



PeopleSoft Enterprise Global Payroll for Australia 8.9 PeopleBook

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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 Global Payroll for Australia Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft Enterprise HRMS Application Fundamentals.
- PeopleBook structure.
- Global Payroll documentation.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Global Payroll for Australia.

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. • How PeopleSoft Enterprise Global Payroll documentation is structured.
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.

Global Payroll Documentation

This section discusses:

- Global Payroll application design.
- Global Payroll documentation structure.
- Documentation roadmap.

Global Payroll Application Design

Because the structure of the Global Payroll documentation is similar to the design of the application, the best way to understand the documentation is to review the design of the application itself.

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

- A payroll rules engine.
- A payroll processing framework.
- Processes and setup steps that apply to all countries.
- Country extensions that include:
 - Statutory and customary objects (payroll rules, payroll processes, reports, additional country-specific pages, and self-service applications).
 - Country-specific rules and elements.

Global Payroll Documentation Structure

Like the application, the documentation for Global Payroll consists of two parts: a core book and separate country extension books.

Core Documentation

Like the core portion of the application, which applies to all countries and enables you to develop rules and process a payroll regardless of location, the core book is country neutral. Thus, while it describes the core set of tools that you can use to develop a payroll, it doesn't discuss the local country rules that have been set up for you. For information about how PeopleSoft has extended core capabilities to meet local requirements, refer to the country extension documentation.

Country Extension Documentation

Just as country extensions in the application address local needs, the country extensions in the documentation cover local functionality. This includes:

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- PeopleSoft Enterprise Human Resources Management Systems (PeopleSoft Enterprise HRMS) setup, such as bank definitions, that varies by country.
- Implementation information that varies by country.

Documentation Roadmap

The core and the country extension documentation complement each other, therefore, it is important to read both sets of documentation.

What to Read When

You can approach the documentation in the following way:

- If a process setup is shared between the core application and the country extension, read the core documentation first and then the country extension documentation.

For example, banking is a feature that you first define in the core application and then often continue in the country extension, because most country extensions have some type of banking functionality. You would first read the banking chapter in the core documentation and then the banking chapter in the country extension documentation.

- If a process is set up only in the core application, read the core documentation.
- If a process is set up only in the country extension, read the country extension documentation.

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

Technical readers who are interested in the technical design of the product should begin by reading the "Introducing the Core Application Architecture" section of the core documentation, as well as the batch processing information that is mentioned in many of the other sections.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Introducing the Core Application Architecture".

- Functional

Functional readers who are interested in defining rules should begin by reading the country-specific functionality described in the country extension documentation. Functional readers can continue to learn about how to use the tools in the core application by reading the sections on defining payroll elements, such as earnings and deductions, in the core documentation.

- Managerial

Managerial readers should begin by reading the introduction sections of both the core documentation and the country extension documentation to get a high-level overview of the Global Payroll application.

Note. To fully understand Global Payroll, technical or functional persons who are involved in the product implementation should read the core documentation and the applicable country extension documentation in their entirety.

CHAPTER 1

Getting Started with Global Payroll for Australia

This chapter discusses:

- Global Payroll for Australia overview.
- Global Payroll for Australia business processes.
- Global Payroll for Australia integrations.
- Global Payroll for Australia implementation.

Global Payroll for Australia Overview

Global Payroll for Australia delivers elements, rules, pages, processes, and reports that work with the core Global Payroll application to form a complete payroll package for Australia. You can define basic and non-basic earnings, as well as extra period payments and overtime. You can define deductions, such as union fees and garnishments. With Global Payroll for Australia, you can process loans and advances. You can track absence and vacation balances for employees. With Global Payroll for Australia, you can calculate termination pay, generate payslips, and process banking for employees.

See Also

[Chapter 2, “Understanding Global Payroll for Australia,” page 3](#)

Global Payroll for Australia Business Processes

The following list is of the Global Payroll for Australia business processes:

- Taxation
- State Payroll Tax
- Superannuation
- Net-to-Gross Payments
- Banking and Recipient Processing
- Printing and Viewing Payslips
- Payroll Reporting
- General Ledger Interface
- Absences

- Terminations
- Salary Packaging Expenditure
- End-of-Year Reporting

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

Global Payroll for Australia Integrations

Global Payroll for Australia integrates with these applications through the core Global Payroll application:

- PeopleSoft Enterprise Human Resources.
- PeopleSoft Enterprise Time and Labor.
- PeopleSoft Enterprise General Ledger.

We discuss integration considerations in the core Global Payroll PeopleBook.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Working with Payee Data”

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Integrating with PeopleSoft Enterprise Time and Labor”

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Integrating with PeopleSoft Enterprise General Ledger”

Global Payroll for Australia 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 PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Understanding Global Payroll for Australia

This chapter discusses:

- Global Payroll for Australia.
- Global Payroll for Australia business processes.
- Delivered elements for Australia.
- Naming elements.
- Element PIN codes.
- Viewing delivered elements.

Global Payroll for Australia

Global Payroll for Australia is a country extension of the core Global Payroll application. It provides the payroll rules, elements, and absence processes needed to run an Australian payroll.

Global Payroll for Australia Business Processes

Global Payroll for Australia supports the following business processes:

Note. If you elect to use the delivered rules for Global Payroll for Australia, use only the employment instance in Human Resources.

- Taxation.

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

- State Payroll Tax.

Global Payroll for Australia administers payroll tax amounts based on the legislative requirements of the state revenue offices. This feature provides a report that you can use to calculate your state payroll tax liability.

- Superannuation.

Global Payroll for Australia meets the requirements for superannuation by providing a number of super-related deductions. The calculation rules associated with each deduction reflect a particular type of superannuation deduction, such as a tier-based deduction or a percentage deduction based on employee contributions (matching).

- Net-to-Gross Payments.

Gross-ups are required when you want to pay a payee a specific net amount. Beginning with the net amount, the system determines the gross amount to process so that the required net amount remains after all tax deductions have been made.

- Banking and Recipient Processing.

The banking process of Global Payroll brings together payroll data, pay entity source bank data, payee or recipient bank data. The electronic funds transfer (EFT) file creation process extracts data compiled by the banking process according to the type of EFT file that you are creating, merges it with data provided by the Australian country extension, and creates the file for transmission.

- Payslips.

The payslip feature enables you to create and control payslips that display specified data. You can determine where the data appears and how it is formatted. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario that you may have.

- General Ledger Interface.

Building on the Global Payroll general ledger interface, the Australian country extension enables you to link journal types to general ledger (GL) groupings so you can report by journal type, calculate accrued salary and leave liability, report leave liability, calculate state payroll tax liability, and run the GLI or QSP process.

- Absences.

PeopleSoft delivers predefined rules for processing annual and long-service leave, OGO long-service leave, sick leave and absences generally defined as *other leaves*, such as maternity or jury duty. You can modify many of these rules to reflect absence policies that are specific to your organization or to labour agreements that may be in force for employees

- Terminations.

Global Payroll for Australia comes with a termination section that enables you to ensure all legal obligations are met. It gives you the flexibility to make changes that suit your specific business practices.

- Salary Packaging Expense Monitoring.

The integration of the Salary Packaging business process in PeopleSoft Enterprise Human Resources with Global Payroll for Australia enables you to enter actual expenditures against a budgeted salary package. When you define components, you use the Expense Data page to identify whether the component is administered as a deduction, earning, or expense.

- End-of-Year Reporting.

The End-of-Year Reporting feature enables you to set up the data that appears on the Payment Summaries, which you provide at year-end or on termination. It enables you to process and report FBT-liable earnings, generate payment summary data, print payment summaries, and create the payment summary electronic file for the Australian Tax Office.

See Also

[Chapter 10, “Managing Taxation Processing,” page 69](#)

[Chapter 11, “Reporting State Payroll Tax Liabilities,” page 75](#)

[Chapter 12, “Administering Superannuation,” page 77](#)

[Chapter 13, “Calculating Net-to-Gross Payments,” page 85](#)

[Chapter 14, “Running Banking and Recipient Processes,” page 91](#)

[Chapter 16, “Printing and Viewing Payslips,” page 105](#)

[Chapter 18, “Using the General Ledger Interface,” page 111](#)

[Chapter 19, “Defining Absence Rules,” page 123](#)

[Chapter 20, “Understanding Termination Payment Management,” page 147](#)

[Chapter 22, “Monitoring Salary Packaging Expenditure,” page 169](#)

[Chapter 21, “Managing End of Year Reporting,” page 157](#)

Delivered Elements

Global Payroll defines each business process for Australia in terms of delivered elements and rules. Some of these elements and rules are specifically designed to meet legislative requirements. Others support common or customary payroll practices.

Creation of Delivered Elements

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

The core application has the following characteristics:

- It consists of a payroll rules engine—a flexible tool that enables you to define the rules and elements of the payroll system and execute payroll and absence calculations.

Global Payroll does not embed payroll-specific logic or computations in application code. Instead, it specifies all business application logic—such as earnings, deductions, absences, and accumulators—in terms of payroll rules and elements. Global Payroll enables you to enter and maintain payroll rules through a set of pages, and it offers a comprehensive set of features that enable you to work in your preferred language or currency.

- It provides a payroll processing framework—a flexible way to define and execute payroll and absence processing flows, such as calendars, run types, pay periods, and process lists.

Country extensions have the following characteristics:

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

Element Ownership and Maintenance

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

Element Ownership in Global Payroll

There are five categories of element ownership:

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

Element Ownership in Global Payroll for Australia

Of the five ownership categories listed in the previous section, only PS Delivered/Maintained and PS Delivered/Not Maintained are used to define Australian elements. Although Global Payroll for Australia delivers some elements as PS Delivered/Maintained, most elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure the delivered elements to meet needs that are specific to your organization.

Note. In general, Global Payroll for Australia uses the ownership category PS Delivered/Not Maintained unless the modification of an element might interfere with calculations that satisfy legislative requirements. The benefits of this approach are evident if you consider the setup of delivered accumulators. Because balance accumulators (for example, those storing taxable gross on a year-to-date basis) must be set up to comply with the legislative requirement for calculating taxes, Global Payroll for Australia defines them as PS Delivered/Maintained. You cannot modify or directly add new elements to them. However, you can add new elements to these accumulators by using the delivered segment accumulators, which serve as the entry point into the system. They are not maintained by PeopleSoft. When you define a new earning or deduction, you can assign the element to a segment accumulator, and the segment accumulator automatically contributes to the correct balance accumulators.

In the following table of elements supplied with Global Payroll for Australia, the element ownership is PS Delivered/Not Maintained, with exceptions shown in the right-hand column.

Note. The following element types have no exceptions and are therefore not shown in the table: Absence Entitlement, Absence Take, Count, Duration, Date, Element Group, Earning, Generation Control, Historical Data Rule, Process, Rate Code, Rounding Rule, and Writable Array.

Element Type	Exceptions
Accumulators	- Total Tax for the Period. - HECS Earnings - Annualized. - Total Earnings: Annualized, Leave Loading, Lump Sums A, B, D & E, Lump Sum C Taxable & Non Tax, and Marginal. - Period to Date (PTD): Earnings, HECS, Leave Loading, SFSS Amount, Tax Amount, and HECS and SFSS Marginal. - Year-to-Date (YTD) Earnings - Leave Loading.
Array	- Payee's Normal Gross Earnings, EE Tax Detail (employee tax detail). - Tax Scale: Details & Rates.
Bracket	Australian: FTB Rates, HECS Rates, and SFSS Rates.
Deduction	- Annualized Tax, HECS Amount. - Lump Sum: A, B, C, and E Tax. - Marginal Tax, SFSS Amount.
Formula	- Error: Formula for AR EARN ALL, Retrieving EE Tax Data, Retrieving Tax Rates Dtl & Rates. - TAX FM (PIN_NM): All TAX formulas. - TER FM (PIN_NM): LSL Termination Calculation, Post 1978 Accrual LSL, Post 1993 Accrual LSL .

Element Type	Exceptions
Section	Tax Deduction Section, TAX - DED
Variable	- Balance Group ID, Message Set No for Aust - Batch, Result of Proration Work Day. - TAX VR (PIN_NM): All TAX variables except: Balance Group ID, Pay Entity. - TER VR (PIN_NM): Lump Sum D Initial Value, Lump Sum D Yearly Value.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Naming Elements

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

Supporting Elements

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

- FFF (or FF) is the functional area code.

See [Chapter 2, “Understanding Global Payroll for Australia,” Functional Area Codes, page 11.](#)

- TT is the type of supporting element.

See [Chapter 2, “Understanding Global Payroll for Australia,” Element Type Codes \(PIN_TYPE\), page 11.](#)

- NAME (or NAME NAME) indicates the purpose of the element.

The number of NAME components may vary.

For example, in the garnishment variable GRN VR PROC STATUS, GRN stands for *garnishment*, VR stands for *variable*, and PROC STATUS stands for *process status*. With a maximum of 30 characters, the element’s description (DESCR) field provides details about the element’s purpose.

Primary Elements

Primary elements—such as earnings, deductions, absence take, and absence entitlement elements—often do not contain functional area codes or element type codes in their names. This is because primary elements have names, based on Australian terms, that identify their function and element type without the use of additional codes. For example, the name of the earning element PAY IN LIEU clearly identifies the element as an earning—specifically, as payment in lieu of notice.

Additional Information about Elements

Many Australian elements contain abbreviations that provide additional information about their purpose (beyond what the functional area codes and element type codes provide). For example, consider the following duration elements: PSH DR BS PRD D and PSH DR BS PRD Y. The functional area code PSH indicates that these elements are used for Prior Service History elements, and the element type code DR identifies them as duration elements. The abbreviations BS, PRD, and D and Y provide additional information about how each element measures periods of time. The durations are of between-service (BS) periods (PRD) expressed in days (D) and in years (Y). As you become more familiar with the payroll rules created for Australia, these abbreviations enable you to identify the role of each element.

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

Abbreviation	Meaning
ACCR	Accrual.
ADDL	Additional.
AL	Annual leave (also ANN).
AMBR	Adjustment accumulator member.
AMT	Amount.
BAL	Balance.
BMBR	Balance accumulator member.
BSD	Based (for example, TIERBSD for <i>tier-based</i>).
CHK	Check.
DTL	Detail.
DYS	Days.
EE	Employee.
EMBR	Entitlement accumulator member.
ENT	Entitlement.
ER	Employer.
ETP	Eligible termination payment.
GRP	Group.
HPH	Hours per hour (entitlement).
HR or HRLY	Hours or hourly.
LIAB	Liability.
LL	Leave loading.
LST	Last.
LUMP[*]	Lump sum [A, B, C, D or E].
MAR	Marginal (tax).
MTH	Month.

Abbreviation	Meaning
NML	Normal.
OVRD	Override.
PD or PRD	Period (or product for PRD).
PRO	Pro rata.
PUB	Public (as in <i>public holiday</i>).
ROLL	Rolling (average).
RT	Rate.
SCL	Scale (for example, TXSCL for <i>tax scale</i>).
SPE	Service period end.
SPS	Service period start.
SPT	State payroll tax.
TKE	(Absence) take.
TMBR	Take accumulator member.
WKF	Weeks federal.
WKO	Weeks other (non-federal).

Component Names (Suffixes)

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

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

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

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

- Separator.
- Earnings and deductions and absence entitlement component suffixes.
- Earnings and deductions and absence entitlement accumulator suffixes.
- Deduction arrears component suffixes.
- Deduction arrears accumulator suffixes.
- Recipient suffixes.

Note. To view the suffixes used for Australia, select Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Suffixes.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*

Functional Area Codes

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

Functional Area Code	Description
ABS	Australian Bureau of Statistics.
ANN	Annual leave.
AUS	Australia (used for elements common to multiple features).
DED	Deduction.
EOY	End of year.
ERN	Earnings.
GLI	General Ledger Interface.
GRN	Garnishment.
GUP	Gross-up (net-to-gross).
LIM	Limit.
LSL	Long service leave.
LVE	Leave.
PSH	Prior service history.
RTO	Retro.
SCK	Sick leave.
SP	Salary packaging.
TAX	Tax.
TER	Termination.

Element Type Codes (PIN_TYPE)

Many element types, particularly supporting elements, are identified by the type code in their names. For example, the FM in AUS FM LSTSEG identifies the element as a formula.

You can view all the element types in the search page by selecting Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Types. Because not all element types are delivered for Australia, some these codes do not appear in the names of Australian elements.

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

CHAPTER 3

Setting Up Global Payroll for Australia

This chapter discusses how to:

- Process retroactive payments.
- Enter additional paygroup information.
- Enter additional calendar information.
- Define triggers and segmentation events for Australia.
- Identify proration rules for Australia.
- Identify rounding rules for Australia.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Processing Retroactive Payments

The default retro method and the on conflict retro method for Australia are both forwarding. You set this on the Country Setup page.

The core retro functionality suits all Australian requirements except the requirement to apply a different tax rate to retro payments that relate to periods more than 12 months before the date the forwarded retro payment is made.

Determining Retro Pay Over 12 Months

To meet this requirement, the PeopleSoft system provides the formula RTO FM SET OVRDSET, which uses the duration RTO DR MTH ARREARS to determine if a period of more than 12 months has elapsed between any of the periods being retroactively paid and the payment date of the retro. If any elapsed period is greater than 12 months, the system selects a new override set—also provided by the PeopleSoft system—to forward all the processed earnings to the single new earnings, RETRO12MTH, that the system taxes at the lower rate.

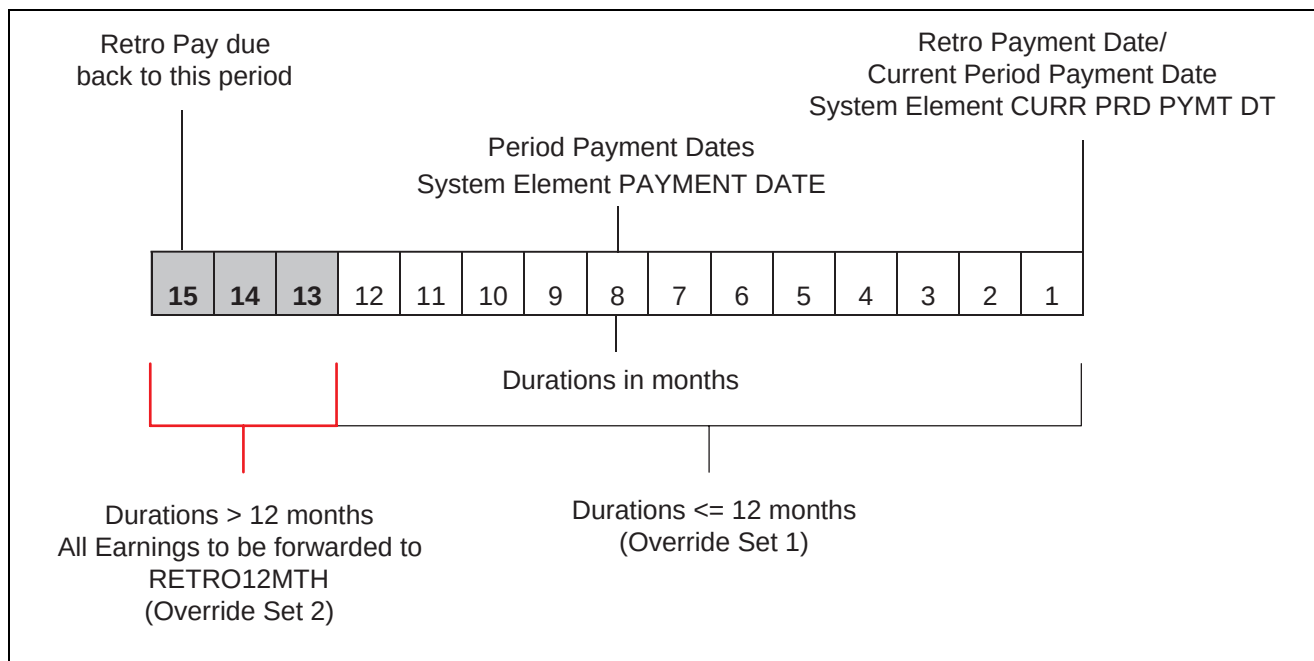
These are lump sum E payments, so RETRO12MTH earnings contributes to accumulator PD LUMP E as well as AUS GROSS, PAYROLL TAX PROV (Provision for Payroll Tax) and its own automatically assigned calendar and fiscal period, month, quarterly, and yearly accumulators.

The system provides one retro processing definition, AU RETRO (which is set to forwarding) and two override sets.

Note. If you add any earnings that can be retrospectively paid, you need to add them to both override sets and to the appropriate accumulators.

Calculating the Months Exceeding 12 Months

The following diagram shows how the duration calculation result determines which override set to use. The system calculates the duration for each period, and when it exceeds 12 months, the second override set applies.



Application of override sets 1 and 2

Processing Retro Over 12 Months

Here are the processing steps:

1. Formula RTO FM SET OVRDSET—the formula specified on the Retro Process Overrides AU RETRO page—is called for each pay period identified for retro processing.
The formula uses duration RTO DR MTH ARREARS to calculate the months between the pay date of each pay period identified for retro processing (the duration From date—system element PAYMENT DATE) and the date the retro is to be paid (the duration To date—system element CURR PRD PYMT DT).
2. If the duration is 12 months or less, the formula returns 1, and the system uses override set 1 for forwarding retro; if the duration is greater than 12 months, the formula returns 2, and the system uses override set 2 for forwarding retro.
For each period that's more than 12 months before the retro payment date, the system forwards all the retro earnings to the single earnings element RETRO12MTH.
3. The sum of the earnings forwarded to the single earnings RETRO12MTH represents a lump sum E payment, and the tax calculation uses the appropriate rate on the earnings.

Entering Additional Paygroup Information

To enter additional paygroup information, use the Pay Groups AUS (GPAU_PYGRP_DTL) component.

To accommodate local requirements, the Pay Groups AUS page enables you to specify payslip templates, salary packaging frequency, and leave paid in advance options.

This section discusses how to enter additional information.

Page Used to Enter Additional Paygroup Information

Page Name	Object Name	Navigation	Usage
Pay Groups AUS	GPAU_PYGRP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups AUS	Specify payslip template, salary packaging frequency, and leave paid in advance options.

Entering Additional Information

Access the Pay Groups AUS page.

The screenshot displays the 'Pay Groups AUS' page. At the top, there is a tab labeled 'Pay Groups AUS'. Below the tab, the following information is shown:

- Pay Group:** KAMONTHLY Monthly Pay Group
- Pay Entity:** KAAUSBI Australian Business Institute

Below this information is a section titled 'Definition' with a search bar and navigation controls (Find, View All, First, 1 of 1, Last). The 'Definition' section contains the following fields:

- *Effective Date:** 01/01/2000 (with a calendar icon and expand/collapse buttons)
- Templates** (Section Header)
- Payslip:** KA AU HRLY (with a search icon) Base Template
- Salary Packaging** (Section Header)
- Pay Frequency:** M (with a search icon) Monthly
- Leave Paid in Advance** (Section Header)
- Regular Run Type:** KAPAYROLL (with a search icon) Australian Payroll

Pay Groups AUS page

Templates

Enter the name of the payslip template that the system uses for this paygroup.

Salary Packaging

Select the default pay frequency for the salary-packaged employees in the paygroup. An equivalent field exists in Human Resources in case an organization uses Human Resources but not Global Payroll. The pay frequency that you enter here appears by default as the pay frequency on the Salary Packaging Pay Calendar Table page.

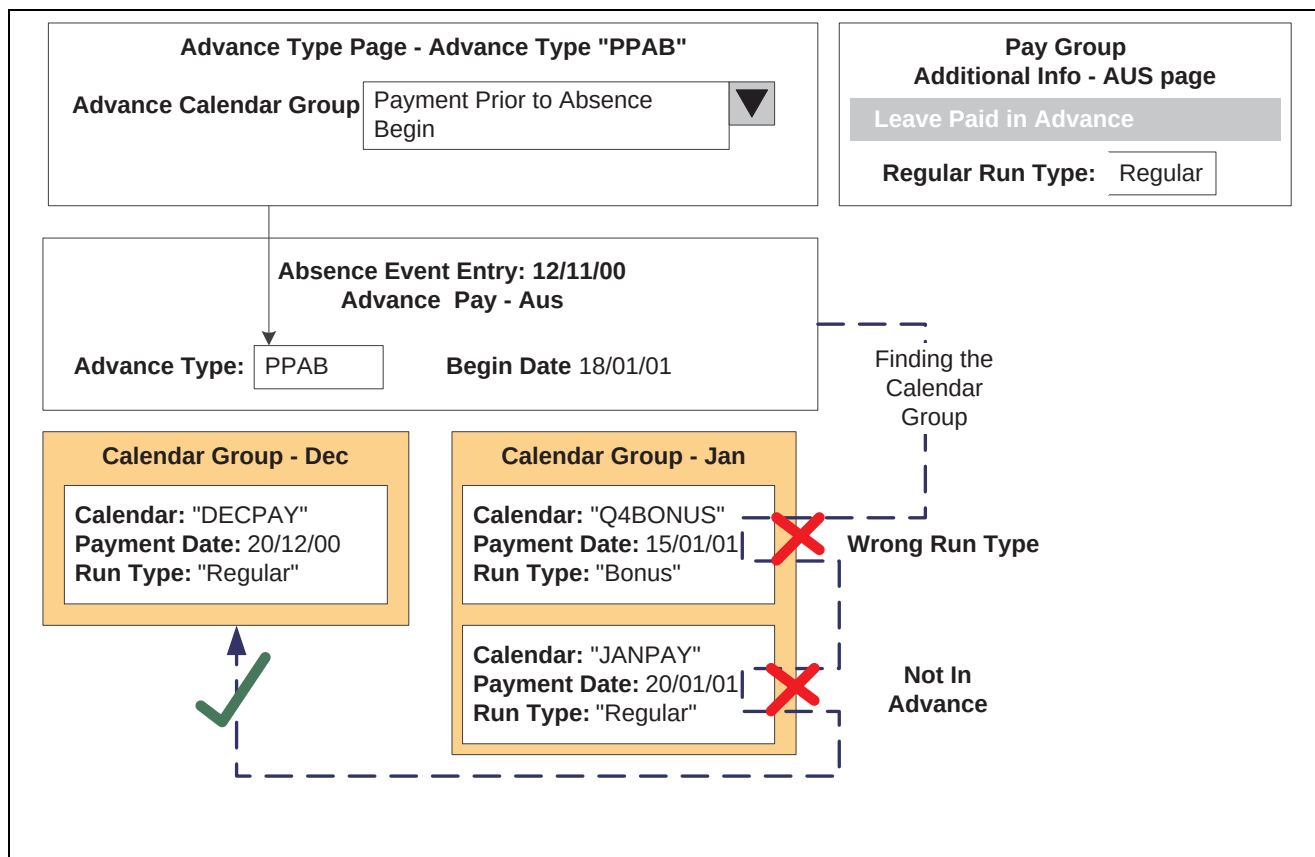
Leave Paid in Advance

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

When the system determine in which calendar group to include an advance, it takes into account the calendars each group contains to see when they are paid. However, a calendar group can contain many calendars, each with different periods and payment dates.

To determine the appropriate calendar group, the system typically uses the organization's regular run type. You specify the regular run type on this additional paygroup page.

In the following diagram, the Advance calendar group for the advance type is Payment Prior to Absence Begin (PPAB). This refers to the payment *date* that is prior to the absence begin date—not the payment *period* that is prior to the absence begin date. For the prior payment period, you use the Period Prior to Absence option.



Determination of the calendar group in which to pay a leave advance payment

Entering Additional Calendar Information

To set up additional calendar information, use the Calendar Groups AUS (GPAU_CAL_RUN) component.

To comply with local requirements, the Australian Information page enables you to mark a calendar group's calendars that can be advanced.

Page Used to Enter Additional Calendar Information

Page Name	Object Name	Navigation	Usage
Australian Information	GPAU_CAL_RUN_DTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendar Groups AUS	Mark a calendar group's calendars that can be advanced. The page displays the pay entities, paygroups, and calendars entered on the Calendar Group ID page. (You can add to them if necessary.) To enable the system to advance a calendar, select the Include in Advance check box.

See Also

[Chapter 19, "Defining Absence Rules," page 123](#)

Defining Triggers and Segmentation Events

These tables list triggers and segmentation events for Australia.

Triggers

The following table lists triggers for Australia:

Record (Table) Name	Type	Trigger Event ID
ADDRESSES	Iterative	Not applicable (NA)
COMPENSATION	Iterative	NA
COMPENSATION	Retro	COMPENSATI
CONTRACT_DATA	Iterative	NA
EMPLOYMENT	Iterative	NA

Record (Table) Name	Type	Trigger Event ID
GPAU_ABSADV_SEG	Segmentation	AU_ABSADV
GPAU_EE_TAX_DTL	Iterative	NA
GPAU_GARN_DTLS	Iterative	NA
GPAU_LSL_HISTRY	Iterative	NA
GP_ABSEVT_SGPAU	Iterative	NA
GP_ABS_EVENT	Iterative	NA
GP_ABS_EVENT	Retro	GPABSEVENT
GP_ABS_OVRD	Iterative	N/A
GP_ABS_OVRD	Retro	GPABSOVRD
GP_PI_MNL_DATA	Iterative	NA
GP_PI_MNL_DATA	Retro	GPPIMNLDAT
GP_PI_MNL_OSVR	Iterative	NA
GP_PI_MNL_OSVR	Retro	GPPIMNLISOV
GP_PYE_OVRD	Iterative	NA
GP_PYE_OVRD	Retro	GPPYEOVRD
GP_PYE_OVR_SOVR	Iterative	NA
GP_PYE_OVR_SOVR	Retro	GPPYEOVRSO
GP_PYE_SECT_DTL	Iterative	NA
GP_PYE_SECT_DTL	Retro	GPPYESECTD

Record (Table) Name	Type	Trigger Event ID
GP_RTO_TRGR	Iterative	NA
GP_RTO_TRGR_CTRY	Iterative	NA
GP_SEG_TRGR	Iterative	NA
JOB	Iterative	NA
JOB	Retro	JOB
JOB	Segmentation	NA
JOB_JR	Iterative	NA
PERSON	Iterative	NA
PERS_DATA_EFFDT	Iterative	NA
PERS_ORG_INST	Iterative	NA
SCH_ASSIGN	Iterative	NA
SCH_ASSIGN	Retro	SCHASSIGN
SCH_MNG_SCH_TBL	Iterative	NA
TL_PAYABLE_TIME	Iterative	NA
WKF_CNT_TYPE	Iterative	NA

Segmentation Events

The following is a list of segmentation events for Australia.

Name	Description	Segment Type
AU_ABSADV	Pay Absence in Advance	Period

Name	Description	Segment Type
COMPRATE	Comp Rate Segmentation	Element (Slice)
JOB	Job Segmentation	Period

Identifying Proration Rules

The Australian extension includes two proration rules in addition to the fourteen rules supplied for all countries. The following table shows the key information about them:

Name	Description	Numerator	Denominator
AUS PO ANNL WRKDYS	Percent of Annual - Workdays	Count GP WORK DAY COUNT	Formula AUS FM PRD WRKDAY
AUS PO ANNL CALDYS	Percent of Annual - Cal Days	Duration GP CAL DAYS SEG	Formula AUS FM PRD CALDAYS

Identifying Rounding Rules

The Australian extension includes seven rounding rules in addition to the sixty rules supplied for all countries. The following table shows the key information about them. In the last column, *R*, *U*, or *T* indicates:

- *R*: Round up if greater than or equal to the listed value; otherwise, round down.
- *U*: Round up.
- *T*: Truncate down.

Name	Description	Rounding (R) or Increment (I)	Size	R, U, or T
AUS RR RND NR 3DEC	Round Near 3 Decimals	R	03	R 5
AUS RR RND UP 3DEC	Round Up to 3 Decimals	R	03	R 5
AUS RR RND DN 3DEC	Round Down to 3 Decimals	R	03	R 5 or T

Name	Description	Rounding (R) or Increment (I)	Size	R, U, or T
AUS RR INC NR 0.05	Increment to Near 5 Cents	I	0.05	R 0.025
AUS RR INC UP 0.05	Increment Up to 5 Cents	I	0.05	R 0.025 or U
AUS RR INC DN 0.05	Increment Down to 5 Cents	I	0.05	R 0.025 or T
AUS RR RND UP 5DEC	Round Up 5 Decimal Places	R	05	U

CHAPTER 4

Setting Up for Tax Reporting

This chapter provides an overview of the setup for Australian taxation calculations and discusses how to:

- Enter information for reporting tax.
- View tax scales.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,” Viewing the Delivered Elements

Understanding the Setup for Taxation Calculations

The calculation of tax, using the tax scales, is only part of managing taxation. You also need to enter details about the pay entity (usually the company or organization), provide the Australian Tax Office (ATO) with tax file number (TFN) information, enter and maintain tax-related information about each employee, and submit statutory reports to the ATO.

See Also

Chapter 10, “Managing Taxation Processing,” page 69

Chapter 21, “Managing End of Year Reporting,” page 157

Entering Information for Reporting Tax

To set up tax reporting, use the Pay Entities AUS (GPAU_PYENT_DTL) and Supplier Information AUS (GPAU_SUPPLIER) components.

Tax reporting varies depending on the information that the system stores about the organization.

This section lists the pages used to enter information for reporting tax.

Note. You use the pages discussed in this section to create the following files, which you submit to the ATO: the Group Tax file, the Payment Summaries file, and the TFN declaration.

Pages Used to Enter Information for Reporting Tax

Page Name	Object Name	Navigation	Usage
Pay Entities AUS	GPAU_PYENT_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities AUS	Enter pay entity information that the ATO requires in various reports or electronic files.
Supplier Data	GPAU_SPPLR_DATA1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Supplier Information AUS, Supplier Data	Enter information about the organization submitting the fortnightly TFN declaration. The information entered on this page is included in the electronic file that is generated.
Supplier Address	GPAU_SPPLR_DATA2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Supplier Information AUS, Supplier Address	Enter supplier address information.

Viewing Tax Scales

The PeopleSoft system provides several pages that display tax scales and rates.

This section lists the pages used to view tax scales.

Pages Used to View Tax Scales

Page Name	Object Name	Navigation	Usage
FTB Rates	GPAU_FTB_RATE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Review FTB Rates AUS	View the FTB rate for each pay frequency.
HECS Rates	GPAU_HECS_RATE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Review HECS Rates AUS	View the HECS rate applicable to each weekly earnings.
SFSS Rates	GPAU_SFSS_RATE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Review SFSS Rates AUS	View the SFSS rate applicable to each weekly earnings.
Tax Scales	GPAU_TAX_SCALES1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Review PAYG Rates AUS, Tax Scales	View the tax percentage or amount for each weekly earnings amount for each tax scale.
Medicare Levy	GPAU_TAX_SCALES2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Review PAYG Rates AUS, Medicare Levy	View the Medicare levy adjustment details. The adjustments apply to tax scales 2, 6, and 7 only.

See Also

Chapter 10, “Managing Taxation Processing,” page 69

CHAPTER 5

Setting Up State Payroll Tax Reporting

This chapter discusses how to:

- Identify data for state payroll tax reporting.
- Set up group pay entities.
- Maintain and view payroll tax tables.
- Report state payroll tax liabilities.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Identifying Data for State Payroll Tax Reporting

Before you begin configuring Global Payroll to report payroll tax, you need to identify the earnings, deductions, benefits, and expenses that are subject to payroll tax. To do this, check with the state revenue office of each state in which the organization pays employees. After you have gathered this information, run the payroll routinely and process payroll tax.

Setting Up Group Pay Entities

To set up group pay entities, use the Group Pay Entities AUS (GPAU_GRP_ENT) component.

The various state revenue offices define group pay entities to prevent parent and subsidiary organizations from avoiding payroll tax by splitting. The PeopleSoft system does not determine groupings or membership of pay entities in groups. Some members of the group might be administered outside the PeopleSoft system.

To calculate payroll tax, you must define at least one group and make all appropriate pay entities members of that group—even if the organization consists of only a single pay entity.

Payroll tax has a deduction threshold that is payable if taxable earnings don't exceed the specified amounts in each state. Only one pay entity within a group can claim this deduction. You can, however, have the threshold apportioned equally between all the pay entities within the group that you define.

You create the mandatory State Payroll report by running by the Group Pay Entity process.

When you create a group pay entity, you select from the existing pay entities. The pay entity that becomes the group entity is a member of its own group.

This section discusses how to group pay entities.

Page Used to Set Up Group Pay Entities

Page Name	Object Name	Navigation	Usage
Group Entity	GPAU_GRP_ENT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Group Pay Entities AUS	Consolidate pay entities in a group pay entity; apportion the deduction threshold across all pay entities or designate one pay entity for the threshold

Grouping Pay Entities

Access the Group Entity page.

Apportion Deductions Select to have the whole deduction threshold apportioned equally across all group members. If the Apportion Deductions check box is selected and there is no designated company for the threshold deduction, the system apportions the threshold deduction across all the states of each company.

Group Pay Entities

Pay Entity Add the members of the group.

Designated SPT Pay Entity Select one of the pay entities to receive the full deduction threshold. You can leave them all cleared and have the threshold apportioned equally between all members by selecting the Apportion Deductions check box. After you designate an SPT pay entity, the system clears the Apportion Deductions check box (if it was selected) and makes it display-only.

Maintaining and Viewing Payroll Tax Tables

To set up payroll tax data, use the Payroll Tax Elements AUS (GPAU_SPT_TAX_RATE) component.

Because each organization's earnings, benefits, deductions, and expenses can differ, the organization can control this information. Before you can accurately report on payroll tax liabilities for the organization, you need to enter various elements into the payroll tax rates tables.

This section lists the pages used to maintain and view payroll tax data.

Pages Used to Maintain and View Payroll Tax Data

Page Name	Object Name	Navigation	Usage
Trainee Rebate	GPAU_SPT_REBATE	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Trainee Tax Rebate AUS	Reduce the payroll tax liability by the value of the rebates applicable to payees who are trainees or apprentices. Enter the amount of the rebate that you have calculated for each trainee or apprentice. The record is effective-dated, so you can set it to 0.00 when it no longer applies.
Non Tax Earnings	GPAU_SPT_ERNS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Payroll Tax Elements AUS, Non Tax Earnings	Enter nontaxable earnings by state. Some earnings, such as those that you defined for expense reimbursement, are typically not subject to payroll tax. Earnings not entered in this page are included in the tax calculation.
Taxable Deductions	GPAU_SPT_DEDS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Payroll Tax Elements AUS, Taxable Deductions	Enter taxable deductions by state. You need to identify benefits or deductions that are subject to payroll tax and enter them for inclusion in the SPT calculation. Identify deductions that are subject to FBT, upon which SPT is also payable.
Non Tax Deduction	GPAU_SPT_NTXDED	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Payroll Tax Elements AUS, Non Tax Deductions	Enter nontaxable deductions by state.
Taxable Expenses	GPAU_SPT_EXPEN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Payroll Tax Elements AUS, Taxable Expenses	Enter taxable expenses by state. Typically, these expenses are part of salary packaging.
State Tax Rates	GPAU_SPT_TAX_RATE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Review Payroll Tax Rates AUS	View the various limits, threshold percentages and amounts, multipliers, and divisors.

See Also

Chapter 11, “Reporting State Payroll Tax Liabilities,” page 75

CHAPTER 6

Setting Up Banking and Recipient Processing

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

- Enter additional source bank information.
- Set up multiple source banks by debit type.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Understanding Banking and Recipient Processing Setup

Before you run banking and recipient processes, you need to set up additional source bank details and link the source banks to debit types. Additional setup is also required on an ongoing basis; for example, you need to link payees to recipients and additional recipient information for reporting and collection of commissions that are payable.

See Also

Chapter 14, “Running Banking and Recipient Processes,” page 91

Entering Additional Source Bank Information

To set up source bank information for Australian banking, use the Source Bank Accounts (GPAU_SRC_BANK) component.

In addition to the standard Global Payroll source bank account information page, it includes a page for electronic funds transfer (EFT) information and trace bank information.

Page Used to Enter Additional Source Bank Information

Page Name	Object Name	Navigation	Usage
Aust Bank Setup (Australian bank setup)	GPAU_SRC_BANK_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Source Bank Accounts AUS, Aust Bank Setup	Enter EFT and trace bank information.

Setting Up Bank Information

Access the Aust Bank Setup page.

Aust Bank Setup page

EFT User No (electronic funds transfer user number)

Enter the EFT user number, which the bank supplies.

EFT User Name

Enter the EFT user name, which the bank supplies.

Trace Bank Code

Enter the source bank ID for the bank to use for transaction tracing. Each source bank has its own branch and account details.

Setting Up Multiple Source Banks by Debit Type

To set up different source banks, use the Pay Entity Source Bank (GPAU_PYENT_SBNK) component.

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

For Australian banking, you can set up different source banks for each drawing purpose. The drawing purpose is defined as a debit type (the debit types are Group Tax, Net Payment, and Recipient).

Instead of setting up a source bank on the Source Bank Link page—where you link source banks to organizational units—access the Pay Entity/Source Bank AUS page. On that page, select Source Bank Override, and enter multiple source banks by debit type.

Pages Used to Set Up Multiple Source Banks by Debit Type

Page Name	Object Name	Navigation	Usage
Pay Entity/Source Bank AUS	GPAU_PE_SBANK_OVRD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Source Bank AUS	Access the Source Bank Override page.
Source Bank Override	GPAU_PE_SBANK_SEC	Click the Source Bank Override link on the Pay Entity/Source Bank AUS page.	Link source banks to debit types.

Using the Bank Link Override

Access the Pay Entity/Source Bank AUS page.

Pay Entity/Source Bank AUS

Pay Entity: KAAUSBI
Organization Link Option: Pay Group

Definition Find | View All First 1 of 1 Last
Effective Date: 01/01/2000

Organization Link List Customize | Find | First 1-2 of 2 Last

Organization Unit	Description	Source Bank ID	Source Bank Override
KAMONTHLY	Monthly Pay Group	KA01	Source Bank Override
KAWEEKLY	Weekly Pay Group	KA04	Source Bank Override

Pay Entity/Source Bank AUS page (1 of 2)

Pay Entity/Source Bank

Pay Entity: KAAUSBI
Organization Link Option: Pay Group

Definition Find | View All First 1 of 1 Last
Effective Date: 01/01/2000

Organization Link List Customize | Find | First 1-2 of 2 Last

Organization Unit	Description	Source Bank ID	Source Bank Override
KAMONTHLY	Monthly Pay Group	KA01	Source Bank Override
KAWEEKLY	Weekly Pay Group	KA04	Source Bank Override

Pay Entity/Source Bank AUS page (2 of 2)

The page displays information from the Source Bank Link page. Click the Source Bank Override link to access the Source Bank Override page.

Linking Source Banks to Debit Types

Access the Source Bank Override page.

Source Bank Override

Pay Entity: KAAUSBI **Organization Unit:** KAMONTHLY

Effective Date: 01/01/2000

Source Bank Debit Type					Customize	Find	First	1-2 of 2	Last
	*Debit Type	*Source Bank ID	Description						
1	Group Tax	KA03	Salary Group Tax Remitt (AUS)	+	-				
2	Recipient	KA02	ANZ Recipient Account (AUS)	+	-				

Source Bank Override page (1 of 2)

Source Bank Override

Pay Entity: KAAUSBI **Organization Unit:** KAMONTHLY

Effective Date: 01/01/2000

Source Bank Debit Type					Customize	Find	First	1-2 of 2	Last
	*Debit Type	*Source Bank ID	Description						
1	Group Tax	KA03	Salary Group Tax Remitt (AUS)	+	-				
2	Recipient	KA02	ANZ Recipient Account (AUS)	+	-				

Source Bank Override page (2 of 2)

Debit Type Enter a debit type of *Net Pmt* (net payment), *Group Tax*, or *Recipient*

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

CHAPTER 7

Setting Up Payslips

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

- Create payslip templates and payslip messages.
- Attach payslip templates to paygroups.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,” Viewing the Delivered Elements

Understanding Payslip Setup

The Payslip feature enables you to control the content and format of payslips. Because you can override templates at lower levels, you do not have to create multiple templates to cover every payslip scenario.

See Also

Chapter 16, “Printing and Viewing Payslips,” page 105

Creating Payslip Templates and Messages

To set up payslip templates and messages, use the Templates AUS (GPAU_PSLP_SETUP) and Messages AUS (GPAU_PSLP_MSG) components.

When creating payslip templates you can:

- Set the accumulator column labels.
- Select the accumulators to appear under the column labels.
- Create unlimited rows of accumulators for each column and specify the sequence in which they appear.
- Create unlimited sections for earnings and deductions.
- Use standard or custom element descriptions.
- Set delivery options.

- Exclude departments or locations from printing at the setup level and override the exclusions at run time.

Pages Used to Create Payslip Templates and Messages

Page Name	Object Name	Navigation	Usage
Template Setup & Accumulators	GPAU_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates AUS, Template Setup & Accumulators	Set up delivery and print exclusion options, column headings (labels) and column content (rows of accumulators)
Earnings and Deduction	GPAU_PSLP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates AUS, Earnings and Deductions	Create sections of earnings and deductions, select description options, and set the element components that the payslip displays.
Absence Details	GPAU_PSLP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates AUS, Absence Details	Enter a sequence number and element name, and select the description type. The system extracts the balance of each entitlement or pro rata absence element and includes it on the payslip.
Payslip Messages	GPAU_PSLP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages AUS	Create messages to appear on payslips for a particular calendar group. You can control which payslips display the messages.

Setting Up Templates and Accumulators

Access the Template Setup & Accumulators page.

Template Setup & Accumulators | Earnings and Deduction | Absence Details

Payslip ID: KAAU HRLY

Payslip Setup Find | View All First 1 of 1 Last

*Effective Date: 01/01/2000 *Description: Base Template Short Description: Base Temp

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

Accumulator Labels

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

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

Accumulators 1 to 3 | Accumulators 4 to 6

Sequence	Description	*Accumulator 1	*Accumulator 2	*Accumulator 3
1	Current	AUS GROSS	AUS TAX	AUS NET

Template Setup & Accumulators page

Payslip ID

Displays the payslip ID. A template can be attached to multiple paygroups.

Note. Only one template can be attached to a particular paygroup at a time.

Delivery Option

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

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

Exclude Printing

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

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

Note. If you enter a particular pay entity for the print option on the Print Payslips page and you have excluded a location within the pay entity, the payslips are *not* printed.

Accumulator Labels**Column 1 to Column 6**

Enter the labels that appear on the printed payslips as the column headings for the accumulators. These column headings appear in the payslip region under the heading Pay Summary.

Accumulator Elements: Accumulators 1 to 3 Tab**Sequence**

Enter a sequence number to set the order in which the accumulators appear. The accumulators appear in ascending order with the lowest number first.

Description

Enter a description of each accumulator row.

**Accumulator 1 to
Accumulator 3**

Select the accumulators that appear in the corresponding column.

For example, suppose that you enter *Current* and *YTD* as the descriptions for accumulators 1 and 2. To also display quarter-to-date accumulated amounts, create a new row, enter the description *QTD*, and then select the accumulators that correlate to the columns headings.

Accumulator Elements: Accumulators 4 to 6 Tab**Accumulator 4 to
Accumulator 6**

Set up accumulators 4 to 6. There are no Sequence and Description fields because the same sequence number and description apply to all six accumulators in the row.

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

	Column 1 Label	Column 2 Label	Column 3 Label	Continued
Seq 1 Description	Accum 1, Seq 1	Accum 2, Seq 1	Accum 3, Seq 1	
Seq 2 Description	Accum 1, Seq 2	Accum 2, Seq 2	Accum 3, Seq 2	
Seq 3 Description	Accum 1, Seq 3	Accum 2, Seq 3	Accum 3, Seq 3	
Continued				

Columns and rows in the Pay Summary region of the payslip

Setting Up Payslip Earnings and Deductions

Access the Earnings and Deduction page.

Template Setup & AccumulatorsEarnings and DeductionAbsence Details

Payslip ID: KAAUS001

Payslip Setup

Find | View AllFirst1 of 1Last

Effective Date: 01/01/2001Description: Base Pay SlipShort Description: Base PSlip

Section Setup

Find | View AllFirst1 of 1Last

Sequence: 1Description: Payments For Period

Section Elements

Customize | FindFirst1 of 1Last

Element Details

Element Components

Sequence	Element Name	Display YTD Units	Display YTD Amount	Display Membership #
1	REGPAY HRLY	☒	☒	☐

Earnings and Deduction page

Earnings and Deductions Section Setup

Description

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

Element Details Tab

Display YTD Units and Display YTD Amount

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

Display Membership #

Select to display the recipient’s membership ID in the Description region.

Select the Element Components tab.

Section Elements						
Element Details		Element Components				
Customize Find 		First 1-8 of 8 Last				
Description Type	Description	Print Unit	Print Rate	Print Base	Print Percentage	
Description	Marginal Tax	☐	☐	☐	☐	+ -
Description	HECS Amount	☐	☐	☐	☐	+ -
Description	SFSS Amount	☐	☐	☐	☐	+ -
Description	Annualised Tax	☐	☐	☐	☐	+ -
Description	Lump Sum A Tax	☐	☐	☐	☐	+ -
Description	Lump Sum B Tax	☐	☐	☐	☐	+ -
Description	Lump Sum C Tax	☐	☐	☐	☐	+ -
Description	Lump Sum E Tax	☐	☐	☐	☐	+ -

Earnings and Deduction page: Element Components tab

Description Type

Select the type of description to appear for each earnings or deduction row in the Payment Details region of the payslip. Select from the following values:

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

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

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

Recipient Name: The name of the recipient appears. Select this option to display the name of the superannuation fund.

Print

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

You can select only the components in the element's calculation rule. For example, for an earnings with calculation rule $\text{Unit} \times \text{Rate}$, only the Unit and Rate check boxes are available for entry.

Note. Amounts are always displayed.

Creating Payslip Messages

Access the Payslip Messages page.

Payslip Messages

Calendar Group ID: KAM03M12 December Monthly Payroll 2003

Definition Find | View All First 1 of 1 Last

*Message Number:

*Message Level:

Group ID:

Group List ID:

Message:

Payslip Messages page

Message Number Enter a message ID to indicate the message that is appropriate for the payees. The system uses arrays, formulas, and variables to determine the correct message.

Message Level Select from the following values:

All: All payees identified in the calendar group.

Group Build: All payees included in a group built using the Group Build – Group Definition feature, which you access by selecting Set Up HRMS, Common Definitions, Group Build. If you select this option, enter a group in the Group ID field.

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

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

Attaching Payslip Templates to Paygroups

Attach a payslip template to a paygroup by using the Pay Groups AUS page. A paygroup can have only one payslip attached at a time; however, a particular template can be attached to multiple paygroups.

CHAPTER 8

Defining Earnings

This chapter provides an overview of earnings for Australia and discusses how to:

- Calculate regular pay.
- Calculate overtime earnings.
- Calculate shift earnings.
- Calculating minimum and maximum hourly rates and earnings limits.
- Calculating earnings based on other earnings.
- Calculate amount earnings.
- Deduct from regular earnings.
- Calculate rolling average earnings.
- Create earnings advance and recovery.
- Select hours for holiday earnings.
- Schedule earnings using generation control.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Understanding Earnings

The PeopleSoft system provides a number of delivered earnings to demonstrate the flexibility of Global Payroll rules and to meet common processing requirements, such as the automatic generation of a payback deduction for specified earnings.

Note. The User Key 2 field on the Earnings Accumulators page and Deduction Accumulators page for all earnings and deductions is AUS VR BALGRP ID. Use balance group IDs to maintain separate employee balances. Set an employee’s balance group in the JOB_DATA2 table. The balance group number must be manually incremented if you are required to record separate balances within a financial year.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, “Increasing the Workforce”

Delivered Earnings Elements

In the following table, the first column combines the earnings name and description. The code (*gc*) in a row indicates that the earnings element has a generation control. The code (*po*) indicates a post-processing formula, and the code (*pr*) indicates a pre-processing formula. The other four columns indicate the earnings calculation rule of Unit $\times$ Rate, Unit $\times$ Rate $\times$ Percent, and Amount. (None use Base $\times$ %.) The formulas for some of the earnings codes are discussed in further detail following the table. The code (*sy*) stands for *system element*.

Name and Description	Unit	Rate	%	Amount
<i>Regular Pay</i>				
REGPAY HRLY Regular hourly payment	Payee Level	HOURLY RT (sy)		
REGPAY STDHR Regular std hourly pay (gc) (pr)	ERN FM REDU REGHRS	HOURLY RT (sy)		
<i>Overtime</i>				
OT1.5 Overtime 1.5	Payee Level	HOURLY RT (sy)	150	
OT2.0 Overtime 2.0	Payee Level	HOURLY RT (sy)	200	
OT2.5 Overtime 2.5	Payee Level	HOURLY RT (sy)	250	
OT3.0 Overtime 3.0	Payee Level	HOURLY RT (sy)	300	
<i>Shifts</i>				

Name and Description	Unit	Rate	%	Amount
SHFAM Shift Loading Morning (gc)	Payee Level	HOURLY RT (sy)	10	
SHFPM Shift Loading Afternoon (gc)	Payee Level	HOURLY RT (sy)	15	
SHFNT1 Shift Night Loading (gc)	Payee Level	HOURLY RT (sy)	30	
SHFNT2 Shift loading night (gc)	Payee Level	HOURLY RT (sy)	130	
<i>Allowances</i>				
DOG Dog	Payee Level	10		
ONCALL On Call allowance (gc) (po)	Payee Level	ERN FM HOURLY RT		
MEAL Meal	Payee Level	12		
FAD First Aid Allowance (gc)				11.65
PHONE Phone allowance (gc)				75 / period

Name and Description	Unit	Rate	%	Amount
CAR Car Allowance (gc) (po)				500 / month
STRESS Stress allowance	ERN FM REG UNIT	Payee Level	100	
PRDBON Product Bonus (gc) (po)				4000 / year (A)
<i>Net to Gross</i>				
BONUS NET Bonus gross up				Payee Level
BONUS GRS UP Gross up amount				AUS VR NUM VAL 0
<i>Miscellaneous</i>				
TRANS ADV Advance Payment Example				Payee Level
BONUS Bonus				Payee Level
RETRO12MTH Retro - Previous 12 Months				Payee Level
REDUNDANCY Redundancy				Payee Level
INVALIDITY Invalidity				Payee Level

Name and Description	Unit	Rate	%	Amount
EX GRATIA Ex Gratia				Payee Level
PAY IN LIEU Pay in Lieu of Notice				Payee Level
<i>Leave (Absence)</i>				
ANN Annual leave	Payee Level	HOURLY RT (sy)		
ANNRA Ann Lve rolling average	Payee Level	ERN FM ROLL AVG		
LVLDD Leave Loading	Payee Level	HOURLY RT (sy)	17.5	
LWOP Leave without pay	Payee Level	AUS VR NUM VAL 0		
SCK Sick Leave	Payee Level	HOURLY RT (sy)		
LSL Long Service Leave	Payee Level	HOURLY RT (sy)		
OTHLV Other Leave	Payee Level	HOURLY RT (sy)		
PUB Public holiday (gc)	ERN FM PUB UNIT	HOURLY RT (sy)		
<i>Termination</i>				

Name and Description	Unit	Rate	%	Amount
AL MARGINAL Annual Leave - Marginal (Term) (gc)	TER FM AL BAL HRS	TER FM HOURLY RATE		
AL MARGIN DY Ann Lve - Marginal (Term Days) (gc)	TER FM AL BAL DYS	TER FM DAILY RATE		
LSL MARGINAL LSL - Marginal (Term)	TER VR LS MARGINAL	TER FM DAILY RATE		
LL MARGINAL Leave Loading - Marginal(Term) (gc)	TER FM LL BAL HRS	TER FM HOURLY RATE	17.5	
LL MARGIN DY Leave Load on Term (Days-MAR) (gc)	TER FM LL BAL DYS	TER FM DAILY RATE	17.5	
ETP TAX ETP - Taxable				TER FM ETP PST83
ETP NONTAX ETP - Non Taxable				TER FM ETP PRE83
AL LUMP A Annual Leave - Lump Sum A (gc)	TER FM AL BAL HRS	TER FM HOURLY RATE		
AL LUMPA DY Ann Lve Lump sum A (Term Days)	TER FM AL BAL DYS	TER FM DAILY RATE		

Name and Description	Unit	Rate	%	Amount
LSL LUMP A LSL - Lump Sum A	TER VR LS LUMPA	TER FM DAILY RATE		
LL LUMP A Leave Loading - Lump Sum A (gc)	TER FM LL BAL HRS	TER FM HOURLY RATE	17.5	
LL LUMPA DY Leave Load on Term (Days-LSA) (gc)	TER FM LL BAL DYS	TER FM DAILY RATE	17.5	
LSL LUMP B LSL - Lump Sum B	TER VR LS LUMPB	TER FM DAILY RATE		
TERM LUMP D Termination - Lump Sum D				TER FM LUMPD
INV POST 94 <i>Invalidity</i> Post 94 Component				TER FM INV POST94
<i>Retro</i>				
RTO_ANN Annual Leave - Retro	Payee Level	Payee Level		
RTO_ANNRA Annual Rolling Average - Retro	Payee Level	Payee Level		
RTO_LSL Long Service Leave - Retro	Payee Level	Payee Level		

Name and Description	Unit	Rate	%	Amount
RTO_LWOP Leave w/o Pay - Retro	Payee Level	Payee Level		
RTO_OTH_LVE Other Leave - Retro	Payee Level	Payee Level		
RTO_PUB_HOL Public Holiday - Retro	Payee Level	Payee Level		
RTO_SCK_LVE Sick Leave - Retro	Payee Level	Payee Level		
RTO_SHFNT2 Night Shift 2 - Retro	Payee Level	Payee Level		

There are four earnings specifically relating to salary packaging, and they all start with the letters *SP*.

See [Chapter 22, “Monitoring Salary Packaging Expenditure,” page 169](#).

There are ten earnings specifically relating to leave liability costing for the General Ledger Interface. They all start with the letters *LIAB*.

There are four earnings specifically relating to Time and Labor costings. They are dummy codes used by Time and Labour, and they all start with the letters *TL*.

Calculating Regular Pay

There are two delivered earnings elements for regular pay, REGPAY HRLY and REGPAY STDHR.

REGPAY HRLY

The REGPAY HRLY calculation rule is $\text{Unit} \times \text{Rate}$, where:

Unit = Payee level

Rate = System element HOURLY RT

REGPAY STDHR

The REGPAY STDHR calculation rule is $\text{Unit} \times \text{Rate}$, where:

Unit = Formula ERN FM REDU REGHRS

Rate = System element HOURLY RT

The unit formula subtracts the reducing hours (in ERN AC REDUCE HRS) from the prorated regular hours (in ERN VR REGPAY HRS). The system prorates the regular hours using the earnings pre-process formula ERN FM CALC REGHRS.

Formula ERN FM REGSTD UNIT calculates the regular hours for the period based on the payee's standard hours and work period entered on the Job Information page. The formula ERN FM CALC REGHRS prorates these hours.

Calculating Overtime Earnings

There are four overtime earnings for 1.5, 2.0, 2.5 and 3.0 time. Each has a calculation rule of Unit $\times$ Rate $\times$ Percent, where:

Unit = Payee level

Rate = System element HOURLY RT

Percent = 150, 200, 250, or 300

Calculating Shift Earnings

There are four shift earnings. Each has a calculation rule of Unit $\times$ Rate $\times$ Percent, where:

Unit = Payee level

Rate = System element HOURLY RT

Percent = 10, 30, 15, or 130

The earnings element SHFNT2 with 130 percent appears in the LEAVE EARNINGS section because—as with the leave earnings codes—it reduces regular hours.

Calculating Minimum and Maximum Hourly Rates and Earnings Limits

The ONCALL earnings element demonstrates minimum and maximum hourly rates, and a yearly limit PRDBON demonstrates a quarterly limit.

Checking the Minimum and Maximum Hourly Rate

The ONCALL earnings element uses a formula-driven minimum and maximum hourly rate-check and a post-process formula to determine if the payment of ONCALL causes earnings to exceed an annual limit.

The calculation rule for ONCALL is Unit $\times$ Rate, where:

Unit = Payee level

Rate = Formula ERN FM HOURLY RT

When you assign the earnings element or enter it as positive input, the system checks the payee's hourly rate in the Job record in Human Resources to resolve the earnings. It then takes one of the following actions:

- If the hourly rate is less than the value set in variable ERN VR HR RT MIN, then the system pays ONCALL at the value of the variable.
- If the hourly rate is more than the minimum but less than the maximum set in variable ERN VR HR RT MAX, then the system pays ONCALL at the hourly rate from the Job record.
- If the hourly rate is more than the value set in variable ERN VR HR RT MAX, then the system pays ONCALL at the value of the variable.

Here is an example. Suppose that the minimum is 50, and the maximum is 70.

Hourly Rate in Job Record	ONCALL Hourly Rate Paid
1 to 49.99 (that is, less than 50)	50 (minimum)
50 to 70	50 to 70 (Job rate)
71.01 or more (that is, greater than 70)	70 (maximum)

You can set the variables values on the Supporting Element Override page in the earnings components.

Checking the Maximum Yearly Earnings Limit

To set a yearly limit (or ceiling) on an earnings element, you can set the limit in LIM VR YTD LIMIT. The ONCALL earnings element is set up for this control.

After the system determines the value of ONCALL for the period, the post-process formula LIM FM ONCALL adds the value of the year-to-date accumulator for ONCALL with the current amount and any additional pay. Here is an example:

Accumulator YTD balance = 1000

Current earnings amount = 50

Additional earnings amount = 0

Yearly limit = 1010

ONCALL_FYTDA + CURR AMT VAL + ADD VR ADDL AMT = New accumulator balance (if paid)

1000 + 50 + 0 = 1050 (new balance)

It then compares that new balance with LIM VR YTD LIMIT. If the balance exceeds the limit, the system calculates by how much it would exceed the limit if paid.

New balance – Limit = Excess amount

1050 – 1010 = 40

It then subtracts the excess amount from the current amount, reducing it to the maximum that can be paid during the current period without exceeding the limit.

$(\text{CURR AMT VAL} + \text{ADDL AMT VAL}) - \text{LIM VR OVER LIMIT} = \text{Amount to pay during the period}$

$$50 - 40 = 10$$

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

Checking the Maximum Quarterly Earnings Limit

You can set an upper limit on an earnings so that no more than that amount is paid in a particular accumulation period. The PRDBON (product bonus) earnings element is set up with this control. It is set up to have a quarterly limit. You set the limit in LIM VR QTD LIMIT.

After the system calculates the PRDBON amount for the pay period, the post-process formula LIM FM PRDBON adds the value to the quarter-to-date accumulator and compares the total to the limit that you have set. If paying the earnings would exceed the limit for the quarter, the system pays only up to the limit.

The PRDBON calculation rule is Amount, where:

$$\text{Amount} = 40$$

Here is an example. Suppose that a product bonus is payable each month up to a quarterly limit of 110.

Earnings Element or Accumulator	Month 1	Month 2	Month 3
PRDBON	40	40	(40) 30
AC QTDA	40	80	(120) 110

When processing PRDBON in month 3, the formula makes the following calculation:

$$\text{PRDBON_FQTDA} + \text{CURR AMT VAL} > \text{LIM VR QTD LIMIT}$$

$$80 + 40 > 110$$

It then calculates the amount by which the current amount would exceed the limit:

$$\text{PRDBON_FQTDA} + \text{CURR AMT VAL} - \text{LIM VR QTD LIMIT} = \text{LIM VR OVER LIMIT}$$

$$80 + 40 - 110 = 10$$

It then subtracts the excess amount from the current amount and pays that amount.

$$\text{CURR AMT VALUE} - \text{LIM VR OVER LIMIT} = \text{PRDBON}$$

$$40 - 10 = 30$$

PRDBON has a generation control, ERN GC PRDBON, the formula of which, LIM FM CHK PRDBON, determines if the quarter-to-date amount accumulator is equal to or greater than the limit. If it is, the system does not process the earnings. The quarter-to-date amount can be greater than the limit, despite the controls, because positive input does not use the generation control.

Calculating Earnings Based on Other Earnings

The STRESS earnings element demonstrates how an earning can be based on the value of another earning. For example, suppose that you pay 1.00 AUD stress loading for every hour of regular pay. The earnings calculation rule is $\text{Unit} \times \text{Rate} \times \text{Percentage}$, where:

Unit = Formula ERN FM REG UNIT, which returns either the employee's regular hours or regular pay standard hours.

Rate = Payee level.

Percentage = 100.

Because the value of the STRESS earnings element depends on the value of either of the regular hours, it must be resolved after the regular pay has been resolved.

Calculating Amount Earnings

There are 19 earnings elements that use a variety of methods to determine the calculation rule Amount.

Using Flat Amounts

Five earnings elements use a flat amount: FAD (first aid allowance) PHONE, CAR, PRDBON (product bonus), and TRANS ADV (advance payment example).

Using Formula-Based Amounts

Most of the earnings elements used during termination payouts use formulas in their calculation rules. They are documented in a separate chapter.

See Also

[Chapter 20, "Understanding Termination Payment Management," page 147](#)

Using Unprocessed Payee Level Amounts

Four of the earnings that have an Amount calculation rule that does not appear in a section; therefore they are not resolved. You use them as data input points, and the system uses them in lump sum D and ETP calculations. These earnings elements are REDUNDANCY, INVALIDITY, EX GRATIA, and PAY IN LIEU.

See Also

[Chapter 20, "Understanding Termination Payment Management," page 147](#)

Using Payee-Level System-Populated Amounts

The RETRO12MTH earnings element is populated by the results of the retro process, in which the formula RTO SELECT OVRDSET determines the retro override set that is used, and one of the sets forwards the earnings amount to the RETRO12MTH element.

The Net to Gross process populates the GROSS UP.

Deducting from Regular Earnings

Sometimes, you need to reduce regular earnings by the number of hours paid by another earnings element. When you pay leave using a leave earnings element, those leave hours are paid instead of regular hours, so regular hours must be reduced.

You do this by using a formula to resolve the unit value of the REGPAY STDHR earnings element.

The REGPAY STDHR calculation rule is $\text{Unit} \times \text{Rate}$, where:

Unit = ERN FM REGSTD UNIT

Rate = System element HOURLY RATE

The automatically assigned unit components of all the earnings that reduce regular hours are members of accumulator ERN AC REDUCE HRS. The delivered members are : SCK_UNIT, LSL_UNIT, OTHLV_UNIT, SHFNT2_UNIT, ANNRA_UNIT, ANN_UNIT, PUB_UNIT, and LWOP_UNIT.

The period total units from the accumulator are subtracted from the calculated regular standard hour units for the period.

Here is the process that ERN FM REGSTD UNIT uses to resolve the unit for the REGPAY STDHR earnings element (the last line reduces the regular earnings by the value of the accumulator):

1. Obtains the payee's standard hours frequency from the Job record.
2. Retrieves the annual factor for the employee's standard hours frequency; for example, annual frequency 52 for 40 standard hours per week.
3. Multiplies the employee's standard hours by the annual factor (annualization).
4. Retrieves the pay period frequency.
5. Obtains the annual factor.
6. Divides the annualized standard hours (step 3) by the annual factor (deannualization).
7. Subtracts the value of ERN AC REDUCE HRS.

The last line of the formula covers steps 6 and 7:

GP TEMP001 NUM / AUS VR ANNL FCTR – ERN AC REDUCE HRS >> ERN FM REGSTD UNIT

Calculating Rolling Average Earnings

You can set up an earnings element in which the rate is determined by the average rate of an earnings elements or set of earnings elements over a rolling period (such as the preceding 12 months).

The ANNRA (annual leave rolling average) earnings element is set up this way. Its calculation rule is $\text{Unit} \times \text{Rate}$, where:

Unit = Payee level

Rate = Formula ERN FM ROLL AVG

In a rolling average calculation based on, for example, retrieving the average rate over 12 months for a monthly paygroup, the formula retrieves the value *12* from variable ERN VR ROLL UNIT—set as a paygroup supporting element override, and the value *months* from AUS VR FREQ TYPE retrieved from the array AUS AR FREQUENCY.

You can calculate rolling averages for monthly, fortnightly, and weekly paygroups. The following example is based on months:

Example

The ANNRA earnings element must be paid in December 2002 for a monthly paygroup, and the rate is the average rate of a group of earnings elements over the preceding 12 months. The group of earnings consists of the members of the two life-to-date accumulators ERN AC ROLLAVG AMT and ERN AC ROLLAVG HRS. The earnings rate formula:

1. Uses historical rule ERN HR R/A END to retrieve the amount and hours balances of accumulators ERN AC ROLLAVG AMT and ERN AC ROLLAVG HRS, respectively, at the end of the preceding month (November).

Call these balances the end amount (EA) and end hours (EH).

2. Uses the historical rule ERN HR R/A START to obtain the amount and hours balances of the same accumulators 12 months earlier, at the end of December 2001 (the start date).

Call these balances the start amount (SA) and start hours (SH).

3. Calculates the amount difference (AD) and hours difference (HD) over the rolling average period, as follows:

$$EA - SA = AD$$

$$EH - SH = HD$$

4. Completes the calculation, as follows:

$$AD \div HD = \text{ANNRA rate for December 2002}$$

When calculating rolling averages for fortnightly or weekly paygroups, the formula obtains the accumulator balances at 14 or 7 days, respectively, prior to the period end date of the December 2002 ANNRA pay run (EA and EH).

It then uses the ERN VR ROLL UNIT value to calculate the start date so that it can retrieve the amount and hours balances at that date (SA and SH), and it completes the calculation.

Setting Up the Rolling Average Earnings Calculation

To set up rolling average earnings calculations:

1. Populate the amounts and hours accumulators with the respective earnings or automatically assigned units on which the rolling average calculation is based.
2. Assign the ANNRA earnings element to an employee as positive input, and enter the unit's value.
The unit's value is the number of ANNRA hours that you want paid at its calculated rate.
3. By supporting element override at the paygroup level, set the variable ERN VR ROLL UNIT to the number of months, fortnights, or weeks that the system must evaluate to retrieve period amount and hours data for use in the calculation.

Creating Earnings Advance and Recovery

Some earnings are loans or advances; therefore, when they are paid, the system must automatically create a deduction that is processed over subsequent pay runs, recovering the loan or advance.

The PeopleSoft system provides the following elements, accumulators, formula, and generation control to demonstrate this:

Name	Type	Usage
TRANS ADV	Earnings element.	Adds advance amount to paycheck when advance occurs.
TRANS ADV AMT	Accumulator.	Stores amount of advance.
TRANS BAL AMT	Accumulator.	Stores reducing balance.
TRANS REC	Deduction element.	Deducts portion of advance from paycheck in subsequent pay runs.
ADV FM GC CHECK	Advance recovery check formula.	Adjusts the deduction if taking it all would cause the goal amount to be exceeded.
ADV GC REC IND	Advance recovery generation control.	Controls execution of advance recovery check formula.

See Also

[Chapter 9, “Defining Deductions,” Checking Goal Amounts, page 64](#)

Selecting Hours for Holiday Earnings

The system detects when a designated holiday occurs in a pay period. Designate days as holidays on the Holiday Schedule page, which you access by selecting Set Up HRMS, Common Definitions, Holiday Schedule. When a holiday occurs in a pay period, the system populates the HOLIDAY HRS system element with the hours entered for that holiday on the holiday schedule.

Because a payee might not have been scheduled to work the holiday schedule hours, you can direct the system to pay different hours from those on the holiday schedule.

During normal payroll processing, when the system resolves the PUB (public holidays) earnings element, it determines the number of hours to pay each employee.

The PUB calculation rule is $\text{Unit} \times \text{Rate}$, where:

Unit = Formula ERN FM PUB UNIT

Rate = System element HOURLY RATE

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

The count formula for ERN CT PUB HOURS is ERN FM HOLIDAY HOURS. This formula checks each day in the period for a HOLIDAY HOURS value and if it finds one, determines whether the variable ERN VR SCHED TYPE is set to HOL, WRK, or ALT.

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

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

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

Note. You can designate any defined schedule as the alternate schedule on the paygroup table. And at employee level, you can assign a schedule as an alternate and it can be the paygroup alternate schedule or any other of your defined schedules. Select Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Assign Work Schedule.

Whatever the value of the variable ERN VR SCHED TYPE, the count formula returns the hours to be passed by the count to the numerator of the proration rule and the proration rule passes the count value to the formula ERN FM PUB UNIT, which is the unit for the PUB calculation rule $\text{Unit} \times \text{Rate}$.

Note. Because the count numerator (the number of hours to pay) is divided by denominator 1, no proration occurs. The count result is passed to the PUB earnings element's unit formula through the proration element because counts cannot be used directly in formulas.

Scheduling Earnings by Using Generation Control

There may be times when you need to control the periods in which earnings are paid. In that case, you need to control when the system pays the earnings element regardless of the pay frequency (weekly, fortnightly, semimonthly, four-weekly, or monthly). For instance, you might need to pay earnings only in the first weekly pay run of the month or only in the second fortnightly pay run of the month.

Note. Although these generation controls are discussed here in the context of defining earnings, you can use them to control deductions in the same way.

Scheduling for Any Period

You control the payment of an earnings element—whatever the pay frequency—by assigning one of seven generation controls to the earnings. Five generation controls exist for periods 1 to 5 (there is a maximum of five weekly periods per month), and two additional generation controls cover two periods each (periods 1 and 3 and periods 2 and 4).

The two-period controls have the system process the earnings in both covered periods. For example, the control for periods 1 and 3 affects weekly pay runs in weeks 1 and 3 but not weeks 2, 4, and 5.

A corresponding formula exists for each generation control. When the formula returns *True*, the earnings is paid.

For example, to pay an allowance for the first period of the month (period 1), the formula returns *True* for the first period of the month and *False* for the remaining periods, and the earnings element is processed.

The formula attached to each generation control has the same name except the FM element type code replaces the GC type code; for example, the generation control AUS GC PERIOD 1 has the associated formula AUS FM PERIOD 1.

Note. For each of the two-period generation controls, the formula calls two other formulas, one for each period. For example, the formula AUS FM PRD 1+PRD 3 calls formulas AUS FM PERIOD 1 and AUS FM PERIOD 3. Only one of the two formulas needs to return *True* for the system to pay the earnings.

Weekly, fortnightly, semimonthly, and four-weekly brackets return values depending on where the pay period end date occurs, as the following diagram shows:

Weekly Bracket - AUS BR WEEKLY					
Days	1-7	8-14	15-21	22-28	29-31
Bracket Value	1	2	3	4	5

Fortnightly Bracket - AUS BR FORTNIGHTLY			
Days	1 - 14	15-28	29-31
Bracket Value	1	2	3

Semi-Monthly Bracket - AUS BR SEMIMONTH		
Days	1 - 15	16 - 31
Bracket Value	1	2

Four-Weekly Bracket - AUS BR FOURWEEKLY		
Days	1 - 28	29-31
Bracket Value	1	2

Bracket values for each period

To provide examples, the following table shows the bracket value that each bracket returns for day 5 and day 27 of the month:

Bracket	Value for Day 5	Value for Day 27
Weekly	1	4
Fortnightly	1	2
Semimonthly	1	2
Four-weekly	1	1

The formula uses the bracket values, which indicate to the system whether the pay period end date is in the relevant period. The formula checks the bracket that corresponds to the frequency type.

For the period 1 formula for example:

```

If AUS VR FREQ TYPE = 'W' (weekly) Then
  If AUS BR WEEKLY = 1 Then...TRUE
If AUS VR FREQ TYPE = 'B' (biweekly or fortnightly)Then
  If AUS BR FORTNIGHTLY = 1 Then...TRUE

```

The formula returns *True* when the pay period end date is in the bracket value that corresponds to the period. That is, for period 2 when the bracket for a frequency type returns 2, the formula returns *True*.

For example, to have the earnings paid in the first period, you attach the period 1 generation control to the earnings element. If generation control formula for period 1 returns the bracket value *1*, the formula returns *True*—regardless of the frequency specified in variable AUS VR FREQ TYPE, .

If you want the earnings paid in the second and fourth periods, attach the AUS GC PRD 2 +PRD4 AUS FM PRD 2 +PRD4

The following table lists the frequencies for which each formula uses the bracket value (*W* is weekly, *B* is fortnightly, *S* is semimonthly, *F* is four-weekly, and *M* is monthly):

Formula	Frequency	Comment
AUS FM PERIOD 1	W, B, S, F, M	N/A
AUS FM PERIOD 2	W, B, S, F	M is always true
AUS FM PERIOD 3	W, B	S, F, and M are always true
AUS FM PERIOD 4	W	B, S, F, and M are always true
AUS FM PERIOD 5	W	B, S, F, and M are always true

Note. None of the delivered earnings elements use the AUS GC PERIOD <number> generation controls; however, you can use these controls for deductions just as you use them for earnings. Deduction INSURANCE, for example, uses the AUS GC PERIOD 1 generation control.

See Also

[Chapter 9, “Defining Deductions,” Scheduling Deductions Using Generation Control, page 63](#)

Scheduling for the Last Period Only

To have an earnings element paid only in the last period in a month, use generation control AUS GC LAST PERIOD to determine if the period being processed is the last period of the month; for example, period 4 or 5 for weekly pay frequency or period 2 for semimonthly. The PHONE earnings element uses this generation control.

The formula attached to this generation control is AUS FM LAST PERIOD. That formula also uses the period formulas—AUS FM PERIOD <number>—that are associated with the seven generation controls.

CHAPTER 9

Defining Deductions

This chapter provides an overview of deductions for Australia and discusses how to:

- Calculate tax deductions.
- Schedule deductions using generation control.
- Check goal amounts.
- Manage garnishments.

Understanding Deductions

The PeopleSoft system provides a number of deductions to demonstrate the flexibility of Global Payroll rules and meet common processing requirements, such as the preservation of minimum net pay. The following sections discuss various ways to use deductions and supporting elements.

Delivered Deduction Elements

In the following table, the first column combines the deduction's name and description. The code *(gc)* indicates that the deduction has a generation control. The code *(po)* indicates a post-processing formula, and the code *(pr)* indicates a pre-processing formula. The other columns indicate the deduction's calculation rule of Unit × Rate, Unit × Rate × Percent, or Base × %. The formulas used for some of the deduction codes are discussed in further detail. The code *(sy)* stands for *system element*; it is not part of the element name.

Name and Description	Unit	Rate	Base	%	Amount
Section DED - PRE TAX					
EE SSSPR Employee Sal. Sacrifice Super (po)			AUS GROSS	Payee Level	
Section DED - PST TAX					

Name and Description	Unit	Rate	Base	%	Amount
INSURANCE Insurance (gc) (po)			AUS GROSS	5.00	
PARK Parking Fee (gc)	Payee Level	10.00			
LOANDED Loan Repayment (gc) (po)			AUS GROSS	10.00	
UNION Union Fees (gc) (po)					9.50 / period
TRANS REC Advance Recovery Example (gc) (po)			TRANS ADV AMT	Payee Level	
SALDED Advance Repayment					2500.00 / period
SOCIAL Social Club (gc)					8.00 / month
LOAN REPAY Loan Repayment (Term) (gc)					TER FM LOAN REPAY
HEALTH FUND Health Fund (gc)					Payee Level

Name and Description	Unit	Rate	Base	%	Amount
<i>Section DED - TAX</i>					
MARGINAL TAX Marginal Tax (po)					TAX FM MARGINAL
ANNLSD TAX Annualized Tax					TAX FM ANNLSD
HECS HECS Amount (po)					TAX FM HECS
SFSS SFSS Amount (po)					TAX FM SFSS
LUMP A TAX Lump Sum A Tax					TAX FM LUMP A
LUMP B TAX Lump Sum B Tax					TAX FM LUMP B
LUMP C TAX Lump Sum C Tax					TAX FM LUMP C
LUMP E TAX Lump Sum E Tax					TAX FM LUMP E
<i>Section DED - NONTAX</i>					

Name and Description	Unit	Rate	Base	%	Amount
SGCMAN SGC Mandatory (gc) (po)			SUP FM CALC BASE	AUS VR SGCMAN PCT	
AWARDMAN Award Super Mandatory (gc) (po)					SUP FM TIERBSD AMT
ER ADDLSPR Employer Add'l Super (po)			SUP FM CALC BASE	SUP VR ERADDL PCT	
ER MATCHSPR Employer Matching Super (po)			AUS GROSS	SUP BR CMPNY PCT	
EE SUPER Employee Super					Payee Level
CHARITY Deductible Gift Recipient					Payee Level

There are also 22 deductions that relate to salary packaging; and they all start with the letters *SP*.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging”

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Modelling Salary Packages”

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Managing Salary Packages”

Calculating Tax Deductions

The tax deductions are in the section DED - TAX. All eight tax deductions have a calculation rule of Amount, and the amount is a formula specific to each deduction; for example, TAX FM MARGINAL or TAX FM LUMPA.

See Also

[Chapter 4, “Setting Up for Tax Reporting,” page 23](#)

[Chapter 10, “Managing Taxation Processing,” page 69](#)

Pre-Tax Deductions

There is only one deduction in the DED - PRE TAX section. It is EE SSSUPER (employee salary sacrifice super).

Post-Tax Deductions

These are in section DED - PST TAX and represent typical after-tax deductions such as parking fees, union dues, and social club membership fees. The section includes repayment deductions that are generated by the system when their associated earnings are paid.

Non-Tax Deductions

The non-tax deductions, which appear in section DED – NONTAX, are for superannuation. Three of the five deductions use a Base $\times$ Percent calculation rule. The other two deductions use amounts (one is a formula-driven amount and the other is a payee-level flat amount).

See Also

[Chapter 22, “Monitoring Salary Packaging Expenditure,” page 169](#)

Scheduling Deductions Using Generation Control

The HEALTH FUND deduction element has a generation control, LVE GC BIGGER SEG, which uses formula LVE FM BIGGER SEG.

One leave-in-advance payment option enables you to advance only the leave pay within a pay period and pay the regular pay in its normal period. When this occurs, the system determines which is the longer period—leave or regular—and applies the deduction to the longer period. The formula returns *True* if the leave period is longer, and the generation control takes the deduction from the leave pay that is advanced.

The same formula ensures that the deduction is taken when there is period segmentation due to hire or termination.

When segmentation is due to something other than hire or termination, the deduction is taken in *either*:

- The longer of two segments.
- The segment in which the period midpoint occurs, when there are more than two segments.

The UNION, LOANDED, and TRANS REC deduction elements also have generation controls. Their formulas check that the deduction has not reached a period limit or goal amount. In the case of TRANS REC, the formula verifies that the payee is still active.

The LOAN REPAY deduction element's generation control formula also checks that the payee is still active. If the payee is not active, the deduction element applies and the Amount formula, TER FM LOAN REPAY, and retrieves the loan balance. The TRANS ADV and LOAN REPAY deduction elements interact through their generation control formulas. If the payee is terminated, TRANS ADV isn't resolved but LOAN REPAY is.

The INSURANCE deduction element demonstrates the use of a generation control to ensure that the deduction is taken only in the first pay period, irrespective of the pay frequency. The deduction's calculation rule is $\text{Base} \times \text{Percent}$, where:

Base = Accumulator AUS GROSS

Percent = 5.00

The AUS GC PERIOD1 generation control is one of seven generation controls that are discussed in the chapter on defining earnings.

See Also

Chapter 8, "Defining Earnings," Scheduling Earnings by Using Generation Control, page 56

Checking Goal Amounts

The calculation rule for the LOANDED deduction element is $\text{Base} \times \text{Percent}$, where:

BASE AUS GROSS

Percentage = 10

This deduction has a goal limit that is the maximum amount that can ever be deducted. It is not a maximum per frequency.

The DED GC LOANDED generation control first checks if any part of the deduction can be taken. Its formula, LIM FM CHK LOANDED, checks that accumulator LOANDED AC LTDA (life-to-date LOANDED), is not greater than or equal to the variable LIM VR GOAL LIMIT, which set as the supporting element override when assigning the deduction to the payee. If it is, the formula returns false and the deduction is not processed.

However, even if the deduction is processed, the system must verify that this new instance of the deduction won't exceed the goal amount if it is taken in full.

The post-process formula LIM FM LOANDED verifies this. If there is a goal limit, the system proceeds with the formula, as follows:

$\text{LOANDED AC LTDA} + \text{LOANDED_ARR (any LOANDED arrears)} + \text{CURR AMT VALUE (system element, the value of LOANDED)}$

For example:

$1150 + 0 + 90 = 1240$ (GP TEMP001 NUM)

The formula then compares the new figure with the goal amount; for example, 1200.

If it finds that the new figure exceeds the goal amount, it subtracts the goal amount from the new figure to determine the excess amount; for example:

$$1240 - 1200 = 40 \text{ (LIM VR OVER LIMIT)}$$

The formula then subtracts the excess amount from the current value of the deduction (for example, 90), and that becomes the value of the deduction for this pay period (which is the last time it's taken unless the goal amount is increased):

$$90 - 40 = 50$$

The UNION deduction element is managed in a similar way. Its generation control formula LIM FM CHK UNION checks whether Union's fiscal year-to-date accumulator is greater than or equal to LIM VR YTD LIMIT (goal amount for the year). If it is greater, the deduction is not processed.

If the deduction is processed, the post-process formula determines the effect that the new deduction would have on the year's goal amount if paid in full, and it reduces the deduction if necessary.

The LOANDED deduction element is assigned at payee level as an earnings and deduction assignment. Set the goal amount as the numeric value of the element override, LIM VR GOAL LIMIT. Because goal amounts are typically different for each employee, the variable is not set as a system element override at the deduction level.

Managing Garnishments

Garnishments are deductions. You set up garnishment deductions just as you set up any other deduction. In addition to setting up the deduction, you can:

- Enter information-only details about the garnishment.
- Enter a protected minimum net pay for employees who pay garnishments.

Pages Used to Manage Garnishments

Page Name	Object Name	Navigation	Usage
Garnishments	GPAU_GARN_DTLS	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments AUS	Enter details about a particular garnishment for a payee.
Protected Net Pay	GPAU_PROTECT_NET	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Specify Protected Net Pay AUS	Enter the protected net pay amount for a payee. The system cannot take the whole COURT ORDER deduction if taking it would make the employee's net pay less than the protected amount. It can deduct to that protected amount, but no more. Note. Protected net pay is only protected in relation to the COURT ORDER deduction. After the system has processed COURT ORDER, the accumulator AUS NET is the minimum net pay amount. That minimum net pay is not protected against any other deductions that might apply.

Calculating Garnishment Deductions

The PeopleSoft system provides three garnishment deduction elements: CHILDSUPPORT, WRIT, and COURT ORDER. Each is resolved differently.

Child Support

The CHILDSUPPORT deduction element has calculation rule Amount, and the amount is set at 50 AUD.

Writ

The WRIT deduction element has the calculation rule $\text{Base} \times \text{Percent}$, where:

Base = Accumulator AUS AC DISP EARNs (disposable earnings)

Percent = 5.0

Accumulator AUS AC DISP EARNs members are:

- Accumulator AUS GROSS (+)
- Accumulator AUS TAX (–)

Court Order

The COURT ORDER deduction element has a generation control, GRN GC COURTORDER, which uses formula GRN FM PROC STATUS to verify that the processing status of the garnishment (set on the Garnishment Details page) is *Approved*.

The calculation rule for COURT ORDER is Amount, where the amount is formula GRN FM ALL BUT NET. The formula deduct all but the protected net pay amount from disposable earnings. Disposable earnings is stored in accumulator AUS AC DISP EARNs:

Segment accumulator AUS GROSS – Segment accumulator AUS TAX = AUS AC DISP EARNs (disposable earnings)

AUS AC DISP EARNs (disposable earnings) – DED VR PROTECT NET (protected net pay) = COURT ORDER deduction

The protected net pay variable is the amount that you enter in the single field on the Protected Net Pay page. The amount that you enter becomes the variable through the array AUS AR PROTECT NET in the INITIALISATION section in the AUS PAYROLL process list.

Entering Garnishment Details

Access the Garnishments page.

The screenshot displays the 'Garnishments' page. At the top, it shows the employee's name 'David Holley', employment status 'EMP', ID 'KA0004', and 'Empl Rcd #: 0'. Below this is a 'Garnishments' section with a search bar and navigation links. The main area is titled 'Definition' and contains the following fields:

- Element Name:** A search bar with a magnifying glass icon.
- Definition:** A section with a search bar and navigation links.
- *Effective Date:** A date field with a calendar icon.
- Garnishment Type:** A dropdown menu.
- Response Required Date/Time:** A date field.
- Order Reference Number:** A text field.
- Received Date and Time:** A date field.
- Processing Status:** A dropdown menu.
- Contact Name:** A text field.
- Phone:** A text field.
- Admin Fees:** A text field.
- Comment:** A large text area.

Garnishments page

The garnishment deduction elements calculate the amount to deduct, but you may need to record other garnishment details. The Garnishments page is for recording information only. There is no system processing associated with the data, except that the generation control for COURT ORDER checks the status.

Element Name Enter the garnishment deduction.

Garnishment Type Select the type. Options are *Assignment*, *Bankruptcy*, *Child Supt* (child support), *Tax Levy*, *Dependant*, and *Writ*.

Response Required Date/Time	Enter the date and time that a response is required, as indicated on the garnishment order.
Order Reference Number	Displays the reference number, which is supplied with the order for the garnishment.
Received Data and Time	Record the date and time that you received the garnishment order.
Processing Status	Select from <i>Approved</i> , <i>Completed</i> , <i>Received</i> , <i>Rejected</i> , and <i>Suspended</i> . The garnishment deduction COURT ORDER is taken only if the status is <i>Approved</i> .
Contact Name and Phone	Enter the recipient's contact name and phone number.
Admin Fees (administrative fees)	Enter the amount of any fees that you can charge for administering the garnishment.
Comment	Enter any comments about the garnishment specification.

CHAPTER 10

Managing Taxation Processing

This chapter provides an overview of taxation processing for Australia and discusses how to:

- Enter payee tax data.
- Update payee tax scales automatically.
- Run the tax file number (TFN) declaration.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Understanding Taxation Processing

The Australian country extension to Global Payroll comes with all the elements required to calculate a payee’s tax correctly. The system calculates the tax for a variety of scenarios, such as multiple payments within a calendar period, annualized tax, midperiod hires, and terminations.

As well as entering details about the pay entity (usually a company or organization), you must provide the Australian Tax Office (ATO) with TFN information. You need to enter and maintain tax-related information about each employee and submit statutory reports to the ATO.

See Also

Chapter 4, “Setting Up for Tax Reporting,” page 23

Entering Information for Tax Processing

The correct calculation and reporting of tax depends on the employee data that is stored in the system.

Pages Used to Enter Information for Tax Processing

Page Name	Object Name	Navigation	Usage
Payee Tax Data	GPAU_EE_TAX_DTLS	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data AUS	Enter individual payees' tax data.
Tax Scale Update	GPAU_RC_TX01_SQR	Global Payroll & Absence Mgmt, Payee Data, Taxes, Review/Update Tax Scales AUS	Report employees' tax scales or update the tax scales if the TFN exemption expiry date has passed.

Entering Payee Tax Data

Access the Payee Tax Data page.

Payee Tax Data

David Holley

Person ID: KA0004

Tax File Number

Find | View All First 1 of 1 Last

*Effective Date: 01/01/2000

*TFN Status: TFN Prov

Tax File Number: Entered

Re-Enter TFN

☒ TFN Disclose to Superannuation
 ☐ TFN Declaration sent to ATO

Tax Details

Find | View All First 1 of 1 Last

*Pay Entity: KAAUSBI Australian Business Institute

*Tax Scale: 7

*Balance Group No: 000

Basis of Payment: Full Time

☒ HECS Debt
 ☐ SFSS Debt

Payee Tax Data page (1 of 2)

Medicare Levy Details				
☒ Calculate Levy Adjustment	☐ Spouse	☐ Combined Income	No of Dependents:	
Rebates				
FTB Rebate:	Other Rebates:	Total Rebate:		
Tax Adjustments				
	Override Pct	Override Amt	Additional Pct	Additional Amt
☐ PAYG Adjustment				
☐ Annualised Adjustment				
☐ HECS Adjustment				
☐ SFSS Adjustment				
Contractor Details				
☐ Contractor	ABN:	ABN Branch:		
Declaration				
☒ Signature Present	Date Signed: 01/01/2000			

Payee Tax Data page (2 of 2)

To calculate a payee's tax, the array TAX AR EE TX DTL retrieves each payee's tax data. If you have not entered all the data required, an error message indicates that payee tax information is required.

TFN Status

Select the status. Options are:

Applied: The payee has shown on the employment declaration that there is an application for a TFN. The system adds the current date as the TFN exempt start date and a date 28 days later as the TFN exempt end date. In the interim, the system displays *11111111* as the payee's TFN.

Note. The exempt start and end date fields are unavailable for all statuses except *Applied* and *Not Supp* (not supplied).

F/P Pens (full or part pension): If the payee is on a full or part pension, the employee is exempt from providing a TFN. The system displays *44444444* as the payee's TFN.

Incrcr TFN (incorrect TFN): If the payee has supplied an incorrect TFN, the system does not allow you to enter a TFN.

Not Supp (not supplied): If the payee has not supplied a TFN, the system adds the current date as the TFN exempt start date and a date 28 days later as the TFN exempt end date. In the interim, the system displays *00000000* as the payee's TFN.

TFN NotReq (TFN not required): Used when a TFN is not required; for example, for contractors. The system displays *00000000* as the payee's TFN.

TFN Prov (TFN provided): The payee has provided a TFN. After you enter the TFN, the system hides the entry, displays *Entered* in the field, and displays a *Re-Enter TFN* button. If you enter an invalid TFN, the system warns you. To re-enter a tax file number, click the Re-Enter TFN button.

If an interim notice is in force for the employee, select TFN Provided and enter 222 222 222.

Under 18: An employee under 18 years of age is exempt from quoting a TFN. The system automatically displays 333333333 as the payee's TFN.

Tax File Number	Enter the TFN number. Validation occurs, and you receive a warning message if the number fails validation.
Re-Enter TFN	This field is available until you enter a valid TFN. Use it to enter a different TFN if the number that you enter fails validation.
TFN Disclose to Superannuation	Select this check box to indicate that the payee has authorized you to disclose the TFN to a superannuation organization. There is no processing associated with this check box. You can use it when reporting to a superannuation provider.
Pay Entity	Enter the pay entity to which the payee supplied the tax file declaration.
Balance Group No (balance group number)	Use balance group numbers to identify the accumulator in which the system stores tax balances. You can only select balance group numbers entered for the employee on the Job Data - Payroll page.
Tax Scale	Enter the tax scale. Options are: 1: Tax Free Threshold Not Claimed 2: Tax Free Threshold Claimed 3: Non Residents 4N: TFN Not Provided - Non-Resident 4R: TFN Not Provided - Resident 5: Full Medicare Levy Exemption 6: Half Medicare Levy Exemption 7: Tax Free Threshold (No Loading) 8: Seniors - Single 9: Seniors - Separated by Illness 10: Seniors - Member of a Couple
Basis of Payment	Select the basis of payment. Options are <i>Casual</i> , <i>Full Time</i> , <i>Labour Hire</i> , and <i>Part Time</i> .
HECS	Select if the payee has an HECS debt.
SFSS	Select if the payee has an SFSS debt.
Medicare Levy Details	
Calculate Levy Adjustment	Clear this check box to prevent the system from calculating Medicare levy adjustments. By default, the check box is selected. If you do clear this check box, the system does not process any other selected options in the group box.
Spouse	Select if the payee has a dependent spouse only.
Combined Income	Select if the payee and spouse's combined income is less than the threshold.

No. of Dependents (number of dependents)	Enter the number of dependents, including the spouse if the spouse is a dependent.
---	--

Rebates

FTB Rebate	If the payee is applying to have this benefit paid by reduced withholding tax, enter the amount of the reduction that the payee is requesting.
-------------------	--

Other Rebates	If the payee is applying to have combined dependent-spouse, special, or zone rebates paid by reduced withholding tax, enter the amount of the reduction that the payee is requesting.
----------------------	---

Total Rebate	The system displays the total of the FTB and other rebates.
---------------------	---

Tax Adjustment

PAYG Adjustment	A check box exists for each type of tax: PAYG, Annualised, HECS and SFSS. Select the check box for each tax for which you want to make an adjustment. This makes the adjustment fields available for entry. For each tax, you can set an adjustment of override percentage or amount, or an adjustment of additional percentage or amount.
------------------------	--

Contractor Details

Contractor	Select if the payee is a contractor.
-------------------	--------------------------------------

ABN	If you select <i>Contractor</i> , enter the ABN. The system warns you if the number that you enter is not a valid ABN.
------------	--

ABN Branch	If you select <i>Contractor</i> , enter the ABN branch
-------------------	--

Declaration

Signature Present	Select if the payee has signed the tax declaration form.
--------------------------	--

Date Signed	Enter the date that appears on the declaration.
--------------------	---

Updating a Payee's Tax Scale Automatically

When you hire a new payee and select a tax scale, that tax scale might need to be changed. When people apply for a TFN, they have a 28-day exemption period. If they a TFN is not entered in the system before the expiry of the 28 days, the tax scale must be reset. You can run a process to have the system do this for you. The GPAUTX01.SQR process checks the TFN status to determine if it is *Applied* or *Not Supp* (not supplied). If the 28 days have expired, the system performs the following actions:

- Inserts a new effective-dated row of status *Not Supp* (for both *Applied* and *Not Supp*).
- Sets the exempt start and end dates to null.
- Resets the payee's tax scale to 4N or 4R.

To create a report of only employees whose tax scale needs to be changed—for example, if you want to change them manually—you can use the process page to generate the report without making automatic updates. To create a report only, clear the Update Employee's Tax Scale check box.

Submitting the Electronic TFN Declaration

The output of the GPAU_TFN_ELC Application Engine process is a magnetic media file for submission to the ATO.

The TFN declaration has five parts:

- Supplier information, which is generated from supplier data.
- Payer information, which is generated from the Entering Additional Tax Information page.
- Payee information, which is generated primarily from the Entering Payee Tax Data page.

It includes the TFN, name and address, terminated flag, residency status (from the tax scale), basis of payment, tax-free threshold claimed, and FTB claimed.

- Software information.
- File total.

Note. The information that you enter on the tax information pages is included in the following files, which you submit to the ATO: the Group Tax file, the Payment Summaries file, and the TFN Declaration file.

Pages Used to Submit the Electronic TFN Declaration

Page Name	Object Name	Navigation	Usage
TFN Declaration - Electronic	GPAU_RC_TFN_ELEC	Global Payroll & Absence Mgmt, Taxes, Create TFN File AUS	Set the report start and end dates and select the pay entities for the report. You can also specify a run type of <i>Production</i> or <i>Test</i> .

See Also

Chapter 4, “Setting Up for Tax Reporting,” page 23

CHAPTER 11

Reporting State Payroll Tax Liabilities

This chapter provides an overview of state payroll tax reporting and discusses how to run the State Payroll Tax report.

Understanding State Payroll Tax Reporting

The State Payroll Tax report provides detailed information about the earnings, benefits, deductions, and expenses that are identified as payroll taxable or payroll tax exempt. Details are also provided for termination payments that are payroll tax exempt.

Note. The State Payroll Tax report is not a complete representation of payroll tax liabilities. Other payments and earnings that are administered outside the PeopleSoft system should be included in any returns submitted to the State Revenue Office. This may include details of companies that form part of a group but are administered outside the PeopleSoft system.

If an employee moves to a different state during a reporting period, the system uses the Job record that is valid at the time of payment of state payroll tax. For example, suppose that a weekly employee has four pay periods in the month, and the employee moves to another state during the fourth pay period. That fourth pay period is reported for the new payroll tax state.

Running the State Payroll Tax Report

The GPAU_SPT_RPT Application Engine process extracts data for state payroll tax reporting, and that data is formatted as a report by the GPAUT01 Structured Query Report.

Page Used to Run the State Payroll Tax Report

Page Name	Object Name	Navigation	Usage
SPT Report (state payroll tax report)	GPAU_RC_SPT	Global Payroll & Absence Mgmt, Taxes, Payroll Tax Report AUS	Report the data extracted by the GPAU_SPT_RPT process.

Reporting State Payroll Tax Data

Access the SPT Report page.

Group Pay Entity Enter the group pay entity that you created in the Group Entity table.

State Payroll Tax Base Date Select the SPT base date. Options are *Pay End Date*, *Payment Date*, and *the Earlier of End/Payment Dates*. With weekly and fortnightly pay frequencies, it is not always clear in which month the earnings should be included for payroll tax purposes. Some pay periods span two months. This field determines the month to which earnings are attributable for payroll tax purposes.

See Also

Chapter 5, “Setting Up State Payroll Tax Reporting,” page 27

CHAPTER 12

Administering Superannuation

This chapter provides an overview of superannuation administration and discusses how to:

- Make statutory and customary superannuation deductions.
- Set the calculation rule.
- Use tier-based calculations.
- Use percentage based on employee contributions (matching).
- Accommodate exemption rules and limits.
- Accommodate employee options.
- Display superannuation information on the payslip.

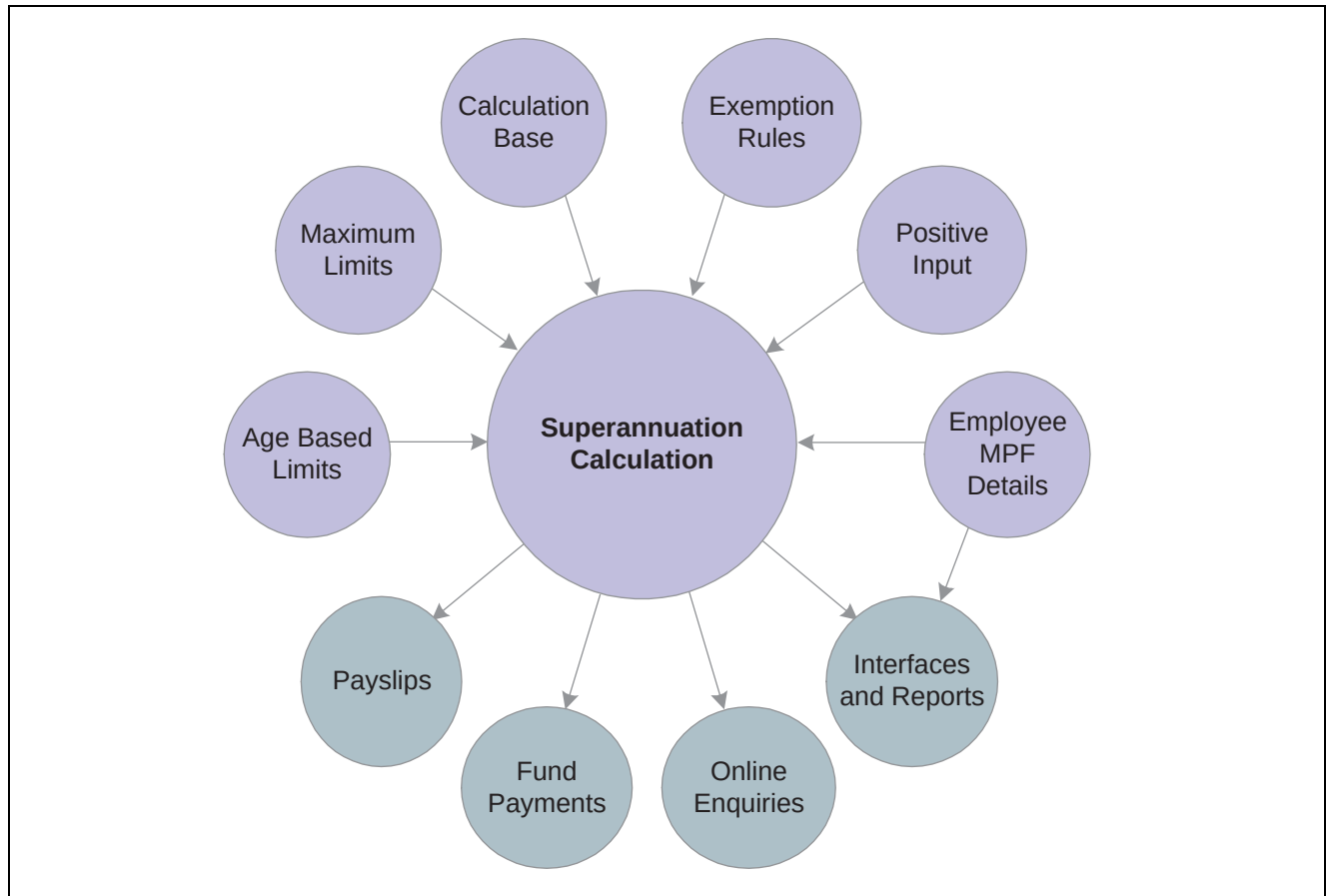
Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Understanding Superannuation Administration

The following diagram shows the settings you must specify to ensure correct superannuation calculation and output:



User input and system output for superannuation

Making Statutory and Customary Superannuation Deductions

The following deductions are for the common super contributions.

Deduction Name	Calculation Rule	Description
SGC MAN (super - mandatory) (Statutory)	Base × Percent	The superannuation guarantee (SG) contribution mandated by Australian legislation. Employers normally pay this on behalf of the employees. This is defined to be a percentage of the employee's actual gross earnings for the period. The PeopleSoft-delivered variable AUS VR SGCMAN PCT holds this user-maintainable value.

Deduction Name	Calculation Rule	Description
ER ADDLSPR (employer additional super) (Customary)	Base × Percent	The super contribution that the company pays in addition to the percentage mandated by the legislation. This is a percentage of the employee's actual gross earnings. The employer defines the value of the percentage. The PeopleSoft-delivered variable SUP VR ERADDL PCT holds this user-maintainable value.
EE SSSPR (employee salary sacrifice super) (Customary)	Base × Percent	The super contribution that an employee pays as a salary sacrifice. This is defined as a percentage of the employee's actual gross earnings. The percentage is entered at the payee level as a deduction assignment. Refer to the description of the ER MATCHSPR deduction.
AWARDMAN (award - mandatory) (Customary)	Amount	The super contribution likely to be used by award-based employees. It shows how super can be calculated using a tier-based calculation. With the amount being calculated from a formula SUP FM TIERBSD AMT
ER MATCHSPR (employer matching super) (Customary)	Base × Percent	The super contribution that the company voluntarily pays on behalf of an employee who contributes to super through salary sacrifice. This shows how a company can match the employee contribution. Only employees with EE SSSPR receive this deduction. Refer to the description of the EE SSSPR deduction.
EE SUPER (employee super) (Customary)	Amount	The super contribution that an employee pays as an after-tax deduction. This is defined as a flat amount. Employees need to be enrolled to have this deduction taken. The amount is entered at the payee level as a deduction assignment.

Setting the Calculation Rule

Although a superannuation contribution can be a flat amount or the result of a tier-based calculation, most often it is a percentage of a base; for example, regular gross earnings, actual gross earnings, notional salary, super salary earnings, or compensation rate. The standard element calculation rule options accommodate all the calculation methods applicable to superannuation deductions.

Using Tier-Based Calculations

Tier-based calculation is typically used in the Australian public service and all participating commonwealth agencies. In this calculation, contributions are based on the employee's salary range and may be a flat amount or a percentage as illustrated in the following table:

Annual Salary	Annual Amount	Annual %
0 - 28738.58	862.160000	
28739.58 - 46332.00	An amount	3% of super salary
46333.00 - 69498.00	1389.96	
69499 - 9999999.99		2% of super salary

A user-maintained bracket, SUP BR TIERBSD TBL, stores these values. You can store both an amount and a percentage per range, as illustrated by the second row.

The system uses the annualized super salary (rate code AU SUPERSAL $\times$ system element RC FREQ FACTOR) to retrieve the flat amount or percentage to be applied. It then deannualizes the retrieved flat amount to the period frequency. The percentage, however, is applied to the period super salary, not the annualized period salary.

Although annualization and deannualization are normally automatic in the system, for this instance, the process is manual. The frequencies used for this process are stored at the paygroup level.

Using Percentage Based on Employee Contributions (Matching)

The percentage of the ER MATCHSPR deduction element is based on the percentage of the EE SSSPR deduction element. For example, a company might contribute an extra 1 percent for employees who are voluntarily contributing 1 to 2 percent through salary sacrifice, an extra 2 percent for employees contributing 3 to 4 percent, and an extra 3 percent for employees contributing 5 percent or more.

Note. The EE SSSPR deduction element needs to be resolved before ER MATCHSPR, and ER MATCHSPR needs to be defined as *By Eligibility* so that it does not require a deduction assignment record.

A user-maintained bracket, SUP BR CMPNY PCT, stores the employee contribution ranges and the matching employer contribution. The deduction ER MATCHSPR uses this bracket to determine the percentage to use.

Note. If the employee does not have a salary sacrifice super contribution, the resulting percentage from this bracket is 0 percent.

Accommodating Exemption Rules and Limits

Although it is mandatory for employers to pay super contributions for each employee, the following exemptions exist:

- Employees who earn less than 450.00 AUD in a month.
- Employees who are 70 years old or over.
- Employees who are under 18 years old and work 30 hours or less in a week.
- Employees paid to do work of a domestic or private nature for no more than 30 hours a week.
- Nonresident employees paid for work done outside Australia.
- Resident employees paid by nonresident employers for work done outside Australia.
- Some foreign executives who would have been eligible for the previous class 413 (executive, overseas) visa or entry permit under Migration (1993) regulations.
- Employees who so elect because the benefit exceeds the pension reasonable benefits limit.

Only the first three rules are delivered with this country extension, because the other rules can be accommodated using the standard core employee earnings and deductions assignment functionality.

Using Exemption Rule Checks

Because some employers still process super contributions for employees who fall into the first three of the exemption rules listed in the previous section, you need a way to specify whether the checks and limits apply or not. You achieve this using variables as supporting element overrides.

See Also

[Chapter 5, “Setting Up State Payroll Tax Reporting,” page 27](#)

[Chapter 12, “Administering Superannuation,” Controlling Exemptions and Checking Limits, page 82](#)

Applying Maximum Earnings Limits

Legislation provides an earnings ceiling that limits the amount an employer is required to contribute. This ceiling is indexed each year and was 26,300.00 AUD per quarter for financial year 2000-2001. Employers do not have to apply the limit, and they can continue to contribute for the employee’s super.

The following table shows the reduced amount payable in the third month because the quarterly limit is reached in that month. The SG contribution is based on 8 percent in this example.

Month	Earnings	SG Calc'd On	Cumulative Amount / Month	SG Contribution
January	10,000	10,000	10,000	800
February	10,000	10,000	20,000	800
March	10,000	6,300 (26,300 – 20,000)	26,300	504

This limit check is part of the SGCMAN deduction calculation. Variables determine whether the check occurs and the maximum limit. If the check occurs, the system verifies the employee's quarter-to-date gross earnings against the quarterly limit.

Checking Age-Based Limits

These limits apply to employers claiming deductions from company tax liability for contributions made on behalf of their employees. You can have the system validate the total super deductions that an employer has paid for the employee against an age-related limit provided by the Australian Tax Office (ATO). A company might use this validation to restrict an employee's salary sacrifice deductions—because it cannot claim tax deductions for contributions above these limits.

Different age groups have different limits. These limits are indexed every year. The following table lists the limits for financial year 2000-2001.

Age of the Employee	2000-2001 Limits
Under 35	13,934 AUD
35 to 49	38,702 AUD
50 and over	95,980 AUD

A user-maintained bracket, SUP BR AGEBSL LMT stores this data.

Note. When you set the variable as a supporting element override to control this check, you must make sure that this deduction adds to the year-to-date (YTD) accumulator that the system uses for the validation. If the YTD accumulator is equal to the limit based on the employee's age, the system does not resolve the super contribution.

The system uses a separate deduction code to resolve the amount necessary to adjust the super contribution.

Controlling Exemptions and Checking Limits

Supporting element overrides, set as variables at deduction level, determine whether the checks occur and the limits imposed. The following table shows the supporting elements and the values that you need to set.

The character value *Y* instructs the system to make the check. The minimum and maximum earnings limits require a second variable to hold the limit.

Exemption	Variable	Character Value	Amount Value
Minimum earnings	SUP VR MINEARN YN	<i>Y</i>	
Minimum earnings	SUP VR MINERN AMT		<i>Applicable Limit</i>
Age 70 and over	SUP VR 70&OVER YN	<i>Y</i>	
Age under 18, and work 30 or less hours per week	SUP VR UNDER18 YN	<i>Y</i>	
Maximum earnings limits	SUP VR MAXEARN YN	<i>Y</i>	
Maximum earnings limits	SUP VR MAXEARN AMT		<i>Applicable Limit</i>
Age-based limits	SUP VR AGEBS	<i>Y</i>	

Accommodating Employee Options

There are a number of employee options related to superannuation that are met by core functionality. Here is a summary of the options and how they are accommodated:

- Override deduction recipient record.

Global Payroll enables, at the payee level, the overriding of the recipient record set at deduction level (select Home, Compensate Employees, Manage Global Payroll Data, Use, Deduction Recipients).

- Override percentages and amount.

Global Payroll enables the overriding of percentages and amounts at different levels. Once set at the deduction level, they can be overridden at the payee deduction assignment level and at the positive input level.

- Automatic assignment of employees to super funds.

When the deduction element is defined as *By Eligibility Group*, employees belonging to the eligibility group automatically have the deduction element, as if the employees were enrolled in the deduction.

- Employee's super salary.

This can be stored in the system using the Multiple Components of Pay feature.

- Employee's super fund membership ID.

The GPAU_RCPPYE_EXT page captures this information. The page includes a Membership ID field, where you can enter the identifier that the recipient has assigned to the payee.

See Also

Chapter 14, “Running Banking and Recipient Processes,” Setting Up Additional Deduction Recipient Information, page 91

Displaying Superannuation Information on the Payslip

Australian law requires that payslips must display the superannuation fund name for any superannuation fund deductions, and they must display the membership ID number.

To display the superannuation fund name, access the Earnings and Deductions page (select Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates AUS). On the Element Components tab, select *Recipient Name* from the Description Type list for the related deduction element.

To display the membership number on the payslip, access the Earnings and Deductions page (select Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates AUS). On the Element Details tab, select Display Membership ID for the related deduction element.

CHAPTER 13

Calculating Net-to-Gross Payments

This chapter provides overviews of net-to-gross processing and the process sequence.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Understanding Net-to-Gross Processing

Net-to-gross processing (also called a *gross-up*) is required when you want to pay a payee a specific net amount. Starting with the net amount, the system determines the gross amount to process so that the required net amount remains after all tax deductions have been made.

The following sections describe the main features of the net-to-gross functionality. They describe the process step-by-step and provide an example calculation.

Note. This chapter collectively refers to annualized tax, HECS, and SFSS as *tax deductions*, except references to specific deductions are necessary.

Net-to-Gross Earnings Elements

This feature has two earnings elements. The first is the BONUS NET earnings element, which is used to pay the net amount. The PeopleSoft system provides this element as a sample because a fixed bonus amount is a typical pay component that must be grossed up.

Enter a bonus amount using positive input. The system calculates the amount by which it needs to gross up the net to have the required net after deducting taxes. It then assigns that amount to the BONUS GRS UP earnings element. The two earnings elements constitute the gross pay. The BONUS GRS UP earnings amount is equal to the amount of the tax deductions. Both earnings elements are assigned to the EARN - OTHER section in the AUS PAYROLL process list. Here is a summary of the earnings elements:

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

Determining That a Net-to-Gross Calculation Is Required

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

Understanding Actual Net Pay and Target Net Pay

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

Calculating the BONUS GRS UP Earnings

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

The loop formula is:

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

Understanding the Process Sequence

This section explains the process step-by-step and provides an example.

Processing Sequence

This section discusses the processing sequence.

1. User enters the bonus amount by positive input as the earnings BONUS NET.
2. BONUS NET earnings element is resolved in the EARN - OTHER section, and it adds to accumulator GUP AC EARNINGS.
3. The EARN - GROSS UP subprocess section in the AUS PAYROLL process list has the conditional formula GUP FM CALC REQUIRED; if the formula determines that the GUP AC EARNINGS accumulator is not 0 and that a gross-up is required on the BONUS NET earning, it invokes the EARN - GROSS UP subprocess section.
4. The formula GUP FM TARGET NET, the first element in the EARN - GROSS UP section, sets the variable GUP VR TARGET NET to the value of the GUP AC EARNINGS accumulator (the BONUS NET amount).
This value remains constant during subsequent processing.
5. The section GUP TAX DEDUCTIONS—the second element in the EARN - GROSS UP section—runs the formula GUP FM SET AMOUNTS which sets three tax variables (TAX VR ANNUALISED, TAX VR HECS and TAX VR SFSS) to the value of the GUP AC EARNINGS accumulator (the BONUS NET amount).

The three tax deductions are calculated on these amounts.

6. The GUP TAX DEDUCTIONS section runs the three tax deduction calculations for ANNUALISED TAX, HECS, and SFSS.
7. The conditional formula GUP FM COMPARE NET in the EARN - GROSS UP section compares the constant value of GUP VR TARGET NET (set at step 4) with the value of the GUP AC NET accumulator, from which the three tax deductions subtract and to which the GUP AC EARNINGS accumulator adds.
8. If the formula returns *False*, no difference exists between GUP VR TARGET and GUP AC NET, and the process stops.
If the formula returns *True*, the formula GUP FM ALTER GROSS runs and determines a new BONUS GRS UP value. The BONUS GRS UP value is the amount by which the net is increased to achieve a taxable gross.
9. The GUP TAX DEDUCTIONS section resets the three tax variables to the new balance in the GUP AC EARNING accumulator, which now contains the original BONUS NET value and the new BONUS GRS UP value.
The tax deductions are calculated to produce a new actual net.
10. This loop—calculating a new gross, then deducting the taxes to achieve a new balance in the GUP AC NET accumulator, and comparing it to the constant GUP VR TARGET NET—continues until the actual net is equal to the target net.
11. When the looping stops, formula GUP FM CHECK AMT runs and verifies that the GUP FM COMPARE NET formula has resolved to *False*, indicating that the system has calculated the correct gross-up figure.
If it returns *True*, the payee calculation of BONUS returns an error and a message is sent to the Payee Messages. The system is initially set to a maximum of 15 iterations (you can change this value in the Maximum Iterations field on the Section Definition page). If the system fails to correctly calculate the gross amount within the limit, you must remove the BONUS NET earning amount, calculate the gross manually, and pay it as another type of earnings.

Calculating the BONUS GRS UP Earnings and the Gross Pay

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

Note. In this section, all amounts are in AUD.

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

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

First Loop

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

$$500 - 400 = 100.00$$

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

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

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

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

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

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

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

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

Second Loop

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

$$500 - 496 = 4$$

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

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

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

Gross is increased by 124.8 to 624.80.

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

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

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

Third Loop

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

$$500 - 499.84 = 0.16$$

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

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

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

Gross is increased by 124.99 to 624.99.

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

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

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

Fourth Loop

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

$$500 - 499.99 = 0.01$$

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

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

$((1 - (499.99/624.99)) \times 0.01) + 124.99 + 0.01 = 125.00$ (new GBONUS GRS UP rounded to two decimal places)

Gross is increased by 125 and is now 625.

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

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

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

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

CHAPTER 14

Running Banking and Recipient Processes

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

- Set up additional deduction recipient information.
- Manage electronic funds transfers (EFTs).
- Generate recipient payment report files.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Understanding Banking and Recipient Processing

The banking process of Global Payroll combines payroll data, pay entity source bank data, and payee or recipient bank data. The EFT file creation process extracts data compiled by the banking process according to the type of EFT file that you are creating, merges it with data provided by the Australian country extension, and creates the file for transmission.

Note. In this chapter, the payee of group tax is the Australian Tax Office (ATO). The ATO a recipient just as a health fund or the beneficiary of a garnishment is a recipient. Unless otherwise stated, the term *recipient* includes the ATO.

Setting Up Additional Deduction Recipient Information

To set up additional deduction recipient information, use the Deduction Recipients AUS (GPAU_RECIPIENT) component.

You set up your deduction recipients using the Deduction Recipients page (select Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients). You can then add membership ID information about those recipients on the Deduction Recipients AUS page, if needed.

Note. Use the Deduction Recipients AUS page only if you need to attach membership information to deduction elements. Otherwise, use the generic Add Deduction Recipients page.

Pages Used to Set Up Additional Deduction Recipient Information

Page Name	Object Name	Navigation	Usage
Payee Recipient	GPAU_RCPPE_EXT	Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Add Deduction Recipients AUS	Link a payee to a deduction recipient and enter the payee's membership number with that recipient.
Deduction Recipient (deduction recipient)	GPAU_RECIPIENT_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients AUS	Enter Australia-specific additional information about recipients that are set up in the core application for Global Payroll.

Adding Additional Recipients

Access the Payee Recipient page.

Payee Recipient

Employee ID: KA0002 Name: Elizabeth Kerr Empl Rcd Nbr: 0

Recipient Details Find | View All First 1 of 1 Last

*Recipient ID: KAAMP01 AMP Superannuation

*Effective Date: 11/08/2004

Deduction List Customize | Find | First 1 of 1 Last

	Membership ID	*Element Name		
1	95672414	SGCMAN	+	-

Payee Recipient page

Recipient ID Identifier for the recipient of the deduction element.

Membership ID Membership ID associated with the recipient ID.

Element Name Name of the deduction element.

Entering Additional Recipient Information

Access the Deduction Recipients page.

Deduction Recipients

Recipient ID: KAAMP01 AMP Superannuation

Details Find First 1 of 1 Last

*Effective Date: 01/01/2000 ☐ Group Tax Recipient + -

File Layout: GPAU_RCPNT_FILE

*Pay Entity	Description	*Calculate Option	*Type	Amount	Group Number	
KAUSBI	Australian Business Institute	Deduct Commis	Percentage	2.00	123456	+ -

Deduction Recipients page

Group Tax Recipient

Select if the recipient is the ATO, the recipient of group tax.

File Layout

Select the appropriate file layout from those that you have created in Application Designer for report files that you submit to recipients. When you run the Recipient File - Electronic report, the Application Engine process uses the file layout that you enter here.

Note. The GPAU_RCPFILE Application Engine process uses only the GPAU_RCPNT FILE recipient schedule file. You can make minor changes to that file—for example, field order. However, if you make major file layout changes, you must create additional Application Engine programs to process them.

Pay Entity

Enter the pay entity that receives this commission. If the commission is deducted from the payment due to the recipient, the debit to the pay entity's source bank account is reduced by the commission amount.

Calculate Optn (calculate option)

Select from the following values:

Ded Comm (deduct commission): The system deducts the commission amount from the payment due to the recipient.

Rpt Only (report only): The system reports the commission amount in the EFT file but does not deduct it from the payment.

Type

Select *Flat Amt* (flat amount) or *Percentage*.

Amount

Enter the flat amount or percentage to be calculated.

Group Number

Enter the unique identifier that the recipient has supplied for the pay entity. For payment to recipients *excluding* the group tax recipient and payee level recipients, the group number is part of the unique lodgment reference that is part of each recipient EFT file.

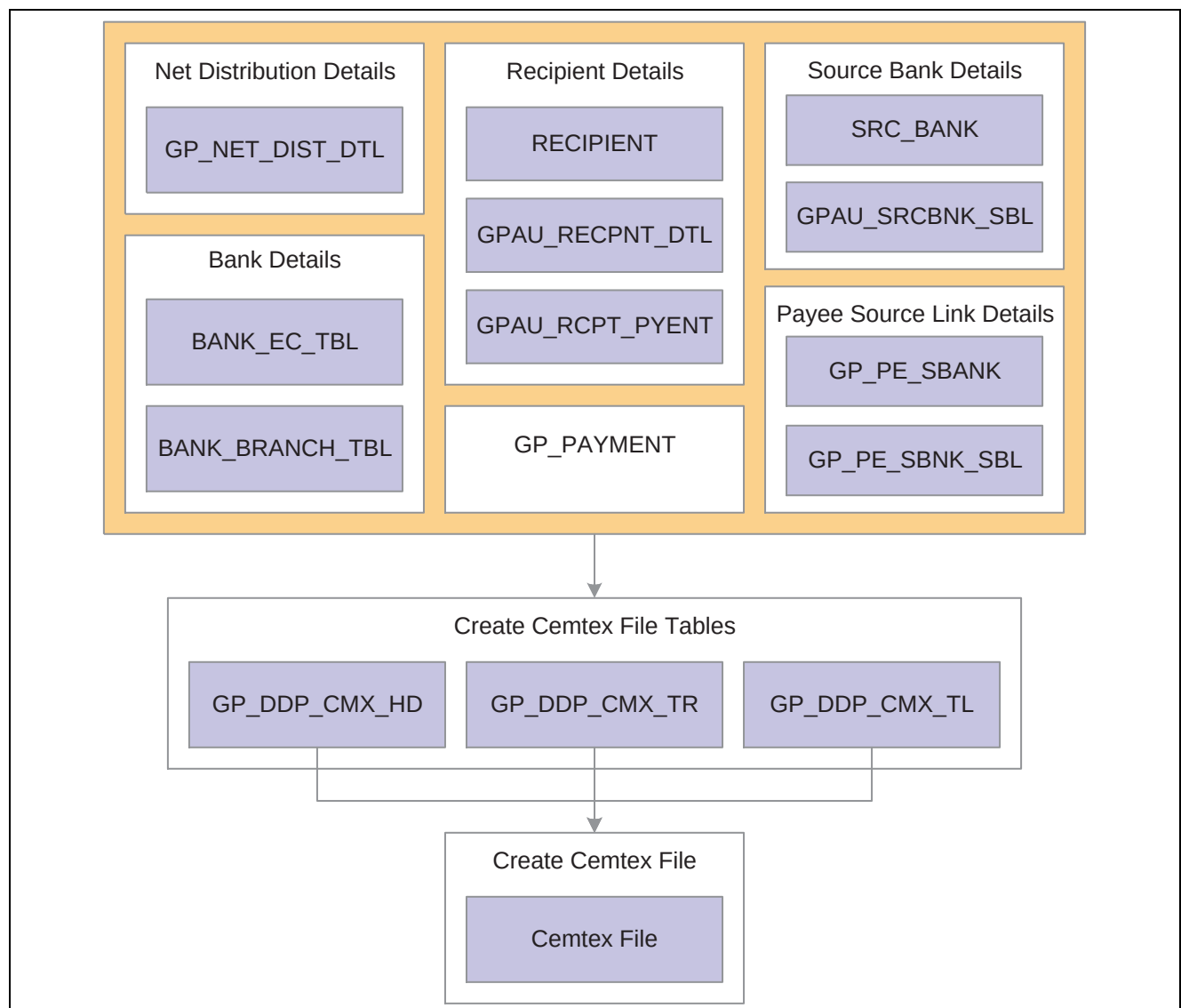
Note. The lodgment reference for net pay is the employee ID plus payment date. For recipient payments, it is the group number plus payment date. For group tax payments, it is the EFT code plus payment date.

Managing Electronic Fund Transfers

The Australian standard Cemtex file for EFT is created by a process that provides multiple options to control the file's content. You can create an EFT file that contains:

- Group tax.
- Net pay distribution.
- Recipient deduction.
- Net pay and recipient.

The following diagram shows the tables that contribute data to the Cemtex file that is incorporated into the EFT file.



Tables that contribute to the Cemtex file

Note. You must finalize the Banking process (GP_PMT_PREPARE) before you can create the Cemtex file. After the Cemtex file is created, the system changes the PMT_STATUS field in the GP_PAYMENT table from *P* (prepared) to *T* (transferred).

Page Used to Manage Electronic Fund Transfers

Page Name	Object Name	Navigation	Usage
Fund Transfer - Electronic	GPAU_EFT_CMX	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File AUS	Enter the parameters for the electronic file creation.

Generating the EFT Code

The system enters the pay entity's EFT code in the header of group tax EFTs as part of the lodgment reference. (The payment date makes each lodgment reference unique to a particular EFT file.)

The pay entity's EFT code is calculated by the system from your ABN, ABN branch, and ATO office code when you enter that information on the Pay Entities AUS page (select Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities AUS). After it is calculated, the system displays it on that page. You cannot change the EFT code directly, but the system recalculates and displays it again if you change the ABN, branch, or office code.

Creating the EFT Cemtex File

Access the Fund Transfer - Electronic page.

Fund Transfer - Electronic

Run Control ID: 001
[Report Manager](#)
[Process Monitor](#)

Run

Definition

Payment Type:
Net Pay Distribution Only

*Entry Description:
PAYROLL

Calendar Group ID:
KAM03M05

May Monthly Payroll 2003

Stream Number:

☐ Process Streams

*Payment Date:
01/15/2003

Debit Date:

Period End Date:
01/31/2003

Recipient Calculate Option:
All Recipients

Recipient ID:
KAATO

Australian Taxation Office

Deduction:

Fund Transfer - Electronic page

The GPAU_EFT_CMX Application Engine process extracts the salary data from the Payroll Results table and creates the Cemtex file for transmission to the bank. You can create files for net pay only, recipients only, both net pay and recipients, or for specific deductions.

Payment Type	Select from <i>Group Tax</i> , <i>Net Pay And Recipient</i> , <i>Net Pay Distribution Only</i> , and <i>Recipient Deduction Only</i> . The EFT file that the system creates contains only payments of the type specified.
Entry Description	Included in the header of the EFT file, this indicates the type of data in the file; for example, payroll.
Calendar Group ID	Enter the ID for the calendar group for which the file is created.
Stream Number	You can create the EFT file for only the payees in the stream that you enter here. Stream processing is applicable to only <i>Net Pay Distribution Only</i> , <i>Net Pay</i> , and <i>Recipient</i> .
Process Streams	This check box is automatically selected if you select the Perform Stream Processing option on the Calendar Group ID page. It indicates that you must select a stream number.
Payment Date	This is the date of the actual transfer of the funds. It is written to the EFT file header.
Debit Date	The system extracts recipient payments where their deposit schedule date is equal to the deposit date. If the recipient does not have a deposit schedule, their debit date is equal to the day that the Banking process was run.
Period End Date	This is the end date for the pay period.
Recipient Calculate Option	Select <i>All Recipients</i> , <i>Deduction</i> , or <i>Select Recipient Only</i> . Select a single deduction or a single recipient ID for the second and third options, respectively. For group tax, the recipient is KAATO, the Australian Tax Office.

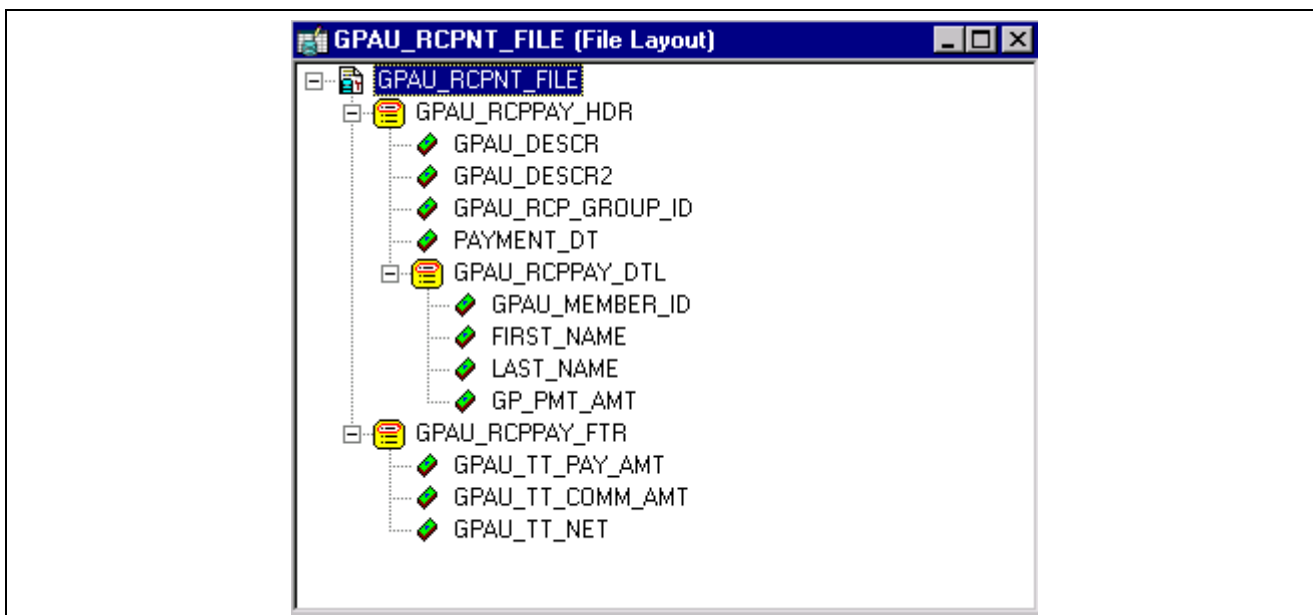
Note. You do not have to select anything here for the Net Pay Distribution Only option.

Note. If the GPAU_EFT_CMX Application Engine process returns No Success due to the error “Credit and Debit Transactions Sharing the same Bank Account : 1,” the file is still generated. The system transfers monies to the source account in the instance that an employee does not have a valid account due to effective dates or inactivity. The user can then run the file again or send the file knowing that the monies will be returned to the source bank.

Generating Recipient Payment Report Files

It is common for organizations to transmit a file to a recipient so that they can update their records. For example, an organization may pay a recipient weekly and at the end of the month deliver a file with all the payment details. Recipients generally specify the information that they want and the report file layout. After you have created the file layout, link it to the recipient on the Deduction Recipients page (select Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients AUS).

The PeopleSoft system provides the GPAU_RCPNT_FILE sample file layout. The GPAU_RCPFILE process retrieves the file layout that is specified on the Deduction Recipients page.



Sample recipient file layout

Note. This electronic file depends on first running the GPAU_EFT_CMV Application Engine process for recipients.

Page Used to Generate Recipient Payment Report Files

Page Name	Object Name	Navigation	Usage
Recipient File - Electronic	GPAU_RUNCTL_RCP_FL	Global Payroll & Absence Mgmt, Payment Processing, Create Recipient File AUS	Enter the parameters for generating recipient payment files.

Creating the Recipient Payment Report File

Access the Recipient Payment File page.

The screenshot shows the "Recipient File - Electronic" page. At the top, there is a tab labeled "Recipient File - Electronic". Below the tab, the "Run Control ID" is set to "CRW1". To the right of the Run Control ID are links for "Report Manager" and "Process Monitor", and a "Run" button. Below this, there are input fields for "*Debit Date:" (11/11/2002) and "*Payment Date:" (11/11/2002). There is also a "*Calculate Optn:" dropdown menu set to "All Recipients" and a "Deduction" input field. A "Summary Report" checkbox is present and unchecked. At the bottom, there is a table with two columns: "Recipient ID" and "Description". The table has a search icon in the "Recipient ID" column and navigation buttons (+ and -) at the bottom right. The table shows "1 of 1" records.

Recipient File - Electronic page

Debit Date	The system extracts payment data for the deposit date that you enter here.
Payment Date	This is the date, from the EFT file header, that the bank passed the payment to the recipient. It's written to the output report file.
Calculate Option	These are the same options as for the EFT creation process: <i>All Recipients</i>, <i>Deduction</i>, and <i>Select Recipients Only</i>. Select a single deduction or a recipient ID for the second and third options, respectively.

Note. The GPAUPY52 recipient file report is a Structure Query Report (SQR) version of the data extracted for the electronic recipient file. When you run the Recipient File Creation Application Engine process from the Process Scheduler Request page, you automatically generate the SQR. If you want the SQR only, you can select its check box and leave the Application Engine check box cleared.

Reporting Net Payment

The Net Payment report extracts data from the Cemtex Transaction table and the Header table and from the Personal Data and Job records.

Select detail or summary reporting.

Detail Reporting

The following table shows sample results of detail reporting:

<i>Empl ID</i>	<i>Empl Rcd#</i>	<i>Name</i>	<i>Amount</i>	<i>Payment Method</i>	<i>Bank Name</i>	<i>BSB Number</i>	<i>Account Number</i>	<i>Payment Status</i>
KA0001	0	Taylor, Jane Elizabeth	2976.65	Bank Transfer	ANZ	012002	152545689	Finalized
KA0002	0	Kerr, Elizabeth	4298.16	Bank Transfer	IMB	641800	765908765	Finalized
Total Amount	7274.81							
Number of Pays	2							

Summary Reporting

The following table shows the same data reported at the summary level:

Total Amount	7274.81			
Number of Pays	2			

See Also

Appendix A, “Global Payroll for Australia Reports,” page 179

CHAPTER 15

Managing Off-Cycle Payments

This chapter provides an overview of off-cycle functionality and examples of how off-cycle calendars can be used with the delivered Australia rules, and discusses how to:

- Record manual payments.
- Correct or reverse payroll results.
- Make unscheduled payments.
- Issue advance payments.

Note. Please refer to *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook* for information on off-cycle setup and processing.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, Managing Off-Cycle Processing

Understanding Off-Cycle Processing

This section discusses:

- The off-cycle process.
- Types of off-cycle transactions.

The Off-Cycle Process

Off-cycle processing refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off-cycle transactions are usually made to correct prior payments, enter manual payments, or to make early termination payments that can't wait until the next scheduled payroll.

Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

1. Manual payments

Manual payments enable you to enter payments that you have calculated and paid outside of the payroll system. Examples include paying a new hire with a manual check, because their pay details were not entered in time for the normal pay run.

2. Corrections

Corrections enable you to correct results of any finalized payroll. Examples include reversing a sick leave payment when workers compensation should have been paid.

3. Unscheduled payments

Unscheduled payments enables you to enter one-time payments that fall outside the normal payroll process. Examples include one time bonuses or expense reimbursement.

4. Advances

Advances enables you to pay payees before their normally scheduled pay run. Examples include salary due on termination.

Recording Manual Payments

This section provides an overview of recording manual payments and provides examples of how to use the manual payment functionality with the Australia delivered rules.

Manual Payments

When entering manual payments for Australia payees, it is recommended that all calculations be manually calculated outside the system and then entered. The following areas need to be considered when entering manual payments:

- Selecting the *Period (Calendar) Paid* and *Payment Date* on the Period Calendar tab of the Manual Payments page.

The selection of the period paid and payment date need to be considered carefully. When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar. The selection of the payment date directly affects how elements are accumulated. For example, if you have an accumulator that accrues based on period end date, the payment date may not update the accumulator balances at the right time.

- Selecting processing controls on the Manual Payments page.

The *Period Begin Date* and *Period End Date* should default after selecting the *Period (Calendar) Paid*. It is recommended that these dates not be changed as the delivered Australia rules have been designed to calculate using whole periods, and may not automatically segment if a partial period is entered.

The run type defaults from the *Period (Calendar) Paid* and it is recommended that the default be used. To ensure that the payee's manual payment is processed by the system, the *Allow Duplicates* check box must be selected on the run type; otherwise, the payee may not be processed again if the system detects that they have already been processed in the period.

Stop Regular Resolution enables you to stop the resolution of all elements on the process list except the elements entered into the manual payment. If you decide to allow regular resolution, an analysis would need to be performed to understand the impact on your supporting elements.

If using the Limited Element Set, you need to ensure that all elements calculate independently of pre- or post-processing formulas, as these do not resolve during off-cycle processing.

Note. Manual payments are used to record monetary values only, absence accumulators will not be updated using this method.

Entering Corrections

This section provides an overview of corrections and provides examples of how to make corrections using the Australia delivered rules.

Corrections

The Corrections page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used when you need to change finalized results, usually due to a user error. This method uses period-to-date logic built into the Australia delivered statutory rules.

The following areas need to be considered when entering corrections:

- All earnings and deductions need to have period-to-date logic applied.
- This method is used to correct pay accumulators only. Absence accumulators will not be corrected.

Making Unscheduled Payments

The Unscheduled Payments page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used to make one-time payments that are processed outside of the on-cycle payroll. Examples include bonuses and expense reimbursements. This method uses period-to-date logic built into the Australia delivered statutory rules when calculating.

The following areas need to be considered when entering unscheduled payments:

- All earnings and deductions need to have period-to-date logic applied.
- When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar.
- This method is used to record monetary values only. Absence accumulators will not be updated.

Advancing Payrolls

The Advance Payrolls page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used when you would like to pay an employee before their normal on-cycle pay run. For example an employee is terminating employment with your organization, and the termination payment needs to be paid immediately and not in the next on-cycle payrun. The following is recommended when making advance payments:

- Always select the next open calendar, as skipping calendars may update accumulators incorrectly.
- Absence accumulators will calculate automatically for the calendar group selected.

Note. Advance Payroll does not replace Pay in Advance functionality used for Australia absences.

CHAPTER 16

Printing and Viewing Payslips

This chapter discusses how to:

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

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Printing Payslips

You print payslips by running the GPAUPY01 SQR process (select Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips AUS).

The template that you define controls the layout of the printed payslips.

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

You can print payslips for:

- An entire calendar group ID
- Individual payees for the selected calendar group ID
- Groups of payees in the selected calendar group ID by pay entity, paygroup, department, or location.

The run control page has links to the options.

For the Pay Entity option and Pay Group option, you select only pay entities or paygroups, respectively. For the Department option and Location option, you select Set IDs and then departments or location codes, respectively. For the Payee List option, you select only employee IDs.

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

Overriding Payslip Delivery Options

The default delivery option for all payslips is the internal or external address that you select when you define the payslip template. You can set an effective-dated override of that delivery option at the payee level. Select Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Option AUS.

Description of Processes in Payslip Job

The Payslip page launches a Job (GPAUPYSL) containing two processes in sequence:

1. The Structured Query Report (SQR) GPAUPY01 prints the payslip report and provides self service related information for ePay if ePay is licensed.
2. The GP_EPAY Application Engine process uses the payslip report and self service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

See Also

PeopleSoft Enterprise ePay 8.9 PeopleBook, “Managing Pay Information for PeopleSoft Enterprise Global Payroll,” Setting Up View Payslip

Viewing Payslips Online

You can view an online version of the payslip. Both the online view and the printed payslip are based on the layout defined in the payslip template. This self-service transaction is part of PeopleSoft Enterprise ePay.

See Also

Chapter 7, “Setting Up Payslips,” page 35

CHAPTER 17

Reporting Payroll Data

This chapter provides overviews of payroll reports for Australia and payroll report definitions and discusses how to:

- Set up payroll report definitions.
- Run payroll reports for Australia.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Understanding Payroll Reports

The payroll reports for Australia are reports based on the core Global Payroll reports. They report additional data and present data in different formats to meet Australian reporting requirements. You can control the output of the reports by using previously set up report definitions.

Understanding Payroll Report Definitions

When you run the payroll register, reconciliation, and pay component reports, you can report earnings and deductions together, just accumulators, or both. However, you might not want to always include all earnings and deductions or all accumulators. Report definitions enable you to control the information that is included. When you run the report, you can select the report definition to provide the desired results.

Setting Up Payroll Report Definitions

To set up payroll report definitions, use the Payroll Reports Definition AUS (GPAU_PAY_REPT_DEFN) component.

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

Page Used to Set Up Payroll Report Definitions

Page Name	Object Name	Navigation	Usage
Payroll Report Definitions	GPAU_PAY_REPT_DEFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payroll Reports Definition AUS	Enter the earnings and deductions that the system excludes and the accumulators that the system includes when you select a particular report definition on the report run control page.

Running Payroll Reports

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

The following table describes the results that the various selections produce:

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

In the following table, the Usage column details the differences and provides information about the run control.

Pages Used to Run Payroll Reports

Page Name	Object Name	Navigation	Usage
Payroll Register	GPAU_RC_PY11	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register AUS	Create the report for a whole calendar group or a particular pay entity. If you create it for a pay entity, set From and To dates. For a pay entity, you can specify a summary report only. The sort options are Department, Location, and Payee Name. You can report earnings and deductions, accumulators, or both. Use report definitions to control the output. You can specify a payee population of all payees, selected paygroups, or selected payees.
Reconciliation Report	GPAU_RC_PY12	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Reconciliation AUS	Create the report for a whole calendar group or a particular pay entity. If you create it for a pay entity, set From and To dates. For pay entity, you can specify a summary report only. You can include year-to-date (YTD) values. The sort options are department, location. You can also specify whether to report earnings only, deductions only, or both earnings and deductions. Use report definitions to control the output. You can specify a payee population of all payees or select paygroup

Page Name	Object Name	Navigation	Usage
Pay Component	GPAU_RC_PY13	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Components AUS	Create the report for a whole calendar group or a particular pay entity. If you create it for a pay entity, set From and To dates. For pay entity, you can specify a summary report only. The sort options are Department Location and Payee Name. You can also specify whether to report earnings only, deductions only, or accumulators. Use report definitions to control the output. You can specify the element population of all elements in the section or selected elements.
Absence History	GPAU_RC_ABS_HIST	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Leave History AUS, Absence History	Lists, for each employee, all leave taken, with dates and duration, paid status, and other information. If you don't specify a leave type, the report lists all types.
Leave Liability	GPAU_RC_LVELIAB	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Leave Liability AUS, Leave Liability	Lists, for each employee, absence entitlement converted to leave liability. It includes the earning codes used to pass liability to the general ledger interface (GLI) or QSP. It shows rate and unit type, category (for QSP reporting), accrual date (pay date) balance units and the balance amount (Rate × Balance).

See Also

Appendix A, “Global Payroll for Australia Reports,” page 179

CHAPTER 18

Using the General Ledger Interface

This chapter provides an overview of payroll data processing for general ledger interface (GLI) or QSP and discusses how to:

- Link journal types to general ledger (GL) groupings.
- Calculate accrued salary.
- Calculate leave liability.
- Report leave liability.
- Calculate state payroll tax liability.
- Run the GLI or QSP processes.
- Remap ChartFields after initial calculation.

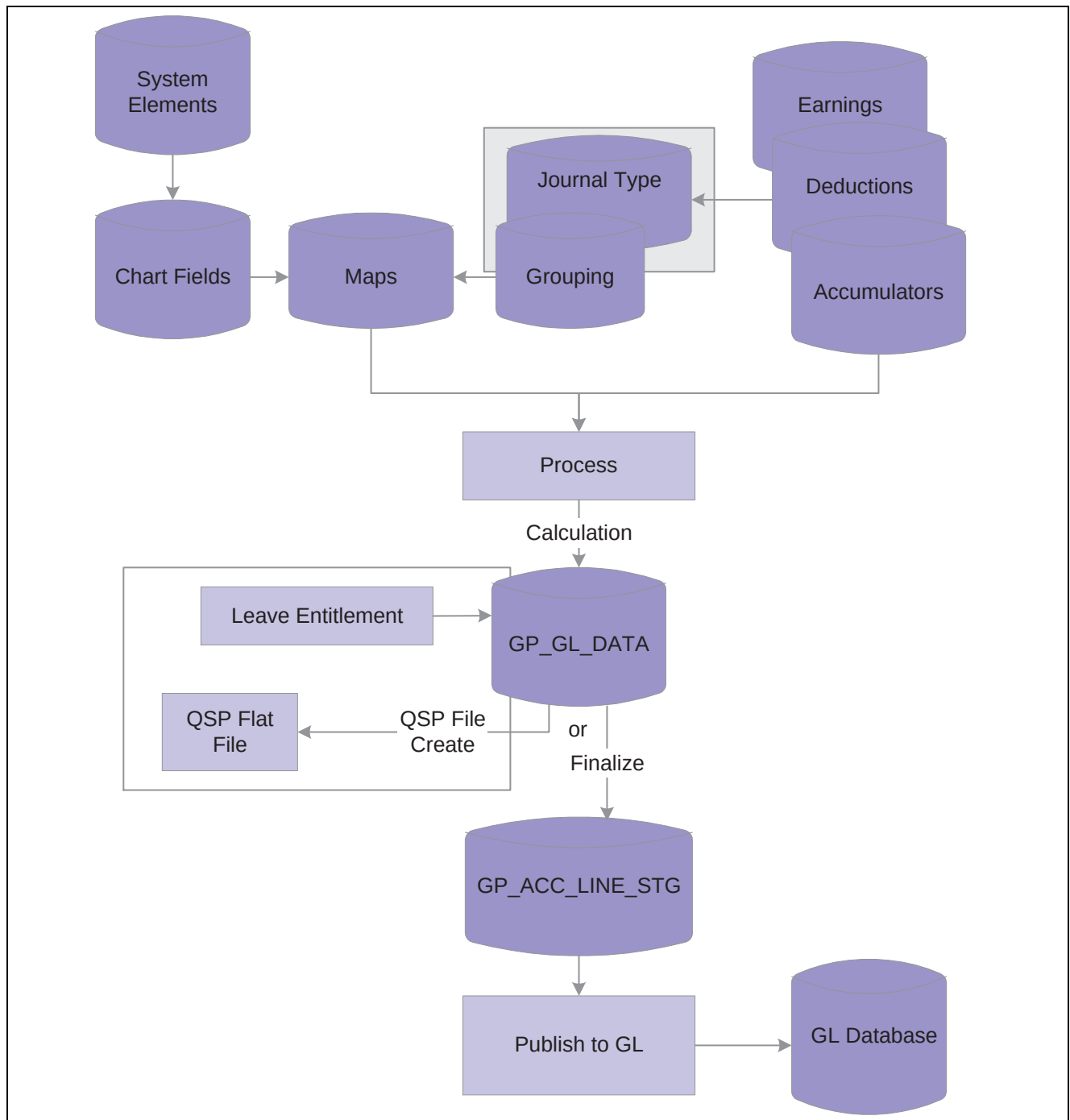
Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Understanding Payroll Data Processing for GLI or QSP

The following diagram represents the processing of payroll data for the GLI or QSP. The two shaded boxes with borders show the added local functionality. The selected check boxes represent the options on the processing page. Note that the Leave Entitlement option adds data to the GP_GL_DATA table for inclusion in the output to either QSP or GLI:



Processing of payroll data for GLI or QSP

Linking Journal Types to GL Groupings

To link journal types to GL groupings, use the Journal Type (GPAU_GLGRP_JOURNAL) component.

The Office for Government Online (OGO) QSP financials file requires payroll data reported by journal type.

You report payroll data to the GL by journal type by linking a journal type to a GL grouping.

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

Accrual and Statistical journal types are for QSP users only.

Note. The Leave Entitlements Application Engine process selects data for inclusion into the GPAU_LEAVE_LIAB record (from GP_GL_DATA) by the flags for journal types Employee Entitlement and Terminated EE's Entitlement. Therefore, any organization needing to resolve leave entitlement calculations within the Leave Entitlement phase of the GL Interface process needs to select a journal type for each GL grouping code associated with GL Liability earnings codes.

The following table shows an example setup. Columns 1 and 2 are from the core General Ledger Grouping page (select Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Element Groupings, Integration, Element Groupings), and column 3 is from the Journal Type AUS page (select Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Journal Type AUS):

Grouping Code	Element	Journal Type
Accrual	GLI Accrual (segment accumulator)	Accrual
Earnings	AUS GROSS (segment accumulator)	Salary
Entitlements	LIAB ANN DAY, LIAB ANN HRS, LIAB LSL WKS (earnings)	Employee Entitlement
Termination	LIAB TAL HRS, LIAB TAL DYS, LIAB TLS WKS (earnings)	Terminated EE's Entitlement

Understanding Accrued Salary Calculation

If the end date of the last pay period in a month is before the end of the financial month, you can send a percentage of total salary as the accrued costing for the “gap” between the two dates.

Accumulator GLI ACCRUAL has a single member AUS GROSS that contributes the variable GLI VR ACCRUAL PCT. The variable has a value of 0.00. You only want the accumulator's value to be included in the GLI process in the last month, so on the pay calendar for the last period, you need to set the value of the variable as a calendar supporting element override. The value may vary according to the number of days in the gap.

The value sent to QSP is reversed by the financials system the following month and replaced by actual costings.

Note. Non-QSP users should give accrued salary journal type Entitlement.

Understanding Leave Liability Calculation

The amount of leave that an employee is owed needs to be costed as a liability in the GL. For leave liability reporting, we have set up earnings that store the monetary value of each employee's leave entitlement. The earnings are not paid as earnings because they do not contribute to AUS GROSS.

Because the GLI and QSP flat file only requires the difference between the liability for the last pay period and the current pay period, this is what the Application Engine (AE) leave entitlement process calculates and passes to GP_GL_DATA.

If an employee has been terminated, the stored value of his or her processed liability has to be reversed out from the GL, because it is no longer a liability.

Reversing Leave Liability on Termination

Termination liability earnings LIAB TAL HRS, LIAB TAL DYS, LIAB TLS WKS, LIAB TLS FTM and LIAB TLS PTM all have a calculation rule of Amount, where the amount is the corresponding liability earnings:

Earnings	Amount = Earnings (Calc Rule)
LIAB TAL HRS	LIAB ANN HRS (Entitlement balance $\times$ Hourly Rate)
LIAB TAL DYS	LIAB ANN DAY (Entitlement balance $\times$ Daily Rate)
LIAB TLS WKS	LIAB LSL WKS (Entitlement balance $\times$ Days to Weeks formula $\times$ Attrition Bracket)
LIAB TLS FTM	LIAB LSLFTM (Entitlement balance $\times$ Days to Month formula $\times$ Attrition Bracket)
LIAB TLS PTM	LIAB LSLPTM (Entitlement balance $\times$ Days to Month formula $\times$ Attrition Bracket)

Each earnings element has generation control GLI GC TERM ENT attached, and the generation control's condition is the HR status of Terminated. If an employee is terminated, his or her leave balance liability earnings value becomes the termination liability earnings value for reversal.

Page Used to Link Journal Types to GL Groupings

Page Name	Object Name	Navigation	Usage
Journal Type	GPAU_JOURNAL_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Journal Type AUS	Attach a journal type to each GL grouping. Select from <i>Accrual</i> , <i>Employee Entitlement</i> , <i>Salary</i> , <i>Statistical</i> , and <i>Terminated EE's Entitlement</i> .

Understanding Leave Liability Reporting

The data that the report process extracts for leave liability reporting can be transferred to the GL through the GLI and included in the QSP financials file.

The reports, the interface, and the QSP file depend on data that is created the same way as any other data that's used for reports, the GLI, or the QSP file generation—by the use of Global Payroll rules.

Note. In this section, unless otherwise stated, the term *reported* means printed on a report, available for transfer to GLI, and available for inclusion in the QSP file.

Liability and absence history are calculated and reported to assist in the administration of employee absences and leave. They are used to identify trends in absence and for costing purposes.

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

See [Appendix A, “Global Payroll for Australia Reports,” Global Payroll for Australia: Additional Reports, page 180.](#)

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

When you run the liability report, the parameters include the element category. Earnings LIAB ANN DAY and LIAB ANN HRS are category ANN and LIAB LSL WKS, LIAB LSLFTM and LIAB LSLPTM are category LSL. Entitlement ANN ENTHPH does not currently have a corresponding leave liability earnings created and therefore will not be included in the report. The category value is assigned as a variable LVE VR CATEGORY entered as a supporting element override for each earnings.

This section discusses how the following leave liability events are calculated:

- Annual leave liability for hourly accrual.
- Annual leave liability for daily accrual.
- Long service leave liability for weekly accrual.
- Long service leave liability for monthly accrual.
- Leave liability reversal when the cost center changes.

Note. The term *pro rata* refers to accrued leave that the payee may or may not be entitled to take. Pro rata becomes entitlement on an anniversary, usually of the payee's hire date. *Entitlement* refers to leave that the payee is entitled to take and that may have once been pro rata leave. This PeopleBook makes this distinction because both entitlement and pro rata are referred to as *entitlement* in the system.

Annual Leave Liability Calculation for Hourly Accrual

The calculation rule for LIAB ANN HRS is $\text{Unit} \times \text{Rate}$, where:

Unit = Accumulator ANN ENTHRS_BAL

Rate = System element HOURLY RT

Annual Leave Liability Calculation for Daily Accrual

The calculation rule for LIAB ANN DAY is $\text{Unit} \times \text{Rate}$, where:

Unit = Formula LVL FM ANN DYS VAL

Rate = System element DAILY RT

The formula LVL FM ANN DYS VAL adds the values of two accumulators, the day's entitlement balance, and the day's pro rata balance, ANN ENT DYS_BAL and ANN PRODYS_BAL.

Long Service Leave Liability Calculation for Weekly Accrual

The calculation rule for earnings LIAB LSL WKS is $\text{Unit} \times \text{Rate} \times \text{Percent}$, where:

Unit = Formula LVL FM LSL WKS VAL

Rate = Formula AUS FM DAYS TO WKS

Percent = Bracket LVL BR LIAB ATT

Formula LVL FM LSL WKS VAL calculates the units of leave that the payee has by adding the Long Service Leave entitlement balance (accumulator LSL ENTWKF_BAL) to the Long Service Leave pro rata balance (accumulator LSL PROWKF_BAL).

Formula AUS FM DAYS TO WKS—the earning's rate—resolves to the payee's pay per week by multiplying his or her FTE (from the Job record) by the variable AUS VR WKLY VAL (set to 5.00; that is, a week is five days) by the employee's daily rate.

Bracket LVL BR LIAB ATT—the earning's percentage—returns a value based upon the payee's years of service and the attrition rates that apply. That is, for example, only 50 percent of payees who have five years of service will stay long enough to qualify for long-service leave.

This table lists the delivered values:

After Number Years of Service	Estimated Percentage of Payees Who Will Stay to Qualify for LSL
5	50
8	75
10	100

The search key for the bracket is the formula LVL FM DUR IN YRS, which resolves the number of years the payee has served. The formula divides duration LSL DR DYS FR HIRE by the variable LVL VR DAY IN YEAR (set to 365.25) to convert the duration in days to a number of years.

The duration's From date is LVE FM ACCR ST DT, which determines whether to use the payee's hire date or rehire date in calculating the days of service (it uses rehire date if it is later than hire date). The duration's To date is the period end date.

After determining the number of years of service, the bracket can return the value to use as the percentage in the earning's calculation rule.

After the three earnings are calculated their values are available for reporting, passing to GL by the GLI, or including in the QSP file.

Long Service Leave Liability Calculation for Monthly Accrual

The calculation rules for earnings LIAB LSLFTM and LIAB LSLPTM, the monthly full and part accruals, are $\text{Unit} \times \text{Rate} \times \text{Percent}$, where:

Unit = Formula LVL FM LSL MTHFTV and LVL FM LSL MTHPTV, respectively

Rate = Formula AUS FM DAYS TO MTH

Percent = Bracket LVL BR LIAB ATT

Formula LVL FM LSL MTHFTV calculates the units of leave that the payee has by adding the Long Service Leave entitlement balance (accumulator PSH LSLNTFT_BAL) to the Long Service Leave pro rata balance (accumulator PSH LSLPROFT_BAL) for the Full Time leave.

Formula LVL FM LSL MTHFTV and LVL FM LSL MTHPTV calculates the units of leave that the payee has by adding the Long Service Leave entitlement balance (accumulator PSH LSLNTPT_BAL) to the Long Service Leave pro rata balance (accumulator PSH LSLPROPT_BAL) for the Part Time leave.

Formula AUS FM DAYS TO MTH—the earning’s rate—resolves to the payee’s pay per month by multiplying his or her FTE (from the Job record) by the variable AUS VR MTHLY VAL (set to 30.00; that is, a month is thirty days) by the employee’s daily rate.

The attrition rates bracket is the same as that used in the LSL weekly accrual.

See Also

Chapter 18, “Using the General Ledger Interface,” Long Service Leave Liability Calculation for Weekly Accrual, page 116

Appendix A, “Global Payroll for Australia Reports,” page 179

Leave Liability Reversal When the Cost Centre Changes

The Leave Entitlements process determines if there is a change of ChartField for each employee—where ChartFields represent cost centres such as department and paygroup. When the program detects a change, it reverses the liability from the centre storing the processed liability and sends the full amount of the new (unprocessed) liability (not the difference) to the new cost centre.

Calculating State Payroll Tax Liability

To set up calculation of state payroll tax liability, use the Sal Pkg Payroll Tax Rates AUS (GPAU_PYTX_RT_TBL) component.

Payroll tax liability is calculated and becomes earnings PYRL TX PROV for mapping to the GL, as for any other earnings. Array GLI AR PYTX RT, with its processing formula GLI FM CHK STATE, determines an employee’s state and payroll tax rate. The rate is multiplied by the accumulator GLI SPT PROVISION, the members of which are the earnings and deductions liable for payroll tax.

Note. You need to ensure that all earnings and deductions liable for state payroll tax are in the GLI SPT PROVISION accumulator. This is only a provision for GL reporting, not actual State Payroll Tax amounts.

This section lists the page used to calculate state payroll tax liability.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Setting Up and Viewing Salary Packaging Tax Options

Chapter 5, “Setting Up State Payroll Tax Reporting,” page 27

Chapter 11, “Reporting State Payroll Tax Liabilities,” page 75

Page Used to Calculate State Payroll Tax Liability

Page Name	Object Name	Navigation	Usage
State Payroll Tax	PKG_PYTX_RT_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Sal Pkg Payroll Tax Rates AUS, or Set Up HRMS, Product Related, Compensation, Salary Packaging AUS, State Payroll Tax Rates	Maintain the tax rates state by state. The GLI needs the percentages to calculate the state payroll tax (SPT) provision.

Running the GLI or QSP Process

This section provides an overview of GLI and QSP processes and discusses how to run the General Ledger process.

Understanding GLI and QSP Processes

The Calculate phase of GLI processing populates the GP_GL_DATA table. The Leave Entitlement process uses the Leave Entitlement Application Engine process (GPAU_LVE_ENT) to compare previous entitlement liability to current entitlement liability and load the difference into GP_GL_DATA. The GLI/QSP Application Engine process (GPAU_QSP_GLI) manages the payroll data and generates the QSP flat file.

You can also run The GL Mapping Application Engine process (GPAUS_GL_MAP) that updates ChartFields in GP_GL_DATA. The process selects and updates the necessary GP_GL_DATA records with specified ChartField overrides. When you run the GL Interface Finalize process, the data is summarized by using your selected (remapped) ChartFields for correct account mapping.

Note. You need to have already finalized your payroll to obtain up-to-date entitlement balances—upon which the liability calculation is based—for annual leave and long service leave.

After you have updated the GP_GL_DATA table, you can complete the standard core GLI process by running the Finalize process or you can generate the QSP file by running the QSP File Create process.

Pages Used to Run the GLI or QSP Process

Page Name	Object Name	Navigation	Usage
Run General Ledger	GPAU_GL_PREPARE	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Send Costs to GL AUS	Initiate the processes for calculation of GL data, leave entitlement, QSP flat file creation, finalization of the GLI, and statistical data updating.
Ledger Transaction	GPAU_GL_INQUIRY	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Review GL Costing Info AUS	View GL costing data.

Running the General Ledger Process

Access the Run General Ledger page.

Run General Ledger

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

Run

Payroll Run

*Calendar Group:

Stream Number:

*Posting Date:

11/08/2004

31

Process Streams

Processing Phases and Options

☐ Calculate
☐ Leave Entitlement
☐ Chart Field Remap
☐ QSP File Create
☐ Finalize
☐ Update Statistics

Journal Name:

Processing Phases

Customize | Find |

First

1 of 1

Last

	Stream	Calculate	Chart Remap	Leave Ent
1		☐	☐	☐

Calendar List

Customize | Find |

First

1 of 1

Last

	Pay Group	Calendar ID	Payment Date
1			

Run General Ledger page

Note. The differences between this page and the page that you access by selecting Compensate Employees, Manage Payroll Process, Process are the three additional processing phases and options: Chart Field Remap, Leave Entitlement, and QSP File Create.

Processing Phases and Options

Chart Field Remap

Select to enable the ChartField Remap Application Engine process (GPAUS_GL_MAP) when running the General Ledger process. This run control page enables you to run an Application Engine process that updates

ChartFields in GP_GL_DATA. The program selects and updates the necessary GP_GL_DATA records with specified ChartField overrides. When you run the GL Interface Finalize process, the data is summarized by using your selected (remapped) ChartFields for correct account mapping.

Running the ChartField Remapping Process

The ChartField remapping process:

- Uses specified ChartField overrides and updates the GP_GL_DATA records.
- Enables the GL Interface Finalize process to correctly summarize transactions by using your selected combination of ChartFields, grouping codes, and account values.

You run the new Application Engine process as part of the standard General Ledger Interface process in the following sequence:

1. Ensure that the GL Calculate phase is complete.
2. Run the new Application Engine process to perform department remapping.

You run the remap before the leave entitlement process. If you alter the remap, you must always rerun the calculate process. You can't rerun the remap process until you have run the calculation process.

3. Ensure that the GL Leave Entitlement phase is complete.
4. Run the GL Finalize process.

Note. This process runs as a separate process and is not integrated into existing Application Engines. In this way, it does not affect the existing GLI.

The Journal Name field is used when you select QSP File Create. The journal name is a user-defined and entered value, which is included in the QSP file header.

The following table shows which processes apply:

Process or Phase	PeopleSoft GL	QSP GL
Calculate	Y (yes)	Y
Leave Entitlement	Y	Y
QSP File Create	N (no)	Y
Finalize	Y	N
Update Statistics	Y	Y

Note. The QSP File Create phase includes some of the GLI Finalize phase processing so that you do not have to finalize after creating the QSP flat file.

Remapping ChartFields After Initial Calculation

To remap ChartFields, use the GL Chartfield Remapping AUS (GPAU_GL_MAP) component.

Global Payroll for Australia enables you to define ChartField remapping data used during the General Ledger (GL) interface process and post payroll costs to differing levels of ChartFields based on GL groupings codes or accounts. You set up GL ChartField parameters that enable you to remap default ChartFields after you run the initial Calculate process. For example, you might require that a higher level of ChartFields be attached to each of your account codes. Instead of using multiple departments for each account code, you may require one global ChartField level, which covers all departments.

This section discusses how to remap ChartFields.

Page Used to Remap ChartFields After Initial Calculation

Page Name	Object Name	Navigation	Usage
GL Chartfield Remap	GPAU_GL_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, GL Chartfield Remapping AUS	Set up GL ChartField parameters that enable you to remap ChartFields after you run the initial Calculate process. You can configure and maintain GL remapping data. Enables you to set up different levels of ChartFields based on GL groupings codes or accounts.

Remapping ChartFields

Access the GL Chartfield Remap page.

GL Chartfield Remap

Pay Entity: GAAUSBI Australian Business Institute2
Business Unit: AUS01 Australian Business Unit **General Ledger Unit:** AUS01

Chartfields Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2004

Chartfields to be passed to GL

DEPTID ☒

Chartfield Transformations Customize | Find | View All First 1-8 of 18 Last

Chartfields Transformed Values

	Sequence Number	Account	Grouping Code	DEPTID		
1	1	610000	ACCRUAL-EXP	ALL DEPTS	+	-
2	2	207000	ACCRUAL-LIAB	ALL DEPTS	+	-

GL Chartfield Remap page

Chartfields

ChartFields represent attributes of a payee, such as department, company, or employee ID. When you send a payee's earnings, deductions, or accumulator amounts to General Ledger, you can also transmit the values that are associated with your specific combination of ChartFields for the payee.

Chartfields to be passed to GL

A field appears for each ChartField that you set up on the Mapping page in Global Payroll. Use the specific ChartFields check boxes to prevent the system from sending particular ChartFields to the GL. During mapping, ChartFields can be used to cost to different account codes. You can then elect not to send the ChartFields to the GL and only send the values to the accounts. When integrating Global Payroll with General Ledger, you can remap ChartField values to a business unit's GL account numbers. To enter the new, remapped ChartField value, use the Transformed Values tab.

Chartfield Transformations

The default ChartFields values appear in the fields on the ChartFields tab. To remap the default settings, select the new values on the Transformed Values tab.

Chartfields and Transformed Values

Account

Displays the GL account number to which your ChartFields and grouping codes will map.

Grouping Code

Select the code to map to the GL account. This is the grouping code for the elements that are included in the GL transfer. A grouping comprises entry types of earnings, deductions, or segment accumulators. Elements must be in groups before they can be processed by General Ledger. Instead of entering earnings individually, you bundle them into one accumulator and create a grouping code for that accumulator.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Integrating with PeopleSoft Enterprise General Ledger"

CHAPTER 19

Defining Absence Rules

This chapter provides an overview of absence rules for Australia and discusses how to:

- Deduct leave hours from regular hours.
- Use delivered absence primary elements.
- Accrue entitlement and pro rata leave (non-OGO).
- Accrue and take other types of leave.
- Calculate and take OGO long service leave.
- Pay leave in advance.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Understanding Absence Rules

Managing absences and periods of leave in Australia is complex, because business practices and state legislation vary on issues such as the rate and frequency at which leave accrues and whether it becomes immediate entitlement or starts as pro rata leave.

Note. An absence entitlement can be an actual entitlement that is wholly or partially taken, it can be pro rata which is wholly or partially taken (while still pro rata), or it can be taken on its transfer to entitlement on a specified anniversary. In this chapter, the term *entitlement* refers to entitlements only, and the term *pro rata* refers to pro rata only. The term *absence entitlement* refers to both.

The PeopleSoft system provides 17 absence entitlement elements and 14 absence take elements. These elements demonstrate how Global Payroll can process typical leave requirements in Australia. They cover annual leave and long service leave—including OGO, sick leave, and other types of leave such as maternity leave, jury service, and workers’ compensation.

Deducting Leave Hours from Regular Hours

When leave is paid to employees who work regular standard hours, the hours paid as leave must be deducted from the regular standard hours.

To achieve this, the leave earnings appear in a section in the process list that is resolved before regular pay. The same earnings contribute to the ERN AC REDUCE HRS accumulator. The unit in the calculation rule for the REGPAY STDHR earnings element is formula ERN FM REGSTD UNIT, and the ERN AC REDUCE HRS accumulator subtracts from the regular hours calculation within the formula.

Using Delivered Absence Primary Elements

Primary absence elements are absence entitlements—entitlement or pro rata—and absence takes. In the two tables following we cross reference entitlements to takes and takes to entitlements in the description column.

Delivered Absence Entitlements

The following table lists the delivered absence entitlements in Global Payroll for Australia:

Name	Description / Corresponding Take
<i>Annual Leave</i>	
ANN ENTHRS	Annual Leave Hours Entitlement / ANN TKEHRS
ANN ENTDYS	Annual Leave Days Entitlement / ANN TKEDYS
ANN PRODYS	Annual Leave Days Pro Rata / ANN TKEDYS
ANN ENTHPH	Annual Lve Hours Per Hour Entitlement / ANN TKEHPH
<i>Long Service Leave</i>	
LSL ENTWKF	LSL Federal Entitlement Weeks / LSL TKEWKF
LSL PROWKF	LSL Federal Pro Rata Weeks / LSL TKEWKF
LSL ENTWKO	LSL Other (State) Entitlement Weeks / LSL TKEWKO
LSL PROWKO	LSL Other (State) Pro Rata Weeks / LSL TKEWKO

Name	Description / Corresponding Take
<i>Long Service Leave (OGO)</i>	
PSH LSLNTFT	LSL Entitlement Full Time incl PSH / PSH LSLTKEFT
PSH LSLNTPT	LSL Entitlement PartTime incl PSH / PSH LSLTKEPT
PSH LSLPROFT	LSL ProRata FulTime incl PSH / not used
PSH LSLPROPT	LSL ProRata PartTime incl PSH / not used
Sick Leave	
SCK ENTDYS V	Sick Leave Variable Days Entitlement / SCK TKEDYS V
SCK ENTDYS F	Sick Leave Fixed Days Entitlement / SCK TKEDYS F
SCK ENTHRS	Sick Lve Hours Entitlement / SCK TKEHRS
SCK PROHRS	Sick Leave Hours Pro Rata / SCK TKEHRS
<i>Other</i>	
GENERIC ENT	Generic Per Absence Entitlement / Various Takes

Delivered Absence Takes

The following is a list of the delivered absence takes in Global Payroll for Australia.

Name	Description / Take Uses
<i>Annual Leave</i>	
ANN TKEHRS	Annual Leave Take Hours Entitlement / ANN ENTHRS
ANN TKEDYS	Annual Leave Take Days Entitlement / ANN ENTDYS, ANN PRODYS
ANN TKEHPH	Annual Leave Take HoursPerHour Entitlement / ANN ENTHPH

Name	Description / Take Uses
<i>Long Service Leave</i>	
LSL TKEWKF	LSL Take Federal Entitlement / LSL ENTWKF, LSL PROWKF
LSL TKEWKO	LSL Take Other (State) Entitlement / LSL ENTWKO, LSL PROWKO
<i>Long Service Leave (OGO)</i>	
PSH LSLTKEFT	LSL FullTime Months Take / PSH LSENTFT
PSH LSLTKEPT	LSL PartTime Months Take / PSH LSENTPT
<i>Sick Leave</i>	
SCK TKEDYS V	Sick Lve Take Variable Days / SCK ENTDYS V
SCKTKEDYS F	Sick Leave Take Fixed Days / SCK ENTDYS F
SCK TKEHRS	Sick Leave Take Hours Entitlement / SCK ENTHRS, SCK PROHRS
<i>Others</i>	
WCOMPTKE	Workers' Compensation Take / GENERIC ENT
LWOP TKE	Leave Without Pay Take / GENERIC ENT
MATERNITY TKE	Maternity Leave Take / GENERIC ENT
JURY SERVICE TKE	Jury Service Leave Take / GENERIC ENT

Accruing Entitlement and Pro Rata Leave (Non-OGO)

Annual leave, long service leave, and sick leave are accrued by hours, days, weeks or months, and as either entitlement only or pro rata and entitlement.

Accruing and Taking Annual Leave

This section discusses each of the annual leave entitlements and their respective take elements.

Hours Per Year—Entitlement Only

This is absence entitlement ANN ENTHRS. It has to determine the accrual rate per frequency and is based on a standard annual accrual of 152 hours and 38 standard weekly work hours (38×4 weeks leave per year = 152).

The absence element's entitlement value on the calculation page is formula ANN FM ENTHPY. This formula prorates the annual hours accrual for each employee because their standard hours (on JOB) may not be your organization's standard weekly work hours set in variable LVE VR ENT STD HRS on the Supporting Elements Override page of the absence entitlement. The standard annual entitlement, 152, is set in variable ANN VR ENTHRS.

(Standard weekly hours for employee ÷ Entitlement standard weekly hours) × Annual entitlement = ANN FM ENTHPY

$$35 / 38 \times 152 = 139.999999$$

Note. The rounding rules handle the fractions. Standard weekly hours for the employee are calculated by formula LVE FM WK STD HRS, which annualizes and deannualizes the employee's standard hours because the work period (in the Job record) may not be weekly, and the proration of the annual accrual is based on weekly hours.

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

Accumulators are stored by EMPL ID/EMPL RCD and begin at hire date or rehire in the first instance. When a new accumulator instance is automatically created for a new year to date (YTD) period, the previous value of the _BAL accumulator is rounded and rolled over into the new YTD accumulator instance. The other accumulators are reset to 0.

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

The units (hours) to decrement are resolved by the take's hours-based day formula, LVE FM HRS ABS PH which:

1. Determines if the day is a public holiday.
If it is, the system does nothing further because there are no entitlement hours used or annual leave paid for that day.
2. Checks for scheduled and partial hours and returns partial hours if there are any.
3. If there are no partial hours, it checks for a decimal value in the User Defined 1 field on the Absence Event Input Detail page.
If there is a value (any value) it halves the scheduled hours.
4. If it isn't a public holiday, there are no partial hours and no halving, and there are scheduled hours, the formula returns the scheduled hours.
5. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement.

These units are mapped to the appropriate earnings elements (ANN and LWOP, respectively), which the system processes as positive input when the payroll calendar is run. The value of DAY COUNT PD is also mapped to the LVLN (leave loading) earnings element if a leave loading is required.

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

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

Days Per Year—Pro Rata and Entitlement

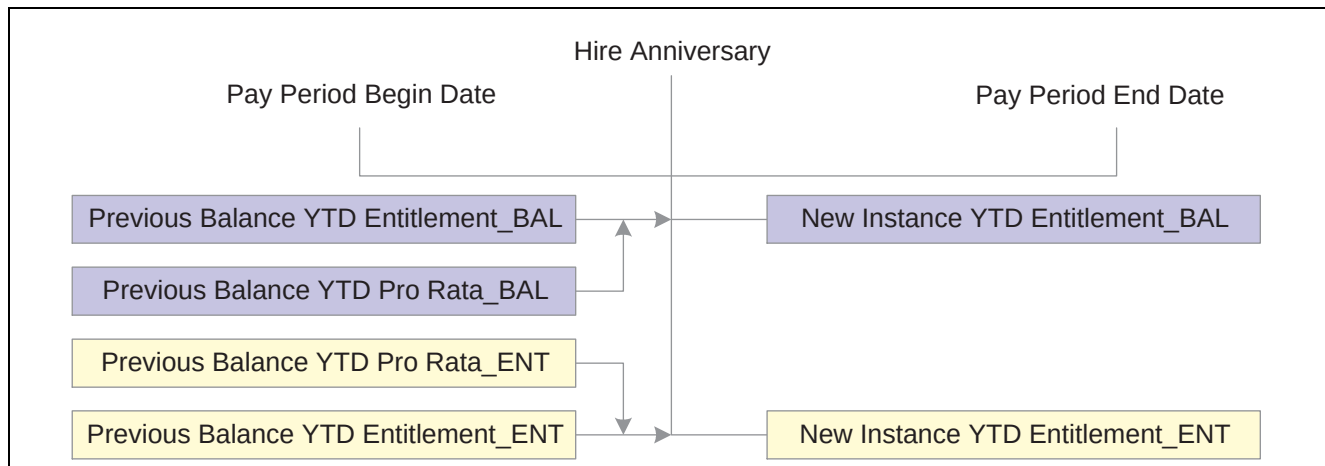
This scenario requires two absence entitlements, ANN PRODYS and ANN ENTDYS, which this discussion refers to as *entitlement* and *pro rata*, respectively. The pro rata day entitlement, ANN PRODYS, determines the accrual rate per frequency. Its entitlement value on the calculation page is numeric 20 and the specified frequency is A (annual).

The entitlement value, 20, is deannualized according to the calendar period frequency for each employee.

Note. When an employee works less than five days per week and therefore accrues less than 20 days per year, you can enter an employee level override on the Entitlement/Take Assignment page to change the entitlement unit value; for example, from 20 to 16 for an employee working a four-day week.

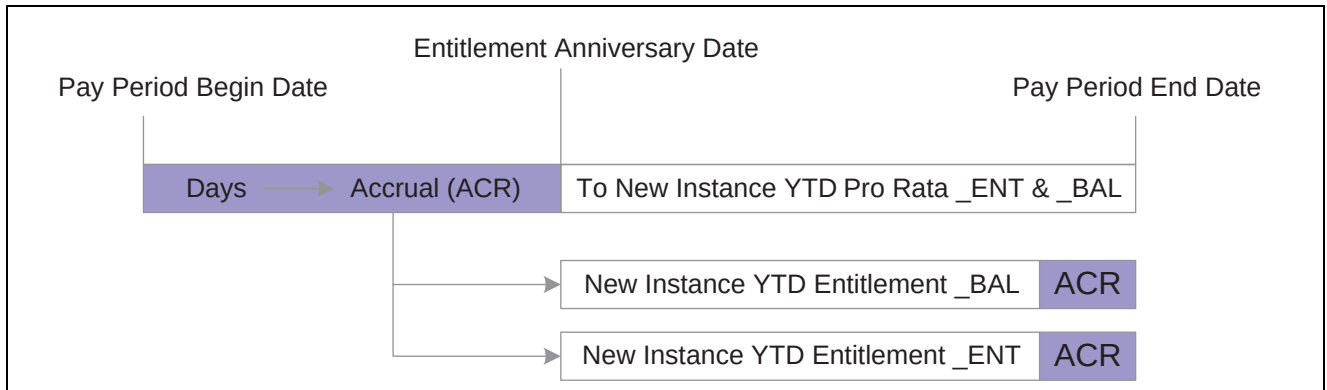
When you run the absence calendar, the deannualized value is accrued to the pro rata year-to-date _ENT and _BAL accumulators. The year in the year-to-date is set when the accumulator's begin option is *Specify Date*, and the begin month and begin day are generic variables LVE VR HIRE MONTH and LVE VR HIRE DAY, which hold the employee's hire month and day, respectively. The accumulators are stored by EMPL ID/EMPL RCD.

When the system automatically creates new instances of the accumulators at the hire date anniversary, the previous values of the entitlement _ENT and _BAL accumulators are rolled over into their new instances and the previous values of the pro rata _ENT and _BAL accumulators are rounded and rolled over into the new instances of the entitlement _ENT and _BAL accumulators. The following diagram shows this:



Pro rata balances transferring to new instances of entitlement balances

The current calendar period is then split into pre-hire anniversary and post-hire anniversary periods, using generic date element LVE DT HIRE ANN DT. The pre-hire anniversary days are then used in formula ANN FM P2EDYS EMBR to work out the proportion of the accrual that belongs to the pre-hire anniversary period. This value is then sent to variable ANN VR PP2EDYS MBR, which adds to the entitlement _BAL and _ENT accumulators. The following diagram shows this (ACR stands for *accrual*).



Accrual for the days before hire anniversary becoming entitlement

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

The absence take, ANN TKEDYS, related to both the pro rata and entitlement absence elements (indicating that pro rata days can be used despite not having become entitlement yet) firsts looks to the entitlement balance to decrement absence units before looking to the pro rata balance to further decrement absence units (where the entitlement units are depleted).

The units (days) to decrement is resolved by the take's Day Formula, LVE FM DYS ABS PH which:

1. Determines if the day is a public holiday.

If it is, it does nothing further because no entitlement hours are used and no annual leave is paid for that day.

2. Checks for scheduled and partial hours; if there are partial hours, the system returns the fraction of the day the hour represents and then rounds them.

Partial hours ÷ Scheduled hours = Fraction of day absent

$$2 \div 8 = 0.25$$

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

3. If there are no partial hours, it checks for a decimal value in the User Defined 1 field on the Absence Event Input Detail page.

If there is *any* value, it adds 0.5 to LVE VR DYS ABSENT. Assuming this is the case, in this example $\text{Day 1} + \text{Day 2} = 0.75$.

4. If it isn't public holiday, there are no partial hours or halving, but there are scheduled hours, then the formula adds 1 to LVE VR DYS ABSENT.

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

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

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

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

Hours Per Hour—Entitlement Only

This leave entitlement is ANN ENTHPH, and there is no pro rata leave. Leave accrues as a fraction of an hour per hour worked. The hourly accrual rate (the fraction) is derived from 4×38 hour weeks, or 152 hours per year.

The hour fraction, stored in variable ANN VR ENTHPH, is set to 0.076712. That figure comes from:

$(152 \div 52.14308 \text{ (the weekly annualization factor)}) \div 38 = 0.076712$

Accumulator ANN AC ENTHPH REG stores the units of hourly pay for the calendar period, and ANN ENTHPH entitlement's formula ANN FM ENTHPH multiplies the accumulated hours by the variable when the absence calendar is run and populates its _ENT and _BAL accumulators.

Note. The formula also checks to see if the employee hasn't been terminated. If he has, the formula returns $\text{ANN VR ENTHPH} \times \text{TER VR FINAL HRS}$.

The absence take for this leave accrual is ANN TKEHPH, and its day formula is LVE FM HRS ABS PH—the same day formula that take ANN TKEHRS uses.

Note. If you pay more than 38 hours per week, this entitlement accrues more than the annual maximum of 152 hours (unless there are balancing reductions in other weeks).

Accruing and Taking Long Service Leave

This section discusses each of the long service leave (LSL) entitlements and their respective absence takes. There are two absence entitlements and two pro rata entitlements—one of each for federal long service leave and *other* (or state-based) long service leave. They are LSL ENTWKF and LSL PROWKF for federal and LSL ENTWKO and LSL PROWKO for other (or state).

Long Service Leave Pro Rata and Entitlement—Federal

This scenario is based on 13 weeks LSL after 15 years of service. Pro rata balances transfer to entitlement on the completion of the first 15 years service and then annually.

The pro rata element LSL PROWKF accumulates the leave using variable LSL VR ENTWKF, which has a value of 0.86667 as the maximum yearly accrual value in weeks

$15 \text{ years} \times 0.86667 \text{ weeks} = 13 \text{ weeks (rounded)}$

When the absence calendar is run, the accrual value is deannualized depending on the calendar period frequency of the employee and the value passed to the LSL pro rata year-to-date _BAL and _ENT accumulators. Both accumulators have an initialize rule that transfers their balances to new instances. The initialize rule formulas are LSL FM PROWKF BMBR for _BAL and LSL FM PROWKF EMBR for _ENT. The formulas resolve to the value of system element PREV VALUE ACCM and add to the new instances.

The entitlement element LSL ENTWKF handles the transfer of the pro rata balances to entitlement using its formula LSL FM MVE P2EWKF, which:

1. Checks if the duration LSL DR DYS FR HIRE (days from hire) returns days more than or equal to variable LSL VR 15 Y IN D (15 years expressed in days, or 5,478) and that the LSL ENTWKF_ENT accumulator is 0 (which indicates that nothing has been transferred to this life-to-date accumulator).
2. If duration does return more than 5,478 days and the entitlement _ENT balance is 0, the formula passes the value of 15 years of accrual to the entitlement and decrements the pro rata.

By the same method, the formula also transfers the pro rata _ADJ and _TKE balances to their respective entitlement accumulators.

3. If the conditions in step 2 are not met, the formula determines if the duration returns more than 5,478 days, and it verifies that the pro rata _ENT balance is more than or equal to 0.86667.

This condition indicates that another year's worth of pro rata leave has accrued. Because pro rata becomes entitlement annually after the initial 15 years transfer, the formula transfers the four pro rata balances to their respective entitlement balances by the same method.

Note. In step 3, the formula checks the balance of the pro rata _ENT accumulator, because if it checked only for a non-0 balance in the entitlement accumulator after the initial 15 years transfer, subsequent transfers would occur every time the absence calendar runs instead of waiting for a year's worth of accrual in the pro rata accumulator.

The absence take, LSL TKEWKF, related to both the pro rata and entitlement absence elements (indicating that pro rata days can be used despite not having become entitlement yet), firsts looks to the entitlement balance to decrement absence units before looking to the pro rata balance to further decrement absence units (where the entitlement units are depleted).

The units (weeks) to decrement are resolved by the take's day formula, LVE FM WKF ABS NPH. The formula checks the scheduled hours or partial hours for each day and converts them to fractions of a week because the units by which to decrement the leave balances are weeks. The formula does this by dividing all hours returned by the day formula by LVE FM WK STD HRS. The day formula LVE FM WKF ABS NPH:

1. Checks for scheduled and partial hours, and if there are partial hours, the system returns the fraction of the week the hours represent then rounds them.

Partial hours ÷ Standard weekly hours = Fraction of week absent

$$6 \div 40 = 0.15$$

The formula includes variable LVE VR WKS ABSENT, which holds the cumulative value of the results of the day formula as it resolves for each day in the leave period. It starts as 0. In this example, its value after the resolution for day 1 would be $0 + 0.15 = 0.15$.

2. If there are no partial hours but there are scheduled hours, it converts the hours to a fraction of a week (0.2 for an eight-hour day) and then checks for a decimal value in the User Defined 1 field on the Absence Event Input Detail page.

If there is *any* value, it halves the value of the fraction of a week and adds the value to LVE VR WKS ABSENT. Assuming this to be the case after processing the second day, LVE VR WKS ABSENT is:

$$\text{Day 1} + \text{Day 2} = 0.15 + (0.2 / 2) = 0.25 \text{ weeks} = \text{LVE VR WKS ABSENT}$$

3. If there are no partial hours but there are scheduled hours and there is no halving, the formula adds the scheduled hours—already converted to a fraction of a week—to LVE VR WKS ABSENT.

$$\text{Day 1} + \text{Day 2} + \text{Day 3} = 0.15 + (0.2 / 2) + 0.2 = 0.45 \text{ weeks} = \text{LVE VR WKS ABSENT}$$

The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement weeks and pro rata weeks. The positive input for this absence take are earnings LSL and LWOP. The units for these earnings are formulas LVE FM WK DCP HRS and LVE FM WK DCUP HRS, respectively. The formulas multiply the DAY COUNT PD and DAY COUNT UNP (both in weeks) by the standard weekly hours so the system can pay the leave in hours.

Note. Any value in the decimal field halves the fraction of a week. You can use this to take twice as long a leave period at (weeks per day) ÷ 2, which is effectively half pay per week.

Long Service Leave Pro Rata and Entitlement—Other (State)

This scenario is based on 13 weeks LSL after either 10 or 15 years of service, depending on the state. Pro rata balances transfer to entitlement on the completion of the first 10 or 15 years service and then annually.

For the Australian Capital Territory, New South Wales, Queensland, Victoria, and Western Australia the accrual is 0.866667 weeks per year where:

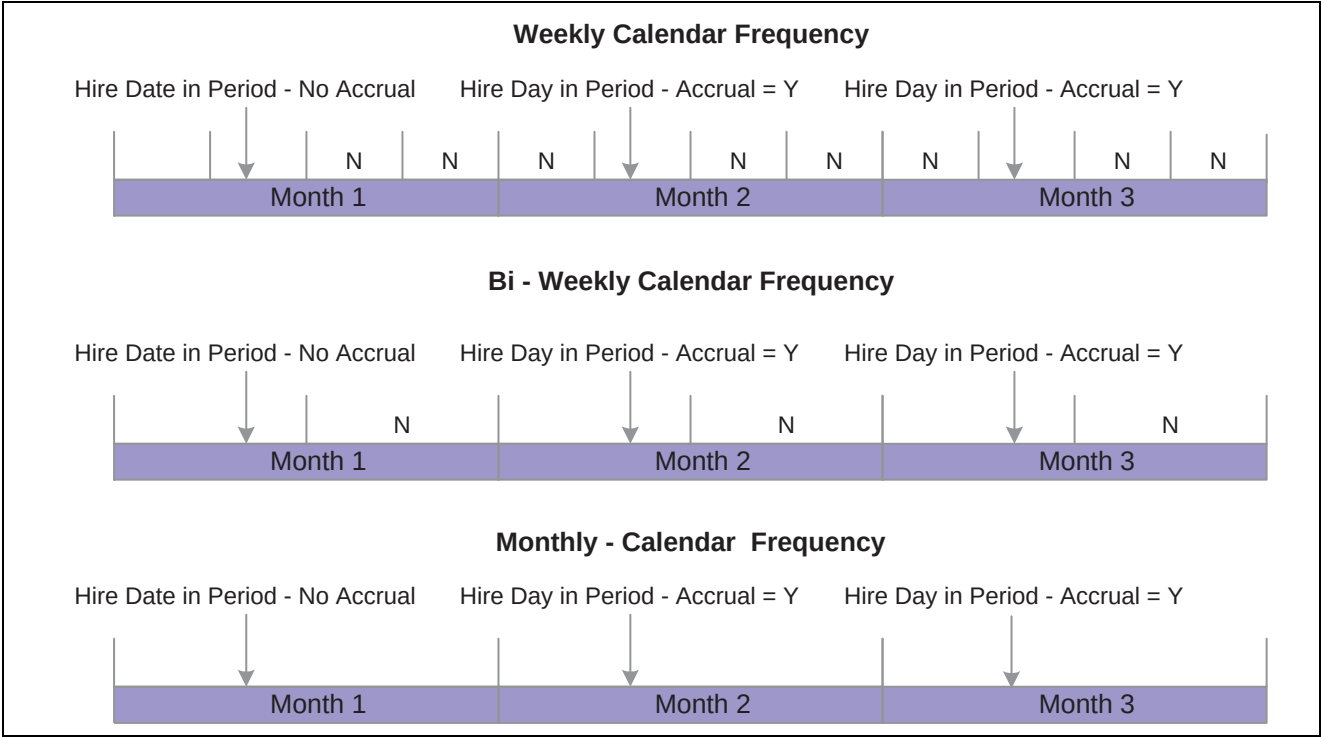
$15 \text{ years} \times 0.866667 \text{ weeks} = 13 \text{ weeks (rounded)}$

For South Australia and Northern Territory the accrual is 1.3 weeks per year where:

$10 \text{ years} \times 1.3 \text{ weeks} = 13 \text{ weeks}$

The accrual is granted for whole months only so the formula grants the accrual if the hire day value is in the calendar period (and the hire date is not in the period).

The following diagram shows when the accrual is and is not granted. The letter *N* indicates *not granted* (because the hire day is not in the period). You need to distinguish between hire *date* and hire *day*.



Accrual according to hire date and hire day

The pro rata element LSL PROWKO accumulates the leave using entitlement formula LSL FM ACCR FMTH which:

1. Determines if the employee's hire date is in the calendar period; if it is, it stops.
2. If the hire date is not in the period but the hire day is, a full month's accrual is due so the formula retrieves the employee's state from array AUS AR EE JOBJR.
3. Checks bracket LSL BR ACCRUAL, and using the employee's state, retrieves either 0.866667 or 1.3—the annual value.
4. Divides the accrual by 12 to get the monthly accrual and passes it to the pro rata _ENT and _BAL accumulators
5. The annual value is deannualized to the absence calendar frequency and that amount of entitlement.

The absence take, LSL TKEWKO, related to both the pro rata and entitlement absence elements (indicating that pro rata days can be used despite not having become entitlement yet), firsts looks to the entitlement balance to decrement absence units before looking to the pro rata balance to further decrement absence units (where the entitlement units are depleted).

The units (weeks) to decrement is resolved by the formula LVE FM WKO CALC, which does the same thing as LSL TKEWKF's day formula LVE FM WKF ABS NPH. The formula LVE FM WKO CALC is not, however, LSL TKEWKO's day formula. It is called by LSL TKEWKO's day formula, LVE FM WKO ABS ST, which has to check the state before resolving the daily hours into the take's number of weeks.

The formula LVE FM ABS ST determines whether the state value is NSW, QLD, or TAS and the day is not a public holiday; if that is the case, it resolves the day's hours into a fraction of a week using LVE FM WKO CALC. If the day is a public holiday in one of those states, the formula does not resolve the day's hours.

If the state is not NSW, QLD, or TAS, the day's hours are resolved by LVE FM WKO CALC, regardless of whether the day is a public holiday.

Accruing and Taking Sick Leave

This section discusses each of the sick leave entitlements and their respective absence takes.

Accruing and Taking Variable Sick Leave—Days

This sick leave absence entitlement, SCK ENTDYS V, determines the correct sick leave grant of accrual that is to be 8 days in the first year and 10 days in subsequent years.

1. The entitlement's formula, SCK FM ENTDYS VI, grants the initial accrual by verifying that the _ENT balances is 0; if it is zero, it retrieves a value of 8 from bracket SCK BR DYS V.

The bracket uses duration GP YEARS OF SVC and it returns 8 (days) if there are no years of service (this is the employee's first year and the duration cannot return decimals of a year). A 0 duration returns bracket value 8.

2. When the absence calendar is run, the bracket value 8 is accrued to the year-to-date _ENT and _BAL accumulators.

The accumulators are stored by EMPL ID/EMPL RCD and begin on the hire date.

3. The absence take, SCK TKE DYS V, uses the absence entitlement balance to decrement absence units (days).

Eligibility criteria defined on the take (on the Period page of the take component) do not allow any payment of sick leave in the first three months of hire or rehire. The date element SCK DT WAIT 3/12 calculates the three-month period. It adds three months to the hire or rehire date, and that is the date on which the employee is eligible for the accrual.

4. The units (days) to decrement is resolved by the take's day formula, LVE FM DYS ABS PH, which is the same formula that annual leave take ANN TKEDYS uses.

5. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP), depending on available absence entitlement days.
6. The positive input for this absence take are earnings SCK and LWOP.

The units for these earnings are formulas LVE FM DY DCP HRS and LVE FM DY DCUP HRS respectively. The formulas multiply the DAY COUNT PD and DAY COUNT UNP by the scheduled hours so the system can pay the leave in hours.

7. When the system creates a new instance of the year-to-date accumulator SCK ENTDYS V _ENT on the employee's hire or rehire anniversary, the accumulator's initialize rule, SCK FM ENDYS V, checks bracket SCK BR DYS V again.

This time, because GP YEARS OF SVC returns *1*, the bracket returns *10*.

Note. If the Use Next Lower interpolation method is set on the bracket's Lookup Rules page, the bracket returns *10* even when years of service are more than *1*.

Accruing and Taking Fixed Sick Leave—Days

This sick leave absence entitlement, SCK ENTDYS F, determines the correct sick leave grant of accrual that is 10 days per year pro rated for the first year. The accrual is granted on January 1 for all employees.

1. The entitlement's formula, SCK FM ENTDYS FI, grants the initial accrual by verifying that the _ENT balances is 0; if it is 0, it retrieves a value from bracket SCK BR DYS F.

The bracket uses duration SCK DR REST OF YR, which calculates the period of time from hire (or rehire) to the end of the year and returns the duration as a decimal fraction of a year. The bracket prorates the 10 days maximum yearly accrual according to that fraction; for example, for a duration of 0.2 of a year, the accrual is 2 days.

2. The absence take, SCK TKE DYS F, uses the absence entitlement balance to decrement absence units (days).
3. The units (days) to decrement is resolved by the take's day formula, LVE FM DYS ABS PH, which is the same formula that annual leave take ANN TKEDYS and SCK TKEDYS V uses.
4. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP), depending on available absence entitlement days.
5. The positive input for this absence take is the same as for SCK TKEDYS V.
6. When the system creates a new instance of the year-to-date accumulator SCK ENTDYS F _ENT at the end of the calendar year, the accumulator's initialize rule, SCK FM 1ST JAN, checks bracket SCK BR DYS F again.

Because the bracket's duration returns *1* this time, the bracket returns *10*.

Note. The duration's To date is date element SCK DT 31ST DEC. The date's month and day are 12 and 31, respectively. Its year is the variable LVE VR PRD END YR. Therefore, as soon as the leave process is run in a new year, the duration always returns greater than one year, so the bracket always returns *10*.

Accruing and Taking Pro Rata and Entitlement Sick Leave—Hours

The pro rata, entitlement and take processing of hours per year sick leave is the same as the annual leave days per year pro rata and entitlement, except it is in hours not days. The accrual is 76 hours per year.

1. The two entitlement elements are SCK PROHRS and SCK ENTHRS, and the pro rata element calculates the accrual and passes it from its own _ENT and BAL accumulators to the entitlement's ENTHRS _ENT and _BAL accumulators on the employee's hire anniversary.

2. The pro rata entitlement formula is SCK FM ENTHPY, which prorates an employee's standard work hours as a fraction of their leave entitlement standard hours.

$$(\text{Standard weekly hours for employee} \div \text{Entitlement standard weekly hours}) \times \text{Annual entitlement}$$

$$(35 \div 38) \times 76 = 70 \text{ (rounded)}$$
3. The take element that uses the entitlement and pro rata elements SCK TKEHRS uses day formula LVE FM HRS ABS PH, the same as the annual leave days per year pro rata and entitlement.

Accruing and Taking Other Types of Leave

This section discusses the rules for processing the following other types of leave:

- Workers' compensation.
- Maternity leave.
- Leave without pay.
- Jury service.

These types of leave are *per absence* entitlements, not frequency-based entitlements. They have the following common characteristics:

- They are all based on a generic entitlement GENERIC ENT, for which the entitlement is formula LVE FM ENT HRS. GENERIC ENT also has the conditional formula LVE FM SCHED HRS (per absence entitlements must have a conditional formula).
- The individual takes for these absences all use entitlement GENERIC ENT.
- The individual takes for these absences all map to earnings OTHLV (except LWOP, which maps to LWOP).
- Earnings OTHLV's calculation rule is $\text{Unit} \times \text{Rate}$, where Unit is payee level (positive input by the take processing) and Rate is hourly rate (LWOP has the same calculation rule but its rate is variable 0).
- The individual takes for these absences all use the day formula LVE FM HRS ABS PH, which is the same day formula used by the takes for Annual Leave—Hours, Annual Leave Hours per Hour, and Sick Leave—Hours.
- None of the elements have a qualifying eligibility period except the maternity take.

Processing Other Leaves

This section discusses the general processing of per absence entitlement and explains the single exception.

1. The take's day formula determines the hours to be paid for each day in the leave period.
2. The absence entitlement's formula determines how many hours to grant as entitlement—either the partial hours or the scheduled hours.

The conditional formula then verifies that there are scheduled hours (that is, the employee would have been working). If there are scheduled hours, the entitlement is granted for the hours that the day formula has determined.

3. The taken hours, to which the employee is entitled according to the entitlement and conditional formulas, become DAY COUNT PD units for the earnings OTHLV or LWOP.

(There are no DAY COUNT UNP days because entitlement always equals the leave duration requirement.)

The take for maternity leave, MATERNITY TKE, has period eligibility formula LVE FM MAT QUAL DT. The two conditions are:

- The duration of the leave is not more than one year.
- The employee has worked for a year or more.

The formula uses duration LVE DR MAT QUAL to check the first condition and the date LVE FM MAT QUAL DT to check the second.

Calculating and Taking OGO Long Service Leave

This section provides an overview of OGO long service leave and discusses how to:

- Enter payee service history.
- Calculate the adjusted service date.
- Calculate OGO part-time and full-time pro rata and entitlement.
- Take OGO long service leave.

Understanding OGO Long Service Leave

The rules for long service leave accrual and take for the Commonwealth Government (referred to as OGO) depend on data entry of prior and current service periods. The rules calculations include such things as full- or part-time work, an adjusted service date, days between different periods of service, and non-service days.

Note. Any organization can use this LSL processing method if it suits its business practice.

Leave is accrued as either part-time or full-time pro rata and entitlement, depending on the type of employment at the time of accrual.

This long service leave is based on three months' leave after 10 years, so the accrual rate is:

$3 \text{ months} \div (12 \text{ months} \times 10 \text{ years}) = 0.025 \text{ months per month.}$

Pro rata leave becomes entitlement after the first 10 years and, thereafter, annually.

For the system to correctly calculate an employee's pro rata and entitlement balances—full- and part-time—you must record the employee's prior service history initially and thereafter maintain their current service history. Do this on the Payee Service History page.

Note. The elements that calculate long service leave—including the division between pro rata and entitlement—access the data entered on the Payee Service History page each time that you run an absence calendar, so it must be up-to-date.

Each time you run an absence calendar, the system:

- Recalculates the adjusted service date.
- Recalculates the duration from the adjusted service date to current period end date.
- Subtracts the between service days.
- Subtracts non service days.

- Determines which part of the remaining duration accrues pro rata LSL leave and which part accrues entitlement LSL leave.
- Determines how much of the entitlement is part-time leave and how much is full-time leave.
- Checks for leave takes and reduces the part-time or full-time entitlement calculations by the amount of the take.
- Calculates the part-time average hours for part-time leave takes.

Note. Only the pro rata full-time absence entitlement, PSH LSLPROFT, initiates the LSL accrual process rule using its entitlement calculation formula PSH FM LSL ENTLMNT. Absence entitlements PSH LSLPROPT, PSH LSLENTPT, and PSH LSLENTFT have numeric 0.00 as the entitlement calculation. When the rule has finished, the system updates _ENT, _BAL, and _TKE accumulators for all four absence entitlements.

Page Used to Calculate and Take Long Service Leave

Page Name	Object Name	Navigation	Usage
Payee Service History	GPAU_LSL_HISTORY	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Define Prior Service AUS	Enter details of periods of service.

Entering Payee Service History

Access the Payee Service History page.

Payee Service History

Jane Taylor EMP ID: KA0001 Empl Rcd #:

	*Start Date	End Date	*Employer	Part Time	Std Hrs/Week	Non Service Days	Full Time Taken	P/T Taken		
1	02/05/2000		MARKETING	☒	30.00				+	-
2	01/01/1999	02/04/2002	DISTRIBUTION	☐		31			+	-

Payee Service History page

Start Date and End Date

Enter the start and end dates of the service period.

Note. Enter service periods in any order. The system sorts them from newest to oldest when you save and refresh the page.

Employer

This is for information only. It is free-form text box

Part Time

Select this check box if the service period is part-time. The Std Hrs/Week field appears, where you can enter the average standard weekly hours for the period. The system uses the values in the calculation of the average weekly hours when determining the payment unit for part-time leave takes.

Non Srv Days (non service days)

Enter your manually calculated non-service days. These are the days in the employment period that do not accrue long service leave.

Note. The accrual calculation includes *any* value that you enter here. No validation of rules exist, such as *Count only if greater than 30 days in a calendar year*.

F/T Taken (full-time taken) and **P/T Taken** (part-time taken) Enter the duration of the leave take in decimal months (number of days ÷ 30).

Note. The system calculates the between-service days from the data that you enter here. It is the duration in days of the period between the end date of one service period and the start date of the next.

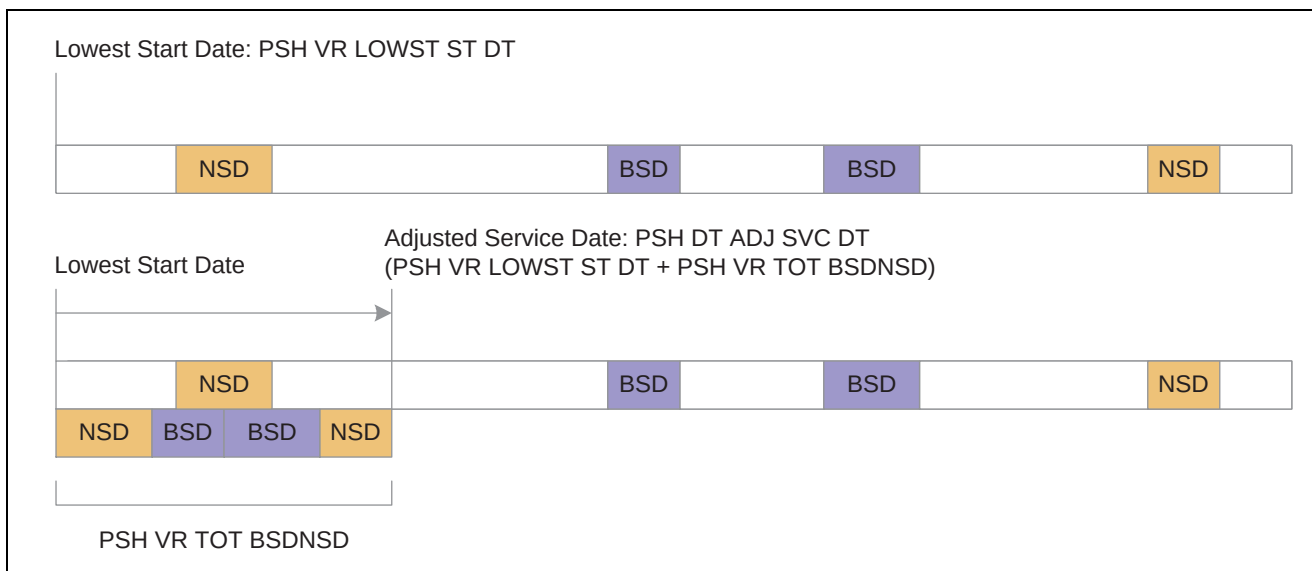
The following table shows how the fields populate the variables through array PSH AR SVC PRD ROW.

Field	Variable
Start Date	PSH VR SP START DT
End Date	PSH VR SP END DT
Part Time	PSH VR SP PT IND
Std Hrs/Week	PSH VR SP PT HRS
Non Srv Days	PSH VR SP NSD
P/T Taken	PSH VR SP TP TKNM
F/T Taken	PSH VR SP FT TKNM

Calculating the Adjusted Service Date

The system adjusts the initial service start date before calculating the duration of the service period upon which the accrual is based.

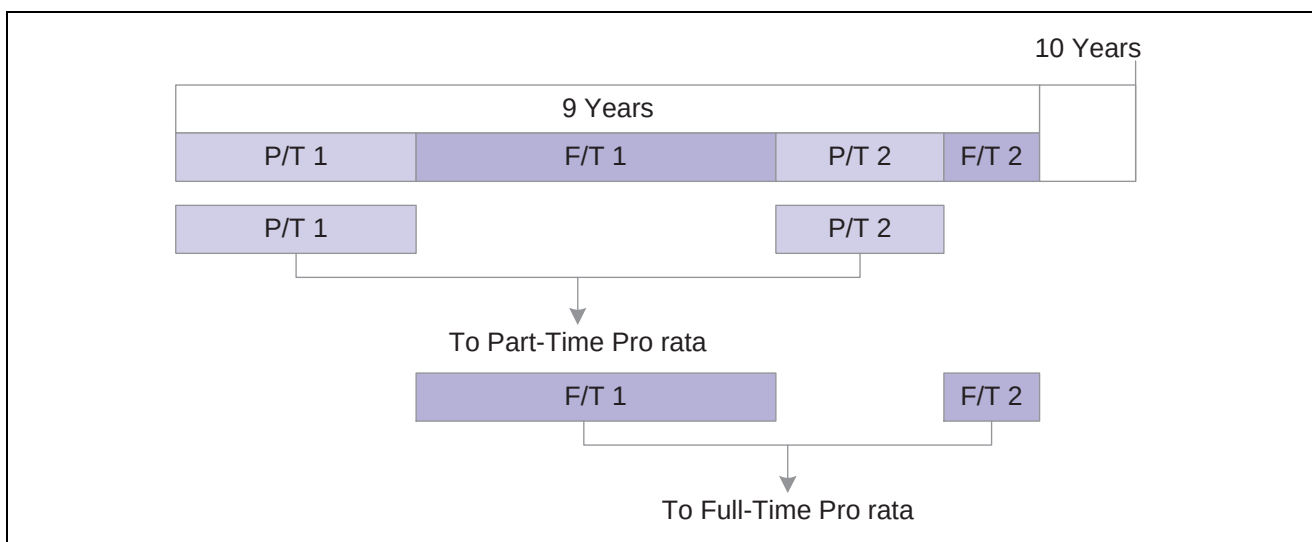
The diagram shows how non-service days and between-service days are totalled then added to the lowest (earliest) start date to reset the lowest start date to a later date. The variable and date elements are also shown.



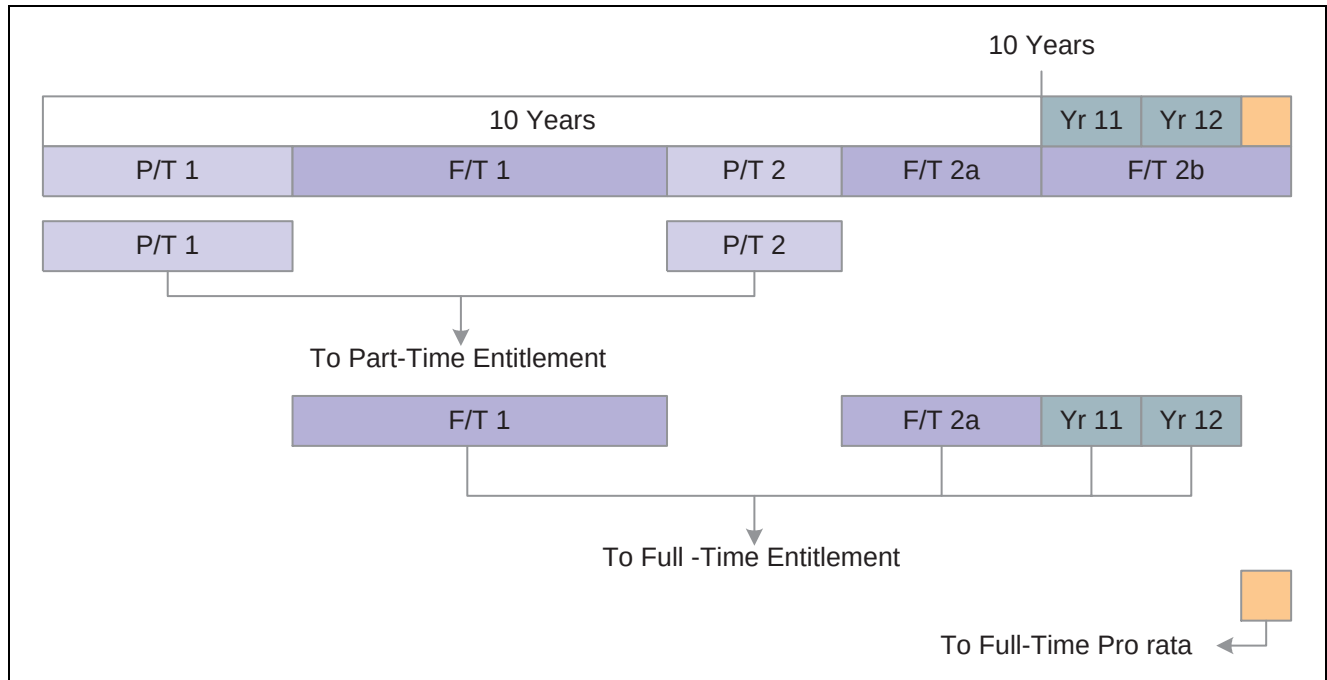
Adjusting the service start date

Calculating OGO Part- and Full-Time Pro Rata and Entitlement

When you run an absence calendar, the system recalculates *all* the accrued part-time and full-time pro rata and entitlement long service leave. The following two diagrams show the accumulators are increased—at 0.025 per month—for an absence calendar run, after 9 years of service and after 12.5 years of service. Both the `_ENT` and `_BAL` accumulators for the four accruals are updated. The accumulators are calendar period based.



Update of leave accumulators after 9 years



Update of leave accumulators after 12.5 years

Taking OGO Long Service Leave

The two absence take elements PSH LSLTKEPT and PSH LSLTKEFT have the same day formula, LVE FM MTH ABS PH. The formula resolves in a similar way to the Federal LSL take. It checks for a public holiday, partial or scheduled hours, and an adjustment made through the User Defined 1 field on the Absence Event Input Detail page. However, each day's hours are converted to months by dividing by the standard hours per month (LVE FM MT STD HRS).

Note. The two takes only check entitlement balances. Pro rata LSL cannot be taken.

The months returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP), depending on available absence entitlement weeks.

The positive input for these absence takes are the earnings elements LSL and LWOP.

The full-time units for these earnings are formulas LVE FM MT DCP HRS and LVE FM MT DCUP HRS, respectively.

The formulas multiply the DAY COUNT PD and DAY COUNT UNP (both in months) by the employee's standard monthly hours (hours from the Job record, annualized and deannualized to hours per month) so the system can pay the leave in hours at the employee's hourly rate.

The part-time units for these earnings are formulas LVE FM MT PTDCP H and LVE FM MT PTDCUP H, respectively. When calculating the units for part-time accrued LSL, the system must determine the average monthly hours for the employee over the entire period of service.

The average weekly hours value is the greater of:

- The average of all part-time periods in the whole period of service.
- The average of the last 12 months of part-time service if there is any part-time service in the last 12 months.

The average monthly hours replace the standard monthly hours (multiplied by the hourly rate) used for full-time LSL.

Note. The processing of taken leave for OGO LSL does not include decrementing entitlement balances. You must add any taken part-time or full-time leave on the Payee Service History page for the employee, and the accrual rules adjust the balances.

Paying Leave in Advance

To set up leave pay in advance, use the Advance Types AUS (GPAU_ADV_TYPES) component.

Periods of leave and regular pay can be paid in a period (or calendar) earlier than the period (or calendar) in which they are normally.

Pages Used to Pay Leave in Advance

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

Defining Absence Advance Types

Access the Advance Types page.

Advance Types

Advance Type: KALEAVE

*Description: Advance Leave Only

Short Description: Leave Only

Calendar Group Selection

*Advance Calendar Group: Period Prior to Absence

☒ Allow Override

Advance Processing Options

Customize | Find | View All

First 1-2 of 2 Last

	*Run Type	*First Period	*Last Period	*Gap		
1	KAABSENCE	Advance Whole Period	Advance Whole Period	Advance	+	-
2	KAPAYROLL	Advance Absence, Reg in Normal	Advance Absence, Reg in Normal	Normal	+	-

Valid Absence Takes

Customize | Find | View All

First 1-4 of 4 Last

	Element Name	Description		
1	ANN TKEHRS	Annual Lve Take Hours Entitle	+	-
2	ANN TKEDYS	Annual Leave Take Days Entitle	+	-
3	ANN TKEHPH	Ann Lve Take HoursPerHour Ent	+	-
4	LSL TKEWKF	LSL Take Federal Entitlement	+	-

Advance Types page

These are the key points about advance types:

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

Calendar Group Selection

Advance Calendar Group

Select to determine the calendar group in which to pay the advance. Select from:

Payment After Absence Begin: The advance is paid in the calendar group that contains the first payment date after the absence begins.

Payment Prior to Absence Begin: The advance is paid in the calendar group that contains the last payment date prior to the absence begin date.

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

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

Allow Override

Select to enable an override of the calendar group that the system selects. The system calculates the calendar group using the preceding options above, but you can override it on the Pay in Advance AUS page of the Absence Event AUS component.

Advance Processing Options**Run Type**

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

Note. An exception exists if an absence entitlement accrual is based on actual hours worked, such as ANN ENTHPH. This situation reverses the normal absence-then-payroll run sequence to payroll-then-absence. In this situation, you need to define a separate process list (for example, HRLY ACCRUED) with the hours-per-hour entitlement in a section (for example, ABS ENTHPH SEC) in that process list. You then need to create a separate run type for this process list and that run type needs to have the same first period and last period options as the payroll run type.

First Period and Last Period

These options determine how the system handles the period in which the absence begins. Select from the following values:

Advance Absence, Reg in Normal (regular in normal): Only the part of the period while on absences is advanced. The rest of the period is paid in its normal calendar group.

Advance Absence, Reg on Return (regular on return): Only the part of the period while on absences is advanced. The rest of the period is paid after the absence.

Note. This is not an option for the last period.

Advance Whole Period: The entire period is paid in advance.

No Advance: The period is not advanced at all. It is paid at the normal time.

Gap

A *gap* occurs when a pay period is before the absence but the payment date falls during the absence. Select from the following values:

Advance: The gap is paid in advance.

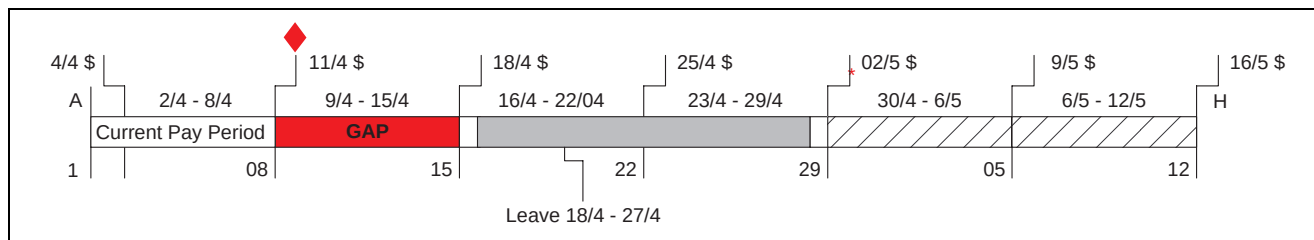
Normal: The gap is paid at the normal time.

On Return: The gap is paid at the normal time.

Valid Absence Takes**Element Name**

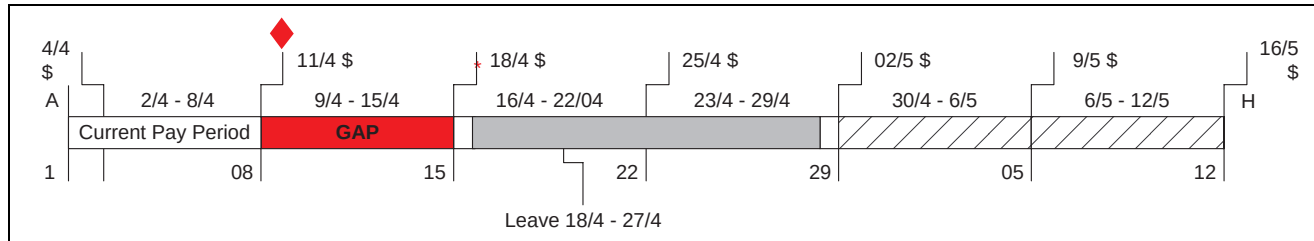
Enter the absence take with which this advance type can be used.

The following two diagrams show the On Return and Normal gap options in effect. For both scenarios, the first period and last period options are *Advance Whole Period*. A diamond indicates the advanced leave payment date and an asterisk indicates the gap pay date.



Gap on return

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



Gap in normal

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

Setting Payment Advance Details

Access the Pay in Advance AUS page.

The screenshot displays the 'Pay in Advance AUS' page. At the top, there are tabs for 'Absence Event Entry', 'Forecast Messages', and 'Pay in Advance AUS'. Below the tabs, employee information is shown: Employee ID: KA0003, Name: Maria Cortes, and Empl Rcd Nbr: 0. The 'Payment Advance Details' section includes 'Absence Take: ANN TKEDYS', 'Begin Date: 03/15/2004', 'End Date: 03/17/2004', and 'Advance Type: KALEAVE' with a search icon and the text 'Advance Leave Only'. A 'Calculate Advance' button is present. Below this are two main sections: 'Advance Payments' and 'Return Payments'. Each section has a header with 'Advance Cal Grp:', 'Payment Date:', and 'Period:'. Under 'Advance Payments', there is a table 'Calendar Periods Advanced' with columns: Pay Group, Calendar ID, From, To, Original Pay Date, and Original Calendar Group. The table shows one row with '1' in the Pay Group column. A similar table is shown under 'Return Payments' with the title 'Calendar Periods Paid on Return'.

Pay in Advance AUS page

This page is an addition to the Absence Event component. The page displays details of the advance payment according to the advance type that you enter.

Enter the advance type for the absence event. When you click the Calculate Advance button, the system displays information about how and when the advance payment is made based on the rules for the advance type.

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

Advance Payments

Advance Cal Grp (advance calendar group) This is the calendar group for the advance payment.

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

Period These are the From and To dates of the regular pay calendar in the calendar group.

Calendar Periods Advanced

Pay Group This is the paygroup in which the payment would be made if it were not advanced.

Calendar ID This is the calendar in which the payment would be made if it were not advanced

From and To These are the From and To dates of the period being advanced.

Orig Pay Dt (original payment date)	This is the payment date when the payment would be made if it were not advanced.
Orig Cal Grp (original calendar group)	This is the calendar group in which the payment would be made if not it were not advanced.

Return Payments

Return Cal Grp (return calendar group)	This is the calendar group in which any unadvanced payment is made.
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Note. None of the Return Payments fields are populated if the advance type advances all pay from the period in which the leave occurs, or if the advance type advances some of the pay and pays the balance in its normal period.

Payment Date	This is the payment date of the regular pay calendar in the calendar group.
Period	These are the From and To dates of the regular pay calendar in the calendar group.

Calendar Periods Paid on Return

Pay Group	This is the paygroup in which the payment would have been made if not paid on return.
Calendar ID	This is the calendar in which the payment would have been made if not paid on return.
From and To	These are the From and To dates of the period being paid on return.
Orig Pay Dt (original payment date)	This is the payment date for the calendar in which the payment would have been made if not paid on return.
Orig Cal Grp (original calendar group)	This is the calendar group in which the payment would have been made if not paid on return.

Note. If you select the Allow Override check box when you define the advance type, you can override the advance or return calendar group the system selected for this advance. You cannot, however, change any calendars or calendar data for a system-selected or overridden calendar group.

For leave be correctly paid in advance, you must specify a regular run type in the Leave Paid in Advance group box on the Pay Groups AUS page (select Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups AUS).

You must select the check box on the Australian Information page for all of the calendars that can be advanced (select Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars Groups AUS).

See Also

[Chapter 3, “Setting Up Global Payroll for Australia,” Entering Additional Paygroup Information, page 15](#)

[Chapter 3, “Setting Up Global Payroll for Australia,” Entering Additional Calendar Information, page 17](#)

CHAPTER 20

Understanding Termination Payment Management

This chapter discusses:

- Termination processing.
- Termination earnings elements.
- The termination section.
- Delivered termination earnings.
- Calculation of hourly and daily rates.
- Resolution of termination earnings.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Termination Processing

When an employee’s services are terminated, regardless of the reason, the employer must make mandatory payments to the employee, depending on the circumstances. Payments can consist of:

- Final wages.
- Unused leave entitlements.
- Redundancy and retrenchment payments.
- Early retirement.
- Invalidity and disability payments.
- Pay in lieu of notice (considered an ETP).
- Ex gratia payments (considered an ETP).

The calculation of these payments can vary from organization to organization depending on the reason for termination.

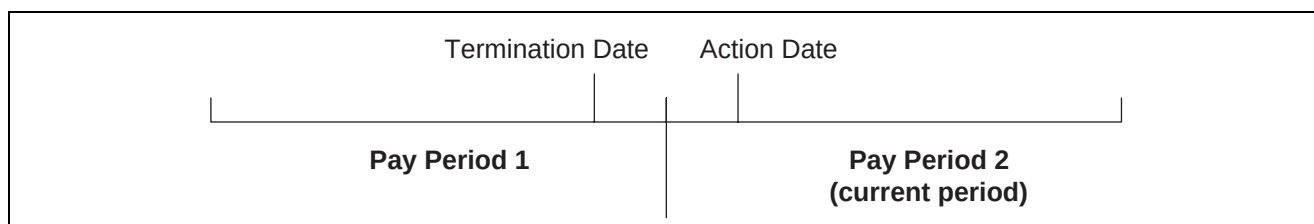
Termination Earnings Elements

The Termination section comprises a formula, 19 earnings elements, and a single deduction. They ensure that all legal obligations are met and that you have the flexibility to make changes to suit your business practices. You need to maintain only a few of the formulas upon which the earnings are based. You also have to set the values of some of the variables that the formulas use.

The Termination Section

The Termination section contains a conditional formula, TER FM TERM CHECK, to check if there is either a termination date in the pay period or a termination action date in the period. The formula checks for both to accommodate a situation in which you may have not entered the termination until the pay period after the period in which the termination occurred. If the check is only on the termination date, the section is not processed, because that date is outside the current pay period begin and end dates.

This diagram shows the process of checking for a termination date or termination action date:



Checking for a termination date or termination action date

The check shows that the Termination section should be processed even though the termination date was in the previous pay period.

Delivered Termination Earnings

This table lists the earnings elements resolved in the Termination section and each earnings calculation rule. Individual elements are later discussed in sufficient detail for you to understand how they are correctly resolved. The code (*gc*) in the first column indicates that the earnings has a generation control:

Name and Description	Unit	Rate	Percent	Amount
AL MARGINAL Ann Lve - Marginal (Term) (gc)	TER FM AL BAL HRS	TER FM HOURLY RATE		
AL MARGIN DY Ann Lve - Marginal (Term Days) (gc)	TER FM AL BAL DYS	TER FM DAILY RATE		

Name and Description	Unit	Rate	Percent	Amount
LSL MARGINAL LSL – Marginal (Term)	TER VR LS MARGINAL	TER FM DAILY RATE		
LL MARGINAL Lve Loading - Marginal(Term) (gc)	TER FM LL BAL HRS	TER FM HOURLY RATE	17.5	
LL MARGIN DY Leave Load on Term (Days-MAR) (gc)	TER FM LL BAL DYS	TER FM DAILY RATE	17.5	
ETP TAX ETP- Taxable				TER FM ETP PST83
ETP NONTAX ETP - Non Taxable				TER FM ETP PRE83
AL LUMP A Annual Leave - Lump Sum A	TER FM AL BAL HRS	TER FM HOURLY RATE		
AL LUMPA DY Ann Lve Lump sum A (Term Days) (gc)	TER FM AL BAL DYS	TER FM DAILY RATE		
LSL LUMP A LSL - Lump Sum A	TER VR LS LUMPA	TER FM DAILY RATE		
LL LUMP A Leave Loading - Lump Sum A (gc)	TER FM LL BAL HRS	TER FM HOURLY RATE	17.5	

Name and Description	Unit	Rate	Percent	Amount
LL LUMPA DY Leave Load on Term (Days-LSA) (gc)	TER FM LL BAL DYS	TER FM DAILY RATE	17.5	
LSL LUMP B LSL - Lump Sum B	TER VR LS LUMPB	TER FM DAILY RATE		
TERM LUMP D Termination - Lump Sum D				TER FM LUMPD
INV POST 94 Invalidity Post 94 Component				TER FM INV POST94
REDUNDANCY				Payee Level
EX GRATIA				Payee Level
PAY IN LIEU				Payee Level
INVALIDITY				Payee Level
INV POST 94				TER FM INV POST94

Calculation of Hourly and Daily Rates

All the rates are either hourly or daily. For both, we have allowed for the situation in which employees have salary packages and need to have their hourly or daily rate calculated from their total package value.

Calculating the Hourly Rate

To calculate the hourly rate, use the formula TER FM HOURLY RATE to:

1. Determine if the employee is salary-packaged by checking for a value for rate code AUTVP.

If there is no value for AUTVP, the system uses the employee's hourly rate.

2. Retrieve the employee's standard hours frequency from the Job record in the Work Period field and passes it to AUS VR TEMP FREQUENCY.
3. Use the variable to get the annualized factor AUS VR ANNL FCTR from the array AUS AR FREQUENCY.
4. Divide AUTVP by the annualized factor, then divides by the employee's standard hours.

$$(AUTVP \div AUS VR ANNL FCTR) \div STD HOURS = \text{Hourly rate for packaged employee}$$

Calculating the Daily Rate

To calculate the daily rate, formula TER FM DAILY RATE:

1. Determines if the employee is salary-packaged by checking for a value for rate code AUTVP.
 If there is no value for AUTVP, the system uses the employee's daily rate.
2. Divides AUTVP by the annualized factor for the daily frequency specified on the Additional Info - AUS page in the paygroup component.

$$AUTVP \div AUS DY FACTOR = \text{Daily rate for packaged employee}$$

Note. The system uses the system element DAILY RT as the daily rate for nonpackaged employees. The daily rate is currently based on weekly rate $\div$ 5. To calculate the daily rate differently, revise this formula.

Resolution of Termination Earnings

This section discusses each of the earnings elements in the Termination section and shows how they are resolved.

Calculating Annual Leave Marginal Tax and Lump Sum A—Hours

The calculation rule for both AL MARGINAL and AL LUMP A is Unit $\times$ Rate, where:

Unit = TER FM AL BAL HRS

Rate = TER FM HOURLY RATE

The unit formula sums accumulators ANN ENTHRS_BAL and ANN ENTHPH_BAL.

Generation controls attached to each earnings determine which of the two earnings to use to pay the hours.

For Annual Leave Marginal (hours), generation control TER GC TERM NORMAL uses TER FM NORM TERM to determine if the employee's status is Retired with Pay, Retired, Terminated, or Terminated with Pay. If it is and the action reason *is not* Staff Reduction, Early Retirement or Partial or Total Disability, then the system pays the hours value as AL MARGINAL.

For Lump Sum A, generation control TER GC TERM REDUN uses TER FM REDUN TERM to determine if the employee's status is Retired with Pay, Retired, Terminated, or Terminated with Pay. If it is and the action reason *is* Staff Reduction, Early Retirement, or Partial or Total Disability, then the system pays the hours value as AL LUMP A.

Note. The system does not provide for annual leave accrued prior to 1993, so the payout for annual leave on resignation, retirement, or dismissal is all to AL MARGINAL and is taxed at the marginal rate.

Calculating Annual Leave Marginal Tax and Lump Sum A—Days

The calculation rule for both AL MARGIN DY and AL LUMPA DY is $\text{Unit} \times \text{Rate}$, where:

$\text{Unit} = \text{TER FM AL BAL DYS}$

$\text{Rate} = \text{TER FM DAILY RATE}$

The unit formula sums accumulators ANN ENTDYS_BAL and ANN PRODYS_BAL.

The same two generation controls used with AL MARGINAL and AL LUMP A - Hours are attached to these two earnings, respectively. They do the same job, but this time the system pays the days value to either AL MARGIN DY or AL LUMPA DY.

See Also

Chapter 20, “Understanding Termination Payment Management,” Calculating Annual Leave Marginal Tax and Lump Sum A—Hours, page 151

Calculating Annual Leave Loading Marginal Tax and Lump Sum A—Hours

The calculation rule for both LL MARGINAL and LL LUMP A is $\text{Unit} \times \text{Rate} \times \text{Percent}$, where:

$\text{Unit} = \text{TER FM LL BAL HRS}$

$\text{Rate} = \text{TER FM HOURLY RATE}$

$\text{Percent} = 17.5$

The unit formula sums accumulators ANN ENTHPH_BAL and ANN ENTHRS_BAL.

The same two generation controls used with AL MARGINAL and AL LUMP A are attached to these two earnings, respectively. They do the same job, but this time the system pays the hours value to either LL MARGIN or LL LUMP A.

Calculating Annual Leave Loading Marginal Tax and Lump Sum A—Days

The calculation rule for both LL MARGIN DY and LL LUMPA DY is $\text{Unit} \times \text{Rate} \times \%$, where:

$\text{Unit} = \text{TER FM LL BAL DYS}$

$\text{Rate} = \text{TER FM DAILY RATE}$

$\% = 17.5$

The unit formula is accumulator ANN ENTDYS_BAL.

The same two generation controls used with AL MARGINAL and AL LUMP A are attached to these two earnings, respectively. They do the same job, but this the system time pays the days value to either LL MARGIN DY or LL LUMPA DY.

Calculating Long Service Leave—Marginal Tax and Lump Sums A and B

Long service leave (LSL) payment calculations are affected by legislation that requires different tax rates to apply to the different periods during which the employee accrued the leave. We supply three LSL earnings: LSL MARGINAL, LSL LUMP A, and LSL LUMP B.

To calculate these earnings, you use the PeopleSoft-maintained formula TER FM LSL CALC. This formula is invoked by the formula TER FM PRE PROCESS, which is the first element in the Termination section. As soon as the Termination section's conditional formula TER FM TERM CHECK returns *True*, TER FM PRE PROCESS is invoked, which in turn invokes TER FM LSL CALC.

Note. TER FM PRE PROCESS also invokes TER FM LSL PRE90, which is used to calculate LSL payments that are exempt from State Payroll Tax in NSW.

The formula first determines if the termination was for redundancy, early retirement, or partial or total disability (referred to as *Redundancy* in the following table).

Formula TER FM LSL CALC returns values for variables TER VR LS LUMPA, TER VR LS LUMPB and, if the termination was not redundancy, TER VR LS MARGINAL. These three variables are the units in the Unit × Rate calculation rules for the three LSL earnings. (The rate for all three earnings is TER FM DAILY RATE.)

This table shows how LSL may be paid according to the Action Reason of the termination:

Termination Is Redundancy	Termination Is Not Redundancy
Lump Sum A only	Lump Sum A only
Lump Sum B only	Lump Sum B only
Lump Sum A and B	Marginal only
	Lump Sum A and B
	Lump Sum A and B and Marginal

Formula TER FM LSL CALC then uses other formulas that in turn use durations and system-generated accumulators based on the absence entitlements and take elements setup.

Note. TER FM LSL CALC uses formulas that in turn use system-generated accumulators, the current members of which are customary data. If you create new absence entitlement or take elements, you must adjust the formulas to use the accumulators that the system generates for those elements. You may have to adjust the following formulas: TER FM LSL TKES, TER FM LSTKE PST78, TER FM LSTKE PST93, and TER FM LSL BAL. The first three of those four formulas use variables of which you need to set the values. They are, respectively: TER VR LSTKW TOTAL or TER VR LSTKM TOTAL, TER VR LSTKW PST78 or TER VR LSTKM PST78, and TER VR LSTKW PST93 or TER VR LSTKM PST93, depending on the frequency of the take (weekly or monthly). In the formulas and variables tables in this chapter, these elements appear in bold to indicate that you may need to adjust them.

Calculating Lump Sum D

Lump Sum D payments, which are not taxed, are for redundancy and approved early retirement payments, but they have a limit. Whatever you pay over that limit is paid as a Lump Sum C eligible termination payment (ETP), which may or may not be taxed. The resolution of Lump Sum C payments depends on the prior resolution of Lump Sum D.

The calculation rule for TERM LUMP D earnings is Amount, where the amount is formula TERM FM LUMP D.

This is how the formula resolves:

1. It first uses Australian Tax Office (ATO)-supplied, PeopleSoft-maintained, variable values, and a duration that determines an employee's complete years of service to arrive at a figure—called the *calculated amount* in this chapter.

The calculated amount is the limit that can be paid as Lump Sum D. The variables are TER VR LUMPD YRLY (yearly amount) and TER VR LUMPD INIT (initial amount), and the duration is TER DR TOTAL DAYS. The formula multiplies the yearly amount by the years of service, then adds the initial amount. This is the calculated amount or limit.

2. The formula then compares the calculated amount with the balance of accumulator TER AC RED/AER (Redundancy/Approved Early Retirement).

Note. The members of accumulator TER AC RED/AER are only ever REDUNDANCY (which is supplied) or [EARLY RETIREMENT] (which is not supplied). Both of these earnings are also members of accumulator TER AC ETP. The redundancy and early retirement earnings are not paid as such; they do not add to accumulator AUS GROSS. They exist so that you can enter their amounts as positive input and add to accumulators. The actual payment of redundancy or retirement amounts is as earnings TERM LUMP D or a combination of TERM LUMP D and ETPTAX/ETP NON TAX.

Based on the results of the formula calculation, one of the following events occurs:

- If the calculated amount is greater than the accumulator amount, the payments do not exceed the limit and the full accumulator amount becomes the Lump Sum D payment.
- If the calculated amount is less than the accumulator amount, the payments exceed the limit, so only the calculated amount (the limit) becomes the Lump Sum D payment.

The balance becomes the basis of ETP calculations.

The balance becomes ETP (taxed or nontaxed—to be calculated) because the redundancy and retirement amounts also add to TER AC ETP, and whatever is paid as Lump Sum D by earnings TERM LUMP D subtracts from TER AC ETP. If the redundancy and retirement accumulator was less than the calculated amount, and was therefore paid as Lump Sum D in full, then the balance of redundancy and retirement in the ETP accumulator is nil.

$RED/RET = TERM LUMP D$ so

$RED/RET - TERM LUMP D = Nil$

If the redundancy and retirement accumulator was more than the calculated amount, only the calculated amount would be Lump Sum D, so there would be a positive balance of redundancy and retirement payment in the ETP accumulator.

$RED/RET > TERM LUMP D$ so

$RED/RET - TERM LUMP D = +ve \text{ Bal of } RED/RET$

Calculating Lump Sum C—Eligible Termination Payment

ETP payments may or may not be taxed.

The system has to determine which part of ETP earnings is taxable and which part isn't.

Payments such as payment in lieu (of notice), ex gratia, invalidity, and, sometimes, the balance of redundancy and retirement payments are included in the ETP payments.

Note. Earnings for payment in lieu (of notice), ex gratia, invalidity are, like redundancy and retirement earnings, not resolved and paid as such; the amounts that you enter for them as positive input do not add to accumulator AUS GROSS. They do, however, add to accumulator TER AC ETP, and formulas use that accumulator to determine if the payments are to be ETP-taxed or ETP-nontaxed. Invalidity payments have additional processing.

Calculating Nontaxable ETP

The calculation rule for ETP NONTAX is Amount, and the amount is TER FM ETP PRE83.

The formula checks that accumulator TER AC ETP has a balance.

If it does, it multiplies the accumulator balance by the duration TER DR PRE JULY, which calculates the employee's service days from hire (or rehire) to June 30, 1983. It then divides by duration TER DR ELIG SERV, which calculates the employee's total eligible service days.

Accumulator balance $\times$ Days from hire (or rehire) to June 30, 1983 / Days from service date to termination date = TER FM ETP PRE83 = Amount of earnings ETP NONTAX.

The start date for duration TER DR PRE JULY is formula TER FM DUR START, which returns the rehire date if the hire date is earlier than the rehire date.

Calculating Taxable ETP

The calculation rule for ETP TAX is Amount, and the amount is TER FM ETP PST83.

The formula checks that accumulator TER AC ETP has a balance.

If it does, it subtracts the previously calculated value of TER FM ETP PRE83 (ETP NONTAX amount) from the accumulator and resolves it to be the amount value of the ETP TAX earning.

Accumulator balance – TER FM ETP PRE83 = TER FM ETP PST83 = Amount of earnings ETPTAX.

Note. Deduction ETP R/OVER, entered a payee level, subtracts from TER AC ETP because it is to be excluded from the ETP tax or nontaxed calculation since it is not being taken as an earnings.

Calculating Invalidity and Invalidity Post 94 Payments

The calculation rule for earnings INVALIDITY is Amount, and the amount is Payee Level. It is another earnings that you enter the value of by positive input and that does not add to AUS gross. It does, however, add to the accumulator TER AC ETP. It also adds to its own accumulator TER AC INVALIDITY.

The calculation rule for earnings INV POST 94 is Amount, and the amount is formula TER FM INV POST94.

Note. Despite its name, the calculation of post 94 invalidity earnings does not involve any durations based on the year 1994.

The formula multiplies the amount of accumulator TER AC INVALIDITY (added to by your positive input) by duration TER DR TERM RETIRE, which calculates the days from the employee's termination date to his or her normal retirement date. It then divides by duration TER DR HIRE RETIRE, which calculates the days from the employee's hire or rehire date to normal retirement date.

Accumulator amount $\times$ days from term to norm retirement / days from hire (or rehire) to norm retirement =
TER FM INV POST94 = earnings INV POST 94

The start date for duration TER DR HIRE RETIRE is formula TER FM DUR START, which returns the rehire date if the hire date is earlier than the rehire date.

Because the positive input for earnings INVALIDITY adds to TER AC ETP, and earnings INV POST 94 subtracts from it, the balance of INVALIDITY is processed as any other ETP payment.

See Also

Chapter 20, "Understanding Termination Payment Management," Calculating Lump Sum C—Eligible Termination Payment, page 155

Entering Final Hours

For employees who accrue annual leave-in hours based on hours worked, you must enter their final hours in the variable TER VR FINAL HRS on the Supporting Elements Override page (select Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements) when they are terminated. Those hours grant the correct accrual during the resolution of section ABS ENTHPHG in the GEN ABSENCE process list for payment by the AUS PAYROLL process. The section resolves only if its conditional formula returns that the employee has been terminated. Employees who accrue hours based on hours and who are not terminated have their accrual processed through the HRLY ACCRUED process list, which is run after AUS PAYROLL when the hours on which to base the accrual are known.

CHAPTER 21

Managing End of Year Reporting

This chapter discusses how to:

- Set earnings and deduction categories.
- Collect fringe benefit tax (FBT)-liable earnings.
- Generate payment summary data.
- Separate eligible termination payment data.
- Generate the payment summary file for the Australian Tax Office (ATO).

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Australia. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

Setting Earnings and Deduction Categories

The categories determine where earnings and deductions appear on the payment summary. You categorize earnings and deductions by assigning a character value to the variable EOY VR CATEGORY on the Supporting Element Override page for a selected earnings or deduction.

Earnings and Deduction Category	EOY VR CATEGORY Value
Allowances	A
CDEP (Community Development Employment Project)	C
Reportable FBT	F
Gross Pay	G
Other Income	O

Earnings and Deduction Category	EOY VR CATEGORY Value
Total Tax Withheld	T
Union Fees	U
Lump Sum A Payments	LA
Lump Sum B Payments	LB
Lump Sum D Payments	LD
Lump Sum E Payments	LE
ETP Pre 83 Payments	E1
ETP Post 83 Payments	E4
ETP Post 94 Invalidation Payments	E3
ETP Withheld Tax	ET
Salary Sacrifice	SS
Charity Deduction	W

Collecting FBT-Liable Earnings

The ATO requires that you report FBT-liable earnings when the gross-up value (of all FBT-liable earnings) exceeds a minimum figure. To have the system calculate the reportable fringe benefits amount for inclusion on the payment summary, you run a collect process.

This section discusses how to:

- Collect reportable FBT-liable earnings.
- Enter manually calculated FBT-liable earnings and view calculated earnings.
- Report FBT for terminated employees.

Summing Category F Earnings

Use the FBT Collection page (select Global Payroll & Absence Mgmt, Year-End Processing, Collect FBT Earns AUS) to set the parameters to have the system sum the net amounts of all earnings categorized as *F* (variable EOY VR CATEGORY) and gross them up. This is the same run control page—GPAU_RC_FBT_COLLEC—as used for Create Payment Summary. The difference is that this process uses the Application Engine program GPAU_FBT_COL and Create Payment Summary uses GPAU_PSM_CRE.

You need to enter the tax year and the population you are generating the data for. The population can be pay entity, paygroup, or payee.

The Update if Record Exists check box relates to the record values that appear on the Reportable FBT Earnings page. If you select this check box and the record exists (either because of a manual entry only—status Entered—or because you have run the collect process previously—status Created), rerunning the process updates the calculated amount only. It does not change any manual entry.

The process is Application Engine process GPAU_FBT_COL.

Note. You need to set up your FBT percent and minimum reportable FBT-liable earnings in Salary Packaging before you can run this process.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Setting Up and Viewing Salary Packaging Tax Options

Page Used to View and Adjust FBT-Liable Earnings

Page Name	Object Name	Navigation	Usage
FBT Earnings	GPAU_EE_FBT	Global Payroll & Absence Mgmt, Year-End-Processing, Rvw/Update Payee FBT Earns AUS	View calculated amounts, add manual amounts, conditionally change the status, or view gross-up values. You view the calculated amounts after you have run the Collect Reportable FBT process.

Entering Manually Calculated FBT-Liable Earnings and Viewing Collected Earnings

Access the FBT Earnings page.

FBT Earnings	
Name: Justin Whitford	Empl ID: KA0014
Pay Entity: KAAUSBI Australian Business Institute	Balance Group No: 000
Tax Year: 2003	*Status: Processed
FBT Details	
Manual FBT Amount: 3,500.00	Gross Up: 6,795.95
Collected FBT Amount: 0.00	Gross Up: 0.00
Total FBT: 6,795.95	
DateTime Stamp: 07/18/2004 11:16PM	

FBT Earnings page

Status

You can change the status from *Processed* to *Created* but only if the status of the Payment Summary process is still *Created* (not *Processed* or *Issued*). You change it to rerun the collect process to repopulate the Collected FBT Amount field. The statuses are:

Entered: The page has had a manual entry only.

Created: The Collect Reportable FBT has been run (even if the process didn't pick up any amount)

Processed: Payment summaries have been created and the FBT data included (if there was any).

Issued: Refers only to the Payment Summary processes.

Manual FBT Amount

This is for any manually calculated amounts. Any values entered here are not affected by rerunning the collect process, which updates only the Collected FBT Amount field. The system displays the gross-up value of the amount that you enter in the associated Gross Up field.

Collected FBT Amount

This is the result of the Collect Reportable FBT process (which may be 0.00). The system displays the gross-up value of the collected amount in the associated Gross Up field.

Total FBT Amount

This is the total of the gross-up amounts. If the amount exceeds the minimum FBT-liable earnings for payment summary reporting, it is reported on the employee's payment summary and included in the electronic file submission to the ATO.

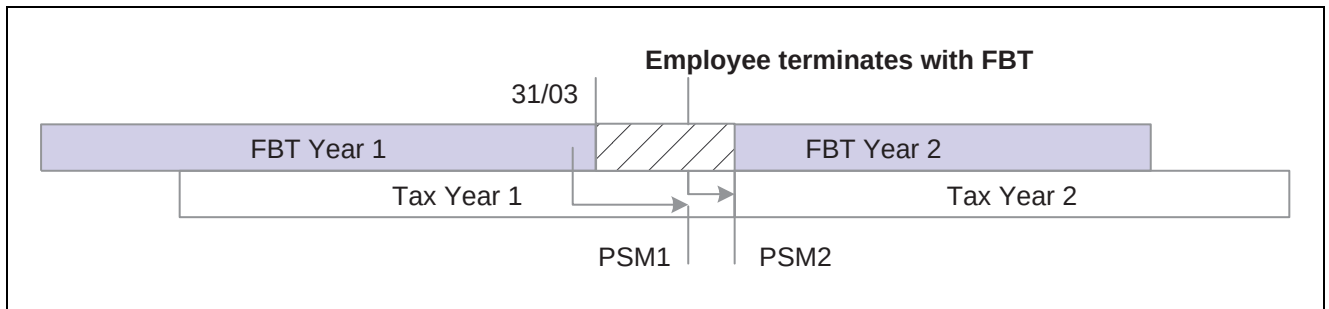
Date Time Stamp

This is the date and time that the page (record) was last updated—manually or by the process.

Reporting FBT for Terminated Employees

An employee might terminate employment between the end of the FBT year and the end of the corresponding tax year. If, during that period—April 1 to June 30—that employee received reportable FBT-liable earnings over the reportable limit, you need to process two FBT collections and two payment summaries. The first is for the tax year in which the employee terminated employment. The second is solely to report the FBT-liable earnings that would normally have been reported on the payment summary for the next tax year. The system retrieves the FBT-liable earnings even though there is no tax balance record for that next tax year.

In the following diagram, the position of PSM2 indicates the tax year to which the FBT belongs.



Indicating the FBT Tax Year

Generating Payment Summary Data

When data preparation is complete, you can generate the payment summary data for each employee. You can view the data before printing payment summaries for issue to payee's.

After you have generated the payment summary data, you must print the payment summaries before you can create the electronic file for the ATO.

The system uses the data that the Application Engine program extracts for the following:

- Printed payment summaries for employees.
- The creation of the electronic file for the ATO.
- The Payment Summary Exceptions and Payment Summary Reconciliation reports.

This section discusses how to:

- View payment summary data.
- Generate the payment summary ATO file.
- Print the payment summary.

Note. The system only includes FBT in the payment summary if its gross-up value exceeds the PeopleSoft-maintained minimum amount. You can see the minimum amount on the FBT/GST Rate page.

Pages Used to Generate/View Payment Summary Data

Page Name	Object Name	Navigation	Usage
Collect FBT Earns AUS	GPAU_RC_FBT_COLLEC	Global Payroll & Absence Mgmt, Year-End-Processing, Collect FBT Earns AUS	Enter the tax year and the payee population, which can be <i>Pay Entity</i> , <i>Pay Group</i> , or <i>Payee</i> . There is an Update if Record Exists check box. If you have already run the process, (and the payment summary status Created), this process overwrites the stored values in the record. The process is Application Engine process GPAU_FBT_COL.
Rvw/Update Payee FBT Earns AUS	GPAU_EE_FBT	Global Payroll & Absence Mgmt, Year-End-Processing, Rvw/Update Payee FBT Earns AUS	View the results of running the Collect FBT Earns AUS report.
Create Pmnt Summary Data AUS	GPAU_RC_FBT_COLLEC	Global Payroll & Absence Mgmt, Year-End-Processing, Create Pmnt Summary Data AUS	This process generates a payee's payment summary information. Enter the tax year and the payee population, which can be pay entity, paygroup, or payee. The process is Application Engine process GPAU_PSM_CRE.
Review Payment Summary Data	GPAU_EE_PSM	Global Payroll & Absence Mgmt, Year-End Processing, Review Pmnt Summary Data AUS	View the results of running the Create Payroll Summary process.
Payment Summary Exceptions AUS	GPAU_RC_PSM_EXCPT	Global Payroll & Absence Mgmt, Year-End-Processing, Payment Summary Exceptions AUS	This process generates the Payment Summary Exceptions report. This report is used to list discrepancies between YTD amounts and actual results per period.
Payment Summary Reconcile AUS	GPAU_RC_PSM_RECON	Global Payroll & Absence Mgmt, Year-End-Processing, Payment Summary Reconcile AUS	Generates the Payment Summary Reconciliation Report. It reconciles all of the amounts reported in the online payment summary panels. There are 3 separate sections, one for employees, one for contractors with ABN and one for contractors with no ABN, as well as the company totals.

Page Name	Object Name	Navigation	Usage
Payment Summary/ETP Certificates	GPAU_RC_PSM_PRINT	Global Payroll & Absence Mgmt, Year-End Processing, Payment Summary/ETP Certs AUS	Set the parameters to print payment summaries and/or ETP Certificates for payees or groups of payees.
Create Payment Summary Electronic File	GPAU_RC_PSM_ELEC	Global Payroll & Absence Mgmt, Year-End-Processing, Create Pmnt Summ Elec File AUS	Set the parameters for the generation of the electronic file to the ATO.

Viewing Payment Summary Data

Access the Payment Summary page.

Payment Summary

Name: Jane Taylor

Empl ID: KA0001

Pay Entity: KAAUSBI Australian Business Institute

Balance Group No: 000

Tax Year: 2003

Status:

Payment Data

Payment Period: 07/01/2002 To: 06/30/2003

Tax Withheld: 2,098.00

Reportable FBT Earnings: 0.00

Gross Payments: 8,434.31

CDEP Salary and Wages: 0.00

Other Income: 0.00

Allowances: 1

2

3

4

Total Allowance: 0.00

Lump Sum Payments: A: 0.00 B: 0.00

D: 0.00 E: 0.00

Union Fees: Union Fees 19.00

Workplace Giving 0.00

Payment Summary page

After running the Create Payment Summary Data process for the tax year and payee population that you select, you can view the results. The EOY VR CATEGORY Supporting Element Override value that you set for each earnings and deduction dictates in which total their values are included. The display is by employee name and ID, pay entity, balance group ID, and tax year.

Payment Period	For normal end-of-tax-year processing, this shows 01/07/YY - 1 to 30/06/YY. For terminated employees, it shows 01/07/YY - 1 to termination date. For hired employees, it shows hire date to 30/06/YY.
Tax Withheld	Total of all category T deductions.
Gross Payments	Total of all category G earnings.
CDEP Salary and Wages	Total of all category C earnings.
Other Income	Total of all category O earnings.
Allowances	Total of all category A earnings. If there are more than four allowances, three are listed alphabetically. The fourth field displays the total for the other allowances.
Total Allowances	Total of 1-4 (where 4 might be the subtotal of the other allowances.)
Lump Sum (A, B, D and E)	All earnings of category LA, LB, LD, and LE, respectively.
Union Fees	All deductions of category U.
Workplace Giving	Total of all workplace giving.

Note. Lump Sum C earnings don't appear, because Lump Sum C ETPs are extracted and reported separately.

Printing the Payment Summary

When all your data is correct, you can use the Payment Summary/ETP Certs page to print either or both of the two variations of the payment summary and any ETP certificates the system generated during the Create Payment Summary process.

Note. After you have generated the payment summary data, you must print the payment summaries before you can create the electronic file for the ATO.

Separating Eligible Termination Payment Data

If the system detects Lump Sum C ETPs during the Create Payment Summary process, it stores the data separately.

Page Used to View ETP Data

Page Name	Object Name	Navigation	Usage
Review/Update ETP Data	GPAU_EE_ETP	Global Payroll & Absence Mgmt, Year-End-Processing, Review/Update ETP Data AUS	View the breakup of Lump Sum C ETP payments by employee name and ID, Pay Entity, Balance Group ID and Tax Year.

Viewing Eligible Termination Payment Data

Access the ETP Certificate page.

ETP Certificate	
Name: Maria Cortes	Empl ID: KA0003
Pay Entity: KAAUSBI Australian Business Institute	Balance Group No: 000
Tax Year: 2004	Status: Created 
Payment Data	
Payment Date:	05/15/2004
Eligible Service Period	
Date Started:	02/10/1987
Days before 1 July 1983:	0
Days after 30 June 1983:	6,304
ETP Components	
Pre-July 83:	0.00
Post-June 83 taxed:	80,000.00
Post-June 94 Invalidity:	0.00
Gross Amount:	80,000.00
Tax Withheld:	25,200.00
Assessable Amount:	80,000.00

ETP Certificate page

You can print ETP certificates using the ETP Payment Summary printing option on the Print Payments Summary page.

Status

Values are:

Created: The Create Payment Summary process has been run.

Issued: The ETP certificate has been printed. You can change the status from *Issued* to *Created* to regenerate the data through the Create Payment Summary process.

Entered and *Processed:* These are not applicable statuses for ETP certificates.

Payment Date

The date that the ETP was made. The date appears by default as the payment check date of the employee's last pay.

Eligible Service Period

Date Started

The payee's hire date.

Days before 1 July 1983	If the hire date is before July 1, 1983, this is the difference between the hire date and July 1, 1983.
Days after 30 June 1983	If the hire date is on or before June 30, 1983, this is the difference between June 30, 1983 and the termination date. If the hire date is after June 30, 1983, this is the difference between hire date and termination.

ETP Components

ETP Pre-July (X)	System-calculated based on the <i>Days before 1 July 1983</i> result.
ETP Post-June 83 Untaxed (Y)	System-calculated based on the <i>Days after 30 June 1983</i> result.
ETP Post-June 83 Taxed	System-calculated based on the <i>Days after 30 June 1983</i> result.
ETP Post-June 94 Invalidity (Z)	System-calculated based on any post June 1994 invalidity payments made.
ETP Gross Amount	Sum of X, Y, and Z
Tax Withheld	Tax deducted from ETP.
Assessable Amount	If the Death Benefit check box is selected, the assessable amount is 0.00. Otherwise, it is based on the following formula: $(0.05 \times \text{ETP Pre-July 83}) + \text{ETP Post-June 83 Untaxed}$ or $(0.05 \times X) + Y$

Generating the Payment Summary File for the ATO

Access the PSM - Electronic page.

Note. After you have generated the payment summary data, you must print the payment summaries before you can create the electronic file for the ATO.

Payment Summary - Electronic

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

Language: English

*Tax Year:

Run Type

☒ Production ☐ Test

Magnetic Media Type

☒ PAYG Payment Summary ☐ PAYG Withholding with No ABN

Pay Entity List Find | View All First 1 of 1 Last

Pay Entity:

Payment Summary - Electronic page

The ATO requires an electronic file containing all the data that the system has extracted for payment summaries and ETP certificates. You can create a single file for multiple pay entities. The ATO also requires two separate files: one for regular payees and one for contractors who do not have an ABN. The file contains software information, payer information such as ABN and contact details, and payee information such as the tax file number, gross payment, and withheld tax.

The file is created by Application Engine program GPAU_PSM_ELEC. This program uses data extracted by the Application Engine program that created the payment summary.

Before you remit payment summary information electronically to the ATO or distribute printed summaries to your payees, you can use the Payroll Summary Exceptions and Payment Summary Reconciliation reports to check the data extracted by the Application Engine program.

Run Type

Production or Test

Select Test when preparing a file to send to the ATO for validity testing. Ensure that a test submission can never be mistaken for production data.

Magnetic Media Type

PAYG Payment Summary

Select to produce a file of data for regular payees.

PAYG Withholding with No ABN

Select to produce a file of data for contractor payees who do not have an ABN.

Pay Entity List

Pay Entity

Select as many pay entities as you want to include in the file.

CHAPTER 22

Monitoring Salary Packaging Expenditure

This chapter provides an overview of monitoring salary package expenditure for Australia and discusses how to:

- Update expenditure data for employee salary packages.
- Review salary package expenditures.

Understanding Monitoring Salary Package Expenditure

The Administer Salary Packaging business process in Human Resources enables you to monitor and project employee expenses during a salary package period. It also provides tools to ensure that actual spending, for both employees and the organization, stays within the limits of budgeted salary packages. You can view package expenditures online as they take place, or generate reports that detail employee expenditures from their package budgets.

Note. Before you can begin monitoring expenditures against a salary package, you must have completed the modeling, confirmation, and enrollment of the salary package in Human Resources. Doing so provides you with the base budgeted package against which your expenditure is tracked.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Modelling Salary Packages”

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Managing Salary Packages”

Updating Expenditure Data for Employee Salary Packages

The integration of Administer Salary Packaging with the Human Resources and Global Payroll systems enables you to enter actual expenditures against a budgeted salary package. When you define components, you use the Expense Data page to identify whether the component is administered as a deduction, earnings, or expense type.

For deductions and earnings, expenditure is based on the payments made through Global Payroll. For components or additional components identified as expenses, expenditure is based on amounts that you enter on the Business Expenses page in the Administer Workforce business process in Human Resources.

The remainder of this section discusses how to:

- Calculate salary package expenses.

- Enter salary package business expenses.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, “Entering Additional Data in Human Resources Records,” Tracking a Worker’s Business Expenses

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Defining Expense Details for Salary Packaged Components

Page Used to Update Expenditure Data for Employee Salary Packages

Page Name	Object Name	Navigation	Usage
Calculate Package	GPAU_RC_SP02	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Package Expenses AUS	Run the Calculate Package process, which updates the Package Summary page, enabling you to view details of the budgeted, expended, and projected year-to-date totals for the package. This gives you vital information for observing and addressing spending and over-spending trends.

Calculating Salary Package Expenses

Access the Calculate Package page.

Calculate Package

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

Report Request Parameters

As Of Date: 09/16/2004

Selection Criteria

EmplID: KA0014 Justin Whitford Empl Rcd#: 0

☐ Delete Empl. Expense History

Pay Group: KAMONTHLY Monthly Pay Group

Calculate Package page

Report Request Parameters

As Of Date

The date on which package expenses are calculated.

Note. Align this date with the pay period end date, end of a reporting period, and the end of the FBT or tax year. You should consider these dates when running the process.

Delete Empl. Expense History (delete employee expense history)

Select to delete previous expenses on the Package Summary page.

Package Expense Calculation Process

Regardless of the selection criteria, the package expense calculation is only completed for *confirmed* salary packages. This process retrieves the expenditure from the expenses and payroll tables and aggregates them in your Salary Packaging records.

You can view the actual and projected expenditure both online and as a report. To facilitate expense tracking throughout the package year, run the process on a regular basis. Typically, you run it at the completion of the payroll process, when you have the most up-to-date information on earnings and deductions paid through Global Payroll. Any expense amounts that have been entered through Business Expenses are included in the Package Expense Calculation.

You can run the expense calculation process as often as you like. You can also rerun the process if the expense details change—for example, when you add new business expenses to the employee’s records.

Note. Components with a payroll type of None do not have any expenditure tracked against them unless they have expenses entered on the Expense Data page. Components with nothing on the Expense Data page do not have anything tracked against them, even if they enroll a payroll item.

Entering Salary Packaging Business Expenses

When you define a component with an expense code on the Expense Data page, you enter expenditures for the employee using the Business Expenses page. The amounts entered here do not affect payment of the expenses. You use this page merely for recording expenditures.

When tracking expenditures against expense codes, you must be sure that there is a unique expense code for each component included in the employee salary package model.

Business expenses relate to Administer Salary Packaging only if the expense code is linked to a package component on the Package Component Exp (expense) page of the Package Component table.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, “Entering Additional Data in Human Resources Records,” Tracking a Worker’s Business Expenses

Reviewing Salary Package Expenditures

Use the Salary Package Summary AUS component (which you access in the Review Absence/Payroll Info menu) to review the overall expenditure for an employee's salary package. You can also review the expenditures against individual components that make up a salary package.

Some of the components that are paid through the payroll system do not require close monitoring during the package year, as they are based on the details that you defined in the salary package. For example, expenditures for the employee's salary, health benefits, and superannuation will probably not vary much during the year. However, for components that are subject to ad hoc payments, you might monitor expenditure more closely. For example, an employee's actual spending against an expense account for motor vehicle operating costs could easily exceed the budgeted amount for the benefit if you do not monitor it carefully.

The remainder of this section discusses how to:

- View year-to-date employee package expense summary information.
- View period employee package expense summary information.
- Check package expenditure progress during the year.
- Reconcile payments at the end of the package period.
- Monitor expenditure over-spending and under-spending.

Pages Used to Review Salary Package Expenditures

Page Name	Object Name	Navigation	Usage
Period Summary	GPAU_PKG_EXP_PRD	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Salary Package Summary AUS, Period Summary	View actual and budget summary amounts for a package and its components by pay period. This information is stored in the Package Expense table.
Package Summary	GPAU_PKG_EE_EXP	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Salary Package Summary AUS, Package Summary	View year-to-date employee package expense summary information. Displays the actual expenses and budget amounts for an employee from the Year-to-Date Expenses table.

Viewing Year-to-Date Employee Package Expense Summary Information

Access the Package Summary page.

Period Summary
Package Summary

Lucas Ridgestone
EMP
ID: KA0016
Empl Rcd #: 0

Package Details
Find | View All
First 1 of 4 Last

Package Start Date: 01/01/2004
Package Status: Current

As Of Date: 04/30/2004

Total Package Value Components
Find | View All
First 1-3 of 3 Last

	Budgeted	Actual	Budget Variance	Project Year End	Over Bud
CAR	6165.76	6165.76		12331.60	N
SALARY	24666.68	24666.68		49333.32	N
SUPSGC	2466.68	2466.68		4933.32	N

Total Employee Cost Components
Find | View All
First 1-3 of 3 Last

	Budgeted	Actual	Project Year End	Over Bud
CAR	6508.56	6508.56	13017.25	N
SALARY	26038.16	26038.16	52076.24	N
SUPSGC	2603.84	2603.84	5207.60	N

Package Total

Budgeted Total TPV:	33299.12	33299.12	66598.24	N
Budgeted Total TEC:	35150.56	35150.56	70301.09	N
Non-Packaged Components:				

Package Summary page

As of Date

Indicates the date that the package expense calculation was processed. The page calculations include only those expenditures for the employee up to this date.

Note. Totals are divided into three areas—TPV Components, TEC Components, and the Package Total. The TPV Components and TEC Components identify each component, and they display the value of components that add to TPV and TEC respectively. These values include the component value and any additional components that add to that package total. The system also displays Budgeted, Actual, %Var (percentage variance), and Project Year End totals.

Total Package Value Components and Total Employee Cost Components**Budgeted**

The budgeted values for each component and the budget totals reflect in the package component details that you enter and adjust on the Employee Salary Package - Base Components pages.

Actual

For each component, the system determines the expenditure based on the payroll type definition on the component. If a component is linked to an earnings type, any payment made against that earnings type is regarded as expenditure against the component if you've set up the component with an earnings type on the Expense Data page.

The package expense calculation aggregates expenditure from business expenses and payroll data based on the preceding criteria. This process

accounts for the expenditure against the base component amount but doesn't take into account additional component liabilities.

Note. For actual expenditure, the values processed through the payroll or entered in business expenses are disregarded for additional components. The system calculates additional component liabilities based on the percentage of the base component amount that has been expended.

To display the actual expenditure for the component, the system calculates the additional component liability based on the percentage of the base component amount that the employee has expended. The system calculates these values and incorporates them into the display of the actual expenditure for each component that is listed on the Package Summary page.

%Var (percentage variance) This amount represents the difference between the actual amount and the budgeted amount. It is expressed as a percentage of the budgeted amount. The system uses the following calculation to determine percentage variance amount:

$$(\text{Actual Amount} - \text{Budget Amount}) \div (\text{Budget Amount} \times 100) = \text{Variance Amount}$$

Project Year End

Depending on the method that you select for projecting values to year-end for the component, the system calculates this value accordingly. Different components use different methods and rates of expenditure. You identify whether a component is expended on a regular or ad hoc basis when you define components.

For components identified with a regular rate of expenditure, the system uses the following method to project earnings:

$$\text{Actual Expenditure} \div (\text{Total Days in Package Period} \times \text{Days Passed in the Package Period})$$

For components identified with an ad hoc rate of expenditure the system does not calculate a projection. Because they are expended at an ad hoc rate, it is not possible to presume any future expenditure.

Because package periods can be for periods other than a single year, the projection amount is calculated to the package end, not to year's end.

Over Bud (over budget) The Over Bud column displays either *Y* (yes) or *N* (no) to indicate whether the component is exceeding the assigned budget limits. The system determines whether a component or the package is over budget by prorating the package budget or the component budget. It calculates the value of the package or component from the start date to the package expense date. To determine any over- or under-spends, the system compares the result to the actual expenditure as of the date you last ran the Expense Calculation process.

Package Total

Total TPV and Total TEC For each column amount that is displayed in the TPV and TEC Components group boxes, the system provides a Total TPV and Total TEC in the Package Total group box.

Non-Packaged Components Because it is possible in an organization for earnings or deductions not included in the employee's salary package to be paid, the system also displays

the nonpackaged components. This field identifies the total value of any deductions, earnings, and expenses that are not included as a packaged component but have been paid out to the employee in the payroll.

You can see if expenditure outside the package has occurred for the employee, and you can quickly respond to the nonpackaged payments. These types of payments may prompt you to perform a package review or some other corrective action. To view the individual totals for these values, refer to the Non Packaged group box on the Period Summary page. The system displays the totals for nonpackaged earnings, deductions, and expenses on the Period Summary page if any nonpackaged payouts for these earnings types have taken place.

Note. You determine the nonpackaged components that appear on the Package Summary page by using the Ern/Ded Included page.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Setting Up Salary Packaging Human Resources and Global Payroll Tables

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Defining Non-Salary Packaged Earnings and Deductions Elements

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Modelling Salary Packages,” Modelling Salary Packages for Employees

Checking Package Expenditure Progress During the Year

During the package year, you should review package expenditure on a regular basis to identify any potential over-expenditures on the part of the organization or employee.

You need information about employee benefits to determine whether you need to correct an over-expenditure at any time during the package period. Employees might not be aware of the rate of expenditure and may potentially over-spend on their expense accounts.

Viewing Period Employee Package Expense Summary Information

Access the Period Summary page.

Period Summary		Package Summary	
Lucas Ridgestone		ID: KA0016	Empl Rcd#: 0
Package Details Find View All First 1 of 4 Last			
Package Start Date: 01/01/2004		Package Status: Current	
Period End Date: 04/30/2004			
Total Package Value Components Find View All First 1-3 of 4 Last			
		Budget	Actual
CAR		758.330	758.330
CAR	FBT	783.110	783.110
SALARY		6166.670	6166.670
Total Employee Cost Components Find View All First 1-3 of 3 Last			
CAR	PRT	85.700	85.700
SALARY	PRT	342.870	342.870
SUPSGC	PRT	34.290	34.290
Package Total			
Total Total Package Value:		8324.78	8324.78
Total Total Employee Cost:		8787.64	8787.64
Non-Packaged			
Earnings		Deductions	Expenses

Period Summary page

Package Start Date and Period End Date

The period end date is the end date for the pay period that you are viewing. The page calculations include only those expenditures for the employee for that the indicated pay period.

Note. The information on the Package Summary pages is current up to the date that you run the Package Expense Calculation process, and the page calculations include only those pay period expenditures for the employee up to that date.

Budget

The budgeted values for each component and the budget totals are reflected in the package component details that you enter and adjust on the Employee Salary Package - Base Component pages.

Non-Packaged

Earnings, Deductions, and Expenses

The Package Summary page includes a Non-Packaged Components group box to identify the total values of earnings, deductions, and expenses that are not included as a packaged components.

All the other fields on this page are identical to the fields on the Package Summary page.

Note. You determine the nonpackaged components that display appear on the Package Summary page using the Ern/Ded Included page.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Setting Up Salary Packaging Human Resources and Global Payroll Tables

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Setting Up Salary Packaging,” Defining Non-Salary Packaged Earnings and Deductions Elements

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Salary Packaging, “Modelling Salary Packages,” Modelling Salary Packages for Employees

Reconciling Payments at the End of the Package Period

During the package review process for each employee, you must reconcile expenditure in the previous package period. At this time, you should recover any overpayments, or make any adjustments for underpayments. Salary Packaging enables you to identify these amounts, but it doesn’t automate any payment or recovery for package balances.

When reviewing these amounts, you should also consider the balances for each component and consider the reasons for the over-spend or under-spend before making any adjustments.

For example, at the end of the package period, you might find that one of the employee’s salary components is under-spent. You should consider what has caused the under-spend for the component. It might be that the employee took two weeks leave without pay. In that case, the under-spend is valid and no adjustment should be made. Alternately, an expense account that is under-spent could have been under-utilized, and the employee should receive some adjustment for the balance remaining through payroll.

The actions that you take to acquit a salary package at year’s end depend on your business practices. Some organizations allow balances to be carried forward to future years; others pay out or recover differences at year’s end.

Monitoring Expenditure Over-spending and Under-spending

The Package Summary pages clearly identify package and component over-spending and under-spending.

Some organizations choose not to control employee package expenditure at the component level. The package total information is most important to package administrators for these organizations. When budgeting or modelling packages, package administrators in these organizations define individual package components in the usual way. But component values act more as a guideline than a rule for tracking expenditures against the employee’s package.

For organizations that are concerned with the overall package expenditure over-spends and under-spends, you can easily identify this information at the package level using the Package Summary pages. The pages also track expenditure at the component level, but expenditure caps are enforced at the package level.

In other organizations, business rules require that the package administrator track expenditure at the individual component level. Using the Package Summary pages, any over-spending or under-spending of the components is easy to see.

Note. The system does not issue warning messages regarding over-spending or under-spending of either packages or components in salary packages other than indicating that the package or the components are over- or under-spent on the Package Summary pages.

APPENDIX A

Global Payroll for Australia Reports

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

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

Global Payroll for Australia Reports: A to Z

These tables list the Global Payroll for Australia reports. There is additional information about report run control pages within the chapter for particular features. All reports are Structured Query Report (SQR) reports, although some obtain data from Application Engine programs.

Note. Reports that can be at detail or summary level include the suffix - *A* or - *B*, respectively, in the ID when printed. For example, the BAS report can be GPAUPY13 - A or GPAUPY13 - B.

An asterisk after the report name in the first column indicates that there is more information in this PeopleBook. For links to that information, use the cross-references following the table

Global Payroll for Australia: Australian Bureau of Statistics Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPAUPY16 Average Weekly Earnings (AWE)	These quarterly reports use earnings data stored in any of five Australian Bureau of Statistics (ABS) accumulators. Ensure that all earnings to be reported are included in the selected accumulators. The process produces both hard-copy reports and ASCII, comma-delimited electronic files.	Global Payroll & Absence Mgmt, Authority Correspondence, QTR-ABS Avg Wkly Rpt/File AUS	GPAU_RUNCTL_AWE
GPAUPY17 Survey of Employment & Earning (SEE)	Same as GPAUPY16.	Global Payroll & Absence Mgmt, Authority Correspondence, QTR-ABS Empl Srvy Rpt/File AUS	GPAU_RUNCTL_AWE

Global Payroll for Australia: Additional Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPAUAM01 Absence History *	Lists, for each employee, all leave taken, with dates and duration, paid status, and other information. If you don't specify a leave type, the report lists all types.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Leave History AUS, Absence History	GPAU_RC_ABS_HIST
GPAUAM02 Leave Liability *	Lists, for each employee, absence entitlement converted to leave liability. It includes the earning codes used to pass liability to the general ledger interface (GLI) or QSP. It shows rate and unit type, category (for QSP reporting), accrual date (pay date) balance units and the balance amount (Rate × Balance).	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Leave Liability AUS	GPAU_RC_LVELIAB
GPAUPSO1 Payment Summary	Reports year-end payee earnings, which is a legislative requirement.	Global Payroll & Absence Mgmt, Year-End Processing, Payment Summary/ETP Certs AUS	GPAU_RC_PSM_PRINT
GPAUPT01 State Payroll Tax	Lists, state by state, tax that is based on total salary per pay period.	Global Payroll & Absence Mgmt, Taxes, Payroll Tax Report AUS	GPAU_RC_SPT
GPAUPY01 Payslip *	Lists payee details of period earnings, taxes and other deductions, leave balances, and payment distributions.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips AUS	GPAU_RUNCTL_PSLP
GPAUPY11 Payroll Register	Lists, by payee, a summary of all earnings, deductions and net pay for a pay period. It differs from the existing GP Payroll Results Register report in that this report lists the payroll results by pay entity, and it reports across multiple pay periods.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register AUS	GPAU_RC_PY11
GPAUPY12 Payroll Reconciliation	Lists the summary of all earnings and deductions paid in the pay period and year-to-date values to use for reconciliation purposes. It differs from the existing GP Payroll Summary report in that this report lists the payroll results by pay entity, and it reports across multiple pay periods.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Reconciliation AUS	GPAU_RC_PY12

Report ID and Report Name	Description	Navigation	Run Control Page
GPAUPY13 Pay Components	Provides either earnings, deduction or accumulator data across multiple pay periods.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Components AUS	GPAU_RC_PY13
GPAUPY15 Business Activity Statement	The BAS Information Register report provides information to assist you to complete the organization's business activity statement. You specify From and To dates and the pay entities on which you report. You can print a summary version of this report. Employee tax appears in the Amt. Withheld No ABN column because employees don't have ABN numbers.	Global Payroll & Absence Mgmt, Taxes, BAS Information Report AUS	GPAU_RC_PY15
GPAUPY21 Payment Summary Exceptions	Identifies discrepancies between the year-to-date amounts and actual results per period to avoid problems with payment summaries at year end. The report uses data extracted by the GPAU_PSM_EXC Application Engine process, which also reports any ETP exceptions. You run the report by tax year and pay entity and you can sort by payee name.	Global Payroll & Absence Mgmt, Year-End Processing, Payment Summary Exceptions AUS	GPAU_RC_PSM_EXCPT
GPAUPY22 Payment Summary Reconciliation	Lists the results of the GPAU_PSM_CRE Application Engine process, which provides payment summary information.	Global Payroll & Absence Mgmt, Year-End Processing, Payment Summary Reconcile AUS	GPAU_RC_PSM_RECON
GPAUPY51 Net Payment Report	Extracts data from the Cemtex Transaction and Header tables, from the Personal Data record, and from the Job record. You can have report at summary or detail level.	Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report AUS	GPAU_PMT_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
GPAUPY52 Recipient File Report	SQR version of the Recipient File - Electronic report, which details payment of deductions sent to recipients by Cemtex file. You can get the report automatically by running the Application Engine process for the electronic file or by selecting its check box and leaving the Application Engine check box cleared.	Global Payroll & Absence Mgmt, Payment Processing, Create Recipient File AUS	GPAU_RUNCTL_RCP_FL

See Also

Chapter 18, “Using the General Ledger Interface,” Understanding Leave Liability Reporting, page 114

Chapter 16, “Printing and Viewing Payslips,” Printing Payslips, page 105

Chapter 14, “Running Banking and Recipient Processes,” Reporting Net Payment, page 98

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 <code>ADVANCED_SHIPPING_ORDER</code> 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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