



PeopleSoft Enterprise Global Payroll for Brazil 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 Brazil 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 Brazil.

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 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 the PeopleSoft system 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 Human Resources Management Systems (PeopleSoft 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 background 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 product.

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 Brazil

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

- Global Payroll for Brazil business processes.
- Global Payroll for Brazil integrations.
- Global Payroll for Brazil implementation.

Global Payroll for Brazil Overview

Global Payroll for Brazil delivers elements, rules, pages, processes, and reports that work with the PeopleSoft Enterprise Global Payroll core application to form a complete payroll package for Brazil.

Global Payroll for Brazil delivers earnings for hourly and salaried employees, as well as overtime, bonuses, commissions, and cost allowances and travel expenses. Global Payroll for Brazil also delivers many common deductions, such as those for union monthly fees, alimony, and dependant deductions. The system enables you to calculate and withhold income tax using the graduated tax rate for monthly payroll, 13th salary, and vacation payments. You can set up personal loans for employees. You can track absences and vacations for employees. With Global Payroll for Brazil, you can calculate termination pay for an employee. You can set up and run the banking process and process paychecks. With Global Payroll for Brazil, you can generate payslips.

See Also

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

Global Payroll for Brazil Business Processes

The business processes for Global Payroll for Brazil are:

- Banking
- 13th Salary
- Vacations
- Average Salary
- Termination Pay
- Payslips
- Social Security
- Income Tax

- Absences
- Loans

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

Global Payroll for Brazil Integrations

Global Payroll for Brazil 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 Brazil 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 8.9 Application Fundamentals for HRMS 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 Enterprise Setup Manager for HRMS and Campus Solutions 8.9 PeopleBook

Enterprise PeopleTools 8.45 PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Understanding Global Payroll for Brazil

This section provides an overview of Global Payroll for Brazil and discusses:

- Global Payroll for Brazil business processes.
- Delivered elements for Brazil.
- Delivered elements naming convention.

Global Payroll for Brazil

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

Global Payroll for Brazil Business Processes

Global Payroll for Brazil supports the following business processes:

- 13th Salary

Global Payroll for Brazil enables you to make 13th salary (Christmas bonus) payments to your payees. Global Payroll for Brazil supports variable 13th salary payments, which use three 13th salary payments instead of two.

- Vacations

Global Payroll for Brazil enables you to record and track vacations. You can generate vacation entitlements, create mass vacation takes, handle negative entitlement balances, track accrued vacation premiums for financial reporting, process vacation pay, and generate a vacation payslip.

- Average Salary

Global Payroll for Brazil supports the addition of an allowance (based on the employee's average variable pay) to vacation, termination, 13th salary, or maternity pay for employees who receive variable compensation. To determine which employees are eligible for average salary calculations, you set up the eligibility rules, based on union rules and the Consolidated Labor Laws (CLT). Before calculating average salary, you can specify the period of time to consider and whether you want the average salary calculations to be adjusted for inflation.

- Termination Pay

You can calculate the final check amount for terminated employees. The system enables you to define different termination versions and which earnings/deductions are considered in each version. You can also define which termination versions are linked with each job/action reason.

- Payslips

Global Payroll for Brazil enables you to print payslips for weekly and monthly salaries, 13th salaries, and vacations. Because the format of payslips varies greatly from one company to another, PeopleSoft provides an example of a payroll payslip and a vacation payslip to use when creating your own payslips. You can define the criteria to print out your payslips, so that it displays exactly the information you require. You can prioritize the sort criteria and select the earnings, deductions, and calculation bases you want included in the payslip.

- Banking

Using this optional business process, you can pay employees using electronic transfers. After you run a payroll, Global Payroll for Brazil generates an EFT flat file that instructs the bank how to distribute the funds you send to them. The process also generates a printed report of payment details. Global Payroll for Brazil supports the Unibanco bank reporting format.

- Social Security

Global Payroll for Brazil provides variables, formulas, earnings and deductions, and other rules to calculate and track all aspects of social security contributions. Both employers and employees must make a monthly contribution to social security through the INSS using their own resources to finance the benefits payable to employees. Calculation is in accordance with Institute's table, which is published monthly by INSS. The system calculates how companies, third parties, and employees should contribute to social security.

- Income Tax

Global Payroll for Brazil provides rules and elements to calculate and deduct withholding of income tax using the graduated tax rate for monthly payroll, 13th salary, and vacation payments. The system also tracks the following allowable deductions: alimony, qualifying dependents, social security contributions, pension and retirement contributions, and retirement and pension income. There is also a report that shows the details of the employee's dependent data used for calculating income tax.

- Absences

PeopleSoft delivers predefined rules for processing absences. You may modify some of the absence rules and create new ones to reflect your organization's policies. You can also assess the impact of an absence using the Absence Forecasting process.

- Loans

It is a common practice for Brazilian companies to grant personal loans or pay for assets and services on behalf of their employees. Global Payroll for Brazil enables you to maintain these loans, create payback schedules and modify the deduction of such values previously loaned to employees. You can adjust the loan by any rate and change the value of the deduction. On termination, the outstanding balance must be deducted. The loan may be deducted from normal payroll, vacation, 13th salary or termination.

See Also

[Chapter 12, “Processing Banking,” page 89](#)

[Chapter 4, “Setting Up the 13th Salary,” page 39](#)

[Chapter 16, “Managing Vacation Data,” page 119](#)

[Chapter 6, “Defining Average Salary Rules,” page 53](#)

[Chapter 10, “Creating Payslips,” page 81](#)

[Chapter 13, “Calculating Social Security Contributions,” page 93](#)

[Chapter 14, “Withholding Income Tax \(IRRF\),” page 99](#)

[Chapter 15, “Entering Absences,” page 107](#)

[Chapter 17, “Tracking Loans,” page 133](#)

Delivered Elements for Brazil

This section discusses:

- Creation of delivered elements.
- Element ownership and maintenance.

Creation of Delivered Elements

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

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

The core application has the following characteristics:

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

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

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

Country extensions have the following characteristics:

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

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

Element Ownership and Maintenance

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

Element Ownership in PeopleSoft Enterprise Global Payroll

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

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

Element Ownership in Global Payroll for Brazil

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

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

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining General Element Information,” Defining Element Names

Delivered Elements Naming Convention

This section discusses:

- Element names.
- Functional area codes.
- Element type codes (PIN_TYPE).

Element Names

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

Supporting Elements

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

- FF: Functional Area Code (see Functional Area Codes for more information).
- TT: Type of Supporting Element (see List of Element Type Codes for more information).
- NAME: The name is based on a term in Portuguese and provides a further means of identifying the element.

For example, in the tax array MD VR SUMA MED, MD represents the functional area, VR represents the element type, and SUMA MED (*suma a medias*) provides a further means of identifying the element.

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

Primary Elements

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

Other Elements

Although there is no fixed naming convention for sections and element groups, Global Payroll for Brazil commonly uses the following naming convention: FF NAME.

- FF: Functional Area Code (see Functional Area Codes for more information).
- NAME: The name is based on a term in Portuguese and provides a further means of identifying the element.

For example, a section in a process list for Brazil might be named KR VENCIMENTOS, where KR is an identifier and VENCIMENTOS provides a means of uniquely identifying the element.

Additional Clues to the Use of Brazilian Elements

Many Brazilian elements contain abbreviations that provide clues (beyond those provided by the functional area codes or element type codes) to their use in the system. For example, consider the duration element FE DR DIAS AFA PER. While the functional area code FE indicates that this element is used for vacations, and the element type code DR identifies them as duration elements, the abbreviations AFA and PER provide additional clues to how the element is used. In this example, AFA stands for *Afastamento* (absences) and PER stands for *Periodo* (period). As you become more familiar with the payroll rules created for Brazil, these abbreviations will help you to further identify and understand the role played by each element.

The following table lists the most common abbreviations used in the names of Brazilian elements:

Abbreviations Used in Global Payroll for Brazil	Portuguese	English
NUM or QTD	Número	Number
%, PERC	Porcentagem	Percentage
ATU	Atual	Current
ACUM	Acumulado	Balances
13, 13°, 13S, 13 SAL	Décimo Terceiro Salário	Christmas Bonus
INVE	Investimentos	Savings
ALIM	Alimenticia	Alimony
ANTIG	Antiguidade	Seniority

Abbreviations Used in Global Payroll for Brazil	Portuguese	English
ANU	Anual	Annual
ANV or ANIV	Aniversário	Anniversary
ASSO	Associar	Assign
ASST	Assistência	Assistance
CAL, CALEN	Calendário	Calendar
CALC	Cálculo	Calculation Process
EMP, CIA	Empresa ou Companhia	Company
COMP	Compensar	Compensate
CRE or CRED	Crédito	Credit
QUO, QUT	Quota	Quote or Fee
DED, DE	Dedução	Deduction
DES, DESP	Desconto e Despesas	Discount, Food, or Rest and Expenses
ALIM	Alimento	Food
DEV	Devolução	Return
DF, DIF	Diferença	Difference
DOBR	Dobro	Doubles
DOM or DOMIN	Domingo	Sunday
\$\$	Dinheiro	Cash
ESP	Especial	Special

Abbreviations Used in Global Payroll for Brazil	Portuguese	English
EX, EXTR	Extra	Non Taxable or Over
EXC or EXCE	Excedente	In Excess
ISEN	Isento	Non Taxable
FAT, FATOR	Fator	Factor
FED	Federal	Federal
FEST	Dia Festivo ou Feriado	Holiday
FIC or FICT	Fictício	Fictitious
FIX	Fixo	Fix
FRE or FREQ	Frequência	Frequency
TRIBUT, TRIB	Tributável	Taxable
HOR	Hora, Horista	Hours
IMP, IR	Imposto ou Imposto de Renda	Tax or Amount
INC or INCAP	Incapacidade	Disability
VEN	Vencimentos	Earnings
LIM	Limite	Limit or Boundary
QUIT, RESC	Liquidação	Lay off
MIN	Mínimo	Minimum
NEG	Negativo	Negative
PER	Período	Period

Abbreviations Used in Global Payroll for Brazil	Portuguese	English
VENC	Vencimentos	Earnings
PREM	Prêmio	Premium
EMPR	Empréstimo	Loan
ME	Média	Average
PROD	Produzidas	Produced
PROP	Proporção ou Proporcional	Proportion or Proportional
PROV	Provisão	Provision
PROJ	Projetado	Projected
RETID	Retido	Withheld
RETRO	Retroativo	Retroactive
INT, INTER	Intervalo	Rank
RIS, RISC	Risco	Risk
SAL	Salário	Salary
SEGM	Segmento	Segment
SUB	Subsídio	Subsidy
SUP	Superior	Top Limit
TET	Teto, topo	Cap
TOT	Total	Total
TRA or TRAB	Trabalhado	Worked

Abbreviations Used in Global Payroll for Brazil	Portuguese	English
TRIP, TRIPL	Triplo	Triple
ULT	Último	Last
UNI or UNID	Unidades	Units
FER , FERIAS	Férias	Vacations
VAL	Vales	Coupons
VAR or VARIAB	Variável	Variable
/	Por	Per

Component Names (Suffixes)

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

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

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

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

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

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

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

In Global Payroll for Brazil, the following suffixes are pre-delivered.

Separator

The separator is defined as: _ (underscore)

Component Suffixes

The following table lists the component suffixes delivered for Brazil:

Component	Suffix
Base	BASE
Percentage	PERC
Rate	VRREF
Unit	UNID

Accumulator Suffixes

The following table lists the accumulator suffixes delivered for Brazil:

Accumulator	Suffix - Calendar Period: Amount	Suffix - Calendar Period : Unit	Suffix - Fiscal Period: Amount	Suffix - Calendar Period: Unit
Calendar Period to Date	VRPER	UNPER	VRPEF	UNPEF
Month to Date	VRMEN	UNMEN	VRMEF	UNMEF
Quarter to Date	VRTRI	UNTRI	VRTRF	UNTRF
Year to Date	VRANU	UNANU	VRANF	UNANF

Deduction Arrears Component Suffixes

The following table lists the deduction arrears component suffixes delivered for Brazil:

Deduction Arrears Component	Suffix
Payback	DEVOL
Amount not Taken	NDES

Deduction Arrears Component	Suffix
Add to Arrears	ACINS
Arrears Accumulator	INSUF

Absence Entitlements Suffixes

The following table lists the absence entitlement suffixes delivered for Brazil:

Absence Entitlement	Component/Accumulator	Suffix
Separator		–
Component	Unit Paid	UNPAG
	Unit Adjustment	UNAJU
Accumulator	Balance	SALDO
	Adjustment	AJUST
	Entitlement	DIR
	Take	AUSEN

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining General Element Information,” Defining Suffixes

Functional Area Codes

The following table contains the functional area codes used in the names of Brazilian elements:

Functional Area	Description
FP	General (Folha de Pago)
RE	Earnings (Remunerações)
FA	Absences (Faltas, Atrazos, Afastamentos e Licenças)

Functional Area	Description
MD	Average salaries (Médias)
RC	Terminations (Rescisão Contratual)
FE	Vacations (Férias)
13	13th salary (13o. Salário)
CS	Union contributions (Contribuições a Sindicatos)
IN	Social security (INSS)
PA	Alimony (Pensão Alimentícia)
IR	Income tax (Imposto de Renda)
EP	Loans (Empréstimos)
VT	Transportation tickets (Vale Transporte)
AD	Advance Payment (Adiantamento)
SF	Family Allowance (Salário Família)
FG	FGTS (Fundo de Garantia por Tempo de Serviço)

Element Type Codes (PIN_TYPE)

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

Element Type	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator

Element Type	Description
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Historical Rule
PR	Process List
PO	Proration Rule
RC	Rate Code
RR	Rounding Rule
SE	Section

Element Type	Description
SY	System Element
VR	Variable
WA	Writable Array

CHAPTER 3

Defining Country Data

This chapter discusses how to:

- Set up utilities in Global Payroll for Brazil.
- Set up Global Payroll for Brazil data.
- Use core functionality in Brazil.
- View delivered sections and process lists.

Setting Up Utilities in Global Payroll for Brazil

To set up utilities in Global Payroll for Brazil, use the Define Variable Attributes BRA (GPBR_COMP_VARS) and the Map Elems to Comp/Rcd BRA (GPBR_ELEM_MAP) components.

This section provides an overview of element mapping and discusses how to:

- Define component variables.
- Define element mapping.

Note. This setup is optional and is designed to help technical people manipulate PIN numbers during development.

Understanding Element Mapping

The element map plays a critical role when packaging and moving elements and data to other databases.

PIN numbers are used in PeopleCode, component interfaces, and reports to refer to global elements. The PIN number is a consecutive number so it can change between databases or releases; therefore, there is a need to create a utility during development so that the PIN number is not hard-coded. Using the utility also ensures consistency between the PIN number changes.

There are two ways to map an element:

- By record
- By component

Select record when you need to map a record field into a core Global Payroll element.

Select component when the mapping doesn't depend on a record field; instead, it depends on some behavior on the page, for example, the record is used in more than one place and must map to different core Global Payroll elements.

If you select to map an element by component, you may want to define your component variables on the Component Variables page before you define your element mapping.

PeopleCode Function Example

When you need to use a PIN number in the PeopleCode, use this function to obtain the corresponding PIN number.

```
Declare Function Get_Pin_Num PeopleCode GPBR_DERIVED_EM.PIN_NUM FieldFormula;
&Record_Name = "GPBR_LOAN";
&Date_Pin_Num = Get_Pin_Num ("R", &Record_Name, "DATE");
```

Pages Used to Set Up Utilities in Global Payroll for Brazil

Page Name	Object Name	Navigation	Usage
Component Variables	GPBR_COMP_VARS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define Variable Attributes BRA	Define the variables for components to be used on the Element Mapping page to define the variable type.
Element Mapping	GPBR_ELEM_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Map Elems to Comp/Rcd BRA	Set up the mapping to the fields and variables of an element which are used during development in the components interface objects.

Defining Component Variables

Access the Component Variables page.

Component Variables

Country: BRA Brazil Component Name: GPBR_RC_VAC_AP

Component Variables Customize | Find | View All First 1-3 of 3 Last

	*Variable Name	Variable Type		
1	DATAFIM	Numeric	+	-
2	DATAINI	Numeric	+	-
3	DATAINIPROX	Numeric	+	-

Component Variables page

Variable Name Enter the name of the variable. This can be any name you want to use during PeopleCode development.

Variable Type Select the variable type. Values include *Character*, *Date*, and *Numeric*.

Note. Once you've defined your component variables, you can map your elements on the Element Mapping page.

Defining Element Mapping

Access the Element Mapping page.

Element Mapping

Country: BRA Brazil
Key Name: GPBR_PAYEE_PARM Key Type: Record

Element Overrides						Customize Find View All 1-8 of 10 First Last	
	Type	Map Value	Entry Type	Name			
1	Field	GPBR_ADVANCE_OPT	VR2	AD VR OPÇAO	+	-	
2	Field	GPBR_ADVANCE_PCT	VR2	AD VR % ADTO	+	-	
3	Field	GPBR_FGTS_DT	VR3	FP VR FGTS DATA	+	-	
4	Field	GPBR_FGTS_OPTION	VR2	FP VR OPC FGTS	+	-	
5	Field	GPBR_IR_DISCOUNT	VR2	IR VR IND APO	+	-	
6	Field	GPBR_RISK_IND	VR1	FP VR OPC PERIC	+	-	
7	Field	GPBR_SEFIP_RIS_LVL	VR1	IN VR OC SEFIP GPS	+	-	
8	Field	GPBR_TERM_NOTIF	VR3	RC VR PREVIO NOTIF	+	-	

Element Mapping page

If you choose to map your elements by component, you may want to define your component variables before you map your elements.

Type

The key type that your mapping applies to appears here. Values include *Other* and *Field*.

Map Value

Select the field or value to which you want to map. If you selected Record as the key type, you can select the record fields. If you selected Component as the key type, then you can select the variables defined for the component.

Entry Type

Select the element type on which you want to transform your field or variable. Values are *Accumulator*, *Bracket - Numeric*, *Count*, *Deduction*, *Earnings*, *Formula - Numeric*, *Rate Code*, *Rate Code - Amount*, *Variable - Numeric*, *Variable - Pointer*, and *Variable - Dec + Char + Date + Ptr*. The values available depend on the map value type. For example, if you select a character map value, then you can select only character values.

Note. Although you can see *System Element - Numeric* as a value, you can not select it. The entry type can not be a system element or a constant.

Name

Select the name of the element.

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. 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 Up Global Payroll for Brazil Data

To set up Global Payroll for Brazil data, use the Element Lists BRA (GPBR_PAYSLIP_FORMA), Sort IDs BRA (GPBR_SORTID), Service Takers BRA (GPBR_SERVICE_TAKER), Union Parameters BRA (GPBR_UNION_PARMS), and Position/JobCd Parameters BRA (GPBR_MIXED_PARM) components.

This section discusses the general setup pages and parameters you need to set up in Global Payroll for Brazil and discusses how to:

- Enter earnings, deductions, and calculation bases eligible for printing for multiple reports.
- Define the printing order selection for the payslip.
- Set up service takers.
- Set up union parameters.
- Set up average salaries.
- Define payee parameters.
- Define termination parameters.
- Define unhealthy and hazardous indicators for job codes and positions.

Pages Used to Set Up Global Payroll for Brazil Data

Page Name	Object Name	Navigation	Usage
Element List	GPBR_PAYSLIP_FORMA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Element Lists BRA	Enter earnings, deductions, and calculation bases eligible for printing for multiple reports, including payslip and payroll results register.
Sort ID	GPBR_SORTID	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Sort IDs BRA	Define the printing order selection for the payslip.
Service Takers	GPBR_SERVICE_TAKER	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Service Takers BRA	Set up service takers to use for data entry purposes. The SEFIP report uses service taker information.
General Parameters	GPBR_UNION_PARM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Union Parameters BRA, General Parameters	Set up union parameters.
Averages	GPBR_AVERAGES	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Union Parameters BRA, Averages Parameters	Set up average salaries.
Payee Parameters	GPBR_PAYEE_PARM	Global Payroll & Absence Mgmt, Payee Data, Define Payee Parameters BRA, Payee Parameters	Define payee parameters.
Termination Parameters	GPBR_PYEST_PARM	Global Payroll & Absence Mgmt, Payee Data, Define Payee Parameters BRA, Termination Parameters	Define termination parameters.
Position/Jobcode Parms (position/job code parameters)	GPBR_MIXED_PARM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Position/JobCd Parameters BRA	Define unhealthy and hazardous indicators for job codes and positions.

Entering Earnings, Deductions, and Calculation Bases Eligible for Printing for Multiple Reports

Access the Element List page.

Element List

Format ID: KRBRA

Earning and Deduction Eligible Print

Find | View All | First 1 of 1 Last

*Effective Date: 01/01/2002

*Status: Active

*Description: Payslip Brazil - Sort

Short Description: SORTBRA

Total Earnings: TOTAL PROVENTOS

Total Deductions: TOTAL DESCONTOS

Net Pay: LIQUIDO

Earnings

☒ Include
 ☐ Exclude

Populate Total Earnings Mbrs

Parameters

Customize | Find | View All | First 1-2 of 4 Last

	*Sequence	Earnings	Description		
1	5	SALARIO	Salary	+	-
2	10	PERICULOSIDA	Hazardous Bonus	+	-

Deductions

☒ Include
 ☐ Exclude

Populate Total Deductions Mbrs

Parameters

Customize | Find | View All | First 1-2 of 4 Last

	*Sequence	Deduction	Description		
1	5	INSS	INSS	+	-
2	10	IRRF	Income Tax	+	-

Element List page (1 of 2)

Accumulator

Parameters

Customize | Find | View All | First 1-2 of 3 Last

	*Sequence	Accumulator	Description		
1	5	FG BASE FGTS	FGTS Calculation Base	+	-
2	10	INSS BASE TOTA	Social Security Accumulator	+	-

Element List page (2 of 2)

Note. The Element List page is used in the financial register and payroll results register reports as well as payslip generation.

Total Earnings

Select the accumulator that contains the earnings total. The value of this accumulator prints as the total earnings on the report or payslip.

Total Deductions

Select the accumulator that contains the deductions total. The value of this accumulator prints as the total deductions on the report or payslip.

Net Pay

Select the accumulator that contains the net payment. The value of this accumulator prints as the difference between total earnings and total deductions on the report or payslip.

Earnings, Deductions, and Accumulators

In these group boxes, indicate whether you want to include or exclude the earning or deduction elements you list. You decide if it is easier to define the elements by inclusion or exclusion.

Enter the accumulators you want to appear as informative data on the report or payslip.

Defining the Printing Order Selection for the Payslip

Access the Sort ID page.

Sort ID page

Sort by and Then by

Enter the criteria you want the payslip to sort by first in the Sort by field. Enter additional criteria, in the order you want to sort by, using the Then by fields. Values include *Company*, *Department*, *Employee ID*, *Employee Name*, *Employee Type*, *Establishment*, *Location*, *Pay Entity*, *Pay Group*, and *Supervisor Code*.

The order in which you define your sort criteria determines the order in which information is printed on the payslip.

Desc (descending)

Select if you want the sort order to be in descending order. The default is in ascending order, so if you want to print in descending order, you must select this check box.

Setting Up Service Takers

Access the Service Takers page.

Service Takers

Service Taker: KRX

Location Find | View All First 1 of 1 Last

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

***Description:** Service Taker Example

Short Name: Example

***S. Taker Inscription Type:** CNPJ

Service Taker Inscription: 123456789

Country: BRA Brazil

Address: [Edit Address](#)

Service Takers page

Service takers are companies that buy services from your company. For example, if your company is a consulting company, you enter all the different companies where your employees work during a defined period of time as service takers.

S. Taker Inscription Type Select the type of ID and enter the ID that identifies the service taker. (service taker inscription type) and **Service Taker Inscription**

Setting Up Union Parameters

Access the General Parameters page.

General Parameters	Date/Merge Parameters	Checklist Parameters
Run Control ID: 1		Report Manager Process Monitor Run
ID Selection ☒ All IDs ☐ One Person ID ☐ All Person IDs ☐ One Org ID ☐ All Org IDs Person ID: Organization ID:		
Letter Code Selection Letter Code: P03 College Fair Invitation		Missing Critical Data ☒ Produce Communication ☒ Complete Communication
Name and Address Usage Address: Mailing, Work, Dorm, Home Addr Name: Pref Full, Prim Full Salutation: Pref First, Prim Full		
Joint Salutation Usage Joint Name:		
ID Extract Name Usage ID Extract Name Usage: Pref Full, Prim Full		

General Parameters page

Union parameters enable you to enter the details of agreements between unions and companies.

The fields on this page are monthly percentages and amounts.

Min. Guaranteed Comissionists (minimum guaranteed comissionists)

Enter the minimum guaranteed monthly allowance that an employee receives if the employee is one hundred percent commissioned and has no salary earnings assigned in a given month of work.

Union Monthly Contribution Pct (union monthly contribution percent)

Enter the percentage of the employee's salary to contribute for monthly union dues. To have this contribution made, you must enter the union code in the Alternate Union Code field on the Job Information page.

Max. Union Monthly Contribution (maximum union monthly contribution)

Enter the maximum amount to contribute for monthly union dues.

Confederative Contribution Pct
(confederative contribution percent)

(Optional) Enter the percentage of the employee's salary to contribute as a confederation contribution.

Max. Confederate Contribution (maximum confederate contribution)

Enter the maximum amount for a confederation contribution.

Attendance Contribution Pct (attendance contribution percent)

(Optional) Enter the percentage for an attendance contribution. An employee can refuse to pay this contribution.

Max. Attendance Contribution (maximum attendance contribution)

Enter the maximum amount for an attendance contribution.

Transport Coupons Pct
(transport coupons percent)

Enter the maximum percentage of an employee's salary that can be used for transportation costs. By law, this amount cannot be more than 6 percent, but a union may have an agreement for a lower percentage.

The company cannot purchase transportation tickets worth more than this percentage for the employee.

Proration Hiring Monthly Empl (proration hiring monthly employees)

Select how to pay the employee's salary, on calendar days or on a 30-day month basis.

For example, for an employee hired on February 28, the employee receives payment for:

- One day if calendar days are selected.
- Three days if 30-day months are selected.

Absence Parameters

INSS Agreement - Maternity

Select if the company has an agreement with the INSS.

13th Salary Prm (13th salary parameters)

Calc Average First Installment (calculate averages on first installment)

Select to have the system base an employee's 13th salary (first partiality) on his or her average salary calculation rather than on the monthly salary.

Recalc First Installment (recalculate first installment)

Select to indicate the system should recalculate the 13th salary. Since the 13th salary payment is run in November, there may be salary changes that could cause some employees to receive an extra payment of 13th salary. The system needs to recalculate 13th salary to make sure that employees receive any extra payments they are due.

Termination and Stability Parm

Count Days-13 sal/prior notif

Enter the number of days notice required for dismissal. By law, you must provide at least 30 days notice.

Allows Term. When Stability (allows termination when stability)

Select to allow an employee to be terminated when he or she has tenure.

Work Related Accident

Select the absence take element for work related accidents.

Setting Up Average Salaries

Access the Averages page.

General Parameters **Averages**

Union Code: KR1 **Sind. Proc. Dados - São Paulo**

Parameters Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2002

Average Calculations					Customize	Find	View All	First	1-5 of 80	Last
	Run Type	Description	Entry Type	Element For Target Value	Average Version					
1	KR 13SAL	13th Salary Payment	Earnings	MED HED50%13	KRHED50 D					
2	KR 13SAL	13th Salary Payment	Earnings	MED HED70%13	KRHED70 D					
3	KR 13SAL	13th Salary Payment	Earnings	MEDHED100%13	KRHED100D					
4	KR 13SAL	13th Salary Payment	Earnings	MED HEN50%13	KRHEN50 D					
5	KR 13SAL	13th Salary Payment	Earnings	MED HEN70%13	KRHEN70 D					

Averages page

The method used to calculate the average salary depends on the run type. Using this page, you can specify the method used to calculate average salary for each pay component and each run type.

Run Type

Select the type of payroll process for which you want to define the average version of the pay component.

For each run type, you can select a different set of earnings and deduction elements to calculate using the average salary calculation.

Entry Type

Select the type of element to consider in the average salary calculations: earnings or deduction.

Element for Target Value

Select the name of the earnings or deduction element.

Average Version

Select the name of the set of parameters you defined on the Average Version page.

See [Chapter 6, “Defining Average Salary Rules,” Defining Average Salary Rules, page 54.](#)

Defining Payee Parameters

Access the Payee Parameters page.

Payee Parameters		Termination Parameters	
Employee ID:	KR0028	Name:	Luis Duarte
		Empl Rcd Nbr:	0
Payee Parameters Find View All First 1 of 1 Last			
Begin Date:	01/01/2002	End Date:	
*SEFIP Risk Level:	Non Exp.Harmful Agent	FGTS Option ☒ Date: 04/30/2002	
*Unhealthy Indicator:	Not Applicable	Advance Payment Option ☒ Percentage: 40.00	
*Risk Indicator:	Not Applicable	Prior Notification Date: 06/29/2002	
☐ PIS/PASEP Payment ☐ IR Ded Retirement			
Weekly Hours:	44.00		
Registration #:	12345678912		

Payee Parameters page

The parameters you enter on this page insert a Supporting Element Override variable field at the payee level.

Begin Date	Enter the effective date for these parameters.
End Date	Enter the date these parameters are no longer valid.
SEFIP Risk Level	Select the appropriate risk level for the employee's activities. The system uses this information to generate the SEFIP report and to determine the employee's retirement deduction. See Chapter 13, "Calculating Social Security Contributions," Calculating INSS for Special Retirement, page 98.
Unhealthy Indicator	Select the appropriate health risk level for the employee's activities. The system uses this indicator to calculate an earning that compensates for this health risk factor.
Risk Indicator	Select the appropriate hazard level for the employee's activities. The system uses this indicator to calculate an earning that compensates for this hazardous factor.
PIS/PASEP Payment	Select to indicate that the employee will receive annual PIS payments through Global Payroll for Brazil.
IR Ded Retirement (income tax retirement deduction)	Select to indicate that the payee is an active retiree and entitled to a retirement deduction.
Weekly Hours	Enter the number of hours the employee works per week.
Note. This information is required. The vacations process uses this information.	
Registration # (registration number)	Enter the employee's registration number. This number acts as an alternate employee ID.

Note. This information is required. The Employee Registry Report uses this information.

FGTS Option and Date	Select to indicate the employee participates in FGTS, and the date participation began. Used for historical tracking, as FGTS participation is now required.
Advance Payment Option and Percentage	Select to indicate the employee can receive payments in advance from their regular salary and then enter the percentage of the monthly salary the employee can receive in advance.
Prior Notification Date	Enter the date you notify the employee of his or her termination.

Defining Termination Parameters

Access the Termination Parameters page.

The screenshot displays the 'Termination Parameters' page. At the top, there are tabs for 'Payee Parameters' and 'Termination Parameters'. Below the tabs, the 'Employee ID' is KR0028, the 'Name' is Luis Duarte, and the 'Empl Rcd Nbr' is 0. The 'Termination Parameters' section has a header bar with 'Find | View All' and navigation controls. It contains the following fields and options:

- *Begin Date:** 09/04/2004 (with a calendar icon)
- End Date:** (empty date picker with a calendar icon)
- FGTS Code:** (empty text field)
- ☐ **Calculate last months FGTS**
- Stability Data** section:
 - Pregnant Date:** (empty date picker with a calendar icon)
 - ☐ **Union Member**
 - ☐ **FGTS Board Member**
 - ☐ **CIPA's Titleholder/Substitute**
 - ☐ **CNPS Board Member**
 - ☐ **Cooperative Society Mgr.**
 - ☐ **Prev.Settlement Committee Memb**

Termination Parameters page

FGTS Code	The code of operation for an FGTS employee's account.
Calculate last months FGTS	Select this check box to indicate that FGTS should be calculated for the employee's last month.
Pregnant Date	Enter the date the employee notifies you she is pregnant.
Union Member, FGTS Board Member, CIPA's Titleholder/Substitute, CNPS Board Member, Cooperative Society Mgr. (cooperative society manager), and Prev.Settlement Committee Memb (previous settlement committee member)	Select the appropriate check boxes to indicate any memberships or positions the employee holds.

Defining Unhealthy and Hazardous Indicators for Job Codes and Positions

Access the Position/Jobcode Parms page.

Position/Jobcode Parms

Parameters Find | View All First 1 of 1

Effective Date: 01/01/2002

Detail Customize | Find | View All First 1-4 of 4

	Option	Business Unit	Location	Description	Job Code	Description	Unhealthy	SEFIP Risk	Risk
1	Jobcode	KR00			570000	Laborer	Minimum G	Not Applica	Applicable
2	Jobcode	KR00	KRIRJ	RJ Ind			Not Applica	Not Applica	Applicable
3	Jobcode	KR00	KRISP	SP Ind.01			Middle Gra	Not Applica	Not Applica
4	Jobcode	KR00	KRISP	SP Ind.01	330020	Coordinato	Maximum C	Not Applica	Applicable

Position/Jobcode Parms page

Option	Select whether you are assigning unhealthy/risk indicators to a <i>Jobcode</i> or a <i>Position</i> .
Position, Business Unit, Location, and Job Code	Select the position or job code you are assigning unhealthy/risk indicators to using these fields.
Unhealthy	Select the appropriate health risk level for the activities of the job code, position, or location. The system uses this indicator to calculate an earning that compensates for this health risk factor.
SEFIP Risk	Select the appropriate risk level for the activities of the job code, position, or location. The system uses this information to generate the SEFIP report and to determine the employee's retirement deduction. See Chapter 13, "Calculating Social Security Contributions," Calculating INSS for Special Retirement, page 98.
Risk	Select the appropriate hazard level for the activities of the job code, position, or location. The system uses this indicator to calculate an earning that compensates for this hazardous factor.

Using Core Functionality in Brazil

This section describes how to use the following core PeopleSoft Enterprise Global Payroll features in your Brazilian payroll system:

- Retroactivity

- Accumulators
- Segmentation
- Triggers
- Rounding rules
- Rate codes

Defining Retroactivity in Brazil

Retroactivity is the process of going back in time and recalculating prior calendars because changes were made after the original calculation was run. When retroactive processing occurs for a payee, the system recalculates each element generated for the payee. The difference between these results is the retro delta.

In PeopleSoft Enterprise Global Payroll, there are two methods for calculating retro:

- Corrective
- Forwarding

Note. In Brazil, all retro is handled with the forwarding method to comply with Brazilian legislation that requires all retroactive payments to be taxed in the current period. This includes both the Default retro method and the On Conflict retro method.

With the forwarding method, payments are calculated in the respective periods, but balance accumulators for the period are not updated. Only the segment accumulators are updated. Deltas are created for each earning, deduction, and segment accumulator used in the process list. These deltas, which are identified on the Retro Process Override page, are forwarded to the current period.

The system generates a retro trigger every time you enter a change on the data described in the following sections.

Changes in the Employee's Data

Changes in employee data include compensation rate-related changes:

- Status.
- Compensation frequency.
- Standard hours.
- Pay system flag.
- Action for retroactive hire.
- Action for retroactive termination.

Changes in Other Data

Changes in other data include absence take-related changes:

- Positive input
- Pay group

Earnings and deductions are recalculated and a difference results.

Note. Not all earnings or deductions will have an adjustment for retro. Some of the earnings and deductions are forwarded to one earning or deduction, which then appears as a single adjustment in the current period.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Retroactive Processing”

Using Accumulators in Brazil

In Brazil, the following types of accumulators are used:

- Annual accumulators for annual reports and average salary (when average salary is based in the current year).
- Monthly accumulators for tax calculation and social security fees.
- Custom accumulators to store absences that affect the weekly days-off and holidays payments.

Using Segmentation in Brazil

In PeopleSoft Enterprise Global Payroll, if there is a change to employee details within a pay period that might affect calculation, such as a pay rate increase, the calculation creates two slices. One slice uses the details before the change and the other slice uses the details after the change.

PeopleSoft Enterprise Global Payroll provides two types of segmentation: period segmentation or full segmentation and element segmentation or slice. Period segmentation occurs when more than one gross-to-net calculation is required. Element segmentation occurs when there is a change in the rate that affects the calculation of one or more elements. In other words, element segmentation occurs when you want to calculate a select set of earnings or deductions multiple times, but not the entire gross to net calculation.

Note. Global Payroll for Brazil does not utilize element segmentation.

In Global Payroll for Brazil, the following items produce a period segmentation:

- Changes in eligibility group.
- Changes in pay entity.
- Changes in pay group.
- Hirings and terminations held in the calendar.

Global Payroll for Brazil delivers some segmentation; however, you can alter the delivered segmentation events and add or delete segmentation events depending on your business needs.

Using Triggers in Brazil

Triggers are used to detect online changes to data that should result in some type of system action. Examples of common data changes that might use triggers include a new employee hire or a change in pay rate.

PeopleSoft Enterprise Global Payroll provides three types of triggers:

- Iterative – tells the system to process an employee for the current period.
- Segmentation – tells the system to segment a period or element.
- Retro – tells the system to perform retro processing.

Note. You must first set up an iterative trigger to tell the system when an event occurs, it should perform the desired action. After that, you can use a trigger to process an employee, perform segmentation, or perform retro processing.

Global Payroll for Brazil delivers some triggers; however, you can alter the delivered triggers and add or delete trigger setups depending on your business needs.

Delivered Iterative Triggers

The following table lists the iterative trigger setups that are delivered with Global Payroll for Brazil:

Changes to:	Trigger
Employee's employment record	EMPLOYMENT
Employees job records	JOB and JOB_JR
Employee's compensation record	COMPENSATION
Employee's personal data record	PERSONAL_DATA
Employee's contract data record	CONTRACT_DATA
Employee's positive input records	GP_PI_MNL_DATA
Employee's positive input supporting element override record	GP_PI_MNL_SOVR
Employee's payee override record (earnings and deductions assignments)	GP_PYE_OVRD
Employee's payee element assignment supporting element override record	GP_PYE_OVR_SOVR
Employee's payee section detail record	GP_PYE_SECT_DTL
Employee's personal data effective date record	PERS_DATA_EFFDT
Employee's schedule calendar assignment record	SCH_ASSIGN
Employee's workday overrides record	SCH_MNG_SCH_TBL

Changes to:	Trigger
Employee's workforce contract type record	WKF_CNT_TYPE
Employee's absence records	GP_ABS_EVENT, GP_ABS_OVRD, etc.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Setting Up Triggers”

Using Rounding Rules in Brazil

In PeopleSoft Enterprise Global Payroll, you can apply rounding to any component of an earning or deduction, the resolved amount of an earning or deduction, or within a formula. Rounding is applied to each of the components first before the resolved amount is rounded. Rounding is applied after proration rules have been applied.

Global Payroll for Brazil does not deliver country-specific rounding rules.

Using Rate Codes in Brazil

Global Payroll for Brazil supports the following types of salaries:

- Monthly
- Weekly
- Daily
- Hourly

Global Payroll for Brazil delivers the following rate codes to support the listed salaries:

Rate Code	Description
KRH	Hourly
KRM	Monthly

Viewing Delivered Sections and Process Lists

Global Payroll for Brazil delivers the following sections and process lists.

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

See Also

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

Delivered Sections for Brazil

The following table lists the delivered sections for Brazil:

Section	Description
KR 13° SALARIO	13th Salary
KR ADIANTAMEN SEC	Advance Payment Semimonthly
KR AUSENCIAS AUS	Absences - Absence Process
KR AUSENCIAS FOL	Absences - Payroll Process
KR DESC ADIA QUINZ	Advanced Payment Discount
KR ENCARGOS LEGAIS	Legal Deductions
KR FERIAS	Vacations
KR FERIAS AUS	Vacation Takes
KR FERIAS FOL	Vacation Section
KR FINAL	Finalization Section
KR IMPOSTO RENDA	Income Tax Calculation
KR INICIAL	Initialization Section
KR INICIAL QUINZEN	Initialization - Advance Payment
KR IR DESC FER	Vacation Taxes
KR LICENÇAS	Leave Absences - Paid
KR OTROS DESCONTOS	Other Deductions

Section	Description
KR PENS ALIMENTIC	Alimony
KR PENS LIQUIDO	Net-to-Gross Alimony Section
KR PENS LIQUIDO 2	Alimony Gross-to-Net
KR RECALCULA IR	Income Tax Recalculation for Advance Pay
KR REMUN MENSAL	Base Remuneration - Monthly
KR RESCISÃO	Termination Payment
KR SE FERIAS DER	Vacation section
KR SE INI FERIAS	Vacation Init section
KR VENCIMENTOS	Earnings

Delivered Process Lists for Brazil

The following table lists the delivered process lists for Brazil:

Process List	Description
13 SALARIO	13th Salary Calculation
ADIANTE QUINZENAL	Advance Payment Process
FERIAS TOMADAS	Vacation Takes
FOLHA PAGAMENTO	Payroll Calculation Process
AUSENCIAS	Absences
FERIAS	Vacations Calculation

CHAPTER 4

Setting Up the 13th Salary

This chapter provides an overview of the 13th salary functionality delivered with Global Payroll for Brazil.

Understanding the 13th Salary

Companies must pay a 13th Salary (Christmas Bonus) to their payees. 13th salary is paid in two parts. The first installment corresponds to 50% of the total amount for 13th salary. The first installment should be paid by the end of November. Employees can also have their first installments paid in advance as part of their vacation pay. If the first installment was paid as part of vacation pay, the company does not need to pay any 13th salary to the employee in November. In this situation, a company can choose to recalculate the first installment and pay the difference to the employee.

There are two parameters on the Union Parameters BRA - General Parameters page that define:

- Whether the company recalculates the first installment (discounting the advanced amount).
- Whether to use averages when recalculating the first installment.

Employees who receive variable compensation, such as overtime or a differential for a night shift, may be entitled to have their 13th salary based on the averages of this variable compensation. Eligibility for the average salary allowance depends on union rules and the Consolidated Labor Laws (CLT).

The entire 13th salary amount must be paid by December 20. This payment discounts the amount of the first installment already paid. To make this payment by December 20, you might need to run an off-cycle payroll.

To run an off-cycle payroll, you need to use one of two delivered special run types:

- KR 13SAL (for 13th salary second payments)
- KR AD QUIN (for advance payments)

Then, usually in December, the 13th salary is recalculated for everyone to ensure that if there were any difference, the difference is paid to the employee.

Viewing Delivered Elements

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

Setup Considerations

There are three fields on two pages that will directly affect the processing of 13th Salary payments:

Field	Page and Usage
Calc Average First Installment	Union Parameters BRA - General Parameters page. If you want to calculate the average for the first installment of 13th salary instead of using the daily rate, select this check box. If selected, the system automatically pays 50% of the 13th salary as calculated using average salary.
Recalc First Installment	Union Parameters BRA - General Parameters page. Select to indicate the system should recalculate the first installment 13th salary after it has been paid in advance as part of vacation pay. Since the 13th salary payment is run in November, there may be salary changes that could cause some employees to receive an extra payment of 13th salary.
Advance 13th	Vacation Acquisition Prd-Sched page. Select to have the employee receive the first installment of his or her 13th salary at the time the employee leaves for vacation. The first installment of 13th salary occurs only once a year. If an employee receives the first installment in advance (at the time of vacation), the employee does not receive a 13th salary payment in November.

See Also

[Chapter 3, “Defining Country Data,” Setting Up Union Parameters, page 26](#)

[Chapter 5, “Setting Up Vacation Pay,” Defining Vacation Parameters, page 45](#)

[Chapter 16, “Managing Vacation Data,” Entering and Maintaining Vacation Data in Global Payroll for Brazil, page 121](#)

Viewing Delivered 13th Salary Elements

Global Payroll for Brazil delivers the following elements to process 13th Salary.

Viewing Delivered 13th Salary Earnings

The following earnings elements are delivered to calculate 13th salary:

Earnings Element	Description
13 SAL FIXO	Calculates 1/12 of the average of salary based on the eligible months earned during the year. This earning is calculated using the formula 13 FM 13° FIXO.
13 SAL COM	Calculates the average of commissions based on the eligible months earned during the year. This earning is calculated using the formula 13 FM CAL MEDIAS.
13 SAL TAREF	Calculates the average of the Tarefeiros (pieceworkers) units. Tarefeiros are paid based on the number of produced units. This earning is calculated using the formula 13 FM MED TAREFEIR.
13 SAL HOR	Calculates the average of the worked hours. This earning is calculated using the formula 13 FM MED HORISTA.

Viewing Delivered 13th Salary Deductions

The following deductions element is delivered to calculate 13th salary:

Deductions Element	Description
DES ADIAN 13	Discounts the advance payment of 13 SAL FIXO, COM, TAREF, and HOR paid.

Viewing Delivered Accumulators

The following accumulator elements are delivered to calculate 13th salary:

Accumulator Element	Description
MESES 13 SALARIO	Accumulates the number of months for which a payee is eligible for 13th salary. If the number of days worked is greater than 15 during a single month, that month is counted towards 13th salary eligibility.
13 SALARIO PAGADO	Accumulates the 13th salary already paid.
ACUM 13 SALARIO	Accumulates the 13th salary base for average salary calculation purposes.
AFAST 13 SAL	Accumulates the absences which reduce the number of worked days, which affects the 13th salary calculation.

Viewing Delivered Sections

The following section elements are delivered to calculate 13th salary:

Section Element	Description
KR 13° SALARIO	This section is necessary for the pay calculation of 13th salary and can be included in the process list for either a regular payroll run or in a separate calendar run.

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

See Also

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

CHAPTER 5

Setting Up Vacation Pay

This chapter provides an overview of vacation setup in Global Payroll for Brazil and discusses how to define vacation parameters for Brazil.

Understanding Vacation Setup

This section provides an overview of vacation setup and discusses:

- Core application setup.
- Global Payroll for Brazil setup.

Vacation pay setup for Brazil is a subset of absence setup in general, because every absence—whether for vacation, sickness, or other cause—depends on the definition of absence take and entitlement elements and other absence data in the Global Payroll core application.

In addition to general absence setup, you must define other vacation parameters, such as events per entitlement period, entitled days, and days per take, that define vacation business rules and enable you to integrate Brazilian vacations with core absences.

Core Application Setup

To prepare Global Payroll for Brazil for absence processing, you must use core application pages to complete the following setup steps:

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

Note. Global Payroll for Brazil delivers sample values for many of these elements. You may want to replace at least some of these values with data that is specific to your organization.

See [Chapter 16, “Managing Vacation Data,” page 119](#).

4. Assign absence elements to payees and process lists.

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

Global Payroll for Brazil delivers predefined sections and process lists for absence processing. Use them, modify them, or create your own.

Global Payroll for Brazil Setup

In addition to the generic, core application setup steps required for absences, the setup of Brazilian vacation pay involves the following, additional steps using the Vacation Parameters page in Global Payroll for Brazil:

- Define all company policies and legal requirements that are related to vacations using parameters.

Parameters include such information as the number of vacation days an employee can take per entitlement period, the maximum and minimum number of days of vacation that can be taken per leave, and the age above and below which vacations cannot be split into multiple periods.

- Identify the specific take and entitlement elements for which you are defining parameters.

These are the same elements that you will later use to enter and maintain vacation takes on the Vacation Acquisition Prd-Sched (vacation acquisition period-schedule) page. The only absences that you can enter and maintain on the Vacation Acquisition Prd-Sched page are vacation-type absences; takes for other kinds of absences must be entered on the Absence Entry page for Brazil or on the Absence Event Entry page in the core application.

Note. If you do not specify take and related entitlement elements on the Vacation Parameters page, you cannot enter vacation time by using these elements on the Vacation Acquisition Prd-Sched page.

Note. You must also upload vacation entitlement periods history during implementation. Global Payroll for Brazil does not deliver a process to perform this upload.

This section discusses only the Brazil specific steps required to set up vacation leave; the documentation of generic procedures for defining absence elements can be found in your *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

Chapter 16, “Managing Vacation Data,” page 119

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Understanding Absence Management”

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Absence Elements”

Viewing Delivered Elements

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

Defining Vacation Parameters for Brazil

This section provides an overview of vacation parameters and discusses how to:

- Define vacations for Brazil.

- Close and continue entitlement balances.

Understanding Vacation Parameters

In Global Payroll for Brazil, you use parameters to define company policies and legal requirements that are related to vacation takes. You use these parameters to define:

- The number of vacation days that an employee can take per entitlement period.
- The maximum and minimum number of days of vacation that can be taken per leave.
- Rules for calculating the value of vacation days that are sold back to the company by the employee.
- Rules for closing or extending an entitlement period when an employee exceeds the maximum number of total absences allowed in a period

Page Used to Define Vacation Parameters

Page Name	Object Name	Navigation	Usage
Vacation Parameters	GPBR_VACN_PARM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Vacation Parameters BRA	Define vacation parameters for Brazil.

Defining Vacation Parameters

Access the Vacation Parameters page.

Vacation Parameters	
Company:	KRC
Description:	Empresa Demonstração Ltda
Acquisitive Period Find View All First 1 of 1 Last	
*Effective Date:	01/01/2002
General	
Takes per Acquisitive Period:	2
Vacn Days per Acquisitive Prd:	30
*Credit Treatment:	Starting Month
Allow Negative Balance	☐
Minimum Age for Partial Take:	18
Maximum Age for Partial Take:	50
Cal ID Prefix Absence Process:	KR FE A KR
Cal ID Prefix Payroll Process:	KR FE F KR
Take - Needs Confirmation ☐	
Per Vacation Take	
Min Days #:	10
Max Days #:	30
Absences Take Credit Max %:	33.34
Absence Elements	
Vacations	SAIDA FERIAS
Paid Vacations	FERIAS ABONO
Vacation Entitlement	DIREITO FER

Vacation Parameters page (1 of 2)

Absence Interference on Acquisitive Period	
Sequence:	1
Action:	Close
Number of Days for Action:	180
Absence Type Find View All First 1-2 of 2 Last	
AFA	Accident Leave
AFD	Sick Leave

Vacation Parameters page (2 of 2)

General

Takes per Acquisitive Period

Enter the number of separate vacations that employees can take within an entitlement period. For example, an employees may be eligible for 30 days of vacation per entitlement period, with those 30 days being divided into two separate vacations.

Vacn Days Per Acquisitive Prd (vacation days per acquisitive period)

Enter the number of vacation days to which employees are entitled per entitlement period.

Credit Treatment

Specify the credit treatment for vacation “sell” days. Values are:

Starting Month: Select to base the value of any vacation sell days on the employee's actual daily salary at the start (the first month) of the vacation period.

End of Vacations: Select to base the value of any vacation sell days on the employee's salary at the end of the vacation period.

Proportional Vacation Days: Select if you want the system to calculate the value of unused vacation days by using a factor that is based on the proportion of vacation days actually taken each month (if the vacation spans several months).

See [Chapter 5, "Setting Up Vacation Pay," Understanding Vacation Parameters, page 45](#).

Allow Negative Balance

Select to allow negative accrual balances for vacations. If you select this option, the Limit field appears.

Limit

Enter the maximum negative entitlement balance allowed. Days that exceed this maximum must be taken as unpaid leave.

Note. This field appears only when you select the Allow Negative Balance check box.

Minimum Age for Partial Take

Specify the age under which the division of vacations into separate events is not allowed.

Maximum Age for Partial Take

Specify the age over which the division of vacations into separate events is not allowed.

Take - Needs Confirmation

Select if vacation needs to be approved prior to being processed by the system.

When you enter a vacation event in the Vacation Acquisition Prd-Sched page, you assign the event a leave status of *Programed*, *Confirmed*, and so on. If the leave status is *Programmed* and you select this check box, then the vacation payroll process does not process the vacation until it is set to *Confirmed*. If you clear this check box, the vacation payroll process processes vacation events with a leave status of *Programmed*.

Note. You approve vacation takes on the Vacation Acquisition Prd-Sched page. If you do not select this option, the system processes both planned and confirmed vacation takes.

See [Chapter 16, "Managing Vacation Data," page 119](#).

Cal ID Prefix Absence Process (calendar ID prefix absence processing)

Enter the prefix for absence calendars to process vacation takes. The Vacation Acquisition Prd-Sched page uses this prefix to create calendar overrides. The vacation absence calendar will be created by using the prefix + (year of absence) + (month of absence).

Cal ID Prefix Payroll Process (calendar ID prefix payroll processing)

Enter the prefix for payroll calendars to process vacation elements and gross and net accumulators. The Vacation Acquisition Prd-Sched page uses this prefix to create calendar overrides and determine in which calendar group to enter the override. The vacation absence calendar will be created by using the prefix + (year of absence) + (month of absence). To determine in which calendar group to enter the override, the system will create the vacation

calendar payment and determine with which calendar group the payment is associated.

Per Vacation Take

Min Days # (minimum number of days)	Enter the minimum number of leave days that can be taken as part of a single vacation take.
Max Days # (maximum number of days)	Enter the maximum number of leave days that can be taken as part of a single vacation take.
Absences Take Credit Max % (absences take credit maximum percentage)	Enter the maximum percentage of vacation allowance that a payee can sell. The Vacation Acquisition Prd-Sched page displays this value when you select the Pay Credit check box.

Absence Elements

In the Absence Elements group box, you identify the specific absence take and entitlement elements to use when synchronizing the Vacations Entitlement and Takes BRA page with core pages and events. For example, to display the balance for a vacation entitlement period in the Vacations Entitlement and Takes BRA page, the system needs the name of the entitlement element—an element that calculates and stores the vacation balance—to obtain the current balance in the results tables. Similarly, when entering vacation takes, you insert, delete, or update a row in the Absence Entry page by way of a component interface; the system needs the name of the absence take to map vacation events.

Vacations	Specify the absence take element to use for vacation takes. The system uses this element to synchronize vacation takes with core absences.
Paid Vacations	Specify the absence take element to use for vacation credits. The system uses this element to synchronize vacation credits with core absences.

Note. You must define how the system calculates vacation credit—the amount returned to the payee when he or she sells unused vacation days—by specifying a credit treatment option in the Credit Treatment field.

Vacation Entitlement	Specify the absence take element for which you want to adjust and display balances.
-----------------------------	---

Absence Interference on Acquisitive Period

Using the fields in the Absence Interference on Acquisitive Period group box, you can close or continue vacation entitlement periods in response to other absences or events that impact vacation entitlement. For example, you can instruct the system to close an entitlement period for a work disability that lasts more than 180 days or for military service. You can also continue an entitlement period that would otherwise be closed or reduced by an absence. For example, you can specify that if an employee takes maternity leave that lasts 60 or more days, 60 additional days should be added to the entitlement period.

See [Chapter 5, “Setting Up Vacation Pay,” Understanding Vacation Parameters, page 45](#).

Sequence	Enter a sequence number. The sequence number represents the order in which the system processes the different actions (<i>Close</i> or <i>Continue</i>) that you defined.
Action	Enter the action that you want the system to take in response to the absence that you specify in the Absence Type field. Values are:

Close: Select to close an entitlement period in response to the absence types that are specified in the Absence Type field.

Continue: Select to continue an entitlement period in response to the absence types that are specified in the Absence Type field.

Number of Days for Action	Enter the number of days of the absence type or combination of absence types, which are shown in the Absence Type field, that an employee must accumulate before the <i>Close</i> or <i>Continue</i> action can take effect. For example, enter <i>180</i> to indicate that 180 or more days of sick leave (absence type of <i>AFI</i>) should result in the closure of the entitlement period for your employees.
Absence Type	Enter the type of absence or combination of absence types that should result in the action that is specified in the Action field.

Selling Vacation Days

In Global Payroll for Brazil, you can credit the employee's account for the sale of unused vacation days. The vacations payroll process calculates the value of these days in one of several different ways based on the value of the Credit Treatment field.

Consider the following salary and vacation data for an employee.

Salary Data:

- February Salary = 3000; daily salary is $3000 \times (12 \div 360) = 100$.
- March Salary = 3300; daily salary is $3300 \times (12 \div 360) = 110$.
- April Salary = 3630; daily salary is $3630 \times (12 \div 360) = 121$.

Note. The system calculates the daily salary by annualizing and deannualizing using frequency annual factors.

Vacation Data:

- The employee is entitled to 30 days of vacation per entitlement period.
- The employee sells 10 days of vacation in the entitlement period.
- The employee takes vacation from March 5 to March 24, 2002 (20 days).
- The employee receives vacation payment two days before he takes leave (on March 3).
- The employee's job record does not contain the March salary information at the time that the employee receives the vacation payment.

Case 1: Credit Treatment is *Starting Month*.

In this case, the amount paid in advance of the vacation is based on the last salary value in the system, which is the February salary (3000). The employee receives pay for 20 days of vacation (2000) plus the value of 10 more days (1000) due to the sale of the unused entitlement.

The total initial payment is calculated as follows:

(Daily Salary) $\times$ (Number of Days), or $(100 \times 20) + (100 \times 10)$, for a total of 3000.

However, because the credit treatment is *Starting Month*, the value of vacation sell days must be recalculated by using the March salary (3300), or rather, the salary in the first month of vacation. The difference between the initial calculated value of the vacation credit and the recalculation is paid to the employee. In this case, the difference is $(110 \times 10) - (100 \times 10)$, or 100.

Note. If the employee's job record contains the March salary information at the time of the vacation payment, the system would use the March daily salary of 110 to calculate the initial vacation payment. No retroactive processing is required in this case.

Case 2: Credit Treatment is *End of Vacations*.

As in the previous case, the amount paid in advance of the vacation is based on the last salary value in the system, which is the February salary (3000). The employee receives pay for 20 days of vacation (2000) plus the value of 10 more days (1000) due to the sale of the unused entitlement.

The total initial payment is calculated as:

(Daily Salary) × (Number of Days), or 100×20 (2000 for the vacation) + 100×10 (1000 for the vacation credit), for a total of 3000.

However, because the credit treatment is *End of Vacations*, the value of the vacation sell days must be recalculated by using the salary in effect at the end of the vacation, on March 25. (The vacation ends on March 24.) But in this example, the vacation credit period crosses two months with two different salaries—it runs from March 25 to April 3, for a total of 10 days, 7 of which are in March, and 3 of which are in April. Thus seven of the days are recalculated by using the March salary (3300), and three are recalculated by using the April salary (3630). The payee receives the difference between the initial calculated value and the recalculated value of the vacation sell days.

Case 3: Credit Treatment is *Proportional Vacation Days*.

To illustrate this case, the vacation period in this example extends from March 26 to April 4, for a total of 10 days. Just as in the previous case, the payee has 10 days of vacation to sell and receives an initial vacation payment for 20 days ((10 vacation days) + (10 sell days)) based on the last salary in the system (February). However, because the credit treatment is *Proportional Vacation Days*, the system recalculates the value of the 10 vacation sell days based on the proportion of vacation days taken in each month. In the current example, six days of the vacation fall within March, and four days within April. Thus the system recalculates the value of six credit days by using the March salary (3300) and four credit days by using the April salary (3630). The payee receives the difference between the initial calculated value and the recalculated value of the vacation sell days.

Closing and Continuing Entitlement Balances

On the Vacation Parameters page, you can close or continue vacation entitlement periods in response to other absences or events that impact vacation entitlement. For example, you can instruct the system to close an entitlement period for a work disability that lasts more than 180 days, or for military service. You can also continue an entitlement period. For example, you can specify that if an employee takes maternity leave that lasts 60 or more days, 60 additional days should be added to the entitlement period.

Closing an Entitlement Period

To close an entitlement period:

1. Enter a sequence number on the Vacation Parameters page for each absence type or combination of types that can cause the closure of an entitlement period.

Note. There may be many different absence types or combinations of absence types that cause the closure or continuation of an entitlement period. The sequence number tells the system in what order to process the effect of these different absences on vacation entitlement.

2. Enter *Close* in the Action field.

3. In the Absence Type field, enter the absence type or combination of absence types that will trigger the *Close* action.
4. In the Vacn Days per Acquisitive Prd (vacation days per acquisitive period) field, enter the number of days of the absence type or combination of absence types shown in the Absence Type field that an employee must accumulate before the *Close* action can take effect.

For example, you could specify that 180 or more days of sick leave (absence type of *AFI*) should result in the closure of the entitlement period for your employees.

Note. When you close an entitlement period in Global Payroll, you lose all vacation days that accumulated for the period.

Continuing an Entitlement Period

To continue an entitlement period that would otherwise be closed or curtailed:

1. Enter a Sequence Number on the Vacation Parameters page for each absence type or combination of types that can cause the continuation of an entitlement period.

Note. There may be many different absence types or combinations of absence types that cause the closure or continuation of an entitlement period. The sequence number tells the system in what order to process the effect of these different absences on vacation entitlement.

2. Enter *Continue* in the Action field.
3. In the Absence Type field, enter the absence type or combination of absence types that will trigger the *Continue* action.
4. In the Vacn Days per Acquisitive Prd (vacation days per acquisitive period) field, enter the number of days of the absence type or combination of absence types shown in the Absence Type field an employee must accumulate before the *Continue* action can take effect.

For example, you could specify that 60 or more days of maternity leave (absence type of *LCM*) should result in the continuation of the entitlement period for the number of days that the payee was absent due to maternity leave during the entitlement period.

Note. When you extend an entitlement period in Global Payroll for Brazil, you maintain all vacation days that were previously accumulated and accumulate additional entitlement during the continuation period.

CHAPTER 6

Defining Average Salary Rules

This chapter provides an overview of the Average Salary calculations business process and explains how to define the rules for calculating an employee's average salary.

Understanding Average Salary Calculations

Employees who receive variable compensation, such as overtime or a differential for a night shift, may be entitled to have their vacation, termination, 13th salary, and maternity pay based on their average variable pay. Eligibility for the average salary allowance depends on union rules and the Consolidated Labor Laws (CLT).

To define your organization's rules for calculating the average salary:

1. Use the Average Version page to identify which earnings and deduction elements the system considers for the average salary version.

Also define the average salary calculation parameters for these elements.

2. Use the Averages page of the Union Parameters BRA component to associate, for a given union, the average salary version (identified in step 1) that the system is to consider when calculating the average salary for members of that union.

You can select different earnings and deduction elements for each run type.

When you run the payroll process, the system looks at the information you defined on the Averages page to determine which earnings and deductions to consider when calculating the employee's average salary. It then looks at the Average Version page for the specific calculation rules.

Note. The rule calculation for those earnings/deductions you want to pay using average salary must be an amount based on the average salary resolution formula.

Viewing Delivered Elements

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

Defining Average Salary Rules

This section describes how to:

- Define the average salary calculation parameters for earnings and deduction elements.
- Define which earnings and deductions are subject to average salary calculations for each union.

Pages Used to Define Average Salary Rules

Page Name	Object Name	Navigation	Usage
Average Version	GPBR_AVG_VERSION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Average Versions BRA	Identify the earnings and deduction elements that are used within the average salary calculations. Also define the average calculation parameters for these elements.
Averages	GPBR_AVERAGES	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Union Parameters BRA, Averages	For a given union, define the earnings and deduction elements the system is to consider for average salary calculations.

Defining the Average Salary Parameters

Access the Average Version page.

Average Version	
Average Version:	KRADTRAND
*Description:	Average Values 13th Salary
Short Description:	Aver Value
Parameters Find View All First 1 of 1 Last	
*Effective Date:	01/01/2002
*Entry Type:	Earnings
Element Name:	ADIC TRANSF
Average Calculation Period	
Period Type:	Year
To Date:	Defined
End Date:	01/01/2002
Average Type	
Average Type:	Amount
Correct:	Don't Correct
Averages Calculation	
Divider:	Worked Months
By:	☐
Min # Occurrences:	☐
Take n Greater:	☐

Average Version page

Entry Type Select the type of element to include in the averages, for example, *Earnings* or *Deduction*.

Element Name Select the earnings or deduction element that is to be considered in the average salary calculations.

Average Calculation Period

Identify the period of time to consider for this earnings or deduction element when calculating the average salary. The fields that appear in this group box vary depending on your selection in the Period Type field.

Period Type Select the type of period on which to base the average salary calculations. Options are:

Acquisitive Period: Select to consider amounts that were earned or deducted during the employee's current entitlement period. (The current entitlement period is often based on the employee's service date.)

The entitlement period is built during the Vacation process (GPBR_VACN_AP), which includes GP rules and an Application Engine process that updates the entitlement period. The record GPBR_VACN_AP stores entitlement period information and can be viewed on the Vacation Acquisition Prd-Sched page.

Defined Period: Select to consider amounts that were earned or deducted during the period defined by the From Date and To Date fields.

Year: Select to consider amounts earned during the current year only. Use the To Date and End Date fields to define what portion of the current year to consider.

From Date

This field appears when you select *Defined Period* in the Period Type field. Select one of the following options:

Before: Use values only from the very day before the current period starts (based on the date in the Begin Date field).

Current: Use values from the current period being processed.

Defined: Enter a date in the Begin Date field to indicate the start date.

Begin Date

This field appears when you select *Defined Period* in the Period Type field and *Defined* or *Before* in the From Date field. Enter the first date to take into account when selecting the amounts to include in the average calculation.

A begin date functions like historical rule. The begin date is the first date the system takes into account; the process considers information from this date until the end date.

To Date

Define the last date to be considered. Select one of the following options:

Defined.

Months. Complete the # of Months field.

End Date

This field appears when you select *Defined Period* in the Period Type field and *Defined* in the To Date field. Enter the last date to take into account when selecting the amounts to include in the average calculation.

An end date functions like historical rule. The end date is the last date the system takes into account; the process considers information from the begin date until this date.

of Months (number of months)

This field appears when you select *Months* in the To Date field. Enter the number of months from the begin date that the system is to consider when performing the average salary calculations.

Average Type

Specify whether the amounts that are eligible for the average salary calculations should be adjusted for inflation. The system makes these adjustment when it reads the values for each month. For example, if the system reads the January results and needs to adjust those values, the new value for that month is the original value times the adjustment factor for the month.

Average Type

Identify which component(s) of the earnings or deduction element to adjust, if any. Options are: *Units*, *Amount*, and *Units * Percentage*.

Correct

Indicate whether amounts should be adjusted for inflation:

Correct Amount: Select to have the system adjust the amounts.

Don't Correct: Select if you do not want the system to adjust for inflation.

Index by Hourly Salary

Correct ID

This field appears if you select *Correct Amount* in the *Correct* field. Enter the code for the monthly inflation adjustment.

Note. There is a bracket that stores correct IDs and their associated adjustment factors. You must enter the exact correct ID in this field to have the system find and use the correct adjustment factor.

Averages Calculation**Divider**

To calculate the average, the system can divide by a fixed number or by the number of periods that you specify. Options are *Fix* and *Period*.

Fix: Select to have the system divide the total earnings or deduction amount that is eligible for the average salary calculation by the number that you enter in the *By* field.

Per/Wrk M: Select to have the system divide the total earnings or deduction amount only by the number of months in the average period.

For example, if the average period is from 12/31 to 01/01 but the employee was hired or terminated during this period of time, then instead of dividing the result by 12, the system divides by the proportion of months between the hire or termination date.

By

If you selected *Fix* in the *Divide* field, enter the number you want the system to divide by.

Min # Occurrences
(minimum number of occurrences)

Specify the number of times during the defined period that this earning or deduction must occur in order for it to be used in the average salary calculation. For example, if you enter 3 in this field and an employee receives a particular earning twice during the period, that earning will not be considered in the average salary calculations.

Enter 0 in this field to have the system always consider the earnings and deductions.

Take n Greater

Enter the number of occurrences of the earnings or deduction in the defined period that are to be used in the average salary calculations. The system selects the amounts with the highest values (after adjusting for inflation, if you selected *Correct Amount* in the *Correct* field). For example, if you enter 5 in this field for an earnings element, the system averages the five highest earnings amounts that were calculated for this element during the defined period.

Enter 0 (zero) in this field if you want the system to consider all earnings and deduction amounts for the defined period.

See Also

Chapter 16, “Managing Vacation Data,” Entering and Maintaining Vacation Data, page 119

Defining Average Calculation Rules by Union

Access the *Averages* page for a particular union.

General Parameters

Averages

Union Code: KR1
Sind. Proc. Dados - São Paulo

Parameters
Find | View All
First 1 of 1 Last

*Effective Date: 01/01/2002

Average Calculations
Customize | Find | View All
First 1-5 of 80 Last

	Run Type	Description	Entry Type	Element For Target Value	Average Version		
1	KR 13SAL	13th Salary Payment	Earnings	MED HED50%13	KRHED50 D	+	-
2	KR 13SAL	13th Salary Payment	Earnings	MED HED70%13	KRHED70 D	+	-
3	KR 13SAL	13th Salary Payment	Earnings	MEDHED100%13	KRHED100D	+	-
4	KR 13SAL	13th Salary Payment	Earnings	MED HEN50%13	KRHEN50 D	+	-
5	KR 13SAL	13th Salary Payment	Earnings	MED HEN70%13	KRHEN70 D	+	-

Averages page

Earnings/Deductions

Run Type

Select the type of payroll process for which you want to define the average version of the pay component.

For each run type, you can select a different set of earnings and deduction elements to calculate using the average salary calculation.

Entry Type

Select the type of element to consider in the average salary calculations: earnings or deduction.

Element Name

Select the name of the earnings or deduction element.

Average Version

Select the name of the set of parameters you defined on the Average Version page.

CHAPTER 7

Setting Up Termination Pay

This section provides an overview of termination setup for Brazil and discusses how to define termination versions.

Understanding Terminations

The process used to trigger termination payments in Global Payroll for Brazil is based on the concept of a termination version. A termination version is a collection of actions and reasons that can trigger specific termination earnings and deductions. In Global Payroll for Brazil, both payees and termination earnings and deductions are associated with termination versions. When you define a termination earning or deduction, you link it to a termination version. At the same time, when you terminate a payee, the payee is automatically linked to the termination version representing the termination action and the reason for his termination. In this way, the system can identify and process only those earnings and deductions associated with the same termination version.

Elements Used in the Termination Process

The following table identifies key elements of the termination process and explains how they work together to trigger termination pay:

Element	Description
RC VR VER RESC EMP	Delivered variable that contains the termination version (representing the termination action and reason) for a terminated payee. Note. Termination versions are defined on the Terminations page.
RC VR RAZÃO BAIXA	Delivered variable that contains the termination reason.
WORKFORCE_SYNC	Application message that enables the delivered Global Payroll variables RC VR VER RESC EMP and RC VR RAZÃO BAIXA to be inserted in the supporting element override table at the payee level (thus associating a terminated payee with the termination version that applies to his or her termination). The subscription PeopleCode that inserts these variables is TERMINATION VERSION JOB.

Element	Description
RC GC VER RESCIS	Generation control element that determines whether earnings or deductions should be paid in response to a payee's termination. This element is based on the generation control formula RC FM VER RESCI GC.
RC FM VER RESCI GC	Formula that reads via an array element the earnings and deductions eligible for each termination version based on the setup pages. The system compares the earnings and deductions for the termination version to the processing earning/deduction; if it finds a match, that element (earnings or deduction) is calculated for the employee's termination process.

These elements are used to trigger termination pay, as outlined in the following steps:

1. When a payee is terminated or laid off and the appropriate action/reason codes are entered on the Job Data pages in PeopleSoft Human Resources, the system uses the application message WORKFORCE_SYNC to insert the Global Payroll variables RC VR VER RESC EMP (containing the termination version) and RC VR RAZÃO BAIXA (containing the termination reason) as supporting element overrides at the payee level (Global Payroll, Payee Data, Create Overrides, Supporting Elements).

In other words, the application message links the payee to the termination version (the action and reason combination) that applies to his or her specific termination.

Note. The only actions capable of triggering the application message used to insert the variables RC VR VER RESC EMP and RC VR RAZÃO BAIXA in the supporting element override table at the payee level are TER (termination), LOF (layoff), and COM (completion).

2. Just as each terminated payee is linked to a termination version, each termination earning or deduction is linked to a termination version on the Terminations BRA - Earnings/Deductions page.
3. When a payee is terminated or laid off, Global Payroll for Brazil uses the generation control element RC GC VER RESCIS (in combination with the formula RC FM VER RESCI GC) to include in the employee's final payment only those earnings and deductions that are part of the same termination version associated with the payee in Step 1.

This is done by means of the following comparison:

- When you run a payroll, the generation control element (which is linked to each delivered termination earnings or deduction on the Calculation page of the Earning/Deduction Definition component) checks the payee's termination version, as represented by the variables RC VR VER RESC EMP (containing the termination version) and RC VR RAZÃO BAIXA (containing the termination reason).
- At the same time, the generation control element checks the termination versions associated with each delivered termination earnings and deduction element via an array element that reads the Terminations BRA - Earnings/Deductions page.

If the payee's termination version (represented by the variables RC VR VER RESC EMP and RC VR RAZÃO BAIXA) has associated an earnings or deduction than it can be processed.

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. 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 Up Termination Versions

This section presents an overview of termination versions and discusses how to:

- Define the termination versions used to process termination pay.
- Associate earnings and deductions with a corresponding termination version.

Understanding Termination Versions

Global Payroll for Brazil groups the qualifying actions and reasons for making termination payments into termination versions. Different termination action and reason combinations trigger different sets of special termination earnings. To define termination versions and then trigger the payments associated with a termination version, you must do the following:

1. Define your termination versions on the Terminations page.
2. On the same page, define the associated actions/reasons that will trigger payment.

Termination versions are the combinations of actions/reasons that cause a group of termination earnings or deductions to be processed.

3. On the Earning/Deductions page, associate each earning or deduction with a corresponding termination version.
4. On the Job Data pages in PeopleSoft Human Resources, specify *Termination*, *Completion*, or *Layoff* as the action and enter a corresponding reason.

When you specify *Termination*, *Completion*, or *Layoff* as the action in combination with a qualifying reason, termination pay will be processed for the terminated or laid off employees—as long as the termination or layoff action/reason combination is recognized, by generation control, as valid for triggering termination payments.

Pages Used to Define Termination Versions

Page Name	Object Name	Navigation	Usage
Terminations	GPBR_TERM_ACTN_RSN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Terminations, Terminations BRA, Terminations	Define termination versions and the qualifying actions and reasons for triggering termination pay.
Earnings/Deductions	GPBR_TERM_VERSION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Terminations, Terminations BRA, Earnings/Deductions	Associate earnings and deductions with a corresponding termination version.

Defining Termination Versions

Access the Terminations page.

Terminations page

Termination Version Displays the name of the termination version you are defining.

Version - Action/Reason Definition

Use the fields in the Version - Action/Reason group box to define the termination action/reason combinations that make up the termination version.

Note. A single termination version can consist of many different action/reason combinations—as long as all the combinations trigger the same set of termination earnings or deductions.

Action Specify the action that triggers termination pay in combination with a specific reason. Values are:

- COM* (Completion)
- LOF* (Layoff)
- TER* (Termination)
- TWB* (Terminated With Benefits)
- TWP* (Termination With Pay)

Reason Code

Specify the reason that triggers termination pay in combination with a specified action. Values for each action are:

- For COM Action: *BMC* (Board Member Term Completed), *DEA* (Death), *DIS* (Disability), *EOA* (End of Assignment), *INV* (Involuntary), *RED* (Staff Reduction), *RET* (Retirement), *UNS* (Unsatisfactory Performance), and *VOL* (Voluntary).
- For LOF Action: *RED* (Staff Reduction), *SEA* (Seasonal Closure), *SLO* (Strike/Lock-out), and *TMP* (Temporary Closure).
- For TER Action: *ATC* (Agreed Term. of Apprent of CDD), *ATT* (Attendance), *CDE* (Closing Down of Establishment), *CHI* (Child/House Care), *CON* (Misconduct), *DEA* (Death), *DIS* (Dishonesty), *DSC* (Discharge), *EAB* (Employer's Anticipated Breach), *EAC* (End of Apprenticeship Contract), *EES* (Dissatisfied w/Fellow Employee), *EFT* (End of Fixed-Term Contract), *ELI* (Elimination of Position), *EOD* (End of Demand), *EPP* (Employer's End Probation Time), *ERT* (Early Retirement), *FAM* (Family Reasons), *GMI* (Gross Misconduct), *HEA* (Health Reasons), *HRS* (Dissatisfied with Hours), *ILL* (Illness in Family), *INS* (Insubordination), *JOB* (Job Abandonment), *LOC* (Dissatisfied with Location), *LTC* (Legal Termination of Contract), *LVE* (Failure to Return from Leave), *MAR* (Marriage), *MIS* (Misstatement on Application), *MUT* (Mutual Consent), *OTP* (Resignation-Other Position), *PAB* (Payee's Anticipated Breach), *PAY* (Dissatisfied with Pay), *PCD* (Premises Closed), *PER* (Personal Reasons), *POL* (Dissatisfied w/Comp. Policies), *PPO* (Pension Payee Off), *PPP* (Payee's End Probation Time), *PRM* (Dissatisfied w/Promotion Opps), *PTD* (Partial/Total Disability), *RAT* (Retired from Affiliate), *RED* (Staff Reduction), *REF* (Refused Transfer), *REL* (Relocation), *RES* (Resignation), *RET* (Return to School), *RKM* (Release Kenmu), *RLS* (Release), *RWU* (Receivership or Wind-Up), *SUP* (Dissatisfied with Supervision), *TAF* (Transfer to Affiliate), *TAR* (Tardiness), *TMP* (End Temporary Employment), *TRA* (Transportation Problems), *TYP* (Dissatisfied w/Type of Work), *UFC* (Unforeseen Circumstances), *UNS* (Unsatisfactory Performance), *VIO* (Violation of Rules), *VSP* (Voluntary Separation Program), and *WOR* (Dissatisfied w/Work Conditions).
- For TWB Action: *TWB* (Terminated With Benefits).
- For TWP Action: *TWP* (Termination With Pay).

Termination Reason

Enter a termination reason. This information is used in some Brazilian reports (GRFC).

Associating Earnings and Deductions with Termination Versions

Access the Earnings/Deductions page.

Terminations
Earnings / Deductions

Version Definition
Termination Version: KR TERM CT Término de Contrato

Earnings/Deductions
Customize | Find | View All |
First 1-12 of 15 Last

	*Entry Type	Element Name	Description		
1	Earnings	PAGO FÉRIAS	Vacation payment	+	-
2	Earnings	DOBRO FÉRIAS	Paid Dobro Vacations Term	+	-
3	Earnings	FÉRIAS INDEN	Indemnified Vacations Terminat	+	-
4	Earnings	ADIC FÉRIAS	Additional of Vacations Term	+	-
5	Earnings	FGTS A22 10%	10% of FGTS Art.22 - Soc.Contr	+	-
6	Earnings	FGTS A22 40%	40% of FGTS Art.22	+	-
7	Earnings	FGTS CS 13S	FGTS 13 Salary - Soc.Contribut	+	-
8	Earnings	FGTS CS IND	FGTS Social Contrib.Indemniz.	+	-
9	Earnings	FGTS CS MA	FGTS Soc.C Previous Month	+	-
10	Earnings	FGTS MES ANT	FGTS Previous Month	+	-
11	Earnings	FGTS S/ 13S	FGTS for 13th Salary	+	-
12	Earnings	FGTS S/ IND	FGTS Indemnization	+	-

Earnings/Deductions page

Entry Type Select whether you are entering an *Earnings* or a *Deduction* element.

Element Name Select the element to associate with this termination version.

CHAPTER 8

Defining Earnings

This chapter explains how to:

- Calculate earnings.
- Define salary advances.
- Use batch positive input.

Calculating Earnings

Global Payroll for Brazil enables you to make the following calculations:

- Base compensation
- Bonuses and Premiums
- Additional earnings
- Overtime

Calculating Base Compensation

To calculate earnings for the hourly employee, the system uses the following earnings elements:

Salary

The amount paid depends upon the employee category and is calculated for the payment period.

The system uses the following elements to calculate salary:

Earnings Element	Description
SALARIO MENS	Contains the monthly salary for accumulation monthly rate from Job Data.
SALARIO	Used to pay salary for monthly employee.

Earnings Element	Description
HORASNORMAIS	Used to pay labor hours according to a planned work schedule for hourly employees.
DSR HR NOR	Used to pay rest day hours according to a planned work schedule.

Commission

Payment of commissions are required only upon conclusion of the transaction to which they refer. Termination of employment does not halt the payment of a commission. Commissions are payable monthly, or within three months of the settlement agreement. To calculate commissions, the system uses the COMISSAO earning, which is populated by positive input for each employee.

DSR Commission - Regarding Weekly Rest

For commissions corresponding to Sundays and holidays, the system uses the earnings DSR COMISS to pay the estimated commission, and the DSR COMISSAO accumulator and FP FM DSR formula.

Minimum Guaranteed

The minimum guaranteed salary is either defined by the Labor Collective Agreement and the professional category, or by the minimum wage. The difference between the salary earned and the minimum guaranteed salary must be paid by the organization and not compensated in future payments.

Formula FP FM MIN GAR compares the commission with the minimum guaranteed value. If the commission is less than the minimum the system adjusts earning MIN GARANTID with the value needed to reach the minimum.

Cost Allowances and Travel Expenses

Cost allowances and travelling expenses may be granted and will be taxed when they exceed 50% of the salary value.

Earning	Description
DIARIAS VIAG	This earning is used to pay daily amounts in case of trips. Receive days (as units) through Positive Inputs. Formula FP FM DIARIAS checks if the calculated amount is greater than 50% of employee salary. In this case, put zero to this amount and keep the value in variable FP VR DIARIAS>50%. This is a non-taxable earning.
DIARIAS>50%	This earning is used to pay daily amounts in case of trips. It receives its value from variable FP VR DIARIAS>50%. This is a taxable earning.
AJUDA CUSTO	Earning to pay the cost allowances. This value comes from positive input for each employee.

Calculating Bonuses and Premiums

Global Payroll for Brazil enables you to create bonuses, replacement bonuses, and position compensation bonuses.

The bonus earning uses the formula FP FM BONUS to calculate its final amount. This formula applies to a percentage based on variable FP VR % BONUS over the employee remuneration and checks the limit value from variable FP VR LIMITE BONUS.

The replacement bonus dummy earning GRAT SUB MEN is populated by positive input for each employee. This element stores the monthly amount and can be used in some accumulators. The earning GRATIF SUBS is used to pay the replacement bonus. This value can be prorated.

The position compensation bonus dummy earning is populated by positive input for each employee. This element stores the monthly amount and can be used in some accumulators. The earning GRATIF FUNC is used to pay the position compensation bonus. This value can be prorated.

The system uses the earning PREMIO to calculate premiums. Its value is determined by positive input for each employee.

Calculating Additional Earnings

Working under risky conditions can merit extra pay. Percentages may vary according to union and collective agreements.

Type of Allowance	Calculation Formula	Elements Used
Additional Allowance for Hazardous Labor	Calculation Base * 0,30	The system calculates these earnings only for employees with hazard levels specified on the Payee Parameters page. • Generation Control FP GC PERICULOS. • Dummy Earning PERIC MEN (calculates and stores the monthly amount. This earning can be used in accumulators.). • Earning PERICULOSIDA (used to make payments.). • Accumulator PERICULOSIDADE (calculation base. This value can be prorated.).

Type of Allowance	Calculation Formula	Elements Used
Additional Allowance for Unhealthy Labor	Level 1: Minimum Wage * 0,10 Level 2: Minimum Wage * 0,20 Level 3: Minimum Wage * 0,40	The system calculated these earnings only for employees with unhealthy labor levels specified on the Payee Parameters page. • Generation control FP GC INSALUBR. • Dummy earning INSALU MEN (calculates and stores the monthly amount. This earning can be used in accumulators.). • Earning INSALUBRIDAD (used to make payments. This value can be prorated.). • Variable FP VR MIN NAC (used to store the national minimum wage.). • Bracket FP BR % INSALUB (used to convert the Payee Parameter page to a percentage.).
Night Shift	Night Shift Hours * Hour Value * 0,20	Earning ADIC NOTURNO (This is a Unit*Rate*Percent earning. • The units should be entered through positive input. • The rate is defined by the hourly rate. • The percent is informed directly in the earning definition

Type of Allowance	Calculation Formula	Elements Used
Length of Service	Annual: Value of Annuity * Years Worked Biennium: Value of Biennial * (Years Worked/2) Quinquennium: Value of Quinquennium * (Years Worked/5)	There are many ways to calculate the length of service. This payment is optional. The PeopleSoft template includes a quinquennium example. • Dummy earning QUINQUEN MEN (calculates and stores the monthly amount. This can be used in accumulators.). • Earning QUINQUENIO (used for payments. This value can be prorated.). • Formula FP FM QUINQUENIO (used to obtain the units to be paid. The formula divides the length of service duration element (FP DR TEMPO SERV) by 5. • Bracket FP BR QUINQUENIO (used to obtain the percent in the variable FP VR 5 QUINQUENIO according to the Union Code on the Job Data table).
Transfer	Calculation Base * Percentage of Transfer	Earning ADIC TRANSF (This is a Base*Percent earning that applies 25% over the accumulator ACUM AD TRANSF).
Standby Employee	Paid on a percentage basis.	Earning SOBREAviso (This is a Unit*Rate*Percent earning that receives the units through positive input. The system uses the variable FP VR % SOBREAviso to apply an hourly rate to the payment).

Calculating Overtime

The system uses the following allowances to calculate overtime:

Type of Allowance	Calculation Formula	Elements Used
Weekday Overtime	Monthly Calculation Base / Monthly Base Hours * Quantity of Overtime * 1,50	Earnings HORA EX D50%, HORA EX D70%, HORA EXD100%, HORA EX N50%, HORA EX N70%, HORA EXN100% (These earnings are Unit*Rate*Percent earnings. Units are entered through positive input. Rate is defined by the formula FP FM VR HR>HE, which divides the accumulator ACUM HORAS EXT by Standard Hours. Our template uses monthly standard hours. The percent is stored directly in the earning definition.)
Sunday and Holiday Overtime	Monthly Calculation Base / Monthly Base Hours * Quantity of Overtime * 2,00	- Earning DSR ADC HS (This is a Base*Percent earning.) - DSR accumulator - Formula FP FM CONTA HORAS (preprocess formula) - Formula FP FM DSR (calculates the percentage.)

Defining Salary Advances

Salary advance is usually paid at the 10th or 15th of the month. The advance is based on 40% of the monthly salary and the number of days worked during the month. The remainder of the monthly salary (the balance) is then paid on the 5th of the following month.

The monthly salary calculation varies by employee type:

- Monthly employees: 40% of minimum wage.
- Hourly employees: 40% of a 220 hour month at the hourly minimum wage.
- Commission Employees: 40% of average commissions.

The system uses the following information when processing salary advances:

- Employee HR information: name, registration, hire date.
- Time management information: absences, vacations.

Element Type	Element Name	Description
Process List	KR PR AD QUINZ	Process to advance payment.

Element Type	Element Name	Description
Section	KR SE INIC QUIN	Initialization section for income tax if it is regime de caixa.
Section	KR SE REMUN MEN	Monthly remuneration calculation of the advanced payment calculation base.
Section	KR SE ADIANTAMENTO	Gets the advanced pay amount.
Section	KR SE REC IR	Calculates the income tax if it is a regime de caixa
Earning	ADIANTAMENTO	Used to make payments. Applies the percent in AD VR % ADTO over the ACUM AD QUINZ.
Deduction	DESC ADTO	In payroll process, this deduction is used to discount the advanced payment.
Accumulator	ACUM AD QUINZ	This is an advanced pay calculation base
Variable	AD VR OPCA0	Taken from the Payee Parameter page.
Variable	AD VR % ADTO	Accepts the payee override from option in Payee Parameter page.

Salary Advances and Taxation

If the salary advance and the balance payment are made in the same month, the advance is not subject to any type of tax deduction. The value will be paid in full according to the percentage set forth on the indicated salary. Taxes are deducted from the balance payment made at the end of the month.

If the salary advance and the balance payment are not made in the same month, the company is required to withhold income tax on the advance payment.

See Also

Chapter 14, “Withholding Income Tax (IRRF),” page 99

Using Batch Positive Input

You can use batch positive input to reduce time-consuming data entry in Global Payroll for Brazil. For example, you could enter and trigger bonuses for all of your employees using batch positive input, or you could trigger mass deductions. For example, suppose that an employer has an agreement with a cell phone company to provide half the employee population with a 50 percent discount rate on calls. Instead of entering each of the monthly cell phone invoices (deductions) for each employee, the cell phone company could generate a flat file with a layout that loads this invoice information using a batch process.

This section describes how to load the batch positive input.

Page Used for Batch Positive Input

Page Name	Object Name	Navigation	Usage
Batch Positive Input	GPBR_PI_BATCH	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Pos Input via Batch BRA, Batch Positive Input	Create batch positive input.

Loading Batch Positive Input

Access the Batch Positive Input page.

The screenshot shows the 'Batch Positive Input' page. At the top, there is a tab labeled 'Batch Positive Input'. Below the tab, the 'Run Control ID' is set to 'kr12'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. The main section of the page is titled 'Batch Positive Input' and contains several fields:

- ☐ Clear Data
- *Pay Group: KR GP MEN (with a search icon)
- *Calendar ID: KRMEN KR02M01 (with a search icon)
- *Action Type: Override (dropdown menu)
- Batch Code: 123
- Input Directory: c:\temp\bp_i.txt
- Output Directory: c:\temp\bp_i.log

Batch Positive Input page

Clear Data

If you clear this check box, previously loaded data is deleted. If you select this check box, the batch process loads new data into the Positive Input tables for payroll purposes.

Pay Group

Enter the pay group for which you want to load batch positive input.

Calendar ID

Select the calendar ID for the pay group that you identified in the Pay Group field.

Action Type	Select the action to be performed. Choose from the following: Add Do Not Proc (Do Not Process) Override Zero
Batch Code	Enter the batch code ID that identifies all of the transactions contained in the flat file. This field enables you to delete information loaded by mistake, because it serves as the identifier of that information.
Input Directory	Specify the location of the flat file containing the batch positive input (flat file directory).
Output Directory	If the batch process finds errors, it generates a log file containing the errors. Use this field to specify where the system should place the error log (error log directory).

Flat File Layout for Batch Positive Input

When you create flat files for the batch positive input process, reproduce the following file definition:

Field	Initial Position	Length
EMPID	1	11
EMPL_RCD	12	3
PIN_NM	15	18
GP_UNIT	33	20
GP_AMT	53	20
GP_RATE	73	20
GP_PCT	93	11
PC_BASE	104	20
DEPTID	124	10
JOBCODE	134	6

Here's an example:

Field	Example
EMPID	GR0045
EMPL_RCD	0
PIN_NM	COMISIONES
GP_UNIT	12.58
GP_AMT	11.36
GP_RATE	10
GP_PCT	1.3
PC_BASE	25.36
DEPTID	KR000
JOBCODE	KR001

Note. This flat file definition applies to both earnings and deductions that you load using batch positive input.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Working with Positive Input”

CHAPTER 9

Understanding Deductions

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

- Use batch positive input.
- Create new deduction elements.
- View delivered deduction elements.

Understanding Deductions

In Brazil, there are two types of deductions:

- Before taxes – reduces the net salary and the taxable gross for federal retention. Examples are FALTA INJUSTIFICADA and DESC DSR.
- After taxes – reduces the net salary. Examples are CLUBE, EMPRESTIMO, and FARMACIA.

Note. You'll define all deductions for Brazil in the Deductions (GP_DEDUCTION) component in the core application.

See Also

Chapter 14, “Withholding Income Tax (IRRF),” page 99

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements”

Understanding Provisions

While Global Payroll for Brazil does not deliver deductions for provisions, you can create your own deductions for provisions.

To define a provision, you define the deduction for the provision on the Deductions component. The payroll process will calculate the proportional amounts of the provision for the period corresponding to the actual days worked.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements”

Using Batch Positive Input

You can use batch positive input to reduce time consuming data entry in Global Payroll for Brazil. For example, you could trigger mass deductions. Let's say that an employer has an agreement with a cell phone company to provide half the employee population with a 50 percent discount rate on calls. Instead of entering each of the monthly cell phone invoices (deductions) for each employee, the cell phone company could generate a flat file with a layout that loads this invoice information using a batch process.

Setting up the flat file for batch positive input is discussed in "Defining Earnings."

See Also

Chapter 8, "Defining Earnings," page 65

Creating New Deduction Elements

To ensure that new deduction elements you create are used correctly in other calculations, you need to know which accumulators they should contribute to, since the value of the accumulated deductions is critical to these other processes. The accumulator elements to which you will be adding your elements are the same ones that Global Payroll for Brazil has created for the delivered deduction elements. These are listed and described below:

- Any deduction that you want to contribute to the Net Pay should be included in the TOTAL DESCONTOS N accumulator.

Note. There are many deductions only for demonstration purposes. These dummy deductions should not be included in TOTAL DESCONTOS N.

- Any deduction that you want to subtract from the taxable base for federal tax purposes should be included in the IR REN BRUTA accumulator, if it should reduce the calculation base, or in the IR DEDUÇÕES accumulator, if it is a legal income tax deduction.

Adding your new deductions to the proper accumulators ensures that the new element fits into the existing logic and organization of Global Payroll for Brazil and that it is included in the correct calculations for taxes, social security, and so forth.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Setting Up Overrides," Overrides Available for Supporting Elements

Viewing Delivered Deduction Elements

This section discusses:

- General deductions.
- Deductions process lists.

Note. The majority of the deduction elements for Brazil are defined as PeopleSoft Delivered/Not Maintained. This means that you can modify these elements to fit your needs, and when necessary, create your own earnings using the delivered elements as your guide. You should not modify deduction elements that are defined as PeopleSoft Delivered/Maintained.

General Deductions

The following table lists the general deductions for Brazil:

Deductions	Description
EMPRESTIMO	Loan's Portion
VALE TRANSP	Transportation Ticket
IRRF	Income Tax
FALTA INJUST	Unpaid Absence
DESC DSR	Lost Weekly Rest
FARMACIA	Drugstore discount (Positive Input, Payee)
ASSMEDICAFUN	Discount of medical attendance
T REFEIÇÃO	Discount of ticket meal
CLUBE	Discount of recreational club
SUPERMERCADO	Supermarket Discount (Positive Input, Payee)
SEG VIDA	Life insurance discount leaves used
1/2 FAL INJ	Half Unpaid Absences
INSS	INSS
CONTR SIND	Union Contribution
CONTR ASSIS	Union Assistance Contribution

Deductions	Description
CONTR CONF	Union Confederation Contribution
MENS SIND	Monthly Union Contribution
DESC ADTO	Advance Payment - Payback
INDEM40%	Indemn Art. 22
INDE	Severance Pay
INSS 13° SAL	INSS 13° Salary Contribution
DES ADIAN 13	13° Paid in Advance
PENSÃO ALIM	Alimony Total
DESC INS SLD	Negative Balance Discount
LIQ FERIA	Net Vacation
INSS FER PAG	Paid INSS Vacation
IRRF FER PAG	Paid Vacation IRRF
INSS FE DIF	INSS Vacation Retro
IRRF FE DIF	Vacation IRRF Retro
FER PENS BRU	Paid Alimony

Deductions Process Lists

There is no specific process list for deduction calculations. All defined process lists contain both deductions and earnings.

The following are the main sections used to calculate deduction elements for Brazil:

- KR ENCARGOS LEGAIS
- KR DESC ADIA QUINZ
- KR IMPOSTO RENDA

- KR AUSENCIAS FOL
- KR PENS ALIMENTIC
- KR OUTROS DESCOTOS

Note. A complete list of delivered process lists and sections used to calculate deductions and other elements can be found in “Defining Country Data.”

See Also

Chapter 3, “Defining Country Data,” page 19

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Processing Elements”

CHAPTER 10

Creating Payslips

This chapter provides an overview of payslips and describes how to run the payslip report.

Understanding the Payslip Definition Process

In Brazil, companies have to provide a standard payslip that contains information such as the number of worked days and wages. The payslip is delivered to employees depending on the payment frequency (weekly or monthly).

Note. In addition to the payroll payslip, Brazilian companies are required to provide their payees with a vacation payslip. PeopleSoft Enterprise Global Payroll for Brazil is delivered with sample payroll and vacation payslips that you can use as the basis for developing your own payslip formats.

In PeopleSoft Enterprise Global Payroll for Brazil, you can define the criteria to print out your payslips, so that it displays exactly the information you require. You can prioritize the sort criteria and select the earnings, deductions, and calculation bases you want included in the payslip.

To define payslips:

1. (Optional) Create a group if you want to use Group ID as a criteria for selecting employees to generate payslips for:
 - a. Complete the Group Criteria page in PeopleSoft Human Resources.
 - b. Create the Group ID on the Group Profile page in PeopleSoft Human Resources, and associate the Group Criteria ID with the Group ID.

You must have defined a Group ID before you can generate a payslip. Every time you run the payslip process, the Group ID is refreshed.
 - c. Assign access to the group to one or more user IDs using the Security by Group page.

If you do not assign access to the group to one or more users, you cannot use the group to generate payslips or other reports.
2. Define the sort criteria for your payslip on the Sort ID page.
3. Select the earnings, deductions, and calculation bases you want included on the payslip on the Element List page.
4. Generate the payslip on the Payslip Report page.

Note. The Sort ID page and the Element List page can be used for payslips. The Element List page also runs the Payroll Results Register and the Financial Registry Report. The Sort ID page and the Element List page are discussed in “Defining Country Data.”

See Also

Chapter 3, “Defining Country Data,” page 19

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

Viewing Delivered Elements

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

Running the Payslip Report

This section describes how to generate the payslip report.

Page Used to Run the Payslip Report

Page Name	Object Name	Navigation	Usage
Payslip Run Control	GPBR_RC_PAYSLIP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips BRA	Generates the payslip. Note that you must first define the Group ID to generate the payslip. All groups selected in the Group ID field will automatically be recreated during the payroll run.

Generating the Payslip Report

Access the Payslip Run Control page.

Payslip Run Control page

Calendar Group ID and Calendar ID

Select the calendar group ID and then select the calendar.

Vacations and Run Type

Select to indicate this is a vacations payslip and then select the run type.

Format ID

Select the Format ID. This is defined on the Element Lists BRA page.

Sort ID

Select the Sort ID. This is defined on the Sort ID page.

Message

Enter the text for a message that you want to appear on the printed payslips.

Calendar List Option

Select a method for selecting employees to create a payslip for.

Establishment ID, Group ID, and EmplID

Based on the selection you make in the Calendar List Option field, one of these fields appears. Enter the criteria that you want to use to select employees.

See Also

Chapter 3, “Defining Country Data,” Entering Earnings, Deductions, and Calculation Bases Eligible for Printing for Multiple Reports, page 23

Chapter 3, “Defining Country Data,” Defining the Printing Order Selection for the Payslip, page 25

CHAPTER 11

Managing Off-Cycle Payments for Brazil

This chapter provides an overview of off-cycle functionality and examples of how off-cycle calendars can be used with the delivered Brazilian 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.

Viewing Delivered Elements

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

Recording Manual Payments for Brazil

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

Manual Payments

When entering manual payments for Brazilian 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 Brazil 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 for Brazil

This section provides an overview of corrections and provides examples of how to make corrections using the Brazilian 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 Brazilian 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 for Brazil

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 Brazilian 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 for Brazil

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 organisation, 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 Brazilian absences.

CHAPTER 12

Processing Banking

This chapter provides an overview of banking and describes how to define the banking process.

Understanding the Banking Process for Brazil

The banking business process in PeopleSoft Enterprise Global Payroll is optional. If you decide to use the banking business process, start by defining pages in the core application and continue with processing in Global Payroll for Brazil. Before running the banking process for Brazil, you must set up basic banking information in the core application, such as:

- Defining bank addresses.
- Identifying source banks and linking source banks to pay entities.
- Defining recipients.
- Defining payee bank accounts.
- Specifying net pay elections.
- Defining deposit schedules.

Note. The information below only discusses the banking process for Global Payroll for Brazil, which occurs after you've set up the banking information in the core application.

After running a payroll, funds are sent to the bank, along with instructions for payment. The bank needs to know who is going to be paid, how much they are to be paid, and which bank the wages are paid to. This information is extracted from the core application and stored in the Brazilian payroll files, based on a list of payees corresponding to those in the last payroll run. A file is created with a line for each payee, containing a name, bank account number and amount of money. This file is sent to the bank that then distributes the funds.

Note. Global Payroll for Brazil supports the Unibanco bank reporting format.

Viewing Delivered Elements

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

Defining the Banking Process

To define the banking process, use the Banks (BANK_EC) component.

This section describes the banking process and discusses the pages used to define banking in Brazil.

Processing Banking

To process banking in Global Payroll for Brazil:

1. Launch the Payment Preparation BRA process (GPBR_PMT), a PS Job, from the Payment Preparation page.
The job runs the Global Payment Banking process (GP_PMT_PREP) and populates the GPBR PAYMENT output table.
2. Launch the process to build the EFT file and generate the banking report on the Payment File Generation page.
An SQR, called GPBRBA01, is run. An EFT file is generated, containing the details of each payment from the payroll run. The EFT file is sent to the bank so that the funds can be transferred to payees' bank accounts. This SQR also generates a report with payment details for validation purposes. You can review and store the payment details.

Note. Global Payroll for Brazil produces this file in the Unibanco format.

Pages Used to Define Banking in Brazil

Page Name	Object Name	Navigation	Usage
Branch Table	BANK_BRANCH_EC	Set Up HRMS, Common Definitions, Banking, Banks, Branch Table	Define bank branch data.
Payment Preparation	GPBR_RC_PAYMENT	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process BRA	Launch the PS Job that populates the GP_PAYMENT and GPBR_PAYMENT records.
Payment File Generator	GPBR_RC_EFTBANK	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File BRA	Launch the process that builds the flat output file (EFT) and generate a report.

Defining Bank Branches

Access the Branch Table page.

Verifier Digit	This number is used to identify electronic file transfers.
Branch Location	Enter the bank branch location.
Contact Name	Enter the name of the contact at the bank. Used for documentation purposes.

Defining the Payment Process

Access the Payment Preparation page.

Payment Preparation

Run Control ID: KR12
[Report Manager](#)
[Process Monitor](#)

Payroll Run

*Calendar Group: GG M2004 P45 A01
Description: GBR P45 April 2004 A
Stream Number:
☐ Process Streams

Processing Phases and Options

☒ Calculate
☐ Update Statistics
☐ Finalize

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

Pay Group	Calendar ID	Payment Date
GG P45 MA	GG M2004 P45 A01	04/23/2004

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

Stream Number	EmplID From	EmplID To	Calculated
			☐

Payment Preparation page

Note. The fields on the Payment Preparation page in Global Payroll for Brazil are the same as the Run Payment Prep Process page in the core application, except that there is an additional field (Clear Data) on the Payment Preparation page. For more information about the Run Payment Prep Process page, refer to the “Defining Banking Instructions” chapter in *PeopleSoft Enterprise Global Payroll PeopleBook*.

Finalize

Select only if you are 100% sure that this process is generating the information for all the eligible payees. Selecting this check box turns on an indicator field in the Calendar Group record.

Clear Data

Click when you want to recalculate the Brazilian banking process. If you click this button, you can clear the GPBR PAYMENT output table and fill it again if there are any changes to the calculation.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Banking Instructions”

Defining the Payment File Generation

Access the Payment File Generator page.

Payment File Generator

Run Control ID: KR12
 [Report Manager](#)
[Process Monitor](#)
Run

EFT Parameters

***Calendar Group ID:**

***Pay Entity:**

Calendar ID:

***Bank Code:** BANCO DO BRASIL

***Bank Format:**

File Name:

Beneficiary Historic:

***Payment Date:**

Payment File Generator page

Calendar Group ID	Select the calendar group ID for which you want to generate a payment file.
Pay Entity	Select the pay entity for which you want to generate a payment file.
Calendar ID	Select a calendar ID to print only one specific calendar ID, like a vacations or 13th salary calendar, within a calendar group ID.
Bank Code	Select the bank for which you want to generate an EFT file.
File Name	Specify the name of the EFT file.
Beneficiary Historic	Specify the type of transaction being sent to the bank.
Payment Date	Enter the date of the payment.

Note. You must populate the GP PAYMENT table and the GPBR PAYMENT table before you can launch this SQR, which generates the flat file for banking along with a printed report of payment details.

See Also

[Appendix A, “Global Payroll for Brazil Reports,” page 145](#)

CHAPTER 13

Calculating Social Security Contributions

This chapter provides an overview of social security contributions in Brazil and discusses how to:

- Enter GPS establishment information.
- Determine social security contributions.
- Calculate social security (INSS) payments.

Understanding INSS Contributions

The main objective of the INSS (*Instituto Nacional do Seguro Social*) (Brazilian Social Security Institute) is to provide uniform social security benefits and services to urban and rural populations. This includes cover for sickness, disabled workers, death and the aged. INSS social security contributions are compulsory and binding and are funded through contributions made by companies and employees.

Both employers and employees must make a monthly contribution to social security through the INSS using their own resources to finance the benefits payable to employees. Calculation is in accordance with Institute's table, which is published by INSS.

Viewing Delivered Elements

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

Entering GPS Establishment Information

The INSS payment is made using the GPS (*Guia da Previdência Social*) (Social Security Payment Form). You set up some of the following establishment details required for the form in the GPS/SEFIP Data group box on the Additional Info - Brazil page (Set Up HRMS, Product Related, Workforce Administration, Establishment BRA, Additional Info - Brazil).

Field	Details
SS 3th Party %	The INSS percentage. Percentage of contributions due to third parties.
FPAS Code	(Fundo de Previdência e Assistência Social) (Pension Fund and Social Assistance). Defines percentages due to third parties in the GPS. Represents the code of the company's activity for INSS classification purposes, which is used to define the percentage of the INSS due to third parties.
SAT Code	(Seguro de Acidente de Trabalho) (Workers' Accident Insurance).
Work Risk %	Percentage of payment to be made by the company regarding workers' accident applicable to employees under status 01 or 05 (Non-exposure to harmful substance).
SAT % 25 Years	Special retirement at 25 years of service - exposure to harmful substances (with conditions 04 and 08).
SAT % 20 Years	Special retirement at 20 years of service - exposure to harmful substances (with conditions 03 and 07).
SAT % 15 Years	Special retirement at 15 years of service - exposure to harmful substances (with conditions 02 and 08).

Determining Social Security Contributions

This section discusses how companies, third parties and employees should contribute to Social Security through the GPS (Guia da Previdência Social) (Social Security Form).

Determining Company Social Security Contributions

Companies and equivalent-status contributors are required to contribute to Social Security through Instituto Nacional do Seguro Social (INSS) (Brazilian Social Security Institute) with their own resources in order to finance the benefits due to workers as follows:

- Application of the 20% rate on the total of the compensation subject to INSS contribution (accumulator), without limit, paid or credited to insured individuals at its service and in case of financial institutions and equivalent-status entities an additional contribution of 2.5% will also be payable.
- Application of 20% rate on the total of compensation or retribution, paid or credited for services rendered to it by insured individual contributor, freelance workers and other individuals without employment bond,

and in case of financial institutions and the equivalent-status institutions are subject to an additional contribution of 2.5%.

- Contribution intended to finance benefits granted according of the level of occurrence of labor disability as a result of working environmental risks at 1%, 2% and 3% rates by the company with low, medium or high risk of accident in its main activity respectively, on the total of compensation subject to INSS contribution (accumulator) paid or credited on any account during the month, to insured employees, freelance workers and resident physicians.

Rates will be added by 12%, 9%, or 6%, according to the activity in which the company is engaged with, by the insured worker at service of the company, allows the granting of special retirement at 15, 20 or 25 years of contribution, respectively.

- Contribution intended to third parties with variable rate in accordance with the activity developed by the company, applicable on the total of compensation, without limit, paid or credited to employees at its service.

Rates will be defined according to FPAS code of the company. This field is at the establishment level.

Determining Third-Party Social Security Contributions

Third parties are other entities for which the company pays contribution, such as INCRA, SESC, SENAI, SEBRAE, and education allowance. These contributions are not intended to finance the benefits paid by Social Security, they are collected by INSS and passed over to the respective entities, reflecting directly upon the compensation paid to the employee. Entities for which a company is required to contribute are defined according to the activity developed by it. INSS classifies the company according to the code that identifies the activity developed by the establishment in relation to the Fundo de Previdência e Assistência Social (FPAS) (Pension Fund and Social Assistance). The FPAS defines percentages due to third parties in the GPS. The FPAS code represents the code of the company's activity for INSS classification purposes, which is used to define the percentage of the INSS due to third parties. You set up the code on the Additional Info - Brazil page. With the FPAS code of the establishment, company is informed of the entities for which it has to contribute and the respective rates of contribution.

To determine the amount of the third-party social security contribution, enter a percentage in the SS 3th Party % field on the Additional Info - Brazil page (Set Up HRMS, Product Related, Workforce Administration, Establishment BRA). You must enter an INSS percentage. The third-party calculation base is the total of compensation subject to INSS contribution (accumulator).

If the company has a convention signed with third parties such as SESI, SENAI and EDUCATION ALLOWANCE, payment will be made separately from the GPS (Guia da Previdência Social) (Social Security Form).

Determining Contribution To Seguro de Accidents do Trabalho (SAT) (Workers' Accident Insurance)

To determine the amount of contribution to the Seguro de Accidents do Trabalho (SAT) (Workers' Accident Insurance) you enter a percentage on the % Accident field on the on the Additional Info - Brazil page (Set Up HRMS, Product Related, Workforce Administration, Establishment BRA). The calculation base of accident is the total of compensation subject to INSS contribution (accumulator).

The company or equivalent status contributor is required to pay contribution in order to finance the special retirement of the employees and the benefits granted because of the degree of occurrence of labor disability as a result of the working environmental risks. Contribution is applicable on the compensation paid, due or credited to employee, on any account during the month, in which the rates are of 1% for low risk of work accident, 2% for medium risk of work accident and 3% for serious risk of work accident. Rates are defined according to the main activity of the company. The main activity of the company is the activity that engages the highest number of employees of the company.

A company exposing employees to substances harmful to health, whether chemicals, physical or biological risks susceptible for the granting of special retirement, is subject to the payment of an additional rate. Special retirement will be due, once the waiting period is complied with, to the insured employee that has worked under special conditions that may affect the health or the physical integrity for 15, 20 or 25 years.

Determining Employee Social Security Contributions

Every employee is required to contribute towards Social Security. The company discounts the amount of the contribution from the employee's compensation and the calculation is made through the application of percentages in a non-cumulative manner, on the monthly contribution salary. When calculating a contribution note always the maximum limit of contribution salary as the employee's contribution, unlike the contribution due by the company that is applicable on the total of compensation is restricted to the maximum limit. For example, if the maximum limit for contribution salary starting from June of 2000 is BRL 1.328,25 (maximum limit set forth by the government at company level, applying to all employees) and the employee's compensation is BRL 3.000,00, the contribution due by employee will be calculated considering only the limit of BRL 1.328,25. Employee's contribution salary consists of the compensation actually paid or credited on any account, during the month, by one or more companies, including earnings paid in kind.

Determining Maternity Allowance Contributions

Although the maternity allowance is a social security benefit, it also constitutes the employee contribution salary. Therefore, contribution will be payable by both, employer and employee, on the values paid on the account of Maternity Allowance. Maternity Allowance may be paid directly by Social Security or the company if it has a convention signed with the INSS.

Determining Family Allowance Contributions

Family Allowance is a social security benefit paid by the company, with the respective reimbursement by the INSS. Reimbursement occurs through GPS (Guia da Previdência Social) (Social Security Form). Only employees with compensation up to BRL 429,00 (maximum limit stated by the government at company level, that is, for all employees) are entitled to receive Family Allowance. Current value of the family allowance quota is of BRL 10,31.

Determining Contributions For Contracting Independent Workers

Companies are required to contribute with 20% rate on the value of services rendered by independent workers. Contribution must be paid together with other company contributions through GPS.

Determining Contributions For Compensation Paid To Businessmen

A contribution of 20% rate is applicable on values paid on the account of compensation to insured businessmen. Contribution must be paid together with company's other contributions through the GPS form.

Calculating Social Security (INSS) Payments

This section discusses how the system calculates social security (INSS) per employee.

Calculating INSS - Salary for Contribution

Deduction INSS SAL CON (INSS - Salary for Contribution) uses an amount calculation rule, where the amount is determined by formula IN FM SAL CONTR. Formula IN FM SAL CONTR (INSS Salary for Contrib. Calc) calculates the INSS salary contributions as the *minimum* of variable IN VR LIM INSS (legal limit for INSS, which is 1561.560000) and accumulator INSS BASE TOTAL (Social Security Accumulator).

Deduction INSS SAL CON (INSS - Salary for Contribution) is a “dummy” deduction.

The INSS BASE TOTAL accumulator contains all the employee earnings that contribute towards INSS.

The base calculation amount (accumulator) is compared to the (legal) limit amount for contribution and is used as the contribution amount if the base is less than or equal to the limit.

Note. You have to keep both the total base of employees and the amount base for contribution values for reporting requirements.

If the INSS BASE TOTAL accumulator is less than the limit, in variable IN VR LIM INSS, then accumulator INSS BASE TOTAL $\Rightarrow$ deduction INSS SAL CON. If accumulator INSS BASE TOTAL is greater than the limit in variable IN VR LIM INSS, then IN VR LIM INSS $\Rightarrow$ deduction INSS SAL CON.

Calculating INSS with The INBR% INSS Bracket

The INBR% INSS bracket (INSS Table) is defined according to the contribution salary calculation.

There are different percentages that must be applied to the contribution salary and they are defined according to contribution salary ranges. There are two INSS contribution amounts obtained through different percentages. One is deducted from the employee and the other is deducted for income tax.

The INSS amount is $(\text{Contribution Salary}) \times (\text{bracket percentage} \div 100)$.

INSS SAL CON (Bracket Search Key)	IN BR % INSS. (Bracket)	IN VR % INSS CPMF (Bracket Return Column)
468.470000	8.000000	7.650000
600.000000	9.000000	8.650000
780.780000	9.000000	9.000000
1561.560000	11.000000	11.000000

When the INSS BASE TOTAL accumulator includes the employee total base, a “dummy” deduction— INSS SAL CON—is used to ensure that the amount is considered in the contribution calculation.

Calculating INSS for CPMF

Deduction INSS uses a Base $\times$ Percent Calculation Rule where the Base is determined by deduction INSS SAL CON (INSS - Salary for Contribution) and the percentage is determined by variable IN VR % INSS CPMF (Percentage - INSS/CPMF) in bracket INBR% INSS . The deduction adds to the TOTAL DESCONTOS N (Deductions Total Not Maintained) accumulator.

The percentage used in this calculation is less than the normal legal percentage, because it is used to calculate the INSS amount for employee deduction just considering the CPMF discount. CPMF is a temporary compulsory tax, that can be deducted in the INSS calculation.

Calculating INSS for Income Tax

Deduction INSS-CALC IR (INSS for Income Tax) uses a Base $\times$ Percent Calculation Rule where the Base is determined by deduction INSS SAL CON (INSS - Salary for Contribution) and the percentage is determined by bracket IN BR % INSS (INSS Table). The deduction contributes to the IR DEDUÇÕES (Income Tax Deductions) accumulator and corresponds to the INSS amount calculated by using the normal legal percentage.

This is a “dummy” deduction and the amount is deductible for Income Tax and is used for legal reports.

Calculating INSS for Special Retirement

All of the deductions—IN GPS APO15 (SS – Retirement, 15 Years), IN GPS APO20 (SS – Retirement, 20 Years) and IN GPS APO25 (SS- Retirement, 25 Years)—use a Base $\times$ Percent Calculation Rule where the Base is determined by accumulator INSS BASE TOTAL and the percentage is determined by the related variables, respectively IN VR SAT % 15, IN VR SAT % 20 and IN VR SAT % 25.

The deductions also use the related Generation Controls—IN GC VERIF APO 15, GC VERIF APO 20, and GC VERIF APO 25 respectively.

According to the SEFIP Risk Level value on the Payee Parameters page, one of these three dummy deductions should be calculated. If the value is *Default*, the default value can be found on the Position/Jobcode Params page. These default values can be defined per position, per location and associated job code, per location, or per job code. You build the rules that define how the system should handle these values, in case of different options for location and job.

Note. The percentage variables are automatically populated by the system

CHAPTER 14

Withholding Income Tax (IRRF)

This chapter provides an overview of withholding income tax (IRRF—Imposto de Renda Retido na Fonte) in Global Payroll for Brazil and discusses how to:

- View dependents.
- Run the Income Tax report.
- View delivered income tax elements.

Understanding Income Tax Withholding

Global Payroll for Brazil provides rules and elements to calculate and deduct withholding of income tax using the graduated tax rate for monthly payroll, 13th salary, and vacation payments.

This section discusses:

- Income tax rates and amounts.
- Allowable tax deductions.
- Income tax calculation.
- Special tax withholding situations.

Income Tax Rates and Amounts

To set up and maintain the parameters for calculating income tax withholding using the template provided by PeopleSoft, you must:

- Update the IRRF table when changes to deductible tax rates and installments occur.

PeopleSoft delivers the IRRF table as a bracket (IR BR % IRRF). As the graduated tax table might vary during the year, you must maintain this bracket and retain the previous versions. The brackets are effective-dated. Calculations use the bracket in effect as of the payroll payment date.

- Update the following variables containing values for income tax calculation when changes occur:

Variable	Description
IR VR MIN IR	Minimum amount of income tax withholding.

Variable	Description
IR VR VRDED DEP	Amount of the deduction per dependent.
IR VR VRDED APO	Retirement deduction amount.

- Ensure the elements composing the deductions for the income tax calculation are defined as members of the respective accumulator.

The following table lists the accumulators for each type of income tax calculation:

Income Tax Calculation Type	Accumulator
Monthly payment	IR DEDUÇÕES
13th salary	IR DEDUÇÕES 13S
Vacation	IR DEDUÇÕES FER

- Ensure the elements composing the gross income for the income tax calculation are defined as members of the respective accumulator.

These accumulators can include earnings *and* deductions such as Unjustified Absence.

The following table lists the accumulators for each type of income tax calculation:

Income Tax Calculation Type	Accumulator
Monthly payment	IR RENDA BRUTA
13th salary	IR REN BRUTA 13S
Vacation	IR REN BRUTA FER

Allowable Tax Deductions

The accumulators for each type of income tax calculation (IR DEDUÇÕES, IR DEDUÇÕES 13S, and IR DEDUÇÕES FER) accumulate allowable tax deductions. Global Payroll for Brazil provides delivered deductions elements for the following allowable deductions:

- Alimony in compliance with court decision including pensions.
- Deductions for qualifying dependents.
- Contributions to social security (INSS).
- Contributions for private pension fund and the individual planned retirement fund (FAPÍ).
- Income from retirements and pensions.

Data for Retirement and Dependent Deductions

To ensure that the system calculates the proper deductions:

- Select the IR Ded Retirement check box on the Payee Parameters page (Global Payroll & Absence Mgmt, Payee Data, Define Payee Parameters BRA) for payees that are inactive retirees.
Inactive retirees are entitled to an additional deduction from their gross income for income tax purposes.
- Enter dependent data on the Dependent Information - Personal Profile page in PeopleSoft Human Resources.

Calculating Dependents

Using the information entered for each dependent in PeopleSoft Human Resources (gathered using an array), the system uses the formula IR FM NUM DEP IR to determine whether each dependent meets the conditions that enable an employee to claim an income tax deduction for the dependent. For example, the dependent's economic status must be Dependent or Dependent/Beneficiary to qualify as a dependent for income tax purposes. The system flags each dependent that meets these criteria.

When calculating income tax, the system multiplies the total number of dependents by the deduction amount per dependent to determine the employee's total deduction amount for dependents.

You can view the number of dependents for income tax on the Dependent Summary page.

See [Chapter 14, "Withholding Income Tax \(IRRF\)," Viewing Dependents, page 102.](#)

Addition of the CPMF

The IRRF calculation base does not include the additional value of remuneration in percentage proportional to the CPMF (Contribuição Provisória sobre Movimentações Financeiras—Provisory Contribution on Financial Transactions) of the benefits from continued services and the one-time service and from incomes of the retired workers, pensioners and other benefits not exceeding 10 minimum wages, during the period of the contribution.

See Also

[Chapter 9, "Understanding Deductions," page 75](#)

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Entering Dependent and Beneficiary Information

[Chapter 3, "Defining Country Data," Defining Payee Parameters, page 29](#)

Income Tax Calculation

Each calculation type has its own income tax deduction element.

To determine the income tax withholding, each income tax deduction element:

1. Runs a preprocess formula that determines the calculation base and stores it in a variable (IR VR REN LIQUID).

The formula obtains the calculation base by deducting the income tax deduction accumulator from the gross income accumulator.

2. Runs the generic income tax calculation formula (IR FM IRRF).

This formula is common to the deduction elements for all the income tax calculation types. The formula:

- a. Applies the tax rate from the IRRF table (IR BR % IRRF) to the calculation base and determines the amount to withhold for income taxes.

- b. Compares the calculated amount to withhold for income taxes to the minimum amount to withhold for taxes. If the calculated amount is less than the minimum amount, the employee's amount to withhold for income taxes equals zero.

The following table lists the income tax deduction elements and preprocess formulas for each income tax calculation type:

Income Tax Calculation Type	Income Tax Deduction Element	Pre-Process Formula
Monthly payment	IRRF	IR FM IRRF SAL
13th salary	IRRF 13 SAL	IR FM IRRF 13SAL
Vacations	IRRF FER	IR FM IRRF FER

See Also

Chapter 8, “Defining Earnings,” page 65

Special Tax Withholding Situations

This section provides information about special tax withholding situations.

Salary Advance

If the salary advance is completed within the month that the income is earned (just paid early within the same month) the tax calculation is normal. In this case, there is no Income Tax calculation. However, if the advance is paid in a month other than the month in which the respective payment occurred, the advance is taxed in the month in which it is paid along with other earnings for the same period.

Viewing Delivered Elements

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

Viewing Dependents

This section discusses how to view an employee's dependents.

Page Used to View Dependents

Page Name	Object Name	Navigation	Usage
Dependent Summary	GPBR_DEPEND_SUMM	Global Payroll & Absence Mgmt, Payee Data, Review Dependent Data BRA	View information about an employee's dependents, including how many dependents are eligible for Income Tax deductions. You can also view the number of dependents for other purposes, such as family allowance and child care allowance.

Viewing an Employee's Dependents

Access the Dependent Summary page.

Dependent Summary

Employee ID: KR0002

Name: Flávia Siqueira

Empl Rcd Nbr: 0

Number of Dependents

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

As Of Date	Family Allowance	Income Tax	Child Care

Dependents Detail

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

ID	Name	Relation	Marital Status	Gender	Birthdate	Type	Student	Disabled	Uni or Tec	Family Allow	Inc.Tax.	Child Care	Code	Family Allowance Term Date

Dependent Summary page

Number of Dependents

As Of Date Displays the date of the most recent payroll calculation.

Family Allowance, Income Tax, and Child Care Displays the number of qualifying dependents for family allowance, income tax, and child care purposes as calculated by the most recent payroll.

Dependents Detail

This group box displays a summary of the information entered for each dependent on the Dependent Information - Personal Profile page. Use this data to validate the number of qualifying dependents for each purpose displayed in the Number of Dependents group box.

Running the Income Tax Report

This section discusses how to run the Income Tax Report.

Page Used to Run the Income Tax Report

Page Name	Object Name	Navigation	Usage
Dependent Statement Income Tax	GPBR_RC_INCTAX	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Dependnt Statmnt Income Tax BRA, Dependent Statement Income Tax	Generate the Depend Statement Income Tax BRA report (GPBRDE01) that shows the details of the employee's dependent data used for calculating income tax. The employee uses this document (DARF) declare his or her dependents for Income Tax. The employee should sign this declaration and is responsible for this information.

Viewing Delivered Income Tax Elements

This section lists:

- Delivered income tax deductions.
- Delivered income tax sections.

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

See Also

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

Deductions for Income Tax

Global Payroll for Brazil calculates the following tax deductions:

Deduction	Description
IMPOSTO DE RENDA	Imposto de Renda (income tax)
IR DEDUC DEP	Calculates and maintains the dependents deduction amount. Demo Deduction. It does not change the net amount.
IR DEDUC APO	Calculates and maintains the additional retirement deductions. Demo Deduction. It does not change the net amount.
IRRF	Income tax deduction calculated for monthly payroll.

Deduction	Description
IRRF 13 SAL	Income tax deduction calculated for 13th salary.
IRRF FER	Income tax deduction calculated for vacation.

Earnings for Income Tax

Global Payroll for Brazil calculates only one earning:

Deduction	Description
IRRF REST	Refund of improperly withheld income tax. Calculated by the income tax generic formula as payroll is recalculated due to cash basis activities. This earning is only calculated in case of income tax recalculation. One situation that causes income tax recalculation is when an advanced payment occurs in a different month than its monthly payment. This earning can also be calculated for vacation or 13th salary recalculations.

Income Tax Sections

Global Payroll for Brazil calculates the following tax sections:

Section	Description
KR IMPOSTO RENDA	Income Tax Calculation
KR IR DESC FER	Vacation Taxes

CHAPTER 15

Entering Absences

This chapter provides an overview of absence entry in Brazil and describes how to:

- Enter absences and run the online Absence Forecasting process.
- View delivered absence elements.

Understanding Absence Entry in Brazil

Global Payroll for Brazil delivers predefined rules for processing absences due to illness, maternity, work accidents, and other reasons. These rules are designed in accordance with Brazil's statutory requirements. You can modify many of these rules to reflect absence policies that are specific to your organization.

This chapter supplements the absence documentation provided in the *PeopleSoft Enterprise Global Payroll PeopleBook*. Before you begin reading about Brazilian absence functionality, you should read the absence chapters of *PeopleSoft Enterprise Global Payroll PeopleBook* to develop a basic understanding of the concepts behind Global Payroll absence processing.

An absence is any event for which an employee fails to comply with the scheduled work time. Absences must be recorded in the system so that the appropriate adjustments are made to an employee's salary. In Brazil, absences are also tracked for specific calculations such as 13th salary and vacation compensation.

In Global Payroll, there are two types of absence elements:

- An absence entitlement is defined as the amount of paid time off that a payee is entitled to take for each category of absence.

For example, payees in your organization may be entitled to receive 5 sick days per year.

- An absence take is defined as the amount of time off that a payee takes.

This section discusses absence setup tasks, absence takes, and absence types for Brazil.

Note. Procedures for entering absences due to vacation are covered in the “Managing Vacations” chapter.

See Also

[Chapter 16, “Managing Vacation Data,” page 119](#)

[Chapter 5, “Setting Up Vacation Pay,” page 43](#)

Absence Setup Tasks

The “Implementing Absence Setup and Management Tasks” section in the *PeopleSoft Enterprise Global Payroll PeopleBook* describes the general setup steps for absences. The specific steps applicable to Global Payroll for Brazil follow.

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

A list of the delivered absence take and absence entitlement elements delivered for Brazil appears at the end of this chapter.

4. Enable absence forecasting for absence take and absence entitlement elements as required.
5. Assign absence elements to payees and process lists.

As with all primary elements, you must assign absence entitlement and absence take elements to payees and include the elements in the process lists that you use when you run the absence process. PeopleSoft delivers predefined sections and process lists for absence processing. You can use these, modify them, or create your own.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Understanding Absence Management,” Understanding Absence Setup and Management Tasks

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Absence Elements,” Setting Up Forecasting

Understanding Absence Take Elements in Brazil

This section describes each delivered absence take element in detail.

Maternity Leave

This absence take generates a deduction called LIC MATERN. The Units component of the deduction element stores the number of days of the absence. For each day of the absence, the Day Formula adds one to the deduction unit.

The maternity take also generates an earning called LIC MATERNID. It is generated in the same way that the deduction is generated in terms of the generated units. The only condition to have this element generated is you must select the INSS Agreement check box on the Union Parameters BRA - General Parameters page. If you select the check box, the system generates the earning LIC MATERNID; if you clear the check box, the system generates the deduction LIC MATERN, which will be paid with the daily rate.

Sick Leave

This absence take generates a deduction called AFAST DOENCA. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this disability.

When AFAST DOENCA is greater than fifteen days, the absence take generates LIC DOENCA because the system has a ceiling of fifteen days. After fifteen days, AFAST DOENCA is capped at up to fifteen days for each absence event. The absence take AFAST DOENCA has a corresponding absence entitlement, 15 DIAS X AF.

General Absences

This unpaid absence take generates a deduction called FALTA INJUST and DESC SEM PER. FALTA INJUST contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave. DESC SEM PER contains the number of lost weekly rest days generated by absence events.

Paid Absence

This absence take generates the deductions FALTA JUSTIF and LICENÇA REM. These elements contain the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

The FALTA JUSTIF deduction is informational only, because this is a paid permission so it won't deduct from the net pay. When this deduction is used, it generates the earning FALTA JUST.

When the LICENÇA REM deduction is used, it generates the earning LIC REMUNER.

Unpaid Absence

This absence take generates a deduction called LIC NÃO REMU. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

Half Unpaid Absence

This absence take generates the deductions 1/2 FAL IN and DESC SEM PER. 1/2 FAL IN contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave. DESC SEM PER contains the number of lost weekly rest days generated by absence events.

Union Absence

This absence take generates a deduction called MANDATO SIND. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

Military Service

This absence take generates a deduction called SERVIÇO MILI. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

Accident Leave

This absence take generates a deduction called AFAST ACCIDE. This element contains the number of days in the Units component. All the days of the absence take are considered as units of deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this leave.

For each absence event the system generates an earning called LIC AFA ACCI. This earning has a cap of 15 days, meaning that for absence events greater than 15 days the system pays only 15 days with this earning code.

See Also

Chapter 15, "Entering Absences," Viewing Delivered Absences Elements for Brazil, page 116

Chapter 3, "Defining Country Data," page 19

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Brazil. 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 Types in Brazil

Each absence element is assigned an absence type that describes the category of the absence. Global Payroll for Brazil delivers the following absence types; each absence type has its own absence reason:

Absence Type	Description	Absence Take(s) Associated
FTI	Unpaid Absence	• Half Unpaid Absence • Not Paid Absence • General absence
AFD	Sick Leave	Sick Leave
LCM	Maternity Leave	Maternity Leave
FTJ	Paid Absence (married absence)	Paid Absence Married Absence Born Son Work Accident Military Service Maternity Relative Death Blood of Voluntary Vote Election Popular Test Education Absence Judicial Punish Absence Guarantee Salary Company Permission
MAS	Union Absence	Absence Union

Absence Type	Description	Absence Take(s) Associated
AFA	Accident Leave	Accident Leave
SMI	Military Service	Military Service

Entering Absences and Forecasting Results

This section describes how to run the Absence Forecasting process and how to enter absences in Brazil.

Running the Absence Forecasting Process

The Absence Forecasting process enables you to assess the impact of an absence. To run the process, follow these steps:

1. Enter a payee's actual or anticipated absence event on the Absence Entry page.
2. Click the Forecast button to start the process.
3. If applicable, check the Forecast Messages page to see if errors or warnings were generated.
4. Correct any errors and rerun the process. Each time you run the Absence Forecasting process, the system overwrites the previous forecast data.
5. Click the Forecast Details link on the Absence Entry page to view the results.

Pages Used to Enter Absences and Run the Absence Forecasting Process

Page Name	Object Name	Navigation	Usage
Absence Entry	GPBR_ABSENCE_ENTRY	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event BRA	Enter absence event details for an employee. You can also run the Absence Forecasting process to evaluate the impact of an absence event.
Forecast Messages	GP_ABS_FCST_MSG	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event BRA, Forecast Messages	Review any messages that are generated during the Absence Forecasting process.
Absence Forecast Results	GP_ABS_EVT_FCS_SEC	Click the Forecast Details link on the Absence Entry page.	Review the results of the Absence Forecasting process for a specific absence event and any take elements that are mapped to it.
Absence Event Comments	GP_ABS_EVT_CMT_SEC	Click the Comments link on the Absence Entry page.	Enter comments about an absence.

Entering Absences

Access the Absence Entry page.

The screenshot displays the 'Absence Entry' page with the following fields and values:

- Employee ID:** KR0010
- Name:** Claudia Lindstrom
- Empl Rcd Nbr:** 0
- Forecast** (button)
- Absence Detail** (tab):
 - Element Name:** LICENÇA MATERNIC (with search icon) / Maternity Leave
 - Absence Reason:** (with search icon)
 - *Process Action:** Normal (dropdown)
 - Type:** LM
 - ☒ **Manager Approved**
 - ☐ **Voided Indicator**
 - [Forecast Details](#)
- Forecast Value:**
- Absence Duration** (section):
 - *Begin Date:** 06/01/2002 (calendar icon)
 - End Date:** 08/09/2002 (calendar icon)
 - Absence Duration:** 70.00 Days
- User Defined Fields** (section):
 - *CID:** 300
- User Defined Fields** (section):
 - Comment:** (text area)

Absence Entry page

Note. You cannot add or edit vacation absence events that were generated by the Vacation Acquisition Prd-Sched page or the Inc/Canc Programming page using the Absence Entry page.

Forecast

After entering absence events, click this button to start the Absence Forecasting process. For the process to run, Absence Forecasting must be enabled for one or more take elements. A message appears when the process is complete. If there were any processing errors, the message instructs you to review the Forecast Messages page.

Absence Detail

Element Name

Select the absence take element that corresponds to the employee's absence.

Absence Reason

Select the code that corresponds to the absence reason. The Absence Reason field is optional and further describes the absence take.

Type

Displays the absence type that corresponds to the absence take element. When you define an absence take element, you assign an absence type that describes the category of the absence.

Forecast Details

Click to access the Absence Forecast Results page.

Manager Approved

Select to have the absence processed when you run the absence take process. This check box is selected if you defined the absence take element as not

requiring manager approval on the Absence Take - Calculation page in the core application.

Voided Indicator

This check box is automatically selected if you voided the event and ran the Take process. This check box can also be selected if you use the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.

Process Action

Select the process action. For a new absence event, the default is *Normal*. Select *Void* to void an absence that has already gone through the absence take process. The event is not processed in subsequent runs. Instead, the process action is reset to *Normal* and the Voided Indicator check box is automatically selected during the absence take process.

During retroactive processing, the system calculates a new version of the results without the voided event. Positive input is not generated from the voided event, and the results for earnings or deductions have deltas.

Absence Duration

Begin Date and End Date

Enter the begin and end dates for the absence.

Original Begin Date

Enter this date if your absence take rules allow you to link this absence to a previous absence that was taken for the same reason. If this absence is related to another absence, enter the begin date of the original absence.

Duration

Enter the number of days for the absence.

Partial Hours

For absences of less than a full day, use these two fields to enter the number of hours that the employee was absent (or use the Or Half Day fields). Complete the top field if the employee was absent for less than a full day on the first day of the absence or absent the same number of hours each day. Complete the bottom field if the employee was absent less than a full day on the last day of the absence. For single-day absences, enter partial hours in the top or bottom field.

Or Half Day

Select a check box if the employee was absent exactly half a day. Select the top check box if the employee worked half a day on the first day or every day of an absence. Select the bottom check box if the employee worked half a day on the last day of the absence.

Or All Days

Select if you entered partial hours or selected the Or Half Day check box for the begin date and your selections apply to all days of the absence. This field notifies the system which condition existed.

The Absence Entry page in Global Payroll for Brazil is similar to the Absence Event Entry page in the core application. The main differences are that the Absence Entry page in Global Payroll for Brazil:

- Includes validations for Brazilian absence rules.
- Uses an end date calculation based on the begin date plus the duration days, according to the absence take setup.

Depending on which data is entered the system calculates the missing field. For example, if you enter the begin and end date, then the system calculates the duration days. If you enter the begin date and duration then the system calculates the end date.

User Defined Fields

Enter data and comments on additional fields pertaining to your business processes. You define these fields in the Absence Self-Service transaction.

Comments

Click to access the Absence Event Comments page where you can add more information about the absence event. These comments appear only in the employee's record.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Entering and Processing Absences,” Entering Updating, and Voiding Absence Events

Reviewing Messages from the Absence Forecasting Process

Access the Forecast Messages page.

Absence Entry		Forecast Messages	
Employee ID:	KR0010	Name:	Claudia Lindstrom
		Empl Rcd Nbr:	0
Forecast Messages Customize Find View All First 1 of 1 Last			
Calculation Status	Message Text	Message Set Number	Number
			Details

Forecast Message page

This page displays any errors the system encountered during the Absence Forecasting process. Correct any errors and run the process again.

Note. The Forecast Messages page in Global Payroll for Brazil is the same as the Forecast Messages page in the core application.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Entering and Processing Absences,” Reviewing Forecast Messages

Viewing Forecast Results

Access the Absence Forecast Results page.

Absence Event

Absence Forecast Results

Absence Take Element: KOAT PTO
Absence Type: Vacations
Forecast Value: ELIGIBLE

Begin Date: 02/05/2003
End Date: 02/05/2003
Forecast DateTime: 10/12/2004 4:40PM

Absence Forecast Result Details

Customize | Find | View All |

First
1-7 of 7
Last

Forecast Results | Accumulator Results | User Keys 1-3 | User Keys 4-6

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
KOAT PTO	KOAE PTO_BAL	Accumulatr	12.000000		
KOAT PTO	KOAE FHOL_BAL	Accumulatr	8.000000		
KOAT PTO	KOAE PTO_TAKE	Accumulatr	8.000000		
KOAT PTO	KOAE FHOL_TAKE	Accumulatr	24.000000		
KOAT PTO	KOAE PTO_ENT	Accumulatr	20.000000		
KOAT PTO	KOAE FHOL_ENT	Accumulatr	32.000000		
KOAT PTO	KOVR PAID UNTIL	Variable	0.000000		

Absence Forecast Results page

Note. The Absence Forecast Results page in Global Payroll for Brazil is the same as the Absence Forecast Results page in the core application.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Entering and Processing Absences,” Reviewing Absence Forecast Results

Viewing Delivered Absences Elements for Brazil

This section contains information about the following rules that Global Payroll for Brazil delivers to process absences:

- Absence earnings.
- Absence deductions.
- Absence takes.
- Absence process lists.

Absence Earnings

The following table lists the absence earnings for Brazil:

Earning	Description
FALTA JUST	Paid Absences

Earning	Description
LIC MATERNID	Maternity Salary
LIC DOENÇA	Sick Leave
LIC AFA ACCI	Accident Leave
LIC REMUNER	Paid Absence

Absence Deductions

The following table lists the absence deductions for Brazil:

Deduction	Description
AFAST ACCIDE	Accident Leave
FALTA INJUST	Unpaid Absence
FALTA JUSTIF	Paid Absence
LIC MATERN	Maternity Leave
AFAST DOENÇA	General Sickness
DESC SEM PER	Lost Weekly Rest
SERVIÇO MILI	Military Service
LICENÇA REM	Paid Leave
LIC NÃO REMU	Unpaid Leave
MANDATO SIND	Union Absence
FERIADO DSR	Holiday DSR Lost
1/2 FAL INJ	Half Unpaid Absence

Absence Takes

The following table lists the absence takes for Brazil:

Absence Take	Description
LICENÇA MATERNIDAD	Maternity Leave
1/2 FALTAS INJUST	Half-Unpaid Absence
AFAST POR DOENÇA	Sick Leave
FALTAS INJUST	General Absence
SERVICIO MILITAR	Military Service
FALTAS JUSTIFICADA	Paid Absence
LICENÇA RENUMERADA	Paid Absence
LICENÇA NÃO REM	Unpaid Absence
AFAST ACCIDENTE	Accident leave for work-related accidents
MANDATO SINDICAL	Union Absence

Absence Process Lists

The following table lists the absence process lists for Brazil:

Process List	Description
KR AUSENCIAS	Absence process

CHAPTER 16

Managing Vacation Data

This chapter discusses how to:

- Enter and maintain vacation data.
- Create mass vacation takes.
- Generate the vacation payslip.
- Run the Vacation Receipt and Vacation Notice reports.
- View delivered vacation elements.

Entering and Maintaining Vacation Data

This section provides an overview of how to enter and maintain vacation data, lists prerequisites, and discusses how to:

- Enter and maintain vacation data in Global Payroll for Brazil.
- Update vacation entitlements.

Understanding How to Enter and Maintain Vacation Data

In Global Payroll for Brazil, you enter and maintain vacation data for individual employees on the Vacation Acquisition Prd-Sched page. On this page you:

- Maintain entitlement periods with their begin and end dates.
- Track vacation entitlement period history with its corresponding statuses: *In Progress*, *Open*, *Closed/Expired*, and *Closed by Absence Criteria*.
- Track vacation events with their statuses.
- Track years of service and the maximum number of days that are allowed per each vacation take.
- Define, manage, and track programmed leaves.

In Global Payroll for Brazil, you can plan or program vacation for employees in advance of their taking time off.

To define programmed leave, you must complete the following steps:

- Enter the begin and end dates of each planned (programmed) vacation take.
- Confirm (approve) programmed leave (if approval is required before the payroll process can process takes).
- Specify the number of vacation days that the employee wants to sell.

Note. You define how to calculate the dates of vacation sells on the Vacation Parameters page.

- Specify whether the employee can receive an advance on his or her 13th salary during the vacation process.
The first payment of the 13th salary is paid when you select the Advance 13th check box. The amount of the payment doesn't depend on the vacation dates, and it contributes to the vacation gross accumulator.
- Manage and view entitlement balances. This includes:
 - Tracking the total vacation balance remaining.
 - Tracking the number of leave days taken during an entitlement period.
 - Making manual adjustments to the entitlement balance.
For example, you can increase or decrease the vacation balance.
 - Tracking the total number of balance days plus days taken off.

Prerequisites

Before you can enter vacation takes or maintain vacation data on the Vacation Acquisition Prd-Sched page, you must:

- Specify the parameters of your vacation take and entitlement elements on the Vacation Parameters page.
Among other things, the parameters you that enter on this page enable you to control, at the company level, the number of vacation days that employees can take per entitlement period, the maximum and minimum number of vacation days that can be taken per leave, and the ability to maintain a negative entitlement balance.

Note. The take and entitlement elements that you define on the Vacation Parameters page are the same elements against which you enter vacation time for individual payees on the Vacation Acquisition Prd-Sched page. If you do not specify the take and related entitlement elements on the Vacation Parameters page, you cannot enter vacation time using those takes.

- Define work schedules and assign a schedule to each payee.
- Define holiday schedules for each payee.

See Also

Chapter 5, “Setting Up Vacation Pay,” Defining Vacation Parameters for Brazil, page 44

Pages Used to Enter and Maintain Vacation Takes

Page Name	Object Name	Navigation	Usage
Vacation Acquisition Prd-Sched (vacation acquisition period-schedule)	GPBR_VACN_MAINT	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Vacation Acquis Prd-Sched BRA	Enter and maintain vacation takes.
Acquisitive Period Update	GPBR_RC_VAC_AP	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Vacation - Acq Period Upd BRA	Update vacation entitlements.

Entering and Maintaining Vacation Data in Global Payroll for Brazil

Access the Vacation Acquisition Prd-Sched page.

Vacation Acquisition Prd-Sched

Employee ID: KR0001 **Name:** Marcia Oliveira **Empl Rcd Nbr:** 0

Vacation Acquisitive Period-Schedule Find | View All First 2 of 2 Last

***Begin Date:** 01/01/2002 ***End Date:** 12/31/2002
***Status:** In Progress
Years of Service: 9 **Max Days #:** 30

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

	Vacation Start Date	Days	Vacation End Date	*Status	Absence Credit	Advance 13th	Cr Days
1	11/07/2004			Programmer	☐	☐	

Balance

Balance Days: 0.000000 **Total Take Days:** 0.000000 **Adjust Days:** 0
Total: 0.000000

Vacation Acquisition Prd-Sched page

Vacation Acquisitive Period-Schedule

Use the fields in this group box to view current and past acquisitive periods, or adjust period lengths if necessary.

Begin Date and End Date View or modify the begin and end dates of an employee's entitlement period.

Note. The begin and end dates that are displayed on this page are updated automatically by the Update Vacation Entitlement process (GPBR_VACN_AP). However, you can modify these dates if necessary. If you modify the dates, the system does not recalculate dates for this period; instead, it uses the dates that you enter.

Status

View and maintain the status of the current entitlement periods, or if you are viewing historical data, view and modify the status of prior entitlement periods.

Values are:

Closed Expired: The entitlement period is no longer active, and the employee has no usable vacation days that are associated with that period.

Closed per Absence: The period has been automatically closed by the leave parameters that you defined in the Absence Interference on Acquisitive Period group box on the Vacation Parameters page. For example, you can program an entitlement period to close automatically if an employee has more than 180 days of disability leave in a period.

In Progress: The entitlement period is the current period.

Open: The entitlement period is no longer the current period, but the employee has vacation days which are associated with that period that can still be taken.

See [Chapter 5, “Setting Up Vacation Pay,” page 43](#).

Note. The entitlement period statuses that appear on this page are updated automatically by the Update Vacation Entitlement process. However, you can modify these statuses if necessary.

Years of Service

Displays the employee’s years of service.

Max Days # (maximum number of days)

Displays the maximum days that an employee can acquire during the acquisitive period.

Vacation Leaves

Use the fields in this group box to define programmed (planned) or confirmed vacations for an employee. A programmed vacation is one that can be set up in advance of the actual vacation take and defines the vacation begin and end dates. In addition, the leave program controls whether the payees will receive an advance on the 13th salary during the vacation period and allows employees to sell vacation.

Vacation Start Date

Enter the begin date of the vacation.

Days

Enter the duration of the vacation.

Note. When you enter the begin date and a duration, the system automatically calculates the end date of the vacation and populates the Vacation End Date field.

Vacation End Date

This field is automatically populated when you enter a vacation begin date in the Vacation Start Date field and a duration in the Days field. If you want, you can populate this field yourself.

Status

Note. If the leave that you enter exceeds the number of leaves per period that is allowed on the Vacation Parameters page, the system issues a warning. Similarly, if the number of leave days in the vacation exceeds the leave balance, the system issues a warning.

View and maintain the status of vacations.

Values are:

Calculated: Indicates that payroll has processed the leave take.

Note. The value of this field is automatically updated to *Calculated* when a vacation take is processed. If vacation approval is required, all takes must be *Confirmed* before they can be *Calculated*. Otherwise, the status of a vacation can change directly from *Programmed* to *Calculated*.

Canceled: Select to cancel an already programmed vacation. The process also cancels the programmed vacation when an entitlement period is closed and it contains a programmed vacation.

Closed: Indicates vacation days were taken and paid.

Confirmed: Select to approve a programmed leave.

Note. To require official confirmation (approval) of a vacation before the payroll process can process the take, select the Needs Confirmation for Program check box on the Vacation Parameters page. When you do this, you must confirm any take that you enter on Vacation Acquisition Prd-Sched page before it can be calculated.

Programmed: Select when the vacation take is first entered—before the leave has been either confirmed or calculated.

Absence Credit

Select to sell unused vacations days—that is, days that remain at the end of a vacation. When you select this option, the Cr Days (credit days) field becomes available.

Cr Days (credit days)

Enter the number of unused vacation days to sell for the employee.

The value of these days is credited to the employee.

Advance 13th

Select to enable the employee to receive an advance on his or her 13th salary.

Note. When you save this page, an override to payee calendars is automatically generated in the core Global Payroll records. This override enables Global Payroll for Brazil to process automatically the entire vacation event in a single calendar group with a payment two days before the vacation begin date. However, you can insert or modify the payee calendars manually.

Balance Days**Balance Days**

Displays the number of days in the vacation balance.

Note. The balance = (Total vacation days per entitlement period) – (Programmed Vacations) – (Days Sold) + Adjustments.

Total Take Days

Displays the total number of programmed leave days that are recorded in Global Payroll for Brazil.

Adjust Days

Enter the number of days (positive or negative) by which you want to adjust the leave balance that is displayed in the Balance Days field.

Total

Displays the sum of the Balance Days and Total Take Days.

Note. The information in this group box is updated when you save the page and during the Update Vacation Entitlement process.

Updating Vacation Entitlements

Access the Acquisitive Period Update page.

Acquisitive Period Update

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

Group

*Group: KR ALL Empregados KR

Month: 11 November

Year: 2003 ▼

Acquisitive Period Update page

Enter the group ID of the employees whose vacation entitlements you want to update. Then enter the month and year to use when calculating the updated vacation entitlements. The current month and year are the default values.

The Update Vacation Entitlement process calculates all related entitlement periods, not just vacation entitlement periods, including the closure or extension of entitlement periods that are due to other absence events. The process updates the entitlement period table by updating entitlement period dates and statuses or by inserting a new entitlement period.

See Also

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

Creating Mass Vacation Takes

This section provides an overview of mass vacation takes, lists prerequisites, and discusses how to create mass vacations.

Understanding Mass Vacation Takes

In Global Payroll for Brazil, you can generate mass vacation takes—that is, takes for groups of employees that are based on group IDs that are defined in PeopleSoft Human Resources. You use this feature to generate takes without entering separate vacations for each employee.

Prerequisites

Because this feature is based on the definition of group IDs, you must set up group membership in PeopleSoft Human Resources before you can create mass takes.

See Also

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

Page Used to Generate Mass Vacation Takes

Page Name	Object Name	Navigation	Usage
Inc/Canc Programming	GPBR_RC_MASS_VAC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Mass Vacation Programming BRA	Generate mass vacation takes.

Creating Mass Vacations

Access the Inc/Canc Programming page.

Inc/Canc Programming

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

Mass Absence ID

*Mass Absence ID:
*Descr:

Mass Vacation Event Entry
Find | View All
First 1 of 1 Last

*Effective Date: 09/05/2003
*Absence Take: FERIAS ABONO
*Absence Reason: 10
*Group ID: KR ALL
*Status: Programme
*Remaining Balance: Paid
Paid Vacations
Mass Vacation
Empregados KR
Cancel
Advance 13th

Leave Days

*Absence Begin Date: 01/01/2004
*Calendar Days: 1
*Absence End Date: 01/01/2004

Comment:

Inc/Canc Programming page

Note. Global Payroll for Brazil does not generate an automatic override to payee calendars in the core Global Payroll records for mass vacation event entry. To process the mass vacations in a single calendar group with a payment two days before the vacation begin date, you must create or manually enter the payee calendars.

Mass Absence ID Assign an ID to identify the parameters that you are defining.

Mass Vacation Event Entry

Effective Date This is the date on which the mass take definition becomes effective.

Absence Take Select the absence take element for the mass vacation.

Absence take elements define rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used.

Absence Reason Enter an absence reason.

Group ID Specify the group ID that contains the payees for whom you want to generate vacation takes.

	Note. You define group IDs as part of the group ID functionality in PeopleSoft Human Resources.
Status	Set the status of the mass vacation that you are defining. Values are: <i>Calculated</i> <i>Canceled</i> <i>Closed</i> <i>Confirmed:</i> Select to approve a mass vacation. Note. To require official confirmation (approval) of a mass vacation before the payroll process can process the take, select the Needs Confirmation for Program check box on the Vacation Parameters page. When you do this, you must confirm any mass take that you enter on the Inc/Canc Programming page before it can be calculated. <i>Programmed:</i> Select when you first define your mass vacation—before the leave has been either confirmed or calculated.
Remaining Balance	Specify how the system should treat the balance of vacation days (unused days) after the mass vacation take has been processed. Values are: <i>Maintain B:</i> Select to keep remaining vacation days in the employees' vacation balances. <i>Paid:</i> Select to pay employees for the balance of vacation days after mass takes have been processed. <i>Returns:</i> Select to extend the return vacation date by the number of unused days.
Cancel	Select to cancel mass vacation takes that you set up previously. This cancels the takes from the PeopleSoft Enterprise Global Payroll and country-specific tables where the takes are stored prior to being processed.
Advance 13th	Select to enable payees to receive an advance on their 13th salary during the mass vacation leave.
Leave Days	
Absence Begin Date	Enter the begin date of the mass vacation.
Calendar Days	Enter the duration of the mass vacation. Note. When you enter the absence begin date and a duration, the system automatically calculates the end date of the vacation and populates the Absence End Date field.
Absence End Date	This field is automatically populated when you enter an absence begin date in the Absence Begin Date field and a duration in the Calendar Days field. If you want, you can populate this field yourself.

Generating the Vacation Payslip

This section provides an overview of the vacation payslips and discusses how to:

- Define the sort criteria for the vacation payslip.
- Select earnings, deductions, gross accumulators, and net accumulators to include on the vacation payslip.
- Generate the vacation payslip.

Understanding the Vacation Payslip

In Brazil, companies have to provide the following kinds of payslips:

- A standard payroll payslip containing such information as the number of worked days and wages.
- A vacation payslip displaying vacation earnings, the vacation balance, and other information related to vacation pay.

Pages Used to Generate the Vacation Payslip

Page Name	Object Name	Navigation	Usage
Sort ID	GPBR_SORTID	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Sort IDs BRA	Define the printing order selection for the vacation payslip.
Element List	GPBR_PAYSLIP_FORMA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Element Lists BRA	Enter earnings, deductions, and calculation bases eligible for printing for multiple reports, including the vacation payslip.
Payslip Run Control	GPBR_RC_PAYSLIP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips BRA	Generates the payslip. Note that if you want to select employees using groups, you must first define the Group ID to generate the payslip. All groups selected in the Group ID field will automatically be recreated during the payroll run.

Defining the Sort Criteria for the Vacation Payslip

Access the Sort ID page.

Define the sort criteria for the vacation payslip.

See [Chapter 3, “Defining Country Data,” Defining the Printing Order Selection for the Payslip, page 25.](#)

Selecting Earnings, Deductions, Gross Accumulators, and Net Accumulators to Include on the Vacation Payslip

Access the Element List page.

Select the earnings, deductions, gross accumulators, and net accumulators you want to include on the vacation payslip.

See [Chapter 3, “Defining Country Data,” Entering Earnings, Deductions, and Calculation Bases Eligible for Printing for Multiple Reports, page 23.](#)

Generating the Vacation Payslip

Access the Payslip Run Control page.

To generate the vacation payslip:

1. Select the Vacations check box.
2. Select a Run Type.

See [Chapter 10, “Creating Payslips,” page 81.](#)

Running the Vacation Receipt and Vacation Notice Reports

This section provides an overview of the vacation receipt and vacation notice reports and discusses how to generate vacation receipts and vacation notices for employees.

Understanding the Vacation Receipt and Vacation Notice Reports

The Vacation Receipt/Notice page generates two reports:

- Vacation receipt

This report provides information for a defined period of vacation; it includes either information on the acquisitive period or the amounts of vacation time paid. It serves as a payslip for vacations.

- Vacation notice

This report provides the required 30-day written notice of an employee’s vacation dates.

You can generate these reports together or individually.

Page Used to Run the Vacation Receipt and Vacation Notice Reports

Page Name	Object Name	Navigation	Usage
Vacation Receipt\Notice	GPBR_RC_VAC_REC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Vacation Receipt\Notice BRA	Generate vacation receipts and vacation notices for employees.

Generating Vacation Receipts and Vacation Notices for Employees

Access the Vacation Receipt\Notice page.

Vacation Receipt\Notice	
Run Control ID: BRA	Report Manager Process Monitor Run
Generation Options	
Report Type	
☒ Receipt & Notice ☐ Receipt ☐ Notice	
Selection Options	
*Company:	KRO Empresa Construção Ltda.
Format ID:	KR FERIAS Vacation Payslip
Run Type:	KR FERIAS Vacations Calculation
Additional Compensation Elem	
Vacation Remuneration:	LIQUIDO FER Vacation Net
Option - Salary Substitution:	
Vacation Programming Dates	
*Begin Date:	09/01/2004 *End Date: 09/30/2004
Selection Criteria	
☐ Select Establishment ID ☐ Select Department ID ☒ Select Employees	
☐ Exclude Data	
Employee Data	
EmplID:	KR0045 Adriana Moreira Find First 1 of 1 Last

Vacation Receipt\Notice page

Report Type

Choose which reports to generate: vacation receipt and vacation notice together, vacation receipt alone, or vacation notice alone.

Company

Enter the company whose employees you want to include in the report.

Format ID

Select the payslip format to use for the vacation receipt report. This format contains the element list for the earnings and deductions that are eligible to be printed for this report. You need to define an element list for this report.

This field appears only when you are printing the vacation receipt report (alone or with the vacation notice report).

Run Type

Select the vacations run type.

	This field appears only when you are printing the vacation receipt report (alone or with the vacation notice report).
Vacation Remuneration	Select the vacation remuneration accumulator, which has as members the elements and deductions that are part of the salary that is paid for vacations purposes. This field appears only when you are printing the vacation receipt report (alone or with the vacation notice report).
Option - Salary Substitution	Enter the amount that you want to have printed, which overrides the regular element that would be printed. Note. This field appears only when you select Select Employees in the Selection Criteria field and enter only one employee in the Employee Data group box.
Begin Date and End Date	Enter the begin and end dates of the interval to process. If an employee's vacation acquisitive period start or end date falls within this interval, the report includes the details for that employee.
Selection Criteria	Choose a method of selecting employees for whom to generate the report.
Exclude Data	Select this check box to exclude data that matches the criteria you enter in the Establishment Data, Department Data, or Employee Data group boxes (the group box that appears depends on the selection you make in the Selection Criteria field).
Establishment ID, Department, and EmplID	Enter the data that the process uses to select employees. Note. Whether a field appears on this page depends on the option that you selected in the Selection Criteria field.

Viewing Delivered Vacation Elements

This section discusses:

- Vacation entitlements
- Vacation takes
- Vacation process lists

Note. PeopleSoft delivers a query that you can run to view the names of all delivered elements for Brazil. You can also see the relationship between elements by using the View Element Relationships utility.

See Also

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

Vacation Entitlements

This table contains information about the absence entitlements that are used to process vacations in Global Payroll for Brazil:

Absence Entitlement	Description
FÉRIAS	Stores the vacation balance; there is one instance for each entitlement period.
FÉRIAS PROP	Temporary entitlement to store accrual days per month.

Vacation Takes

This table contains information about the absence takes that are used to process vacations in Global Payroll for Brazil:

Absence Take	Description
SAÍDA FÉRIAS	Used for the vacation events. It counts the number of days between begin and end date and sends the days to PAGO FÉRIAS (earning element).
FÉRIAS ABONO	Used for credit vacations. It counts the number of days between begin and end date and sends the days to ABONO FÉRIAS (Earning element).

Note. Absence take rules use earnings and deduction elements, elements that retrieve units for positive input, and elements that retrieve percentages for positive input.

Vacation Process Lists

Global Payroll for Brazil delivers the following process list for absence processing:

Process List	Description
FERIAS TOMADAS	Process vacation takes.
FERIA FOLHA	Process vacation payroll elements (the gross and net accumulators for vacation).

CHAPTER 17

Tracking Loans

This chapter provides an overview of loans in Brazil and describes how to:

- Define loans.
- Create deduction assignments for loan schedules.
- Calculate loan payments.
- Adjust loan payments.

Understanding Loans in Brazil

It is a common practice for Brazilian companies to grant personal loans or pay for assets and services on behalf of their employees. Loan functionality for Brazil enables you to maintain these loans, create payback schedules and modify the deduction of such values previously loaned to employees. You can adjust the loan by any rate and change the value of the deduction. On termination, the outstanding balance must be deducted. The loan may be deducted from normal payroll, vacation, 13th salary or termination.

Note. Loan payments in Brazil are via a fixed amount only. This amount may change month-by-month depending on the life cost factor. The life cost factor can be handled by Global Payroll rules with a variable to indicate the percentage to apply for each loan payment.

Viewing Delivered Elements

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

Defining Loans in Brazil

To define loans in Brazil:

1. Set up the details of a loan and a loan repayment schedule on the Loans page.
2. Process the payroll.

This section discusses how to define loans.

See Also

[Chapter 10, “Creating Payslips,” page 81](#)

Page Used to Define Loans in Brazil

Page Name	Object Name	Navigation	Usage
Loans	GPBR_LOAN	Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans BRA	Define loan information and a repayment schedule for an employee. Enables you to enter loans and related data required for the loan process, which are populated in Global Payroll to enable loan paybacks. This page distributes the loan total amount in the number of periods or payments you specify and populates required data in Global Payroll to deduct paybacks.

Defining Loan Assignments

Access the Loans page.

Loans

Employee ID: KR0010 Name: Claudia Lindstrom Empl Rcd Nbr: 0

Loan Definition Find | View All First 1 of 1 Last

Element Name: EMPRESIMO Loan Number: 12378 Start Date: 09/23/2004

Instance Number: 1 Total Amount: 5600.000000 BRL

Loan Schedule Setup

Periods: 12 Payment Amount: Begin Date: 09/23/2004 Frequency ID: M **Create Schedule**

Loan Schedule Customize | Find First 1 of 1 Last

	Finalized Run	*Begin Date	End Date	Payment Amount
1		10/01/2004	09/30/2005	466.666667

Loans page

Loan Definition

Element Name Select the element name (deduction) that corresponds to the loan.

Loan Number Enter the loan (reference) number for the specific employee loan.

Total Amount	Enter the total amount of the loan, and specify the currency corresponding to the amount
Start Date	Enter the date on which the loan was provided to the employee.
Loan Schedule Setup	
Periods	If the loan will be repaid over a set period of time, specify the number of periods. If you don't know the fixed amount of the loan payment, but you do know the number of periods required to deduct the total amount, then you can generate your loan schedule based on the number of periods. In other words, you define either the Periods or the Amount, but not both.
Payment Amount	If the loan is a fixed amount (for a one-time repayment), enter the amount. If you don't know the total number of periods required to deduct the total amount, but you know the deduction amount to take off each period, then you can generate your loan schedule based on the number of periods to determine the payment amount each period.
Begin Date	Enter the date on which the loan repayment begins. The begin date must be after the loan date.
Frequency ID	Specify the frequency of the loan repayment. Values are <i>Weekly</i> , <i>Biweekly</i> , <i>Semimonthly</i> , and <i>Monthly</i> .
Create Schedule	Click to create the loan schedule automatically.

Note. Be sure to define the same begin date as in the periods you defined on the Periods page or the Automatic Period Creation page in the core application.

Loan Schedule

Finalized Run	This field indicates if the payroll process for that row has been finalized.
Begin Date and End Date	Enter the begin and end dates for the period of time on which the payment amount is valid.
Payment Amount	This is the flat amount that is to be deducted from an employee's payslip.

Note. To create the loan schedule you must define periods, begin date and frequency or Amount, begin date and frequency.

Creating Deduction Assignments for Loan Schedules

After you define a loan schedule, the system automatically creates a deduction assignment for each loan schedule (Global Payroll, Payee Data, Assign Earnings and Deductions, Recurring). This is performed by the component interface. The process inserts a deduction assignment with some supporting element overrides like the following:

Field	Variable
Loan Number	EP VR REF EMP (Loans Reference)
Loan Amount	EP VR TOTAL DEVIDO (Loan Amount)
Total Amount	EP VR TOTAL (Loan's Total Amount)
Date	EP VR DT PAG EMP

All of these variables are used by the process to keep track of each loan balance separately. These variables are also used to calculate the deduction for each loan.

Note. Remember to define the variables listed in the table above when entering your loans outside of the Loans page.

Calculating Loan Payments

Loan payments (using deduction EMPRESTIMO) are calculated using formula EP FM EMPRESTIMO.

Whenever you calculate a given pay process (such as normal payroll, vacation, 13th salary or termination) the system checks if there is any outstanding loan installments for the employee in that month and whether there are adjustments. Loan payments are then automatically deducted from the employee's salary. After the deduction, the system stores these values for historical purposes.

Adjusting Loan Payments

Adjustments can be handled using Global Payroll rules. If you want to adjust the amount of the loan payment deduction you create a new deduction which provides a rule to reflect adjustments (changing amount or applying a factor to the deduction).

There are three methods used to adjust loan values:

1. Apply a rate to the loan principal value and then divide this value by the number of installments, to make them fixed values.
2. Apply a monthly rate on the total due value of the loan and subtract the agreed fixed portion plus adjustment.
3. Adjust only the agreed fixed portion of the installment by a monthly rate, disregarding the principal value of the loan.

Although there are companies that charge interest on loaned values, this situation is uncommon.

CHAPTER 18

Processing Termination Pay

This chapter provides an overview of terminations, lists prerequisites, and describes how to:

- Run the Employment Contract Termination report.
- Run the Unemployment Insurance Request report.
- View delivered termination elements.

Understanding Termination Payments

In Brazil, when you terminate an employee, you might need to make the following payments:

1. Regular earnings and deductions that are due for the termination period.
2. Compensation for unused paid vacation days and the vacation premium.
3. Compensation for the 13th salary.

The system prorates worked days in the year to calculate the corresponding 13th salary pay.

4. Severance pay or other compensation in the form of special termination earnings.
5. Amount owed for all unpaid loans, independent of each other.

This amount is automatically deducted from the last payslip.

Note. Termination payments are calculated in the payroll and not as a separate process.

Viewing Delivered Elements

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

Prerequisites

Because it is common for some payments and deductions to be made only upon termination and some standard earnings might not be processed as part of termination pay, you must define exactly which earnings or deductions should be processed in response to a termination.

Before termination earnings or deductions can be processed, you must:

- Define termination versions—that is, the set of reasons for termination, layoff, or completion of contract that are considered sufficient to trigger a set of termination payments and deductions.
- Define the earnings and deductions to process upon termination (or layoff and completion) by associating each element with one or more termination versions.
- Use the delivered generation control element RC GC VER RESCIS to trigger the processing of each termination earning and deduction only when the action and reason for an employee's termination match the termination version associated with the earning or deduction.
- Identify the terminated employees and enter the appropriate action/reason for termination on the Job Data pages in PeopleSoft Human Resources.

Note. Each of these prerequisites is described in detail in the section “Setting Up Termination Pay for Brazil.”

Running the Employment Contract Termination Report

This section provides an overview of the Employment Contract Termination report and discusses how to create Employment Contract Termination reports.

Understanding the Employment Contract Termination Report

The Employment Contract Termination report formalizes the employee termination with the union. Using this report, the union evaluates if all MTPS payment requirements were met. Employees can use the report to receive their FGTS balances.

The Employment Contract Termination report shows all earnings and deductions that the employee has to receive as part of the termination process; for this reason, it also functions as a payslip for the termination payment.

The report does not include the calculation details for averages. The report gathers only the information of terminated employees for whom the Contract Termination calculation has been completed.

The report contains five parts:

1. Employer data
2. Employee data
3. Contract data
4. Earnings and deductions calculation details
5. Signature

Page Used to Run the Employment Contract Termination Report

Page Name	Object Name	Navigation	Usage
Termination Contract	GPBR_RC_TER_CON	Global Payroll & Absence Mgmt, Termination Processing, Termination Contract Rpt BRA, Termination Contract	Run the Employment Contract Termination report.

Creating Employment Contract Termination Reports

Access the Termination Contract page.

Termination Contract page

Begin Date and End Date	Enter a date range. The system will select only records falling on or between these dates.
Format ID	Select the element list that contains all the required earnings and deductions that need to be printed, for example, <i>KRDEMPGTO</i> .
Run Type	Select the termination run type.
Term. Compensation (termination compensation)	Select the accumulator that contains the total amount for termination compensation purposes. TR REM TER RES is provided as an example for this accumulator.

Alimony Percentage	If the employee has any garnishment, such as alimony, and you would like to print the percentage that the employee pays, you need to provide a variable element name. TR VR %PEN ALIM is provided as an example of a variable element. You need to override this variable at the payee level to assign a percentage at the payee level.
Select Establishment ID and Establishment ID	Select to report on all dismissed employees from selected establishments. Enter the establishment IDs in the Establishment Data group box.
Select Department ID and Department ID	Select to report on all dismissed employees from selected departments. Enter the department IDs in the Department Data group box.
Select Employees and EmplID	Select to report on selected employees. Enter the employee IDs in the Employee Data group box.

Running the Unemployment Insurance Request Report

This section provides an overview of the Unemployment Insurance Request report and discusses how to process unemployment insurance requests.

Understanding the Unemployment Insurance Request Report

Use the Unemployment Insurance Request process to create the *Caixa Economica Federal* unemployment insurance form upon the request of a terminated employee. The report consists of the following two parts:

- Unemployment Insurance Request
- Dismissal Notice

Note. Only issue the request for dismissed employees for whom you've performed the employment termination calculation. Also, remember that this report includes the mother's name and the employee's address. If you want this information to appear in the report, you must remember to enter it.

Page Used to Run the Unemployment Insurance Request Report

Page Name	Object Name	Navigation	Usage
Unemployment Insurance	GPBR_RC_UNEMP	Global Payroll & Absence Mgmt, Termination Processing, Unemployment Insurance Rpt BRA, Unemployment Insurance	Run the Unemployment Insurance report.

Processing Unemployment Insurance Requests

Access the Unemployment Insurance page.

Unemployment Insurance

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

Run

Data

EmplID:

KR0003

João Vasconcelos

CBO Description:

Assistant-Management Staff

Elements

Salary:

TOTAL PROVENTOS

Earnings Total

Worked Months:

MESES 13 SALARIO

13th Salary - Months

Severance Pay:

AVISO PRE IN

Severance Pay

Horizontal Alignment:

Vertical Alignment:

Unemployment Insurance page

CBO Description	Enter the Brazilian Code of Occupation (CBO) description. The system uses the job description as the default value for this field, to ensure that the field is completed. Change the description if required, using the legal CBO description.
Salary	Enter the accumulator that contains the salaries needed for this report. Create a specific accumulator if one already created does not cover your needs.
Worked Months	Select the accumulator that contains the number of worked months prior to dismissal (<i>MESES 13 SALARIO</i> , for example). If necessary, you can create another accumulator to meet your needs.
Severance Pay	Select the severance pay element, such as AVISO PRE IN.
Horizontal Alignment	Use this field to align the horizontal printing of the report. Enter a value to change the default alignment value delivered with the report to adjust the report horizontally to your printer.
Vertical Alignment	Use this field to align the vertical printing of the report. Enter a value to change the default alignment value delivered with the report to adjust the report vertically to your printer.

Note. Once you've run the process, ensure that the information is complete and that the employee is entitled to unemployment insurance.

Viewing Delivered Termination Elements

This section contains information about the following elements that Global Payroll for Brazil delivers to process termination payments:

- Termination earnings.

- Termination process lists and sections.

Termination Earnings

PeopleSoft delivers the following earnings as models of elements that you can create to process termination pay.

Note. The delivered termination earnings for Brazil are defined as PeopleSoft Delivered/Not Maintained. This enables you to modify them to fit your needs. You can also create entirely new termination elements using the delivered elements as your guide.

Earnings	Description
DOBRO FÉRIAS	Paid Dobro Vacations Termination In case of terminations, the employee is entitled to double vacations, if at the dismissal date the employee has worked there for at least two entitlement periods.
FÉRIAS INDEN	Indemnified Vacations Termination This earning pays for vacations that the employee never takes.
ADIC FÉRIAS	Additional Vacations Termination This earning is the total sum of FERIAS INDEN, DOBRO FERIAS, FER VENCIDO divided by 3.
AVISO INDEM	Severance Pay—Prior Notice If the employee is dismissed without reason and was contracted for an undetermined time, he should receive 1 month of salary of compensation
INDENIZA ADI	Additional Severance Pay If the employee is dismissed without reason in the 30 days before his base date, the employee is entitled to 1 month of salary on the date of dismissal.
IND A 479 ER	Severance Pay Remaining Contract If an employer dismisses an employee with a contract for an established term without reason, the employee is entitled to half of the pay the employee would be entitled to if employed until the end of the contract.

Earnings	Description
IND A479 EE	Severance Pay Remaining Contract If an employee finishes a contract for an established term before the end date, the employer pays the employee half of the compensation the employee would earn if the employee worked until the end of the contract.
ESTAB PROV	Severance Pay by Stability If an employee is dismissed and he suffered an occupational accident at least twelve months before the dismissal, the employer must pay an additional compensation.

Termination Deductions

PeopleSoft delivers the following deductions as models of elements that you can create to process termination pay.

Note. The delivered termination deductions for Brazil are defined as PeopleSoft Delivered/Not Maintained. This enables you to modify them to fit your needs. You can also create entirely new termination elements using the delivered elements as your guide.

Deductions	Description
FGTS MES AN	FGTS Previous Month
FGTS QUITAÇÃO	FGTS Settlement
FGTS ART 22	40% of FGTS Art. 22

Termination Process Lists and Sections

The preceding lists of termination earnings and deductions can be found in the section GR SE RESCISÃO. There is no defined process list for terminations, since the regular payroll calculation includes termination payments.

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

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements”

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Processing Elements”

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

APPENDIX A

Global Payroll for Brazil Reports

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

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

See Also

Using PeopleSoft Applications

Global Payroll for Brazil Reports: A to Z

This table lists the Global Payroll for Brazil reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details at the end of this appendix.

Report ID and Report Name	Description	Navigation	Run Control Page
GPBRBA01 Banking	Generates an EFT flat file.	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File BRA	GPBR_RC_EFTBANK
GPBRDE01 Depend Statement Income Tax BRA	Using this report, the employee declares his or her eligible dependents for income tax purposes. This report is used during the hiring process and also in case of any data change that affects the employee's income tax status. This declaration should be signed by the employee. With this statement the employee becomes legally responsible for this information. The employee is also responsible for keeping this information up to date by notifying human resources.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Dependnt Statmnt Income Tax BRA	GPBR_RC_INCTAX

Report ID and Report Name	Description	Navigation	Run Control Page
GPBRDE02 Family Allowance Register BRA	Generates a report that lists the employees that are eligible for Family Allowance, based on the employee's dependent data.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Family Allowance Registry BRA	GPBR_RC_FAM_ALLOW
GPBRDE03 End of duties for Family Allow (end of duties for family allowance)	Generates a report that lists the employees that are no longer eligible for Family Allowance, based on the employee's dependent data.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Family Allow. Term of Resp BRA	GPBR_RC_EFAM_ALLOW
GPBRFE01 Vacation Receipt/Notice BRA	Generates one of two reports. The first (the vacation receipt) provides information for a defined period of vacation, including either information on the acquisitive period or the amounts of vacation time paid. This serves as a payslip for vacations. The second (vacation notice) provides the required 30-day notice of a employee's vacation dates.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Vacation/Receipt Notice BRA	GPBR_RC_VAC_REC
GPBRFR01 Financial Register BRA	A summary report that shows earnings, deductions and calculations bases for a selected range of months within a calendar year.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Financial Register BRA	GPBR_RC_FIN_REG
GPBRGP01 GPS Report (Guia de Previdencia Social report)	A monthly report used to pay social security amounts to INSS.	Global Payroll & Absence Mgmt, Social Security/Insurance, GPS Report BRA	GPBR_RC_GPS
GPBRRC01 GRFC Report (Guia de recolhimento Rescisório report)	A mandatory report used to pay the FGTS (<i>Fundo de Garantia do Tempo de Serviço</i>). Use this report when a termination occurs (with employer decision unfair cause as the reason) and you need a printed report to pay the FGTS.	Global Payroll & Absence Mgmt, Social Security/Insurance, GRFC Report BRA	GPBR_RC_GRFC
GPBRRR01 Results Register	Displays, by payee, the results of a payroll calculation, for the earnings, deductions, and accumulators you selected on the Element List page. Reports results by segment. A payroll status or Open or Closed appears at the top of the report. Produce after you calculate or finalize a payroll run.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Results Register BRA	GPBR_RC_PAYRSL

Report ID and Report Name	Description	Navigation	Run Control Page
GPBRSD01 Unemployment Insurance Report	Generates a <i>Caixa Economica Federal</i> unemployment insurance form, consisting of an Unemployment Insurance Request, and a Dismissal Notice. Produce after employment termination calculation is run.	Global Payroll & Absence Mgmt, Termination Processing, Unemployment Insurance Rpt BRA	GPBR_RC_ENEMP
GPBRSF01 SEFIP Process	Generates a FGTS Payment Form and Information to Social Security (GFIP) flat file to send to <i>Fundo de Garantia do Tempo de Serviço</i> (FGTS).	Global Payroll & Absence Mgmt, Social Security/Insurance, SEFIP Report BRA	GPBR_RC_SEFIP
GPBRPS01 Payslip for Brazil	Prints the payslip for the selected establishment, group ID, or employees for the selected calendar group.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips BRA	GPBR_RC_PAYSLIP
GPBRTE01 Termination Contract Report	Generates a report that formalizes the employee termination with the union. The report includes all earnings and deductions the employee has to receive as part of the termination process, and therefore serves as a payslip for the termination payment. The Termination Contract Report includes the following five sections: Employer Data, Employee Data, Contract Data, Earnings and Deductions calculation results, and Signature. Generate only after the contract termination calculation has been completed.	Global Payroll & Absence Mgmt, Termination Processing, Termination Contract Rpt BRA	GPBR_RC_TER_CON

Glossary of PeopleSoft Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

	PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
action template	In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.
address usage	In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.
adjustment calendar	In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.
administrative function	In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
admit type	In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.
agreement	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
analysis database	In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

	courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also <i>detailed business process</i> .
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
class	In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term. See also <i>course</i> .
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clearance	In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
cohort	In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>division</i> .
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.
collection rule	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
comm key	See <i>communication key</i> .
communication key	In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i>) can be created for background processes as well as for specific users.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
component interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.
condition	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
constituents	In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions. In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also <i>class</i>.
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

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

document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
fund	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called <i>donor pyramid</i> describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GL business unit	Abbreviation for <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also <i>business unit</i> .
GL entry template	Abbreviation for <i>general ledger entry template</i> . In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.
GL Interface process	Abbreviation for <i>General Ledger Interface process</i> . In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.
group	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
initiative	In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.
inquiry access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data. See also <i>update access</i> .
institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
integration	A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft application or an external application.
integration set	A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.
item	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
item shuffle	In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.
joint communication	In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.
keyword	In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI	An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
LMS	Abbreviation for <i>learning management system</i> . In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
mass change	In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution. See also <i>3C engine</i> .
match group	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
meta-SQL	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
need	In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package

	is based on the amount of financial need. The process of determining a student's need is called <i>need analysis</i> .
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	See <i>event</i> .
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also <i>division</i> and <i>cohort</i> .
portal registry	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
price list	In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule condition	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
price rule key	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product	A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.
product line	The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects	In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution. In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
rating components	In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i>. See <i>record input VAT flag</i>.
recname	The name of a record that is used to determine the associated field to match a value or set of values.
recognition	In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
regional sourcing	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
SCP SCBM XML message	Abbreviation for <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
serial genealogy	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry. It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements. In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
speed key	See <i>communication key</i> .
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
third party	A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.
3C engine	Abbreviation for <i>Communications, Checklists, and Comments engine</i> . In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for <i>Communications, Checklists, and Comments group</i> . In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
tuition lock	In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or <i>locked</i>) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
update access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data. See also <i>inquiry access</i> .
user interaction object	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This term refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
work order	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for <i>eXtended Process Integrator</i> . PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.
yield by operation	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
zero-rated VAT	Abbreviation for <i>zero-rated value-added tax</i> . A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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