment ID If the agreement group doesn't include all the establishments in the selected companies, select the establishments to exclude from the group.

Setting Up Agreements

To set up agreements, use the Define Agreement component (WP_AGREEMENT). This section lists prerequisites, common elements, and discusses how to:

- Define agreements.
- Define the agreement calculations.
- Define investment methods.
- Define company investment details.
- Define company savings account details.
- Define company stock details.

Prerequisites

Before you can set up agreements you must define the following:

- Variables and formulas for global fund calculations.
- (Optional) Agreement groups if your agreement is for a group of companies or establishments.

See Also

Chapter 3, “Setting Up Profit Sharing,” Setting Up Formulas, page 8

Chapter 3, “Setting Up Profit Sharing,” Defining Agreement Groups, page 13

Common Elements Used in This Section

SICOVAM(*Société Interprofessionnelle pour la Compensation des Valeurs Mobilières [SICOVAM]*)

Enter the number for the FCP (*Fond Commun de Placement*) or SICAV (*Société d’Investissement à Capital Variable*) investments.

Financial Organization

Enter the name of the company that manages the investment of the global funds. Enter the company’s address in the Financial Organization Address field.

Pages Used to Set Up Agreements

Page Name	Object Name	Navigation	Usage
Agreement	WP_AGREEMENT_TBL	- Set Up HRMS, Product Related, Compensation, Profit Sharing FRA, Define Agreement, Agreement - Compensation, Profit-Sharing FRA, Review Agreement, Agreement	Define basic details of the agreement, such as agreement type, status, scope, and agreement duration. You can also attach the agreement document to the agreement from this page.
Computation	WP_AGRT_COMP_TBL	- Set Up HRMS, Product Related, Compensation, Profit Sharing FRA, Define Agreement, Computation - Compensation, Profit-Sharing FRA, Review Agreement, Computation	Define how the global fund is calculated and distributed to employees at the end of a reference period.
Investment	WP_AGRT_INVEST_TBL	- Set Up HRMS, Product Related, Compensation, Profit Sharing FRA, Define Agreement, Investment - Compensation, Profit-Sharing FRA, Review Agreement, Investment	Define the investment methods for the agreement.
Company Investment	WP_AGRT_INVES3_SEC	Click Details on the Investment page with Company Investment selected as the investment method.	Enter the name and address of the financial organization that manages the investment.
Bond, FCP, or SICAV	WP_AGRT_INVES2_SEC	Click Details on the Investment page with Bond, FCP, or SICAV is selected as the investment method.	Specify the SICOVAM number for the investment and the financial organization that manages the global fund.
Company Saving Account	WP_AGRT_INVES4_SEC	Click Details on the Investment page with Company Savings Account selected as the investment method.	Enter the interest rate paid on the company savings account.
Company Stock	WP_AGRT_INVES1_SEC	Click Details on the Investment page with Company Stock selected as the investment method.	Enter details of the company stock ticker symbol

Defining Agreements

Access the Agreement page.

The screenshot shows the 'Agreement' page with the following details:

- Agreement ID:** KF1
- *Long Description:** Profit Sharing Agreement for Company KF1
- Short Description:** KF1
- *Agreement Type:** Profit Sharing
- *Agreement Status:** Approved
- Approval Date:** 07/01/2002
- *Agreement Start Date:** 01/01/2000
- Unavailability Duration:** 5 Years
- *Currency Code:** EUR (euro)
- Agreement Duration:**
 - ☒ Undetermined
 - ☐ Determined
- Agreement Scope:**
 - ☒ Company: KF1, Business Institute - France
 - ☐ Agreement Group
- Attach Agreement Document** (button)

Agreement page

Agreement Type

Select *Profit Sharing* or *Worker's Participation*. The system hides or displays fields depending on the agreement type you select.

Agreement Status

Select a status. Values are:

Construction in Progress: Denotes an agreement that is under discussion and not yet agreed. Employees can't view details of agreements with this status.

Approved: Denotes an agreement that has been signed by all relevant organizations. Employees can view and adjust details of agreements with an *Approved* status.

On Hold: Denotes an agreement that has been started but is not in use. Use this status if, for example, an agreement is rejected by an organization that is involved in the discussion process. Employees can't view details of agreements with this status.

Approval Date

Enter the date when the agreement was signed. Normally, agreement approved within one year of the reference period end date. If this date is passed, legal requirements can affect the definition of some fields in the agreement. The system checks the Approval Date and issues a warning message if it is more than a year after the reference period end date. However, the system does not change the agreement definition. Update the agreement, if necessary, to meet the legal requirements.

This field appears only if you select *Approved* in the Agreement Status field.

Unavailability Duration	Enter the number of days, months, or years after the reference period end date that profit sharing funds are unavailable to employees. This field determines the availability and payment date for funds. This field appears only if you select <i>Profit Sharing</i> in the Agreement Type field.
Agreement Start Date	Enter the date when the agreement is effective.
Agreement End Date	Enter the date on which the agreement expires. This field appears only if you select <i>Determined</i> in Agreement Duration.
Attach Agreement Document	Click to attach the agreement document to the agreement. The system displays a search page on which you enter the document path and file name or browse for the document. When the agreement is approved, employees can view the attachment online.

Agreement Duration

Complete this group box for profit-sharing agreements only. For worker's participation agreements the duration is set to *Determined* by the system and can't be changed.

Undetermined	Select if the agreement duration is not fixed.
Determined	Select if the agreement is valid for a fixed period.

Agreement Scope

Company	Select if the agreement applies to a single company. Select the company name from the available options.
Agreement Group	Select if the agreement applies to a group of companies or establishments and select the Agreement Group. Define agreement groups before you set up the agreement.

See Also

[Chapter 3, "Setting Up Profit Sharing," Defining Agreement Groups, page 13](#)

Defining the Agreement Calculation

Access the Computation page.

Computation page

Eligibility Criteria

Seniority

Select this check box if employee eligibility is determined by length of service.

If the check box is not selected, anyone employed by the companies and establishments defined on the Agreement page is eligible for profit sharing.

Seniority Eligibility Duration

Enter the minimum period that employees must be employed by the organization before they are eligible to share in the funding available.

This field is available if you select the Seniority check box.

Profit-Sharing Computation

Use this group box to define the formulas that are used to calculate the funding and distribution for the agreement. Define formulas on the Formula page.

Computation Level

For profit-sharing agreements *Computation Level* doesn't appear because formulas and distribution methods are always defined at the agreement level.

Select a value for worker's participation agreements. Values are:

Agreement Level: Indicates that the formulas and distribution method apply to all establishments and employees covered by the agreement. The Agreement Scope group box on the Agreement page defines the companies and establishments covered by the agreement. You must define formulas at the Agreement Level in addition to any establishment or work unit level calculations. This provides default formulas for employees who don't belong to any establishments or work units specified in this group box.

Establishment Level: Enables you to define different formulas and distribution methods for each establishment. Formulas defined at this level apply to employees within the establishment only. Select the establishment from the available options.

Work Unit Level: Enables you to define different formulas and distribution methods for groups of employees. Formulas defined at this level apply to employees within the work unit only. Use the group build functionality to define work units.

Funding Formula

Select the formula that calculates the global fund amount. The legal formula delivered by PeopleSoft, *LEGAL_RSP*, is for profit-sharing agreements.

Note. For profit-sharing agreements if you don't use the *LEGAL_RSP* formula, make sure that your organization's formula does not produce a result that is less than that of the legal formula.

Global Fund Limit Formula

Select the formula that defines the global fund limit. The Compute Global Fund process uses this formula to limit the global fund amount. PeopleSoft delivers the following statutory formulas:

LEGAL_MAX1, *LEGAL_MAX2*, *LEGAL_MAX3*, and *LEGAL_MAX4*: These formulas may be useful for profit-sharing agreements, if you haven't selected the legal formula *LEGAL_RSP* in the Funding Formula field. If the global fund calculated using the Funding Formula exceeds the maximum defined by the Global Fund Limit Formula, the process reduces the global fund to the maximum.

KF20PCTMS: This formula may be used for worker's participation agreements.

Individ. Salary Limit Formula (individual salary limit formula)

Select the formula that defines the maximum salary amount used in the distribution calculation. Some distribution calculations use employees' salaries to determine their share of the funding. Use this field to force a limit on the salary amount used in the calculation.

Select the Prorate check box if you want to prorate the limit for employees who did not work for the whole reference period. For example, if the limit is 20,000 EUR and an employee worked only half of the reference period, if you select Prorate, the limit applied to the employee's salary is 10,000 EUR.

Individual Alloc Limit Formula (individual allocation limit formula)

Select the formula that defines the maximum amount that each employee receives from profit sharing. For example, if the system calculates that an employee's allocation is 2000 EUR, but this formula sets the limit to 1500 EUR, then the employee will receive 1500 EUR.

Select the Prorate check box if you want to prorate the limit for employees who did not work for the whole reference period.

Rounding Rule

Select a rounding rule if you want the system to round employees' profit-sharing amount, deductions, and interest. The system rounds both gross and net amounts. Values are:

Standard: Rounds the results up or down. For example, if you specify 2 in the Decimal Places field, the result is rounded up if the digit in the third decimal place is 5 or more and it is rounded down if the digit is 4 or less. Therefore, 5154.525 is rounded to 5154.53 and 5154.523 is rounded to 5154.52.

Up: Rounds the result up to the number of decimal places specified in Decimal Places field.

Down: Rounds the result down to the number of decimal places specified in Decimal Places field.

Decimal Places

Enter the number of decimal places to which amounts are rounded. The system rounds the final amount only; all other intermediate calculations are not rounded.

Distribution Method

This group box defines how the global fund is distributed. Enter percentages of up to 2 decimal places. If you are setting up a worker’s participation agreement, you can define different distribution methods at the agreement, establishment, or work unit level.

You can divide the global fund between employees based on one or more of the criteria described below:

Prorate with Salary Enter the percentage of employees’ funds that are based on their salaries. This part of each employee’s fund is calculated with the following formula:

$$\text{global fund} \times \left(\frac{\text{employee annual salary}}{\text{total annual payroll}} \right)$$

For worker’s participation agreements, the system uses the variable KFMS to determine the total annual payroll of all employees. This variable is also used by the Compute Global Fund process if you specify the KF20PCTMS formula as the global fund limit formula. If you want the formula and the process to be based on different totals, you must create a new global fund limit formula for your worker’s participation agreement which doesn’t reference the KFMS variable.

Prorate with Working Duration Enter the percentage of employees’ funds that are based on the number of days they worked during the reference period. This part of an employee’s fund is calculated with the following formula:

$$\text{global fund} \times \left(\frac{\text{employee work days}}{\text{total days in the reference period}} \right)$$

The number of employee work days excludes most unpaid absence. However, some unpaid absence days, including maternity leave are included in the work day count.

Uniform Distribution Enter the percentage of employees’ funds that are based on the number of eligible employees. This part of an employee’s fund is calculated with the following formula:

$$\frac{\text{global fund}}{\text{total eligible employees}}$$

Total (%) (total percentage) Displays the total of all three distribution methods.

Note. To save this page, the total must be 100 percent.

You can use a mixture of all these methods to calculate the final profit share amount. Consider the following example:

Total fund	10,000 EUR
Total eligible employees	10

Total payroll for reference period	240,000 EUR
Total days in reference period	1000
Distribution Method:	
Prorate with Salary	30%
Prorate with Working Duration	30%
Uniform Distribution	40%

For an employee with an annual salary of 15000 EUR and 100 days worked, the employee's fund is calculated as follows:

Note. The example shown assumes that the salary does not exceed the individual salary limit and is not prorated.

Profit share based on employee salary	$10000 * (15000 / 240000) * (30/100) = 187.5$
Profit share based on days worked	$10000 * (100 / 1000) * (30/100) = 300$
Profit share based on eligible employees	$(10000 / 10) * (40 / 100) = 400$
Employee's Total Profit Share:	$187.5 + 300 + 400$

Defining Investment Methods

Access the Investment page.

Agreement
Computation
Investment

Agreement ID: KF1 Profit Sharing Agreement for Company KF1

Proposed Investments
Customize | Find | View All | 1-3 of 3 | First | Last

	*Investment Method	*Description	Details	Proposed By Default
1	Company Stock	Profit sharing invests in the company's stocks	Details	☐
2	Company Investment	Profit sharing invests in the company	Details	☒
3	Company Saving Account (PEE)	Profit sharing invests in the company's PEE	Details	☐

Profit-Sharing Surplus
☒ Carryover
☐ Immediate Re-Share

Interest Re-Investment Option
☒ Immediate
☐ Re-Invest

Investment page

Proposed Investments

Investment Method

Select the investment methods available for the agreement type.

Bonds: For profit-sharing agreements only.

Company Investment: For profit-sharing agreements only.

Company Savings Account (Plan Epargne Entreprise [PEE]).

Company Stock: For profit-sharing agreements only.

Employee's Bank Account: For worker's participation agreements only. Funds are transferred to the employee's bank account which is defined on the Bank Accounts page.

FCP: For profit-sharing agreements only.

Mutual fund (Société d'Investissement à Capital Variable [SICAV]): For profit-sharing agreements only.

Time Saving Account: For worker's participation agreements only.

If an agreement has multiple investment methods, employees can select their investment method using the Agreement Personalization component or the Agreement Personalization self-service transaction.

Details

Click to access an investment detail page on which you enter details about the investment method. This button is hidden for some investment methods.

Proposed by Default

Select if the investment method is the default value. The default investment method is applied, unless an employee selects a different investment.

Profit Sharing Surplus

A surplus may occur when some funds remain after the initial distribution is calculated, due to limit formulas being applied. Use this group box to specify how the system manages surplus amounts.

- Carryover** Select to add the surplus to the global fund for the next reference period. This option is available for profit-sharing agreements only. View the surplus using the Review Reference Period component.
- Immediate Re-share** Select if you want to distribute the surplus among the eligible employees for the current reference period. The system recalculates the employees' fund to include a share of the surplus.
- None** Select to ignore any surplus. If you select this option, the system doesn't distribute the surplus nor carry the surplus over to the next reference period. This option is available for worker's participation agreements only.

Interest Re-investment Option

This group box is for profit-sharing agreements with *Company Investment* selected as the investment method. Use it to specify how the interest earned on global funds is managed. Global funds accrue interest during the period that the funds are unavailable to employees. This period is defined on the Agreement page by the Unavailability Duration field.

- Immediate** Select to pay interest to eligible employees. Interest is paid yearly on the first day of the fourth month after the end of the fiscal year. For example, for the reference period 2001, interest is calculated as of April 1, 2002 and paid on April 1, 2003, April 1, 2004, and so on until funds are released.
- Re-Invest** Select to add the interest to the global fund. At the end of each interest period calculation, interest is added to the global fund. The next interest period calculation is based on this increased global fund.

Note. Employees can change this setting, using the Agreement Personalization component or the Agreement Personalization self-service transaction, when the agreement status is Approved.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Entering Bank Account Information

Chapter 6, "Using Profit Sharing Employee Options," page 61

PeopleSoft Enterprise eCompensation 8.9 PeopleBook, "(FRA) Profit-Sharing Self-Service Transactions"

Defining Company Investment Details

Access the Company Investment page.

The screenshot shows the 'Investment' page in a software application. At the top, 'Investment Method:' is set to 'Company Investment'. Below this is a table titled 'Interest Rates'. The table has columns for 'Effective Date', 'Status', and 'Interest Rate'. There is one row with the following data: Effective Date '01/01/2000' with a calendar icon, Status 'Active' with a dropdown arrow, and Interest Rate '5.000000'. To the right of the table are navigation buttons: 'First', '1 of 1', and 'Last'. Above the table are links for 'Customize', 'Find', and 'View All'.

Interest Rates			Customize	Find	View All	First	1 of 1	Last
	*Effective Date	Status	Interest Rate					
1	01/01/2000	Active	5.000000					

Company Investment page

Interest Rate

Enter the interest rate (percent) for the company investment. Interest rates are effective-dated so that you can track interest rate history.

Defining Company Savings Account Details

Access the Company Savings Account page.

The screenshot displays the 'Investment' section of the 'Company Savings Account' page. It includes an 'Investment Method' dropdown set to 'Company Saving Account (PEE)'. Below this are two radio buttons: 'Internal' (selected) and 'External'. A section titled 'Financial Organization Address' contains a 'Country' field with a dropdown showing 'FRA' and a magnifying glass icon, followed by the text 'France'. Below the country field is an 'Address' field, which is currently empty. To the right of the address field is a blue link labeled 'Edit Address'.

Company Savings Account page

Internal

Select if the company saving account is owned by your organization.

External

Select if the company savings account is managed by a different organization

Edit Address

Click this link to access the Edit Address page where you enter the address of the organization that manages the company saving account. The address information is included in the agreement profit sharing report and administrators use this information when transferring funds.

Defining Company Stock Details

Access the Company Stock page.

Investment

Investment Method: Company Stock

Ticker Symbol: 4264

Financial Organization: BBO

Comment:

☒ **Attribution**
☐ **Subscription**

Financial Organization Address

Country: FRA France

Address: 12 Rue de la Paix
75008 PARIS PARIS CEDEX 08

[Edit Address](#)

Company Stock page

Ticker Symbol	Enter the symbol used for your company's stock.
Attribution	Select if employees receive company stock from the investment.
Subscription	Select if the investment provides employees with the right to buy company stock.

Setting Up Reference Periods

To set up reference periods, use the Reference Period component (WP_AGRT_PERIOD). This section provides overviews of reference periods and payroll information and discusses how to:

- Set up reference periods.
- Define payroll mapping.

Understanding Reference Periods

Profit sharing calculations are based on company or establishment accounting data over a period known as a reference period. Typically, reference periods are for a year and match the fiscal year. However, you can create reference periods for any period to suit your organizational requirements.

At the end of the reference period, when company information is available and employee salaries are finalized, the administrator schedules the profit sharing processes to calculate and distribute the global fund.

Agreements can cover one or more reference periods, depending on the agreement type and the agreement setup:

- Worker's participation agreements (*intéressement des salariés*) are typically for three years.
If the reference period is a year, you create three reference periods, one for each year. However, if the reference period is three months, you define 12 reference periods for the agreement (4 reference periods a year * 3 years).
- Profit-sharing agreements (*participation aux résultats*) can have a fixed duration or an unspecified duration.
If the duration is not defined, the administrator can create any number of reference periods.

You set up reference periods for an agreement only after the agreement is signed by all the relevant groups and the status is set to *Approved*.

To define reference periods for an agreement, you need to:

- Define how the Manage Profit Sharing business process imports information from your payroll system.
This is defined for each reference period. The distribution calculations require employee payroll information, which is imported when the Extract Eligible Employees process runs.
- (Optional) Define the Carry Forward and Carry Over amounts for each reference period.
This applies to profit-sharing agreements only. When part of the global fund remains after distribution to employees, you can specify that the surplus is added to the fund for the next reference period. Equally, a surplus in the previous reference period can result in an amount being added to the current reference period. These values are automatically calculated by the system, but you can override the calculated values before running the remaining processes.

Understanding How to Set Up Payroll Information

This section discusses:

- Importing data from PeopleSoft Enterprise Global Payroll for France.
- Importing data from other payroll systems.

When you set up a reference period, you must define where employee payroll information is stored because this is required for distributing the global fund.

The amount that an employee receives from profit sharing can be based on one or more of these parameters:

- Gross salary.
- Days worked in the reference period.
- Number of eligible employees.

For the Distribute Global Funds process to calculate the profit share based on salary and days worked, it requires each employee's gross salary and total days worked during the reference period.

These values must take into account absences. Generally, absences reduce the employees' gross salary and the total working days for the period. However, the following types of absence must not be deducted from the employees' total working days count and their gross salary amount:

- Paid vacations.
- Maternity leave.
- Adoption leave.
- Work accidents (except accidents that occur on journey between home and workplace).
- Absence due to occupational illness (*maladie professionnelle*).

The gross salary includes all compensation and benefits, before contributions such as the social security contribution and retirement contribution are deducted.

See [Chapter 3, “Setting Up Profit Sharing,” Defining the Agreement Calculation, page 18.](#)

This payroll information is imported from one of two sources:

- Global Payroll for France.
- A record in the database that has been populated from other payroll systems.

The system checks the employee’s job data, as of the reference period end date, to determine which source to use for the import. If the Payroll System field on the Job Data — Payroll page is *Global Payroll*, the system imports from Global Payroll for France. If the Payroll field is set to any other value, the system imports from a record in the database.

Importing Data from Global Payroll for France

PeopleSoft provides the following elements in Global Payroll for France for use with the Manage French Profit Sharing business process:

- Accumulators to track employees’ gross salary for the reference period.
- Accumulators to track the number of days worked in the reference period.
- Earnings from profit share or worker’s participation agreements.

The accumulators automatically include the paid absences that must be included in the salary and number of days worked. PeopleSoft delivers separate accumulators and earnings for profit sharing and worker’s participation agreements to allow for agreements that are based on different data. However, if your agreements are based on the same employee payroll information, you can remove the unused accumulators from the section PAR SE PARTICIP. This section is used to trigger the calculation of the accumulators used for the profit-sharing distribution.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining Processing Elements,” Setting Up Sections.

Importing Data from Other Payroll Systems

If you don’t have Global Payroll for France installed, you must populate a record in your database with employee payroll information. PeopleSoft delivers the record *PS_WP_EXT_PAYDATA* for this purpose.

The table below lists the fields in the *PS_WP_EXT_PAYDATA* record:

Field Name	Type	Length	Description
WP AGREEMENT ID	Char	5	Agreement ID
PERIOD ID	Char	12	Reference Period ID
EMPLID	Char	11	Employee ID
EMPL RCD	Number	3	Employee Record ID
GROSS_PAY	Number	6.2	Employee’s relevant gross salary for the reference period.

Field Name	Type	Length	Description
DAYS	Number	3	Employee's relevant working days for the reference period.
CURRENCY_CD	Char	3	Currency code for the gross salary amount.

Pages Used to Set Up Reference Periods

Page Name	Object Name	Navigation	Usage
Reference Period	WP_AGRT_PERIOD	- Set Up HRMS, Product Related, Compensation, Profit Sharing FRA, Reference Period, Reference Period - Compensation, Profit-Sharing FRA, Review Reference Period, Reference Period	Create and approve reference periods.
Payroll Mapping	WP_AGRT_PERIOD_SEC	Click the Payroll Map button on the Agreement Period page.	Define payroll data required by the profit sharing calculations.

Setting Up Reference Periods

Access the Reference Period page.

Reference Period

Agreement ID: KF1 Profit Sharing Agreement for Company KF1

Reference Periods Customize | Find First 1-2 of 2 Last

Reference Period	From Date	Thru Date	Status	Status Date	Personalization Deadline	Payroll Map
2001	01/01/2001	12/31/2001	Construction in Progress	06/04/2002		Payroll Map
2002	01/01/2002	12/31/2002	Construction in Progress	06/04/2002		Payroll Map

Reference Period page: Period tab

Reference Period

Enter the reference period ID. The system populates a reference period ID that you can override.

From Date, Thru Date

Enter the period start and end dates. The system automatically populates these dates based on the agreement approval date or the dates of existing reference periods. You can override these default dates.

If you haven't created reference periods for the agreement, the system populates the date fields for the year previous to the approval date, as follows:

- From Date is set to January 1 of the year before the agreement approval date.

- Thru Date is set to December 31 of the year before the agreement approval date.

The agreement approval date is defined on the Define Agreement — Agreement page.

If there are existing reference periods, the system populates the date fields starting the new reference period immediately after the end of the latest period with the same duration as the existing period.

Status

When you add the period initially, the system sets the status to *Construction in progress* and changes it to *Computed* when you run the Process Interest and Payment Application Engine process (HR_WP_PAYMT).

After reviewing the profit sharing amounts calculated by the process, change the status to *Approved*. Once you set the status to *Approved*, you can't make other changes to the reference period.

Note. Employees can view their fund information only when the reference period status is *Approved*.

Personalization Deadline

Enter the last date on which employees can change the investment method or interest reinvestment options using the Agreement Personalization component or the self-service transactions. After this date, employees cannot change these agreement settings and funds can be transferred to the financial organization specified or paid through your payroll system.

If employees receive a payment or a transfer is completed before the personalization deadline, the system doesn't allow employees to update their agreement settings from this payment or transfer date.

Note. If you don't define a date, the system automatically prevents employees updating their agreement settings once the first reference period is approved.

Payroll Map

Click this button to define the location of payroll information. Profit sharing calculations depend on data imported from your payroll system.

The screenshot shows the 'Reference Period' section with the 'Carryover' tab selected. It displays a table with columns for Reference Period, Carry Over Amount, and Carry Forward Amount. Two rows are visible for periods 2001 and 2002, both showing 0.000000. Navigation buttons like 'First', '1-2 of 2', and 'Last' are present at the top right of the table area.

Reference Period	Carry Over Amount	Carry Forward Amount
2001	0.000000	0.000000
2002	0.000000	0.000000

Reference Period page: Carryover tab

Carry Over Amount

This field shows the amount carried over from the previous reference period. The Compute Global Fund process adds this amount to the global fund calculated.

Carry Forward Amount

This field is for profit-sharing agreement types only. It shows the surplus amount that will be added to the global fund for the next reference period. This is calculated by the Distribute Global Funds process if you selected the Carryover option on the Define Agreement — Investment page.

Defining Payroll Mapping

Access the Payroll Mapping page.

Payroll Mapping

Agreement ID:

KF1

Profit Sharing Agreement for Company KF1

Reference Period:

2002

Global Payroll Mapping

Gross Salary Accumulator:

Working Days Accumulator:

Payment Earning:

External Payroll Record

Record:

WP_EXT_PAYDATA

Payroll Mapping page

Use this page to define the location of payroll information that is required for profit sharing. If you make changes to this page after running the Extract Eligible Employees process, you must rerun the process to take account of the modifications. You can't make changes to this page once the reference period status is *Approved*.

Note. If your organization uses Global Payroll for France and other payroll systems, define both Global Payroll Mapping and External Payroll Mapping. If you define both group boxes, the system uses the Payroll System field in the employee's job data to determine which source to use for the import.

Global Payroll Mapping

The system displays this group box if you have Global Payroll for France installed.

Gross Salary Accumulator

Select the accumulator defined in Global Payroll for France that stores employees' gross salary. PeopleSoft provide the following accumulators as standard:

PAR AC SAL PART SG for profit-sharing agreements.
PAR AC SAL INT SG for worker's participation agreements.

These accumulators store employees' gross salary during the reference period. This includes paid absences and some unpaid absences, such as maternity leave. The employees' gross salary is used by the Distribute Global Funds process to calculate employees' funds.

Working Days Accumulator

Select the accumulator defined in Global Payroll for France that track employees' working days in a reference period. PeopleSoft provide the following accumulators as standard:

PAR AC PRE PART SG for profit-sharing agreements.

PAR AC PRE INT SG for worker's participation agreements.

These accumulators store employees' working days, including paid absences and some unpaid absences, such as maternity leave. This is used by the Distribute Global Funds process to calculate employees' profit-sharing amount.

Payment Earning

Select the earning defined in Global Payroll for France for the payment of profit-sharing or worker's participation amounts. This earning is generated during payment processing. PeopleSoft delivers the following earnings as standard:

INTERESSEMEN for profit-sharing agreements.

PARTICIPATIO for worker's participation agreements.

External Payroll Mapping

If you use an external payroll system for some employees you must populate a record with payroll information required for the profit-sharing calculations.

Record Name

Select the record that stores your payroll information. PeopleSoft delivers the *PS_WP_EXT_PAYDATA* record that has the correct structure. If you use a different record make sure that the record has the same field names, types, and length as those defined in *PS_WP_EXT_PAYDATA*.

See Also

[Chapter 3, "Setting Up Profit Sharing," Defining the Agreement Calculation, page 18](#)

Setting Up Workflow for Profit Sharing

PeopleSoft delivers workflow for the Manage French Profit Sharing business process that enables automatic notification of profit sharing events to employees and compensation administrators. This table lists the events that trigger workflow:

Event	Role	Description
Employee termination.	Employee	Employees who are leaving receive an email informing them that they are entitled to profit sharing and can request a release or organize transfer of funds. A worklist entry directs the employee to the Agreement Personalization page.
Terminated employee enters transfer information.	HR Administrator FRA	An email informs the administrator about terminated employees who have entered transfer information. A worklist entry directs the administrator to the Member Entitlements page.

Event	Role	Description
Employee submits request for fund release.	HR Administrator FRA	An email informs the administrator about new requests and a worklist entry directs the administrator to the Member Entitlements page.
Administrator approves or rejects fund release request.	Employee	An email is sent to the employee that includes the agreement ID, and the reference period ID for the request that has been approved or rejected.
The Process Interest and Payment process sets fund status to <i>Available</i> .	Employee	Emails are sent to employees when funds are available.
The Process Interest and Payment process sets fund status to <i>Paid</i> .	Employee	Emails are sent to employees when a payment has been processed by Global Payroll for France or another payroll system.
The Process Interest and Payment process sets fund status to <i>Error</i> .	HR Administrator FRA	An email informs the administrator if errors occur in payment processing.

See Also

Chapter 5, “Reviewing and Reporting Employee Profit Sharing Information,” page 47

Chapter 4, “Running the Profit Sharing Processes,” Understanding the Process Interest and Payment Application Engine Process (HR_WP_PAYMT), page 42

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Delivered Workflows for PeopleSoft HRMS”

CHAPTER 4

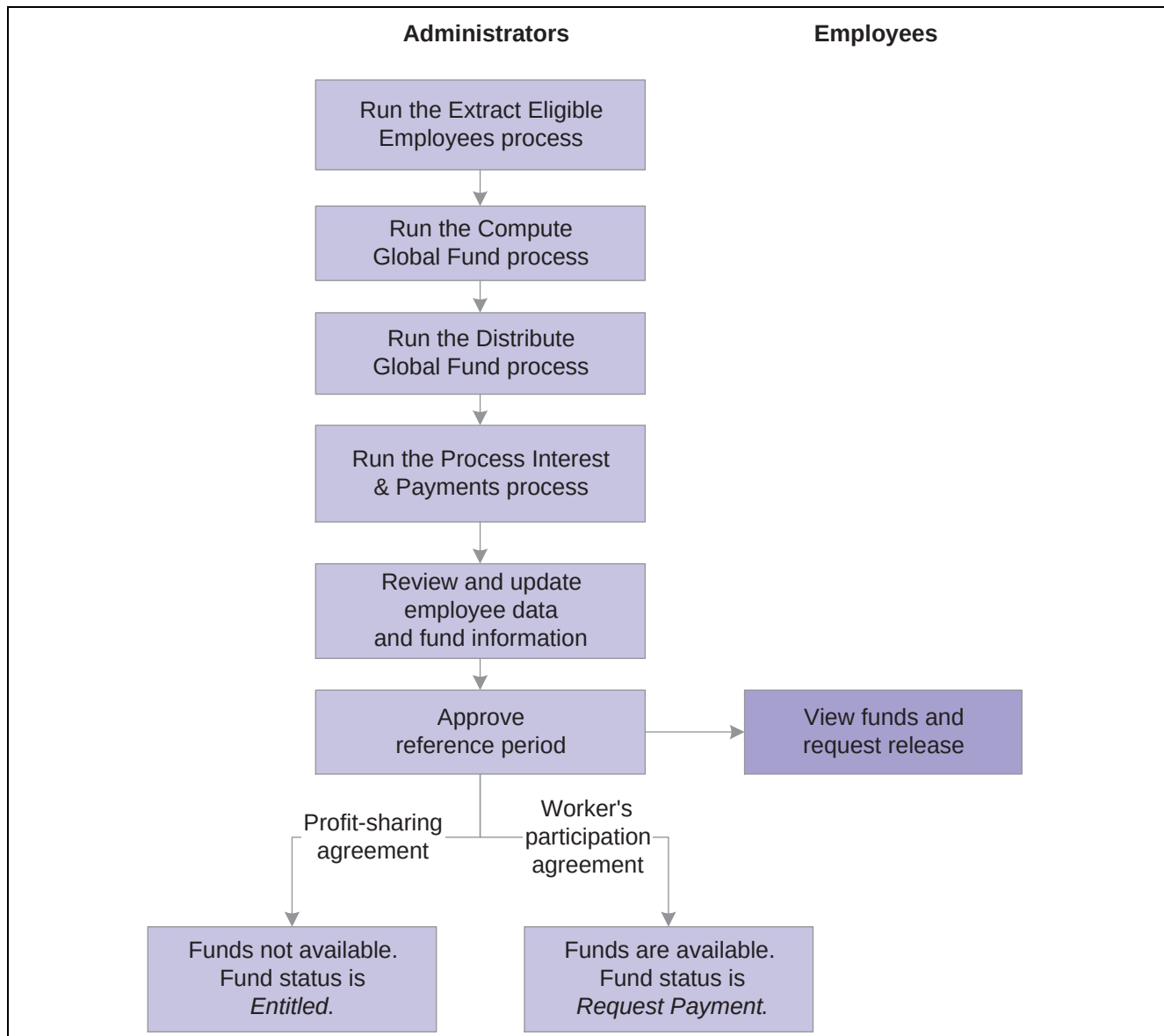
Running the Profit Sharing Processes

This chapter provides an overview of the profit sharing processes and discusses how to:

- Run the eligibility and calculation processes.
- Run the Process Interest and Payment process.
- Review the results of the processes.
- Approve the reference period.

Understanding the Profit Sharing Processes

At the end of a reference period, the compensation administrator runs the profit sharing processes to calculate the global fund available and each employee's share of the fund. This diagram illustrates the steps involved:



Profit sharing processes

The four profit sharing processes that must be run are:

- Extract Eligible Employees.

This is the first process that you must run. It compiles a list of employees who are entitled to share the global fund. It also imports payroll information for eligible employees from PeopleSoft Enterprise Global Payroll for France or from a specified record in the database.

- Compute Global Fund.

This process calculates the global fund available, based on the funding formulas defined in the agreement. For worker's participation agreements, there can be multiple formulas for different establishments or groups of employees (work units).

- Distribute Global Funds.

This process divides the global funds calculated by the Compute Global Fund process and distributes the fund according to the distribution methods specified in the agreement definition.

- Process Interest and Payment.

This is the final process that you must run. This process has a dual role: it completes the profit-sharing calculations and also processes payments. The process calculates deductions for employees' funds and calculates interest that is due for profit-sharing funds, using the *Company Investment* investment method. If you integrate your system with Global Payroll for France or another payroll system, the Process Interest and Payment process manages payments for profit sharing and worker's participation agreements.

Typically, you run the first three processes (Extract Eligible Employees, Compute Global Fund, and Distribute Global Funds) once for each reference period. However, you run the Process Interest and Payment process at intervals, because it processes payments, updates interest amounts and fund status, and calculates funds.

Compensation administrators can review the results of each process and make any adjustments necessary before running the next process in the sequence. The Member Entitlements component provides administrators with a view of the results generated by the eligibility and calculation processes. In addition, compensation administrators can rerun processes before moving on to the next stage.

See Also

Chapter 5, "Reviewing and Reporting Employee Profit Sharing Information," Understanding Member Information and Fund Release Requests, page 47

Running the Eligibility and Calculation Processes

This section provides overviews of the Extract Eligible Employees process, the Compute Global Fund process, and the Distribute Global Funds process, and lists prerequisites, common elements, and the pages used to run the eligibility and calculation processes.

Understanding the Extract Eligible Employees Application Engine Process (HR_WP_ELIGIB)

The Extract Eligible Employees process is the first process that you run. The purpose of this process is to determine who is eligible for a share of the funding, and import for each eligible employee gross salary and a count of days worked.

For each agreement that you specify on the run control page, the process compiles a list of employees in the company and establishments specified in the agreement.

For each employee, the process:

- Determines whether the employee is eligible as follows:
 - If you don't specify a minimum seniority on the Define Agreement - Computation page, the system verifies that the employee worked for the company or establishment for at least one day during the reference period.

- Calculates the employee's length of service, if you defined a minimum seniority for the agreement, using the employee's contract begin and end dates.

For employees with multiple contracts, the system calculates the total duration of all contracts during the reference period, and for the 12 months prior to the start of the reference period. Employees who don't meet the seniority criteria are not eligible for a share of the funds.

Note. If an employee is transferred to a different company during the reference period, and keeps the same contract number, the process adds the employee to the message log. You must check the list of transferred employees to determine whether they are eligible for profit sharing.

- Imports eligible employees' gross pay and the number of days worked during the reference period.

These amounts are used later by the Distribute Global Funds process to calculate the employee's fund. Payroll data is imported from accumulators defined in Global Payroll for France or from a record populated with employee payroll information.

You define the location of payroll data when you set up the reference periods for the agreement. The process checks employees' job data to determine whether to import data from Global Payroll for France or the external record.

- Calculates the employee's proration factor based on the number of days worked.

One of the distribution methods for dividing global funds between employees is based on the number of days that the employee worked during the reference period. The process calculates this proration factor by dividing the number of days worked by the total days, including weekend days, for the reference period (reference period end date through reference period begin date). You define the distribution methods on the Define Agreement - Computation page.

Once this process is complete, the compensation administrator can review employees' gross salaries and proration factor, using the Member Entitlements page.

See Also

[Chapter 5, "Reviewing and Reporting Employee Profit Sharing Information," page 47](#)

[Chapter 3, "Setting Up Profit Sharing," Defining the Agreement Calculation, page 18](#)

[Chapter 3, "Setting Up Profit Sharing," Defining Payroll Mapping, page 31](#)

Understanding the Compute Global Fund Application Engine Process (HR_WP_GBLFND)

The Compute Global Fund process is the second process to run, and you must run it after the Extract Eligible Employees process. The purpose of the Compute Global Fund process is to calculate the global fund amounts for the agreements that you specify on the run control page. Once this process is completed, the compensation administrator reviews the calculated amounts using the Member Entitlements pages.

The global fund is the total amount that is available for distribution between eligible employees. It is based on your organization's accounting information. To calculate the global fund, the process uses these formulas specified on the Define Agreement - Computation page:

- Funding formula.
- Global fund limit formula.

This formula defines the global fund limit. For worker's participation agreements, PeopleSoft delivers the statutory formula, KF20PCTMS, that checks whether the global fund is more than 20 percent of the total payroll. If the result of the funding formula exceeds this limit, the process sets the global fund amount to this limit and issues a warning message.

For profit-sharing agreements, the process compares the global fund with the result of these formulas, if you don't specify the legal formula *LEGAL_RSP* in the Funding Formula field:

- The global fund limit formula.

There are four possible limit formulas: *LEGAL_MAX1*, *LEGAL_MAX2*, *LEGAL_MAX3*, and *LEGAL_MAX4*. If the result of your funding formula is above the selected global fund limit formula, the process sets the global fund to the limit and issues a warning message.

- The *LEGAL_RSP* formula.

If the result of your funding formula exceeds the result calculated using the *LEGAL_RSP* formula, the process issues a warning message.

For profit-sharing agreements, there is only one funding formula and global fund limit formula per agreement. Therefore, the global fund is the same for all employees associated with that profit-sharing agreement.

However, for worker's participation agreements, it is possible to define formulas (and distribution methods) at the agreement, establishment, or work unit level. The Compute Global Fund process checks which formulas apply for each eligible employee and calculates the global fund amount according to those formulas. The process determines which formulas apply as follows:

- The work unit formulas override the formulas defined at the agreement or establishment level.

Note. The process can only use one set of formulas. Therefore, you must make sure that employees belong to one work unit only for each agreement. Use the Group Member Overlap report to determine whether employees belong to more than one work unit.

- The establishment formulas override the formulas defined at the agreement level.
- The agreement level formulas apply if an employee doesn't belong to any of the work units or establishments listed on the Define Agreement - Computation page.

Worker's Participation Example

Consider an example agreement, KF1. This agreement is for company GBL001, which includes establishments EST001, EST002, and EST003.

Agreement KF1 has different formulas and distribution methods for these establishments and work units:

Computation Level	Establishment or Work Unit
Establishment	EST001, EST002
Work Unit	WU1, WU2, WU3

If an employee belongs to:

- Establishment EST001 and work unit WU1, the system uses the formulas and distribution methods defined for work unit WU1.

- Establishment EST002 but none of work units WU1, WU2, or WU3, the system uses the formulas and distribution methods defined for establishment EST002.
- Establishment EST003, the system uses the formulas and distribution methods defined at the agreement level.

See Also

Chapter 5, “Reviewing and Reporting Employee Profit Sharing Information,” page 47

Understanding the Distribute Global Funds Application Engine Process (HR_WP_SHARE)

You run the Distribute Global Funds process after the Compute Global Fund process. Using the global fund amounts that are calculated by the Compute Global Fund process, and the payroll information previously imported by the eligibility process, the Distribute Global Funds process calculates each employee’s share of the fund.

The process:

- Calculates the employee’s fund based on the distribution methods selected in the agreement definition.

If an employee’s fund exceeds the limit specified by the individual allocation limit formula (if this is defined), the process sets the employee’s fund to the maximum and issues a warning message.

- Distributes any surplus, if the Immediate Re-share check box is selected on the Define Agreement - Investment page.

If there is a surplus after the initial calculations, the process recalculates the employee funds as follows:

- Employees whose funds are at the individual allocation limit are frozen.
- For employees who are not frozen, the process recalculates funds, including the surplus amount.
- If there is surplus at the end of this recalculation, the steps are repeated until the surplus is zero or the number of iterations is ten.

- Sets the availability or payment date as follows:

- For profit-sharing agreements, the availability date is determined by the unavailability duration defined in the agreement.

Payment date is set to the first day of the fourth month after the reference period end date plus unavailability duration. For example, if the reference period end date is December 31, 2001, and the unavailability duration is five years, the availability date is set to April 1, 2007.

- For worker’s participation agreements, the payment date is set to the current date (payment is available at the end of the reference period).

Normally, payments for this type of agreement should be made within seven months of the reference period end date. The process issues a warning message if the payment date is after this seven-month deadline.

- Sets the payment status to *Entitled* for profit-sharing agreements, and to *Request Payment* for worker’s participation agreements.

Note. The payment date is not a fixed date and can be overridden. For profit-sharing agreements, the payment date is changed for employees who request early release of funds. In addition, if you run the Process Interest and Payment process after the payment date calculated by the distribution process, the payment process sets the payment date to the current date.

See Also

[Chapter 3, “Setting Up Profit Sharing,” Defining the Agreement Calculation, page 18](#)

Prerequisites

The Extract Eligible Employees process runs only if these conditions are met:

- The agreement has a status of approved.
- A reference period is defined for the agreement.

Also, the process runs only after the reference period end date.

- Contract data exists for your employees, if you defined eligibility criteria.

The process uses contract dates to calculate seniority.

- Payroll information is set up.

The Extract Eligible Employees process imports employees' gross salary and total days worked from these sources:

- Global Payroll for France.

Accumulators track employees' salaries and number of days worked. These must be included in your process lists and the payroll for the whole reference period must be finalized.

- The record WP_EXT_PAYDATA, if an employee's payroll is not managed by Global Payroll for France.

You must ensure that this record is populated with employee payroll data.

- If you installed Global Payroll for France, you should also set it up as follows before running the eligibility process:
 - Include the element group PAR EG PARTICIPAT in the employees' eligibility group.
 - Include the section PAR SE PARTICIP in the process list.

Before running the Compute Global Fund process, ensure that any variables associated with the funding and limit formulas are populated with the correct values for the reference period.

For the Distribute Global Funds process to run correctly, ensure that these variables are populated with the correct values for the reference period:

- Variables associated with the individual allocation limit formula.
- The KFMS variable ID (for worker's participation agreements only).

This variable determines the total salary used in the distribution calculation based on employees' salaries.

Note. Ensure that your variables are defined with the correct scope for the agreement.

See Also

[Chapter 3, “Setting Up Profit Sharing,” page 7](#)

Common Elements Used in This Section

Agreement ID	Select the agreements that you want to process.
Reference Period	Select the reference periods that you want to process.

Re-Initialize?

Select to override existing results. If you have previously run the process for the selected agreement and reference period, the system overrides the results, and any manual adjustments that you made will be lost.

If you don't select this check box, and you have previously run the process for the agreement and reference period, the process doesn't run, and a warning is added to the log file.

Pages Used to Run the Eligibility and Calculation Processes

Page Name	Object Name	Navigation	Usage
Eligib. Process (eligibility process)	RUNCTL_WP_ELIG	Compensation, Profit-Sharing FRA, Compute Profit-Sharing, Extract Eligible Employees, Eligib. Process	Run the Extract Eligible Employees process for selected agreements and reference periods.
Gbl Fund Process (global fund process)	RUNCTL_WP_FUND	Compensation, Profit-Sharing FRA, Compute Profit-Sharing, Compute Global Fund, Gbl Fund Process	Run the Compute Global Fund process to calculate the global funds available. You must run it after you have identified eligible employees using the Extract Eligible Employees process.
Profit-Shrg Process (profit sharing process)	RUNCTL_WP_COMP	Compensation, Profit-Sharing FRA, Compute Profit-Sharing, Distribute Global Funds, Profit-Shrg Process	Run the Distribute Global Funds process to calculate each eligible employee's share of the global fund. You can run this process only after you have run the Extract Eligible Employees process and the Compute Global Fund process.

Running the Process Interest and Payment Application Engine Process (HR_WP_PAYMT)

This section provides an overview of the Process Interest and Payment process, lists prerequisites, and discusses how to run the Process Interest and Payment process.

Understanding the Process Interest and Payment Application Engine Process (HR_WP_PAYMT)

The Process Interest and Payment process is the final process that you run before you approve the reference period. The Process Interest and Payment process calculates deductions and interest, and processes payments. The process is run at least once a year, but is most likely run at intervals during the year to process employee fund releases. Fund status and interest amounts are more accurate if you run the process often throughout the year.

This process:

- Calculates deductions for employees' funds, and the net global fund after deductions have been deducted from the gross amounts.

Profit sharing and worker's participation amounts are liable to CSG and CRDS deductions. The rates of these deductions are stored in the variables KFCSG (for CSG) and KFCRDS (for CRDS).

- Calculates interest for employees whose profit-sharing agreements have an investment method of *Company Investment*.

Interest is calculated yearly on employees' funds during the period that funds are unavailable. The interest rate is defined in the agreement definition and employees can select to reinvest interest or receive interest payments.

Note. For worker's participation agreements, interest payments are paid only in exceptional circumstances when payment of funds is delayed. The Process Interest and Payment process does not calculate interest for this agreement type.

- Calculates deductions on interest payments, and the net interest amount.

Interest payments are liable to CSG, CRDS, and *Participation Sociale* deductions. The rate of the *Participation Sociale* deduction is stored in the variable KFSOC.

- Sets the reference period status to *Computed*.
- Processes payments for profit-sharing funds with Company Investment as the investment method and worker's participation funds with Employee's Bank Account as the investment method.
- Receives information from Global Payroll for France or another payroll system about the status of payments previously sent, and updates fund status accordingly.

Payments are processed only if the reference period is *Approved* and the fund status is *Request Payment*. The process changes the fund status to *Sent to payroll*.

Payments that were processed successfully are assigned a status of *Paid*. If a payment was not processed, the process changes the fund status to *Error*.

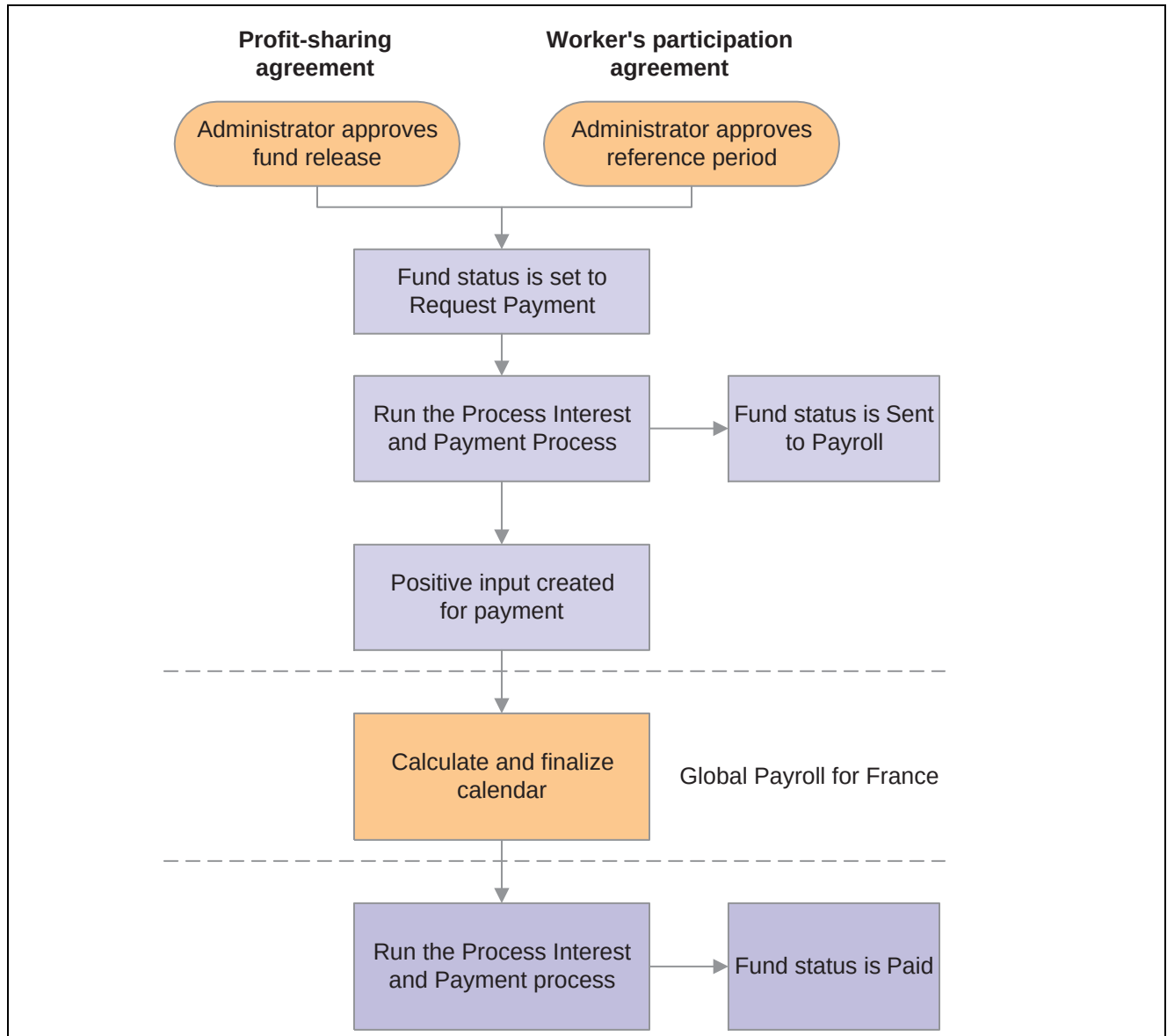
Workflow occurs when the Process Interest and Payment process updates employees' fund status to:

- *Available* or *Paid*, which triggers an email to employees informing them that their funds are available or paid.
- *Error*, which triggers an email to the compensation administrator who must investigate the error.

See [Chapter 3, "Setting Up Profit Sharing," Setting Up Workflow for Profit Sharing, page 32](#).

Integrating with Global Payroll for France

If you installed Global Payroll for France, you can use it to automatically process payments, as this diagram shows:



Overview of payment processing

Integrating with Other Payroll Systems

To integrate the Manage French Profit Sharing business process with a payroll system other than Global Payroll for France, you must set up the integration points that enable payment information to be exchanged.

See *Interactive Services Repository on Customer Connection*

Prerequisites

Before you run the Process Interest and Payment process for the first time for a reference period, you must run these processes:

- Extract Eligible Employees.
- Compute Global Fund.
- Distribute Global Funds.

Page Used to Run the Process Interest and Payment Application Engine Process (HR_WP_PAYMT)

Page Name	Object Name	Navigation	Usage
Payment Process	RUNCTL_WP_PAYMT	Compensation, Profit-Sharing FRA, Compute Profit-Sharing, Process Interest & Payment, Payment Process	Run the process for a selected agreement and reference period.

Running the Process Interest and Payment Application Engine Process (HR_WP_PAYMT)

Access the Payment Process page.

Payment Process

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

Agreement ID:

Reference Period: Status: Construction in Progress

Calendar List [Customize](#) [Find](#) First 1 of 1 Last

	*Pay Group	Calendar ID		
1	GFPGMEN101			

Payment Process page

Agreement ID Select the agreement for which you want to run the process.

Reference Period Select the reference period for which you want to run the process.

Calendar List

Pay Group

The system populates this field with the pay groups for all eligible employees, based on the selected agreement and reference period. Check the list of pay groups, and add additional pay groups if there were changes since you ran the Extract Eligible Employees process. For example, you need to add pay groups if:

- An employee changed pay group after you ran the Extract Eligible Employees process, and the new pay group isn't listed.
- You manually added employees to the list of eligible employees after you ran the Extract Eligible Employees process, and their pay groups aren't listed.

Calendar ID Select the calendar for each pay group selected.

Reviewing the Results of the Processes

When you run any of the profit sharing processes, you must check the message log generated by the process for errors or warning messages. Navigate to the message log from the run control pages as follows: Process Monitor, Process Status, View Log/Trace.

You can view the results of the process by using the Member Entitlement component, which lists the eligible employees and the results of the calculations.

See Also

Chapter 5, “Reviewing and Reporting Employee Profit Sharing Information,” page 47

Approving the Reference Period

When you have run all of the profit sharing processes and you are satisfied with the results, you must change the status of the reference period to *Approved*. Use the Reference Period component to change the status. Navigate to the component as follows: Compensation, Profit-Sharing FRA, Review Reference Period, Reference Period.

Note. Employees cannot view their profit-sharing funds until you change the reference period status to Approved.

See Also

Chapter 3, “Setting Up Profit Sharing,” Setting Up Reference Periods, page 26

CHAPTER 5

Reviewing and Reporting Employee Profit Sharing Information

This chapter provides an overview of member information and fund release requests, and discusses how to:

- View global fund calculation information.
- Report profit sharing.

Understanding Member Information and Fund Release Requests

This section discusses how to:

- Process fund release requests.
- Process terminated employees.

The Member Entitlements component (WP_PROFIT_SHARING) is central to administration of the profit sharing business process. Compensation administrators use the component to review and adjust the results of the profit sharing processes, to process fund release requests submitted by employees, and to track fund transfers. The system populates the Member Entitlement component with results of the profit sharing processes as follows:

- After running the Extract Eligible Employees process, the component lists the employees who are eligible for profit sharing.

You can make the following changes before running the Compute Global Fund process:

- Add or remove employees from the eligible employees list.
- Modify some employee details such as the prorate factor and the employee salary.
- After running the Compute Global Fund and Distribute Global Funds processes, the component includes the employees' profit sharing amount.

You can adjust the employee's fund before running the Process Interest and Payment process.

- After running the Process Interest and Payment process, the component includes a breakdown of the deductions, gross, and net amounts for the employees' funds.

If interest is payable, this is also displayed for the employee.

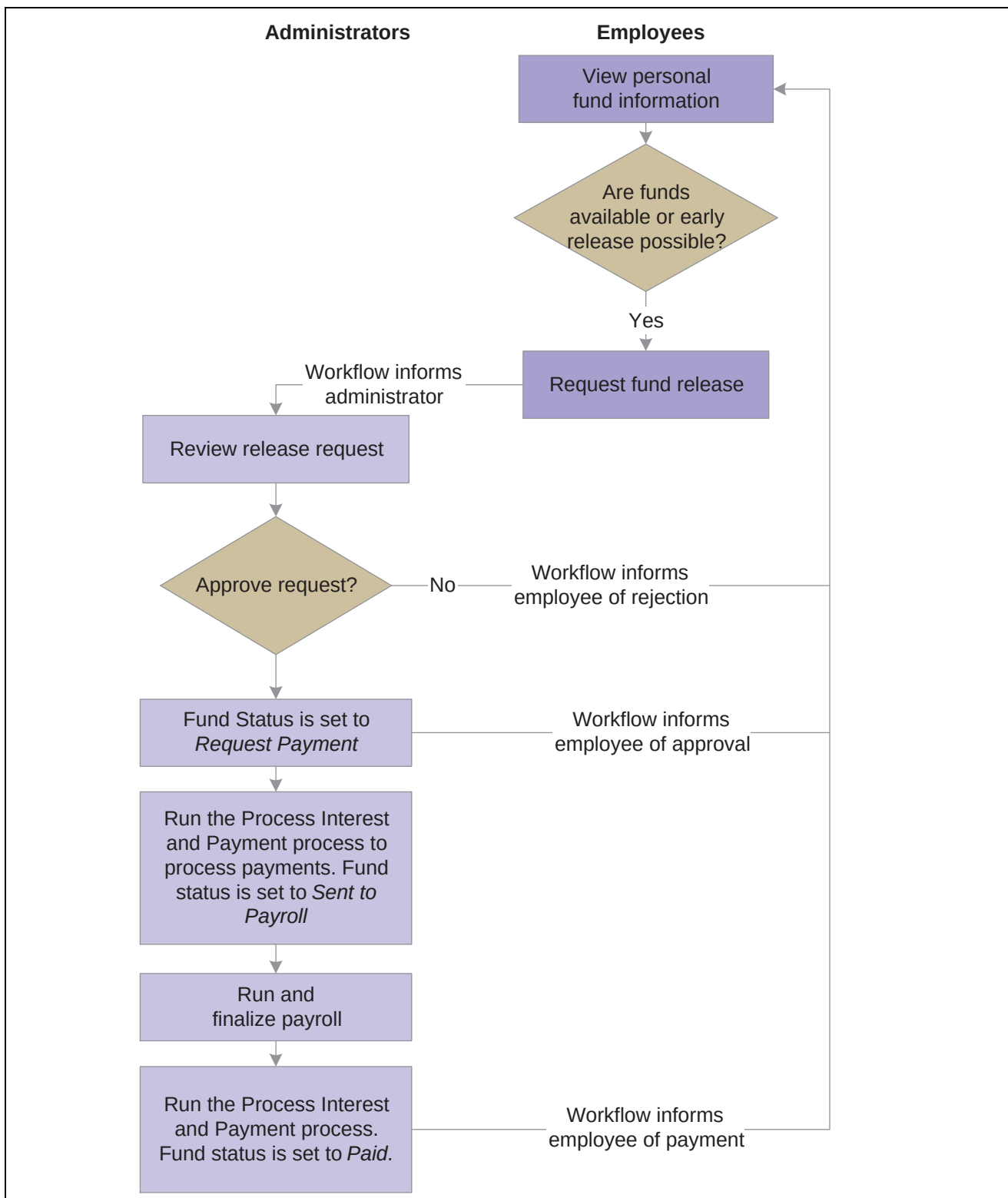
Processing Fund Release Requests

Profit-sharing agreements do not allow for automatic payment of funds, except where the fund amount is below a defined threshold (the variable KFIMMED stores this threshold value). If an employee's fund amount is above the threshold, the employee must submit a request for fund release. These requests are reviewed and approved by the compensation administrator.

Employees can submit fund release requests only after the reference period status is *Approved*.

Note. Fund release requests only apply to agreements with *Company Investment* selected as the investment method. Fund releases for other types of investment are managed outside the system.

This illustration shows how fund releases are processed and when workflow is triggered:



Fund release request process

Processing Terminated Employees

When employees leave your organization, they can request a fund release, request fund transfer to the new company, or leave the fund unchanged.

Workflow keeps the compensation administrator informed of terminated employees as follows:

- When the workforce administrator inserts a termination action into an employee's job data this triggers workflow if the employee is eligible for profit sharing.

An email notifies the employee that he or she is entitled to funds from a profit-sharing agreement. A worklist entry takes employees to the Fund Release page where they submit a release request. Alternatively, employees can go to the Agreement Personalization page where they enter details of the financial organization to which funds should be transferred.

- Employees who want to transfer funds, enter the fund transfer information using the Agreement Personalization page.

This triggers an email to the compensation administrator (role HR Administrator FRA) with details of the employee ID, agreement ID, and period ID. The administrator organizes transfer of funds and records the transfer by updating the terminated employee's fund status to *Posted to Account*, using the Member Entitlement component.

See Also

Chapter 6, "Using Profit Sharing Employee Options," page 61

Reviewing Member Information

This section discusses how to:

- Review member details.
- View global fund calculation information.
- View employee release details.

Pages Used to Review Member Information

Page Name	Object Name	Navigation	Usage
Profit-Sharing Member	WP_PSHRG_MAIN_TBL	Compensation, Profit-Sharing FRA, Manage Profit Sharing, Member Entitlements, Profit-Sharing Member	Review the results of the profit sharing processes for a selected agreement.
Global Fund Computation Level	WP_PSHRG_EEDTL_SEC	Click the View button on the Profit-Sharing Member page.	View the global fund formula used to calculate the selected employee's global fund. This page is available for worker's participation agreements only.
Employee Release Detail	WP_PSHRG_VSTDT_SEC	Click the Employee Release Detail button on the Profit-Sharing Member page.	View full details of the employee's profit sharing amount, interest (if applicable), and fund release requests. This page gives a breakdown of the gross amount, deductions, and net amount. You can adjust calculated amounts, if required, and approve or reject the employee's fund release requests.

Reviewing Member Details

Access the Profit-Sharing Member page.

Profit-Sharing Member

Agreement ID: KF1 KF1
Long Description: Profit Sharing Agreement for Company KF1
Agreement Type: Profit Sharing
Agreement Status: Approved
Agreement Start Date: 01/01/2000

Employee Name:
Employee ID:
☐ **Release Request** Period ID: 1 to 25 of 52

Find

Employee Distribution Employee Salaries

	*Employee ID	Name	Empl Rcd#	*Period ID	Prorate Factor	Profit-Sharing Amount		Release Request			
1	KF0001	Maurice Berger	0	2001	0.095890	380.14 EUR		☐			
2	KF0002	Ghislaine Grioux	0	2001	0.821918	987.66 EUR		☐			
3	KF0003	Serge Granjean	0	2001	1.000000	1,168.02 EUR		☐			
4	KF0004	Mary-Ann Singleton	0	2001	0.890411	1,124.57 EUR		☐			
5	KF0005	D'orothea Halcyon	0	2001	1.000000	1,202.61 EUR		☐			

Profit-Sharing Member page: Employee Distribution tab

After you run the Extract Eligible Employees process for a selected agreement, the system populates this page with employees who are eligible for a share of the global fund. The Extract Eligible Employees process compiles this list using the eligibility criteria specified in the agreement.

You can add or remove employees from the list of eligible employees if necessary. However, if you add employees manually you must enter their salary information. If you add an employee after running the Distribute Global Funds process, you must rerun the process or enter the employee's fund amount.

Release Request

Select this check box if you want to search for employees who have requested a fund release.

Period ID

Displays the reference period for which the employee is eligible.



Click the View button to view the computation level and funding formula that was used to calculate the global fund. This button is available for worker's participation agreements only.

Prorate

Displays the proration factor calculated by the Extract Eligible Employees process by dividing the employee's working days by total working days in period. This factor is used later by the Distribute Global Funds process. One of the distribution methods for profit sharing is based on the number of days worked by the employee during the reference period.

If you update the proration factor, the system displays a message warning you that the profit-sharing amount for the employee may not be consistent with the changed proration factor. If you have already run the Distribute Global Funds process, the employee's profit sharing is based on the previous value. In this case, you must manually update the profit-sharing amount or rerun the Distribute Global Funds process.

Profit-Sharing Amount

Displays the amount the employee will receive from profit sharing if you have run the Distribute Global Funds process for the reference period. To change the employee's fund amounts, click the Employee Release Detail button.

Release Request

This check box is automatically selected if the employee has submitted a fund release request. Once you approve or reject a request, the system clears the check box. Click the Employee Release Detail button to view the request and approve or reject it.



Click the Employee request detail button to check whether the employee has requested a fund release.

Employee Salaries

Access the Profit-Sharing Member page: Employee Salaries tab.

Profit-Sharing Member

Agreement ID: KF1 KF1
Long Description: Profit Sharing Agreement for Company KF1
Agreement Type: Profit Sharing
Agreement Status: Approved
Agreement Start Date: 01/01/2000

Employee Name:
Employee ID:
☐ **Release Request** Period ID: 1 to 25 of 52

Employee Distribution **Employee Salaries**

	*Employee ID	Name	Empl Rcd#	*Period ID	Employee Salary	(Max. applied)	Global Fund				
1	KF0001	Maurice Berger	0	2001	4,250.25	4,250.25	55,174.54	EUR			
2	KF0002	Ghislaine Grioux	0	2001	8,541.00	8,541.00	55,174.54	EUR			
3	KF0003	Serge Granjean	0	2001	10,976.00	10,976.00	55,174.54	EUR			
4	KF0004	Mary-Ann Singleton	0	2001	12,456.00	12,456.00	55,174.54	EUR			
5	KF0005	D'orothea Halcyon	0	2001	12,501.00	12,501.00	55,174.54	EUR			

Profit-Sharing Member page: Employee Salaries tab

Employee Salary

Displays the employee's salary. This information is imported from PeopleSoft Enterprise Global Payroll for France or from another payroll system when you run the Extract Eligible Employees process.

(Max applied) (maximum applied)

Displays the employee's salary, after the maximum limit is applied. This value is calculated by the Extract Eligible Employees process using the Individual Salary Limit Formula specified in the agreement.

Global Fund

Displays the global fund calculated by the Compute Global Fund process.

Viewing Global Fund Calculation Information

Access the Global Fund Computation Level page.

Global Fund Computation Level

Agreement ID: KF2 Worker's participation agreement for group KFG001

Employee ID:

Empl Rcd Nbr: 0

Reference Period:

Computation Level

☐ Agreement Level

☐ Establishment Level

☐ Work Unit Level

Global Fund Formula:

[View Agreement](#)

Global Fund Computation Level page

Reference Period Displays the period ID shown on the Member Entitlements page.

View Agreement Click this link to view the agreement definition pages.

Computation Level

Worker's participation agreements can have multiple formulas for calculating global funds. Formulas are defined for all employees associated with the agreement, for employees in specific establishments, or employees in specific work units. This group box displays the formula that applies to the selected employee.

Global Fund Formula Displays the funding formula used to calculate the employee's global fund. The funding formulas are defined on the Define Agreement — Computation page.

See Also

Chapter 3, "Setting Up Profit Sharing," Defining the Agreement Calculation, page 18

Viewing Employee Release Details

Access the Employee Release Detail page.

Employee Release Detail

Agreement ID: KF1 Profit Sharing Agreement for Company KF1
Employee ID: KF0003 Serge Granjean
Empl Rcd Nbr: 0
Period ID: 2001

Release Request								Customize	Find	
#	Release Request	Release Amount	Event Date	Release Date	Event	Request Status	Approve	Reject		
1	Amount	250.00	EUR 10/08/2004	10/08/2004	Other	New	Approve	Reject		

Profit-Sharing Details								Customize	Find	
#	Profit-Sharing Gross Amount	Profit-Sharing Deductions	Profit-Sharing Net Amount	Availability/Payment Date	Fund Status					
1	0.00	0.00	0.00	EUR 04/01/2007	Entitled					

Interest Payment Details									Customize	Find	
*From Date	*Thru Date	Interest Gross Amount	Deductions on Interests	Interest Net Amount	Payment Date	*Status	*Option				
		0.000000	0.000000	0.000000							
04/01/2002	03/31/2003	50.26	5.03	45.23	EUR 04/01/2003	Sent to Payroll	Immediate				
04/01/2003	03/31/2004	50.26	5.03	45.23	EUR 04/01/2004	Sent to Payroll	Immediate				
04/01/2004	10/18/2004	27.60	0.00	0.00	EUR 04/01/2005	Entitled	Immediate				

Employee Release Detail page

Release Request

This group box appears if the selected employee has submitted a request to release funds. It is relevant for profit-sharing agreements only.

Release Request

Indicates the type of fund release requested. Values are:

Amount: Employee requested release of a specific amount shown in the Release Amount field.

Total: Employee requested release of the entire fund. The total is shown in the Release Amount field.

Release Date

Displays the date when the employee submitted the fund release request.

Event

Displays the event that the employee selected for the fund request and the date on which the event occurred is shown in the Event Date field.

Request Status

Displays the status of the fund release request: *New* for a new request, *Approved*, or *Rejected*.

Approve

Click to approve the request. This triggers workflow to notify the employee that the request is approved and changes the fund status to *Request Payment*.

Reject

Click to reject the request. This triggers workflow to notify the employee that the request was rejected.

Profit Sharing Details

Profit-Sharing Gross Amount	Displays the employee's fund calculated by the Distribute Global Funds process.
Profit-Sharing Deductions	Displays the deductions on the employee's fund that are calculated by the Process Interest and Payment process.
Profit-Sharing Net Amount	Displays the amount payable to the employee after deductions are made.
Availability/Payment Date	Displays the date that the employee is due to receive payment or the date on which funds become available as follows: • If the Fund Status is <i>Entitled</i>, this field shows the date on which funds are available to employees. Employees can request fund release without conditions from this date. • If the Fund Status is <i>Request Payment</i>, <i>Sent to Payroll</i>, or <i>Paid</i> this field shows the payment date. The date is defined by the Distribute Global Funds process and the Process Interest and Payment process. You can override it if Fund Status is one of these values: <i>Entitled</i>, <i>Available</i>, <i>Request Payment</i>, <i>Error</i>, or <i>Canceled</i>.
Fund Status	Displays the fund status that the Distribute Global Funds process and the Process Interest and Payment process have assigned, but you can change the status as required: <i>Entitled</i>: Indicates that the employee's fund has been calculated but the money is unavailable. This status applies to profit-sharing agreement types only. <i>Available</i>: Indicates that the employee's fund is available. For worker's participation agreements, the fund is available as soon as it is calculated. For profit-sharing agreements, funds are available after the end of the unavailability period defined for the agreement. <i>Canceled</i>: Cancels the profit-sharing amount. Use this status when you find an error in an employee's fund after running the Distribute Global Funds process. To correct such a problem, you cannot run the process again or delete the employee data. Instead, set the fund status to <i>Canceled</i> and insert a new row for the employee with the correct amount. Using the <i>Canceled</i> status you can track the cancellation and the manual adjustments. <i>Sent to Payroll</i>: Indicates that the Process Interest and Payment process has run and the profit-sharing amount has been sent to Global Payroll for France. <i>Posted to Account</i>: Indicates that funds have been transferred to an external organization. The financial organization is defined in the Define Agreement component. Terminated employees can override the default organization for transfer of their entitlement to their new company fund. <i>Paid</i>: Indicates that the payment has been processed by your payroll system. If you have Global Payroll for France installed and you're using Company Investment method, the Process Interest and Payment process sets the status to <i>Paid</i> when the payment is processed. If you have any other investment method, you must set the status to <i>Paid</i> manually when the payment is processed. <i>Error</i>: Indicates that the Process Interest and Payment process could not process the payment.

Request Payment: Indicates that the funds are waiting to be processed.

Transfer to Account: Indicates that funds are due to be transferred to an external organization. Once the transfer is complete, you need to set the status to *Posted to Account* to track the funds.

Interest Payment Details

This group box appears for profit-sharing agreements with the *Company Investment* method selected. These amounts are calculated by the Process Interest and Payment process.

From Date, Thru Date	Defines the period for which interest has been calculated. Interest is calculated yearly during the period when funds are unavailable.
Interest Gross Amount	The interest due on the global fund before deductions are taken.
Deductions on Interest	The deductions on the interest.
Interest Net Amount	The interest payable to the employee after deductions are made.
Payment/Reinvestment Date	Depending on the interest status, this field shows one of three dates: the date that the employee is due to receive the interest payment, the date on which the payment was made, or the date on which the interest is reinvested.
Status	Interest status. Values are: <i>Canceled:</i> Cancels the interest. Use this status when you find an error in an employee's interest after running the Distribute Global Funds process. To correct such a problem, you cannot run the process again or delete the employee data. Instead, set the interest status to <i>Canceled</i> and insert a new row for the employee with the correct amount. <i>Entitled:</i> Indicates that the interest has been calculated and is available. <i>Reinvested:</i> Indicates that interest has been added to the global funds and isn't paid immediately to the employee. <i>Manual:</i> Use this status when you enter the interest amount manually. <i>Sent to Payroll:</i> Indicates that the Process Interest and Payment process has run and the interest payment has been sent to Global Payroll for France. <i>Paid:</i> Indicates that the interest payment has been processed by your payroll system. The Process Interest and Payment process sets the status to <i>Paid</i> when the interest payment is processed. <i>Error:</i> Indicates that the Process Interest and Payment process could not process the interest payment.
Option	Displays the interest reinvestment method selected. This is either the default method for the agreement or the method selected by the employee. You can override the value.

Reporting Profit Sharing

This section lists common elements, and discusses how to run profit sharing reports.

Compensation administrators are responsible for providing all eligible employees with details of their profit sharing amount when these are calculated, or when an employee leaves the organization.

The Individual Profit Sharing report provides all the necessary information for individual employees. This is the same information that the employee can access online using the Request Fund Release option.

PeopleSoft also provides the Agreement Profit Sharing report for administrators. This report lists all the employees that are eligible for a selected agreement, or all eligible employees with the same fund status. This is a useful way to generate a list of employees who have requested a fund release, employees who are in error, or employees whose funds are to be transferred. The Agreement Profit Sharing report includes the following for each employee:

- Status of the employees funds.
- Gross and net profit sharing amount.
- Deductions.
- Investment method.

You can only run these reports if the status of the reference period is set to *Computed*, which means that the Compute Global Fund and the Distribute Global Funds processes have been run.

See Also

[Chapter 6, “Using Profit Sharing Employee Options,” Viewing Personal Entitlements and Requesting Fund Release, page 66](#)

Common Elements Used in this Section

Agreement ID	Select the agreement on which you want to report.
Reference ID	Select the reference period for the report.
Employee ID	Select the employee you want to report on or leave blank to run the report for all eligible employees.

Pages Used to Run the Profit Sharing Reports

Page Name	Object Name	Navigation	Usage
Individual Report	RUNCTL_WP_IND_RPT	Compensation, Profit-Sharing FRA, Manage Profit Sharing, Individual Report, Individual Report	Use this page to run the Individual Profit Sharing Report (WP0001FR). This report is delivered each year to employees to inform them of their entitlements.
Agreement Report	RUNCTL_WP_AGRT_RPT	Compensation, Profit-Sharing FRA, Manage Profit Sharing, Agreement Report, Agreement Report	Use this page to run the Agreement Profit Sharing Report (WP0002FR).

Running Profit Sharing Reports

Access the Agreement Report page.

Agreement Report

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

Process List

Customize | Find | View All First 1 of 1 Last

	*Agreement ID	*Reference Period	Fund Status	EmplID	Name		
1	KF1	2002	Request			+	-

Agreement Report page

Fund Status

Select the status from the available values if you want to run the report for funds of a certain status. Otherwise, leave this field blank to include funds of all statuses.

CHAPTER 6

Using Profit Sharing Employee Options

This chapter provides an overview of employee options, and discusses how to:

- Personalize agreements.
- View personal entitlements and request fund release.

Understanding Employee Options

Employees access and update agreement information online in two ways:

- Using the Review Agreement, Agreement Personalization, and Personal Entitlement components available in the Manage French Profit Sharing business process in Human Resources.
- Using self-service transactions provided with PeopleSoft Enterprise eCompensation.

Note. Only employees can access their own profit-sharing information by using the employees options. Therefore, a compensation administrator using these options would only see his or her profit-sharing information.

This chapter describes these two employee options available in the Manage French Profit Sharing business process:

- Agreement Personalization

Employees use this component to view agreement information and change agreement settings. This option is only available when the agreement has an *Approved* status.

- Personal Entitlement

Employees use this component to view their fund information once the funds have been calculated and the reference period status is *Approved*. For profit-sharing agreements, employees also use the component to request release of part or all of the funds. For worker's participation agreements, funds are available at the end of the reference period and not subject to a period of unavailability.

Note. The Review Agreement component gives employees a display-only view of the agreement definition. The pages are the same as those used by the administrator for setting up the agreement.

See Also

PeopleSoft Enterprise eCompensation 8.9 PeopleBook, “(FRA) Profit-Sharing Self-Service Transactions”

Chapter 3, “Setting Up Profit Sharing,” Defining Agreements, page 17

Personalizing Agreements

This section discusses how to:

- View reference period information.
- Personalize investment information.

Pages Used to Personalize Agreements

Page Name	Object Name	Navigation	Usage
Inquire and Customize	WP_AGRT_CUST_TBL	Compensation, Profit-Sharing FRA, Manage Profit Sharing, Agreement Personalization, Inquire and Customize	View details of the agreement information that is defined on the Define Agreement — Agreement page. Employees can also view the agreement document from this page.
Global Fund	WP_PERIOD_CUST_TBL	Compensation, Profit-Sharing FRA, Manage Profit Sharing, Agreement Personalization, Global Fund	View the reference periods defined for the agreement and the status of each period. Employees can also view the global funding formula defined for each reference period.
Formula View	WP_FORMULA_VW2_SEC	Click the View Formula button on the Global Fund page.	View a description of the formula that calculates the global fund amount. This formula is specified in the Funding Formula field on the Define Agreement — Computation page. To make it easier for employees to understand, the system displays the comments specified for the formula and not the actual formula. These comments are entered on the Formula Comments page.
Investment	WP_INVEST_CUST_TBL	Compensation, Profit-Sharing FRA, Manage Profit Sharing, Agreement Personalization, Investment	View the investment methods defined for the agreement. If multiple investment methods are defined, employees can select a method for their share of the global fund.
Interest	WP_INTRST_CUST_TBL	Compensation, Profit-Sharing FRA, Manage Profit Sharing, Agreement Personalization, Interest	View interest information calculated by the Process Interest and Payment process and select whether to reinvest the interest or receive it. This page is available for profit-sharing agreements with the Company Investment method selected only. Interest is not calculated for other types of agreement.

Viewing Reference Period Information

Access the Global Fund page.

Inquire & Customize		Global Fund	Investment	Interest		
Employee ID:	KF0003	Serge Granjean	Empl Rcd#:	0		
Agreement:	KF1	Profit Sharing Agreement for Company KF1				
Reference Periods Customize Find View All First 1 of 1 Last						
Period	From Date	Thru Date	Status	Status Date	Global Fund	
2001	01/01/2001	12/31/2001	Approved	10/08/2004	55,174.54	EUR View Formula

Global Fund page

This page lists the reference periods that were defined for the agreement using the Reference Period page. Employees can't update any fields on the page.

Global Fund

Displays the global fund amount, which is calculated by the Compute Global Fund and Distribute Global Funds process, using the formulas and distribution methods defined on the Define Agreement pages.

The system populates this field only when the reference period status is *Approved*.

View Formula

Click to view the formula for calculating the global fund. The system displays the comments specified for the formula on the Formula Comments page.

Personalizing Investment Information

Access the Investment page.

Inquire & Customize		Global Fund	Investment	Interest
Employee ID:	KF0003	Serge Granjean	Empl Rcd#:	0
Agreement:	KF1	Profit Sharing Agreement for Company KF1		
Agreement Investments Customize Find View All First 1-3 of 3 Last				
Investment Method				Default
1 Profit sharing invests in the company's stocks	Details			☐
2 Profit sharing invests in the company	Details			☒
3 Profit sharing invests in the company's PEE	Details			☐
Customize Investment Customize Find View All First 1 of 1 Last				
Period	Investment Method			
2001	Profit sharing invests in the company			

Investment page

Agreement Investments

This group box displays the investment methods that were selected for the agreement on the Define Agreement — Investment page.

Details	Click to view details of the Investment Method. The information displayed varies according to the investment type.
Default	Indicates the default investment method. This is how an employee's funds are invested, unless the employee selects another investment method.

Customize Investment

Employees use this group box to override the default investment method for their fund for a selected reference period.

Investment Method	Select from any of the alternative investment methods that are defined for the agreement. They can't change the investment method after the first payment is made or after the personalization date defined for the reference period. Employees who are leaving the organization, select <i>Transfer to new comp/fin orga.</i> to identify the organization to which the funds are transferred. The Details button appears when the employee selects this investment method.
Details	Click this button to display the investment details page. Employees who are leaving the organization use this page to enter the name and address of the new company to which funds will be transferred.

See Also

[Chapter 3, "Setting Up Profit Sharing," Setting Up Reference Periods, page 26](#)

[Chapter 5, "Reviewing and Reporting Employee Profit Sharing Information," Understanding Member Information and Fund Release Requests, page 47](#)

Personalizing Interest Information

Access the Interest page.

Inquire & Customize Global Fund Investment Interest			
Employee ID:	KF0003	Serge Granjean	Empl Rcd#: 0
Agreement:	KF1	Profit Sharing Agreement for Company KF1	
Agreement Re-Investment Option			
Immediate			
Customize Re-Investment Option			
		Customize Find View All	First 1 of 1 Last
Period	*Interest Re-Investment Option		
2001	Immediate		

Interest page

Note. This page is displayed for profit-sharing agreement types with Company Investment selected as the investment method only.

Agreement Re-Investment Option Displays the interest re-investment option selected on the Define Agreement — Investment page. This is how the system handles interest payments, unless the employee changes the default.

Customize Re-Investment Option

Employees use this group box to override the re-investment option defined for the agreement for each reference period. Employees cannot change the re-investment option once interest has been paid for a given reference period, or after the personalization date defined for the reference period.

See Also

Chapter 3, “Setting Up Profit Sharing,” Defining Investment Methods, page 22

Viewing Personal Entitlements and Requesting Fund Release

This section lists prerequisites, and discusses how to:

- View profit-sharing amounts.
- Submit a fund release request.
- View interest information.

For worker’s participation agreements, employees don’t need to request fund release because funds are automatically paid as soon as they are available.

For profit-sharing agreements, employees can normally only release funds after the end of the unavailability period. However, in certain situations, employees can request early release of funds by specifying the reason for the early release. If you have enabled workflow, when employees submit fund release requests workflow triggers an email to the compensation administrator to inform the administrator that a new request is waiting for approval.

See Also

Chapter 3, “Setting Up Profit Sharing,” Defining Investment Methods, page 22

Prerequisites

Employees can only view their funds when the following criteria are met:

- The administrator has run the profit sharing processes for the reference period.
- The reference period status is *Approved*.

Pages Used to Request Fund Release

Page Name	Object Name	Navigation	Usage
Profit-Sharing Inquire	WP_FUND_RLS_TBL	Compensation, Profit-Sharing FRA, Manage Profit Sharing, Personal Entitlements, Profit Sharing Inquire	View details of their funds, including gross and net amounts, payment status, and information about the average fund amounts.
Fund Request Details	WP_FUND_EVNT_SEC	Click the Request button on the Profit-Sharing Inquire page.	Request release of profit-sharing amount. This page is only available if employees are associated with profit-sharing agreements. For worker's participation agreements, funds are available at the end of the reference period.
Interest Inquire	WP_FUND_INTRST_TBL	Compensation, Profit-Sharing FRA, Manage Profit Sharing, Personal Entitlements, Interest Inquire	View details of interest payments calculated by the Process Interest and Payment process. This page is only available if employees are associated with profit-sharing agreements with <i>Company Investment</i> selected as the investment method. Interest is not paid for worker's participation agreements.

Viewing Profit-Sharing Amounts

Access the Profit-Sharing Inquire page.

Profit-Sharing Inquire		Interest Inquire	
Employee ID:	KF0003	Serge Granjean	Empl Rcd#: 0
Agreement ID:	KF1	Profit Sharing Agreement for Company KF1	
Reference Period:	2001	Request	
Profit-Sharing Details			
Customize Find View All First 1 of 1 Last			
Seq	Profit-Sharing Gross Amount	Profit-Sharing Deductions	Profit-Sharing Net Amount
1	1087.89	82.68	1005.21 EUR
Global Fund Amount:		55174.54 EUR	
Average Total Gross Amount:		0.00 EUR	
Total Gross Amount:		0.00 EUR	
Total Net Amount:		1005.21 EUR	
Go To: Agreement Personalization			

Profit-Sharing Inquire page

This page displays the employee's profit sharing amount as calculated by the Compute Global Fund and Distribute Global Funds processes.

Request Click to access the fund release page where the employee specifies the reason for fund release and the amount to be released.

Profit-Sharing Details

Profit-Sharing Gross Amount The employee's profit-sharing amount calculated by the Distribute Global Funds process.

Profit-Sharing Deductions Displays the deductions due on the profit sharing amount.

Profit-Sharing Net Amount Displays the amount payable after deductions are made.

Status Displays the status of the employee's fund:

Entitled: Indicates that the profit share amount has been calculated but the money is unavailable. This status applies to profit-sharing agreement types only.

Available: Indicates that the profit share amount can be released. For worker's participation agreements, the fund is available as soon as it is calculated. For profit-sharing agreements, funds are available after the end of the unavailability period defined for the agreement.

Canceled: Indicates that the compensation administrator canceled the profit-sharing amount.

Sent to Payroll: Indicates that the Process Interest and Payment process has run and the profit-sharing amount has been sent to PeopleSoft Enterprise Global Payroll for France.

Posted to Account: Indicates that the funds have been transferred to an external financial organization.

Paid: Indicates that the payment has been processed by your payroll system.

Error: Indicates that the Process Interest and Payment process could not process the payment.

Request Payment: Indicates that the employee submitted a fund release request. The compensation administrator must approve this request before the payment is processed.

Transfer to Account: Indicates that the funds are waiting for transfer to an external financial organization.

Availability/Payment Date	Displays the date that the employee is due to receive payment or the date on which the payment was made. The payment date is calculated by the Process Interest and Payment process.
Global Fund Amount	Displays the total fund for all eligible employees.
Average Total Gross Amount	Displays the average gross amount for all employees in the agreement.
Total Gross Amount	Displays the total of the amounts in the Profit Sharing Gross Amount column.
Total Net Amount	Displays the total of the amounts in the Profit Sharing Net Amount column.
Agreement Personalization	Click to display the Agreement Personalization page where the employee can view and personalize agreement details.

Submitting a Fund Release Request

Access the Fund Request Details page.

Fund Request Details			
Employee ID:	KF0003	Serge Granjean	Empl Rcd#: 0
Agreement ID:	KF1	Profit Sharing Agreement for Company KF1	
Reference Period:	2001		
Total Gross Amount:	0.00	EUR	
Total Net Amount:	1005.21	EUR	
Available/Entitled Amount:	755.21	EUR	

Fund Release			
Find View All First 1 of 1 Last			
Sequence:	1	Request Status:	New
Trigger Event Information			
Event Date:	10/08/2004		
Release Event:	Other	Release Date:	10/08/2004
Release Request			
☐ Total Release			
☒ Amount 250.00 EUR			

Fund Request Details page

Employees use this page to request fund release in the following situations:

- Before the end of the unavailability period.

Employees can request early release of funds in certain situations. They use this page to specify the event that enables them to request fund release.

- After the end of the unavailability period.

Normally profit-sharing funds are unavailable for a defined period that is set up in the agreement. At the end of this period, the fund status is changed to *Available* and employees can request release.

Requests are submitted to the compensation administrator for approval. Employees receive an email when the administrator approves or rejects the request.

Available/Entitled Amount Displays the maximum amount that the employee can request. This does not include any interest payments to which the employee may be entitled.

Note. A total release includes any interest payments to which the employee is entitled.

Trigger Event Information

Event Date and Release Event Select the event that enables the release of funds and enter the date in Event Date. for employees who are requesting early fund release. Employees who are leaving the organization, select *Termination*. If the funds are available, employees select *Available*.

Release Request

Total Release

Select this option if employees want to release the whole fund for the reference period. If the employee is entitled to an interest payment, this is included if the employee requests a total release.

Amount

Select this option to specify the amount the employees want released. They enter the amount and currency in the fields provided.

Viewing Interest Information

Access the Interest Inquire page.

Profit-Sharing Inquire		Interest Inquire					
Employee ID:	KF0003	Serge Granjean	Empl Rcd#: 0				
Agreement ID:	KF1	Profit Sharing Agreement for Company KF1					
Reference Period:	2001						
Interest Details Customize Find View All First 1-2 of 2 Last							
From Date	Thru Date	Interest Gross Amount	Deductions on Interests	Interest Net Amount	Status	Payment/Re-Investment Date	*Option
04/01/2003	03/31/2004	50.26	5.03	45.23	EUR Sent to Payroll	04/01/2004	Immediate
04/01/2004	10/18/2004	27.60		0.00	EUR Entitled	04/01/2005	Immediate
Total Net Amount:		1005.21		EUR			
Total Interest Gross Amount:		128.12		EUR			
Total Interest Net Amount:		90.46		EUR			

Interest Inquire page

This page appears only if the Company Investment method was selected for the agreement.

Interest Details

From Date, Thru Date

Displays the dates defining the period for which interest has been calculated. Interest is calculated yearly during the period when funds are unavailable.

Interest Gross Amount

Displays the interest calculated by the Process Interest and Payment process.

Deductions on Interests

Displays the deductions due on the interest payment.

Interest Net Amount

Displays the interest payable after deductions are made.

Status

Displays interest status. Values are:

Canceled: Cancels the interest. Compensation administrators use this status if there is an error in an employee's interest after running the Distribute Global Funds process.

Entitled: Indicates that the interest has been calculated and is available.

Reinvested: Indicates that interest has been added to the global funds and isn't paid immediately to the employee.

	<i>Manual:</i> Indicates that the interest amount was entered manually by the administrator. <i>Sent to Payroll:</i> Indicates that the Process Interest and Payment process has run and the interest payment has been sent to your payroll system. <i>Paid:</i> Indicates that the interest payment has been processed by your payroll system. If you have Global Payroll for France installed and you're using Company Investment method, the Process Interest and Payment process sets the status to <i>Paid</i> when the interest payment is processed. <i>Error:</i> Indicates that the Process Interest and Payment process could not process the interest payment.
Payment/Re-Investment Date	Displays the date that the employee is due to receive the interest payment or the date on which the interest is reinvested.
Option	Displays the interest re-investment method selected. This is either the default for the agreement or the re-investment method that the employee selected on the Agreement Personalization — Interest page. Values are: <i>Immediate:</i> Interest is paid at the end of the calculation period. <i>Re-invest:</i> Interest is added to the global fund.
Total Net Amount	Displays the total net amount for all reference periods, as shown on the Profit-Share Inquire page.
Total Interest Gross Amount	Displays the total of the amounts in the Interest Gross Amount column.
Total Interest Net Amount	Displays the total of the amounts in the Interest Net Amount column.

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.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
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 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.
action template	In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.
address usage	In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.
adjustment calendar	In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.
administrative function	In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
admit type	In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.
agreement	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
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.
analysis database	In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

	courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
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.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
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 activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. 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).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also <i>detailed business process</i> .
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
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. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
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.
checkbook	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
class	In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term. See also <i>course</i> .
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> .
clearance	In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.
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.
cohort	In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>division</i> .
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.
collection rule	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
comm key	See <i>communication key</i> .
communication key	In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i>) can be created for background processes as well as for specific users.
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.
component interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.
condition	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
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.
constituents	In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).
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 PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions. 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.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
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.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also <i>class</i>.
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
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 cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
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.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.
delivery method	In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method. In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.
delivery method type	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
detailed business process	A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.
dimension	In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollout structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.
directory information tree	In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.
division	In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>cohort</i>.

document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are 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 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.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Human Resources, also refers to an incident that affects 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.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
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.

financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
fund	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
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.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called <i>donor pyramid</i> describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GL business unit	Abbreviation for <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also <i>business unit</i> .
GL entry template	Abbreviation for <i>general ledger entry template</i> . In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.
GL Interface process	Abbreviation for <i>General Ledger Interface process</i> . In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.
group	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
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.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
initiative	In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.
inquiry access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data. See also <i>update access</i> .
institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
integration	A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft application or an external application.
integration set	A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.
item	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
item shuffle	In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.
joint communication	In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.
keyword	In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI	An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
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.
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.
LMS	Abbreviation for <i>learning management system</i> . In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.
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.
logistical task	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
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.
mass change	In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution. See also <i>3C engine</i> .
match group	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
meta-SQL	Meta-SQL constructs expand into platform-specific Structured Query Language (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	Metastings are special expressions included in SQL string literals. The metastings, 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	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
need	In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package

	is based on the amount of financial need. The process of determining a student's need is called <i>need analysis</i> .
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page 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.
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>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	See <i>event</i> .
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (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.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
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 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.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also <i>division</i> and <i>cohort</i> .
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.
price list	In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule condition	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
price rule key	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
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 a Structured Query Report (SQR), a COBOL or Application Engine 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	A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.
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.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.
product line	The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects	In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution. In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
rating components	In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.
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>.
recname	The name of a record that is used to determine the associated field to match a value or set of values.
recognition	In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.
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.
regional sourcing	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

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.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
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.
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.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
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.
SCP SCBM XML message	Abbreviation for <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
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.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.
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.
serial genealogy	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry. It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements. 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.
share driver expression	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
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 key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
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.
speed key	See <i>communication key</i> .
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.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
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.
storage level	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
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 time period	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
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.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
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.
third party	A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.
3C engine	Abbreviation for <i>Communications, Checklists, and Comments engine</i> . In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for <i>Communications, Checklists, and Comments group</i> . In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
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.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
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 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.
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.
tuition lock	In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or <i>locked</i>) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

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.
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.
update access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data. See also <i>inquiry access</i> .
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.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This term refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
work order	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
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.
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.

XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for <i>eXtended Process Integrator</i> . PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.
yield by operation	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
zero-rated VAT	Abbreviation for <i>zero-rated value-added tax</i> . 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. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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