PeopleSoft®

PeopleSoft Enterprise Global Payroll for Switzerland 8.9 PeopleBook

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PeopleSoft Enterprise Global Payroll for Switzerland 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.
Italics	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 *O*.
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 Switzerland 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 Switzerland.

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*. Each PeopleSoft product line has its own version of this documentation.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface"

PeopleBook Structure

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

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

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

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

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • Common elements used in the PeopleBook, if necessary.
Getting Started With…	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level guide to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
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…	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 understand the design of the application itself.

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

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

Global Payroll Documentation Structure

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

Core Documentation

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

Country Extension Documentation

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

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- PeopleSoft Enterprise Human Resources Management Systems (PeopleSoft 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; it is therefore 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 defining in the country extension. To understand the setup, you should first read the banking chapter in the core documentation and then the banking chapter in the country extension documentation.

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

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

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

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

- Functional

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

- Managerial

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

This chapter discusses:

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

Global Payroll for Switzerland Overview

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

Global Payroll for Switzerland delivers earnings for hourly and salaried employees, as well as overtime, bonuses, and premium pay. Global Payroll for Switzerland also delivers many common deductions, such as those for garnishments, savings plans, and pension funds. With Global Payroll for Switzerland, you can calculate benefit deductions for employees. The system enables you to calculate and process source taxes and tariffs. You can calculate family allowances, and social insurance benefits. You can set up and calculate *Familienausgleichskasse* (FAK) benefits, *Erwerbsersatzordnung für Diestleistende in Armee und Zivilschutz* (EO) payments. You can set up, calculate, and process BVG payments, track absences and maternity leave, and product tax statements. You can set up and run the banking process and generate payslips. Employees can enter overtime hours through self-service functionality.

See Also

Chapter 2, "Understanding Global Payroll for Switzerland," page 5

Global Payroll for Switzerland Business Processes

Global Payroll for Switzerland provides these business processes:

- Family allowance management.
- *Familienausgleichskasse* (FAK) contribution calculation.
- Absence management.
- Tariff management.
- Maternity leave.

- Payslip processing.
- Overtime self-service.
- Social insurance management.
- Source tax calculations.
- *Erwerbsersatzordnung für Diestleistende in Armee und Zivilschutz*(EO) payments.
- *Pensionskasse* and BVG management.
- Banking.
- Tax statement *(Lohnausweis)* generation.

This PeopleBook discusses these processes in the business process chapters.

Global Payroll for Switzerland Integrations

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

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

Integration considerations are discussed in the *PeopleSoft Enterprise Global Payroll 8.9 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"

Global Payroll for Switzerland Implementation

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

Other Sources of Information

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

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface"

PeopleSoft Enterprise Setup Manager for HRMS 8.9 PeopleBook

PeopleSoft Enterprise PeopleTools 8.45 PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Understanding Global Payroll for Switzerland

This chapter discusses:

- Global Payroll for Switzerland.
- Global Payroll for Switzerland business processes.
- Delivered elements.
- Element naming conventions.
- Element query.

Global Payroll for Switzerland

Global Payroll for Switzerland is a *country extension* of the core Global Payroll application. It provides you payroll rules and elements needed to run a Swiss payroll.

Global Payroll for Switzerland Business Processes

Global Payroll for Switzerland supports the following business processes:

- Family allowance management

  Global Payroll for Switzerland enables you to define and manage data for an employee's dependents and family as well as process available family allowances for each payee.

- *Familienausgleichskasse* (FAK) contribution calculation.

  Global Payroll for Switzerland enables you to manage AHV/ALV contribution percentages, calculate deductions, and manage the relationship with the FAK.

- Absence management.

  Global Payroll for Switzerland enables you to create the absence rules used by the core Global Payroll system. You can define work schedules and assign a schedule to each payee, define holidays, entitlements, and take elements. You can create entitlement plans and assign them to payees.

- Tariff management.

  A tariff is a contract between employees' unions and employers' associations that defines labor agreements on issues such as standard working hours, income, and vacation. Global Payroll for Switzerland delivers tariffs in the system as Translate Table values.

- Maternity leave.

In Global Payroll for Switzerland, you enter maternity leave data on a single page. The page generates absence take elements that work with the core application's absence process to correctly process maternity leave during a payroll run.

The system determines the amount of paid maternity leave to which an employee is entitled based on years of service and the canton of residence. After the birth of the child, it recalculates the entitlement based on the Swiss legal requirement of eight weeks' leave after the child's actual birth.

- Payslip processing.

  Global Payroll for Switzerland enables you to generate payslips. You can also print a message on the payslip of an individual payee or on payslips belonging to designated paygroups, locations, or departments.

- Overtime self-service.

  Global Payroll for Switzerland includes a self-service application for managing employee overtime requests, which enables you to carry out common tasks through a user-friendly browser page. Overtime self-service options differ for employees, managers, and Human Resources administrators.

- Social insurance management.

  Contributory membership in national social insurance funds (such as AHV, IV, and EO) is mandatory for employers. You deduct social insurance contributions for those domestic and foreign employees with mandatory insurance coverage and transfer them to compensation funds in accordance with statutory requirements.

- Source tax calculations.

  Switzerland is a confederation of 26 cantons with approximately 3,000 municipalities. Accordingly, it has an extremely complex taxation system, with taxes imposed at federal, cantonal, and communal levels. Tax rates can vary from one canton to another.

- *Erwerbsersatzordnung für Diestleistende in Armee und Zivilschutz*(EO) payments.

  EO payments refer to the payment of salary during military and civilian service. The EO is an ordinance on military pay supplements and governs the earnings of military and civil defense personnel. According to the EO's provisions, people on active military duty (including members of the Women's Armed Forces and the Red Cross) or in civilian service are entitled to receive earning compensation for every paid or accredited day of service.

- *Pensionskasse* and BVG management.

  Pensionskasse is the pension fund for Swiss employees. Global Payroll for Switzerland handles *Pensionskasse* with calculation and feedback from the provider. The system also enables you to make BVG calculations either internally or externally by interfacing with PEKA.

- Banking.

  Global Payroll for Switzerland enables you to set up Swiss banking, set up defaults for source banks, set up banking defaults for payees, and run local country bank processing.

- Tax Statement *(Lohnauweis)* generation.

  Global Payroll for Switzerland provides complete tax statement functionality, including expatriate handling and certificate on demand. You can exclude individuals from tax statements, close tax statements, create tax statement overrides, and view individual tax statements online.

Delivered Elements

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

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

Delivered Element Creation

All of the elements and rules delivered as part of your county extension were created using the core application — the same application that you will use to create additional elements or rules, and to configure some of the elements delivered as part of your Global Payroll system. Because of the tools that you need to redefine or create new payroll elements are fully documented in the core application PeopleBook, this section does not repeat this information here. Instead, this section reviews the relationship between the core application (which contains the tools that you need to define your own elements and rules) and the country extensions (which contain country-specific rules and elements that are predefined in the system).

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.

  Global Payroll does not embed payroll-specific logic or computations in application code. Instead, it specifies all business application logic, such as earnings, deductions, absences, and accumulators, in terms of payroll rules and elements. Global Payroll enables the user to enter and maintain payroll rules through a set of pages and offers a comprehensive set of features that enable users to work in their preferred language or currency.
- It provides a payroll processing framework—a flexible way to define and execute payroll and absence processing flows, such as calendars, run types, pay periods, and process lists.

Country extensions have the following characteristics:

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

Element Ownership and Maintenance

The delivered elements and rules of you Global Payroll country extension can be classified based on whether they are owned and maintained by the customer or by the PeopleSoft system. Some elements and rules are maintained exclusively by PeopleSoft and cannot be modified or reconfigured, whereas others can be configured to meet requirements that are unique to your organization.

Element Ownership in Global Payroll

Global Payroll has the following five categories of element ownership:

PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements delivered by PeopleSoft that the customer must maintain. 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 that are defined as PS Delivered/Not Maintained, you are not required to apply these updates.
Customer Maintained	Elements created and maintained by your organization. PeopleSoft does not deliver rules that are defined as Customer Maintained.
PS Delivered/Customer Modified	Elements that were originally PS Delivered/Maintained elements, but which the customer has decided to control (this change is irreversible).
PS Delivered /Maintained/Secure	Delivered elements that the customer can never modify or control.

See Also

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

Element Naming Conventions

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 or supporting element, or a component of a primary element, one of the following naming conventions applies:

- Primary and supporting elements.
- Component names (suffixes).

This section also discusses:

- Functional area codes for Switzerland.
- Element type codes (PIN_TYPE).
- Suffixes for Switzerland.
- Industry and regions feature.

Primary and Supporting Elements

Global Payroll for Switzerland uses the naming convention CH FF NAME for all elements. This table explains the components of the naming convention:

CH	Country.
FF	Functional area code.
NAME	The description of the element.

For example, in the CH_TX_CANTON, CH represents the county (Switzerland), TX represents the functional area (taxation), and CANTON stands for canton.

Component Names (Suffixes)

When you create an earning or deduction element in 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. The system also names the components and accumulators by appending a suffix to the element's name.

For example, you define the earning element named EARN1 with the calculation rule EARN1 = rate × unit. The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT.

In Global Payroll for Switzerland, all suffixes fall into one of the following types:

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

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining General Element Information"

Functional Area Codes for Switzerland

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

Functional Area Code	Description
00	All over.
AB	Absences.
AH	AHV.
AL	ALV.
AS	Asylum.
BK	Banking.
CA	Child allowance.
EO	Civil service —*Erwerbsersatzordnung für Diestleistende in Armee und Zivilschutz* (EO).
EP	Error processing.

Functional Area Code	Description
ER	Gross earning.
FK	*Familienausgleichskasse* (FAK).
GR	Garnishments.
MI	Maternity.
NE	Net to gross *(Aufrechnung)*.
PK	Pension fund.
RP	Reporting.
SI	Social insurance.
SO	Solidarity *Schaffhausen*.
TX	Taxes.
UV	Accident insurance.

Element Type Codes (PIN_TYPE)

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

Element Type Code	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned

Element Type Code	Description
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earning
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HC	Historical Rule
PP	Previous Period Rule
PR	Process
PO	Proration Rule
RC	Rate Code
RR	Rounding Rule
SE	Section

Element Type Code	Description
SY	System Element
VR	Variable

Suffixes for Switzerland

Global Payroll for Switzerland uses the default core Global Payroll suffixes.

See Also

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

Industry and Regions Feature

Global Payroll for Switzerland does not use the industry and regions feature.

Viewing Delivered Elements for Switzerland

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

CHAPTER 3

Defining Country Data

This chapter describes how to:

- Define a default retroactive processing method.
- Define triggers and segmentation events.
- Identify proration rules.
- Identify rounding rules.
- Set up pay entities and paygroups.
- Set up payslips.
- Define Swiss installation options.
- Set up postal codes.

Defining a Default Retroactive Processing Method

The Default Retro Method and the On Conflict Retro Method for Switzerland are both corrective. These options are set on the Country Setup page. The core retro functionality suits all Swiss requirements.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Retroactive Processing," Defining Retroactivity Defaults

Defining Triggers and Segmentation Events

In Global Payroll, the mechanism used to detect online data changes that should result in a system action is called a trigger. Examples of common data changes that might use triggers are the hiring of a new payee, a change in pay rate, and a change in job location. There are three types of triggers: iterative, retroactive , and segmentation.

Before you can use a trigger to process a payee, perform segmentation, or perform retroactive processing, you must set up a trigger definition. The definition indicates that when a particular change to the database occurs, the system should generate the desired trigger. You define trigger event IDs on the Trigger Definition page in the Global Payroll core application.

The following table lists records with triggers for Global Payroll for Switzerland.

Record	Type	Trigger Event ID	Retro Event Definition ID
ADDRESSES	Iterative		
COMPENSATION	Iterative		
COMPENSATION	Retro	COMPENSATI	CHE RETRO
CONTRACT_DATA	Iterative		
EMPLOYMENT	Iterative		
GPCH_AB_MATERN	Iterative		
GPCH_AB_MATERN	Retro	CH AB MATE	CHE RETRO
GPCH_AL_EMPLMT	Iterative		
GPCH_AL_EMPLMT	Retro	CH AL EMPL	CHE RETRO
GPCH_CA_DATA1	Iterative		
GPCH_CA_DATA1	Retro	CH CA DAT1	CHE RETRO
GPCH_CA_DATA2	Iterative		
GPCH_CA_DATA2	Retro	CH CA DAT2	CHE RETRO
GPCH_EO_NOR_VW	Iterative		
GPCH_EO_NOR_VW	Retro	CH EO CALC	CHE RETRO
GPCH_EO_RTO_VW	Iterative		
GPCH_EO_RTO_VW	Retro	CH EO RTO	CHE RETRO
GPCH_GR_DAT1_VW	Iterative		
GPCH_GR_DAT1_VW	Retro	CH GR DATA	CHE RETRO
GPCH_GR_DAT2_VW	Iterative		
GPCH_GR_DAT2_VW	Retro	CH GR DAT2	CHE RETRO
GPCH_SI_DATA	Iterative		
GPCH_SI_DATA	Retro	CH SI DATA	CHE RETRO
GPCH_TX_DATA	Iterative		
GPCH_TX_DATA	Retro	CH TX DATA	CHE RETRO
GPCH_TX_LAWDATA	Iterative		

Record	Type	Trigger Event ID	Retro Event Definition ID
GPCH_TX_LAWDATA	Retro	CH TX DATA	CHE RETRO
GP_ABS_EVENT	Iterative		
GP_ABS_EVENT	Retro	GPABSEVENT	CHE RETRO
GP_ABS_OVRD	Iterative		
GP_ABS_OVRD	Retro	GPABSOVRD	CHE RETRO
GP_PI_MNL_DATA	Iterative		
GP_PI_MNL_DATA	Retro	GPPIMNLDAT	CHE RETRO
GP_PI_MNL_SOVR	Iterative		
GP_PI_MNL_SOVR	Retro	GPPIMNLSOV	CHE RETRO
GP_PYE_OVRD	Iterative		
GP_PYE_OVRD	Retro	GPPYEOVRD	CHE RETRO
GP_PYE_OVR_SOVR	Iterative		
GP_PYE_OVR_SOVR	Retro	GPPYEOVRSO	CHE RETRO
GP_PYE_SECT_DTL	Iterative		
GP_PYE_SECT_DTL	Retro	GPPYESECTD	CHE RETRO
GP_RTO_TRGR	Iterative		
GP_SEG_TRGR	Iterative		
JOB	Iterative		
JOB	Retro	JOB	CHE RETRO
JOB	Segmentation		
JOB	Segmentation		
JOB_JR	Iterative		
PERSON	Iterative		
PERS_DATA_EFFDT	Iterative		
SCH_ASSIGN	Iterative		
SCH_ASSIGN	Retro	SCHASSIGN	CHE RETRO

Record	Type	Trigger Event ID	Retro Event Definition ID
SCH_MNG_SCH_TBL	Iterative		
TL_PAYABLE_TIME	Iterative		
WKF_CNT_TYPE	Iterative		

Note. Global Payroll for Switzerland is designed to have a retroactive limit as of January 01 of the current year.

The following table lists segmentation events for Global Payroll for Switzerland.

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

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Setting Up Triggers"

Identifying Proration Rules

In addition to the 16 proration rules supplied for all countries, Global Payroll for Switzerland includes one additional rule: pseudo proration. CH_AB_PSUEDO uses CH_AB_COUNT_ALL as the numerator, and the variable CH_AB_ONE as the denominator.

Identifying Rounding Rules

In addition to the 61 rounding rules supplied for all countries, Global Payroll for Switzerland includes 6 additional rules.

Name	Description	Type	Size	Rule
CH AL 5RAP	5 Rappen.	Increment	0.05	Round Up If >= 0.025 Else Round Down.
CH AB RND UP 0.5	Round up to 0.5 decimal.	Increment	0.5	Round Up.
CH 00 FULL CHF	Round to full franks.	Rounding	0.0	Round Up If >= .5 Else Round Down.
CH 00 10RAP	Round to 10 Rappen.	Rounding	0.1	Round Up If >= .05 Else Round Down.

Name	Description	Type	Size	Rule
CH 00 RUP CHF	Round up to full CHF.	Rounding	0.0	Round Up
CH 00 5DEC	Round to 5 decimals.	Rounding	0.000005	Round Up If >=.000005 Else Down.

Setting Up Pay Entities and Paygroups

Before setting up Swiss options, you need to define the pay entity and paygroup on the Pay Entities and Pay Groups pages.

Note. Global Payroll for Switzerland is designed to have the Company equal the Pay Entity. This is necessary for all legal reporting.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining the Organizational Structure," Defining Pay Entities

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining the Organizational Structure," Defining Paygroups

Setting Up Payslips

Global Payroll for Switzerland utilizes the list set functionality in Global Payroll to create payslips. The following list sets are delivered to process payslips:

- Print class GPCHDM12 (CH_GPCHDM12).
- Print class GPCHDM21 (CH_GPCHDM21).
- Print class GPCHSI03 (CH_GPCHSI03).

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Managing Applications and List Sets".

Defining Swiss Installation Options

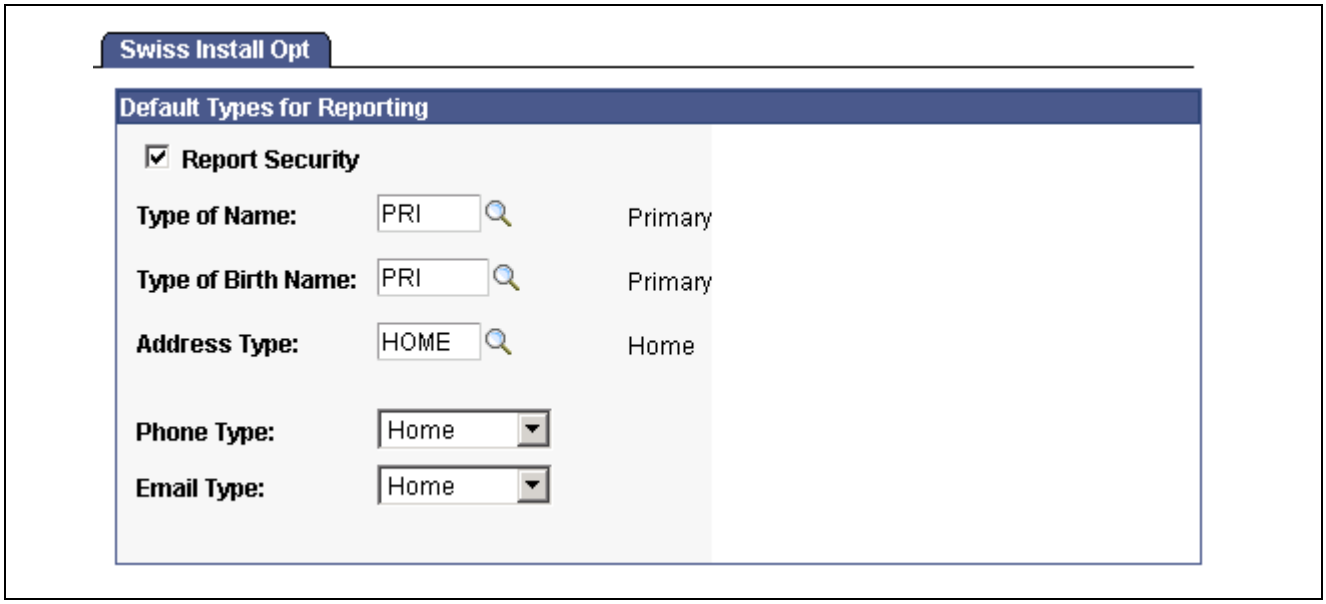
Before you print reports in Global Payroll for Switzerland, you need to specify default choices for names, addresses, phone, and email. For example, you might want to print a payee's primary name and home address on a payslip.

Page Used to Define Swiss Install Options

Page Name	Object Name	Navigation	Usage
Swiss Install Opt (options)	GPCH_BL_PRNT_VW	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Installation Options CHE	Define default name, address, phone, and email types for reporting.

Defining Swiss Installation Options

Access the Swiss Install Opt (Swiss install options) page.



Swiss Install Opt (Swiss install options) page

Report Security Select this option to enforce report security on the Personal Statement (GPCHSI03), Payslip (GPCHAL10) and Pay Balance (GCHTX06) reports. Report security limits the users than can view report results.

Setting Up Postal Codes

This section provides an overview of Swiss Postal Code maintenance and tells you how to update the Postal Code table.

Understanding Postal Code Maintenance

Global Payroll for Switzerland is delivered with Swiss postal codes. The system uses the postal codes to validate and prompt for municipality codes. You can view the contents of the Postal Code table and load updates from the Swiss Post website.

Updating the Postal Code Table

To update the Postal Code Table:

1. Download the latest update from the Swiss Post website. Note the file path.
2. Use the Load files page to enter the file path and load the updates to the Postal Code table.

When you load updated postal codes to the Postal Code table (GPCH_POSTAL_CD), the system writes to the table only the codes that are different from the existing ones. New records are marked with a timestamp. Using this timestamp, you can identify all records that were written into the system by a specific user action. You can therefore view and, if necessary, delete all records associated with a particular time stamp.

Pages Used to View and Update Postal Codes

Page Name	Object Name	Navigation	Usage
Postal Code	GPCH_POSTAL_CD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Postal/Municipality Codes CHE, Postal Code	View the contents of the Swiss Postal Code record.
Load Files	GPCH_POST_CTRL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Postal/Municipality Codes CHE, Load Files	Specify the file name for the postal codes file to be loaded from the Swiss Post. Start the loading utility.
Loading Actions	GPCH_POST_LOAD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Postal and Municipality Codes CHE, Loading Actions	View the time stamp and file names for each loading action. If necessary, delete all updated data corresponding to a timestamp.
Postal Codes per Load	GPCH_POST_LD_SEC	Click the Display Postal Codes button on the Loading Actions page.	View the postal code records that were loaded by a specific action.

Updating the Postal Code Table

Access the Load files page.

Postal Codes File Enter the complete path to the file in which you downloaded the postal code updates from the Swiss Post website.

Load Data Click to load the postal code data into the Postal Code table.

CHAPTER 4

Setting Up Family Allowances

This chapter provides an overview of managing family allowances in Global Payroll for Switzerland and tells you how to define and enter family allowances.

Understanding Family Allowances

Global Payroll for Switzerland enables you to define and manage data for an employee's dependents and family as well as process available family allowances for each payee.

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Switzerland. 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 and Entering Family Allowances

The family allowance process in Global Payroll for Switzerland includes these steps:

1. Enter dependent data.
2. Set up family allowance data.
3. Set up child allowance data.
4. View family allowance earnings if necessary.
5. Enter family allowance payment data.

Pages Used to Define and Enter Family Allowances

Page Name	Object Name	Navigation	Usage
Family Allowance Data	GPCH_CA_STAT_SET01	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, Family Allowance Rates CHE, Family Allowance Data	Set up family allowance data. The system delivers company CA1 as an example of a government- approved setup.
Child Allowance Data	GPCH_CA_STAT_SET02	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, Family Allowance Rates CHE, Child Allowance Data	Set up child allowance data.
Family Allowance	GPCH_CA_DATA	Global Payroll & Absence Mgmt, Payee Data, Define Family Allow Data CHE, Family Allowance	Enter the family allowance payment data for individual employees.

Entering Dependent Data in Human Resources

Enter dependent's name, address, and personal information on the Dependents Data component in PeopleSoft Enterprise Human Resources.

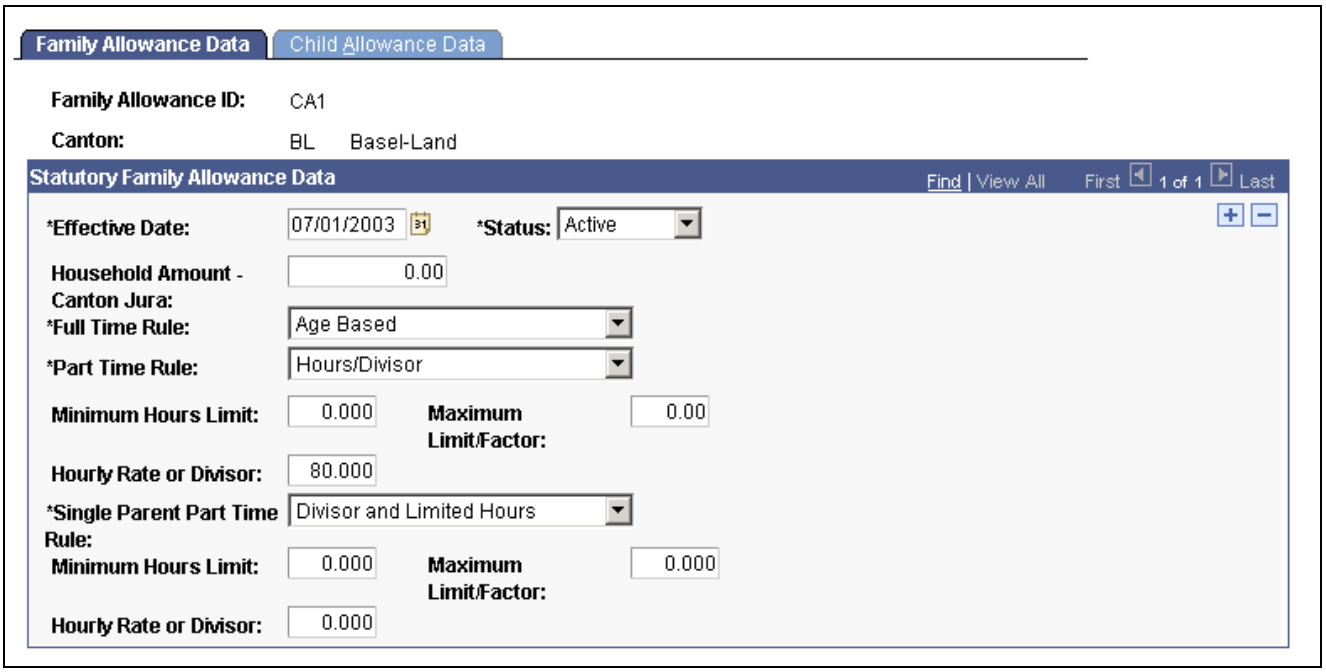
See Also

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

Setting Up Family Allowance Data

Access the Family Allowance Data page.

Note. The Family Allowance Data and Child Allowance Data pages reflect rules that are designed to protect child and education allowances. These rules vary from canton to canton. Consequently, they aren't irrevocably installed in Global Payroll and can be defined dynamically.



Family Allowance Data page

Household Amount - Canton Jura Displays the household allowance amount for Jura. The canton of Jura is unique in that a household allowance is payable if there is at least one child eligible. This field displays a value of zero for all other cantons.

Full Time, Part-Time, and Single Parent Part-Time Rule

In granting family allowances, the cantons distinguish between full-time employment, part-time employment, and part-time employment for single-parent families. Different sets of rules are applied accordingly. You can view the appropriate rule for the applicable fields *Full Time Rule, Part Time Rule,* and *Single Parent Part Time Rule.*

Fields beneath the Part Time Rule apply to employees who are not specified as single parents. Fields beneath the Single Parent Part Time Rule apply to employees who are specified as single parents. You can identify a person as a single parent on the Family Allowance page.

Minimum Hours Limit The lower limit or minimum number of hours allowed to qualify for receiving the family allowance.

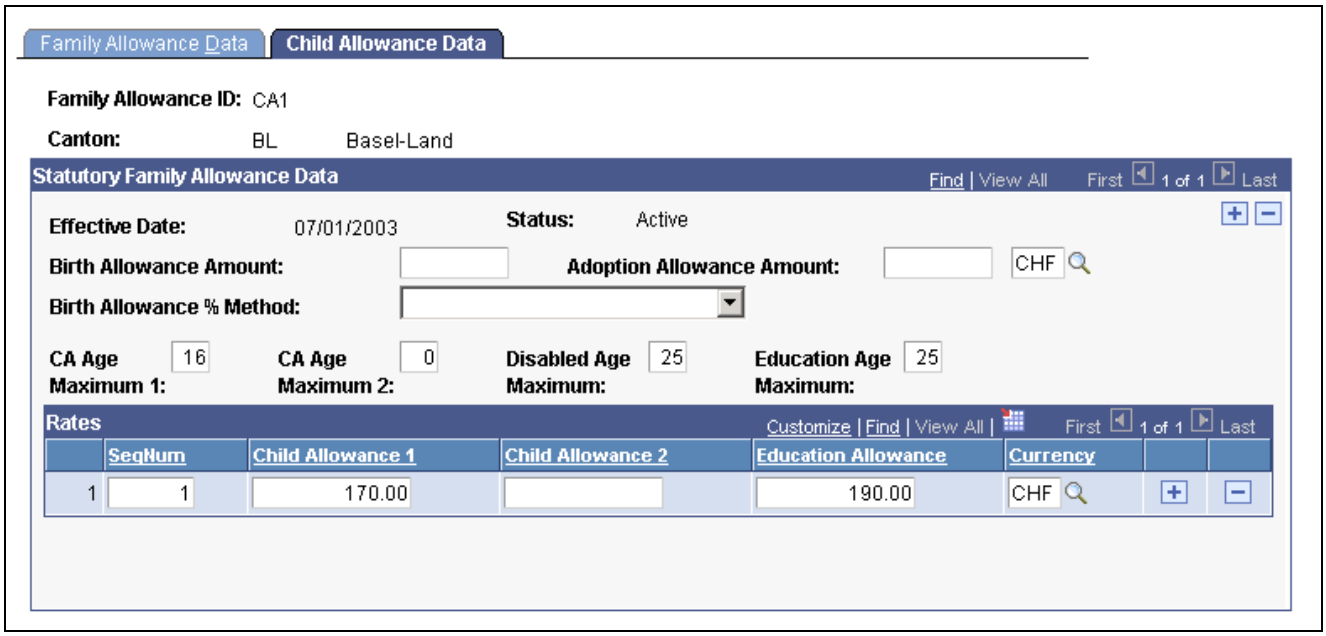
Maximum Limit/Factor For information only. The hourly rate or divisor determines the upper limit.

Hourly Rate or Divisor For part-time employees, the allowance is calculated as follows: Allowance * STD HOURS * 4.3333 / Divisor.

For hourly paid employees, the calculation is: Allowance * ACTUAL HOURS / Divisor.

Setting Up Child Allowance Data

Access the Child Allowance Data page.



Child Allowance Data page

Statutory Family Allowance Data

Birth Allowance Amount The amount granted at the birth of a child.

Adoption Allowance Amount The amount granted at the adoption of a child.

Birth Allowance % Method (birth allowance percent method) Select *Full Amount* to grant the full amount at one time.

Note. Global Payroll for Switzerland doesn't support the *Full or None* or *Limited Amount* methods.

CA Age Maximum 1 (child allowance age maximum 1) Enter the age until which the amount in Child Allowance 1 is paid. For example, in Zurich 170 CHF is paid until the age of 12. PeopleSoft maintains this amount.

CA Age Maximum 2 (child allowance age maximum 2) Enter the age until which the amount in Child Allowance 2 is paid. For example, in Zurich 195 CHF is paid until the age of 16. PeopleSoft maintains this amount.

Disabled Age Maximum Indicates the maximum age for which allowances are paid for disabled children.

Education Age Maximum Indicates the maximum age for which education allowances are payable.

Rates

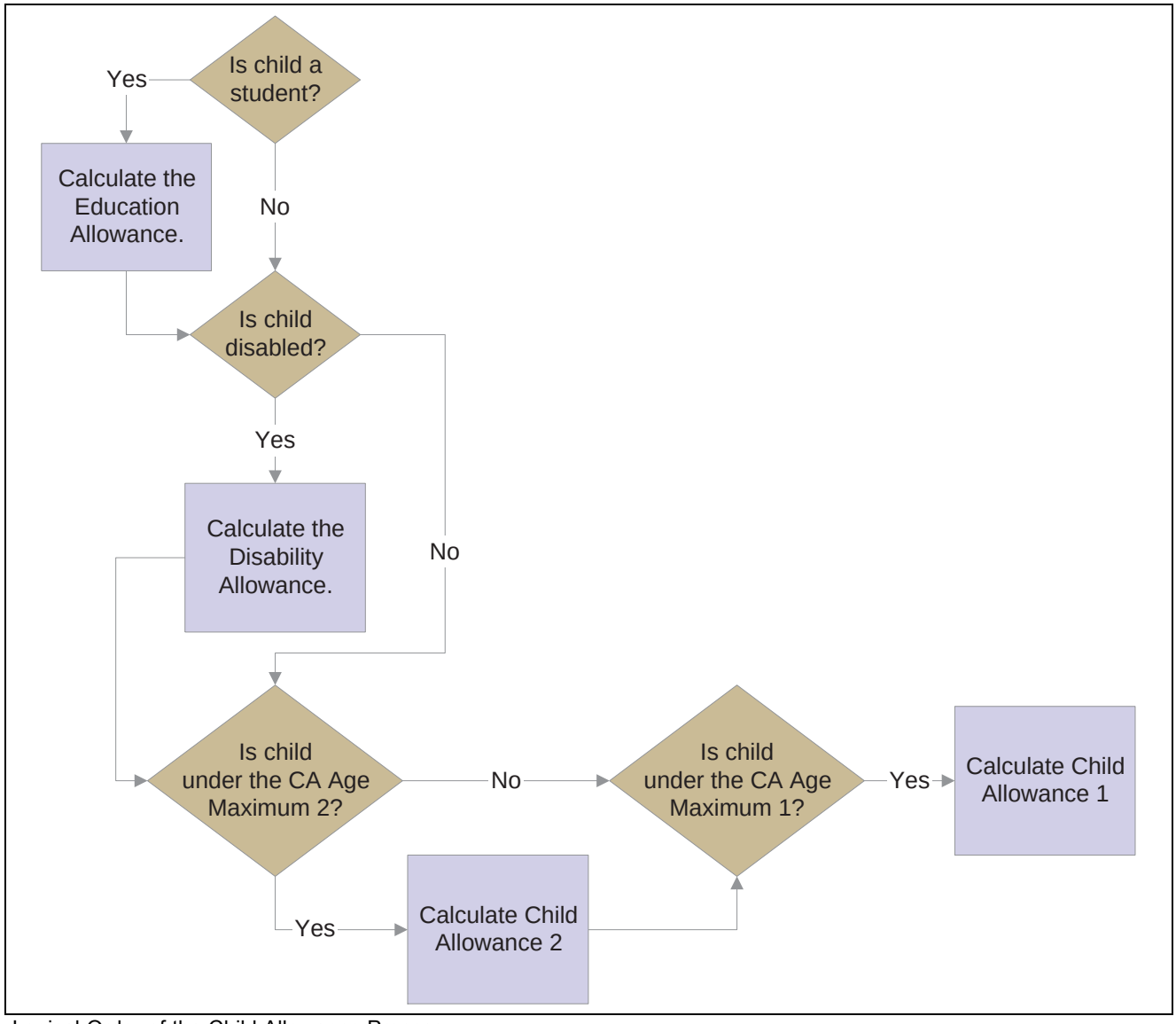
SeqNum (sequence number) Shows the sequence of user input of dependent data in the HR pages; for example, spouse = 1, child1 = 2.

Child Allowance 1 The numeric amount to be granted for children with an age <= CA Age Maximum 1.

Child Allowance 2	The numeric amount to be granted for children with an age <= CA Age Maximum 2.
Education Allowance	The numeric amount to be granted as the education allowance.
Currency	The currency code for the education allowance.

Logical Order of the Child Allowance Process

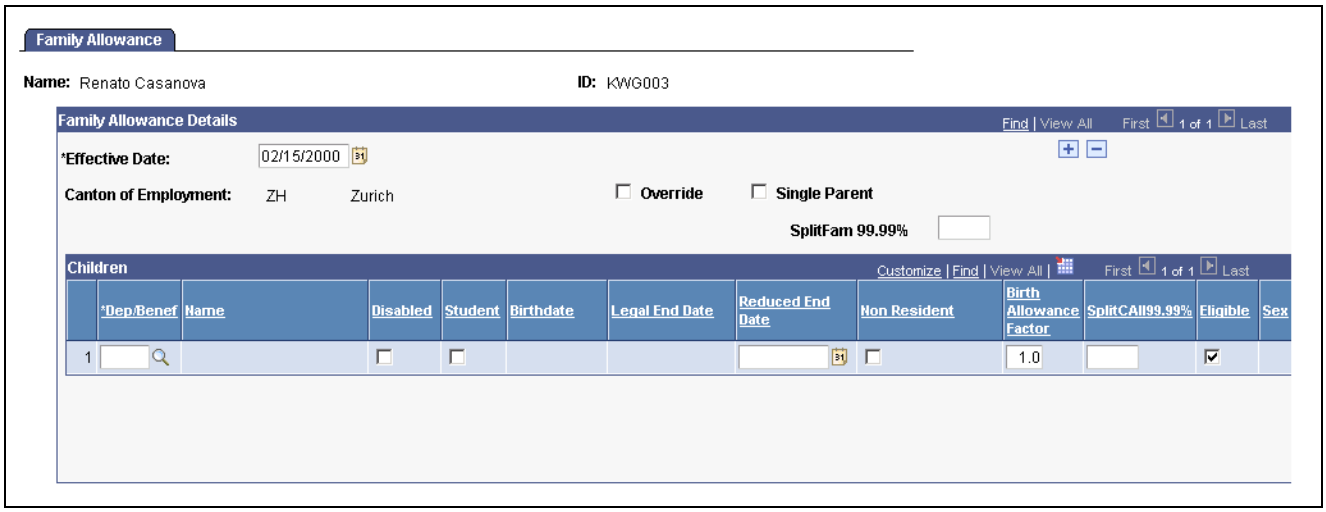
When processing the child allowance, the system applies the following processing logic:



Logical Order of the Child Allowance Process

Entering Family Allowance Payment Data

Access the Family Allowance page.



Family Allowance page

Family Allowance Details

Canton of Employment — Displays the canton for the employee.

Override — Select to override the employee's canton. This is necessary if the company is located in a different canton than the canton that pays the allowance.

Single Parent — Select to apply canton rules for part-time single parent workers. The system processes the proration rule according to the Canton setup table.

For example, in some cantons part-time workers who are single parents are eligible for a full-time family allowance.

Reduced HH All (reduced household allowance) — This field is visible only if the Canton is Jura. If you select this check box, the employee is paid half of the Household (HH) allowance, regardless of FTE, working hours, or midperiod hire or termination. If you clear this check box, the system uses the partial month calculation for mid-period hires and terminations in addition to the calculation for part-time or hours worked.

Children

The employee's dependents or beneficiaries who are already registered appear in this group box.

Dep/Benef Name (dependent/beneficiary name) — The current number (internal) and name of the dependent or beneficiary.

Disabled — Select if the dependent or beneficiary is disabled.

Student — Select if the dependent or beneficiary is a student.

Legal End Date — The date for when benefits are scheduled to end.

Reduced End Date — The date for when benefits are scheduled to end in individual cases.

Non Resident — Select if the child lives outside of Switzerland in a country for which the allowances of the setup table keyed by CA2 apply. If this check box is selected, the system applies the *Child Allowance 2* amount specified on the Child Allowance Data page.

Birth Allowance Date	Select the birthdate if birth allowance is available in the canton.
Birth Allowance Type	Select the accurate birth allowance type. Possible types are *Adoption, Birth,*and *Voluntary.*
Birth Allowance Factor	The default value is 1. In the case of multiple births (such as twins) enter a factor for each child, according to the rules of the canton.
Eligible	Select if the dependent or beneficiary has a child allowance. Used only for additional children or rows on this page; otherwise leave this field cleared.

CHAPTER 5

Setting Up FAKs

This chapter provides an overview of working with *Familienausgleichskasse* (FAK) in Global Payroll for Switzerland and tells you how to enter FAK data.

Understanding FAKs

An FAK is a family allowance agency that pays monthly contributions towards family allowances, such as child allowances and maternity benefits.

Employers must be affiliated with an FAK unless they have special dispensation. The FAK is generally the same agency that is used to deduct AHV/ALV contributions. Employers are entitled to special dispensation when belonging to an FAK provided that they have a recognized contract of employment.

FAK benefits depend on the canton in which an employer is located. If an employer is affiliated with an FAK, they must transfer a certain percentage of an employee's total contribution to AHV to the FAK.

FAK Processing Structure

The system processes FAK data in three parts: initialization, calculation, and refund administration.

Initialization

During the initialization step, the system determines which canton rules to apply for a payee. Section CH_FK_INIT performs as follows:

- Reads Canton from the Location table (GP_LOCATION_TBL).
- Reads the tax location from the Swiss Location table (PS_LOCATION_CHE).
- Reads Canton from the Child Allowance Data table (PS_GPCH_CA_DATA1).
- Decides which Canton value to apply to FAK calculation using the FAK/CA Canton EE override formula (CH_FK_FO002).
- Prepares the FAK Canton information using the initiate read of FK_FAK_STX for FAK formula (CH_FK_AR004_IN_FK).

Calculation

During the calculation step, the system computes the following earning, accumulators, and deductions:

Element	Element Type	Description	Calculation Rule
CH_FK_02	Accumulator	FAK Base	AHV Wage (CH_AH_D11_BASE) + Customer Entry (CH_FK_C02) + FAK Base Correction (CH_FK_M02).
CH_FK_M02	Deduction	FAK Base Correction	Base (Payee Level) * Percent (100).
CH_FK_D10	Deduction	FAK Contribution EE	Base (Accumulator CH_FK_02) * Percent (0.3).
CH_FK_D11	Deduction	FAK Contribution	Base (Accumulator CH_FK_02) * Percent (CH_FK_PCT).
CH_FK_D00	Accumulator	FAK Debt	Family Allowance Total (CH_CA_ALL) + Custom Entry (CH_FK_CD00) — FAK Contribution (CH_FK_D11).
CH_RP_FKD00	Earning	FAK Saldo (copy of CH_FK_D00)	Amount (Accumulator CH_FK_D00).
CH_FK_D12	Deduction	FAK Compensation	Base (Accumulator CH_FK_02) * Percent (0.01).
CH_FK_D13	Deduction	FAK Additional VS	Base (Accumulator CH_FK_02) * Percent (0.015).

Refund Administration

During this step, the system determines calculation amounts. Section CH_TX_S4000 performs as follows:

1. Applies additional employer FAK contributions for payees in Neuenburg and Zug by using deduction CH_FK_D21.
2. Prepares the source tax canton information using formula CH_FK_AR004_IN_TX.
3. Places the FAK default data and source tax refund percentages into array CH_FK_AR001.
4. Calculates the tax refund for administrators (accumulator CH_TX_D11).

Viewing Delivered Elements

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

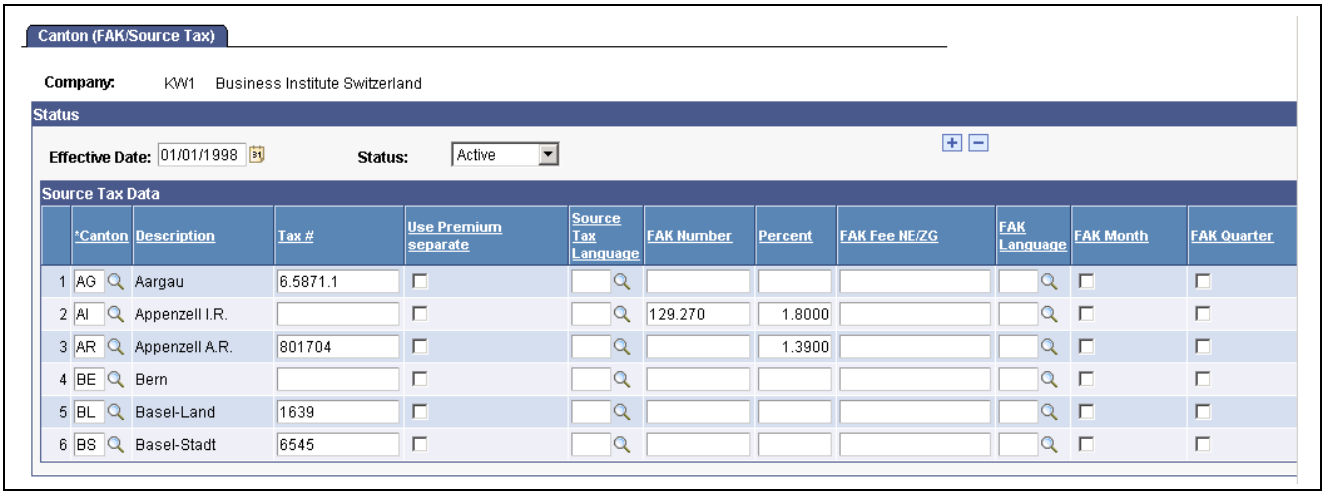
Record FAK and source tax data on the Canton (FAK/Source Tax) page, including source tax and FAK numbers, which are allocated to your company by the cantons.

Page Used to Enter FAK Data

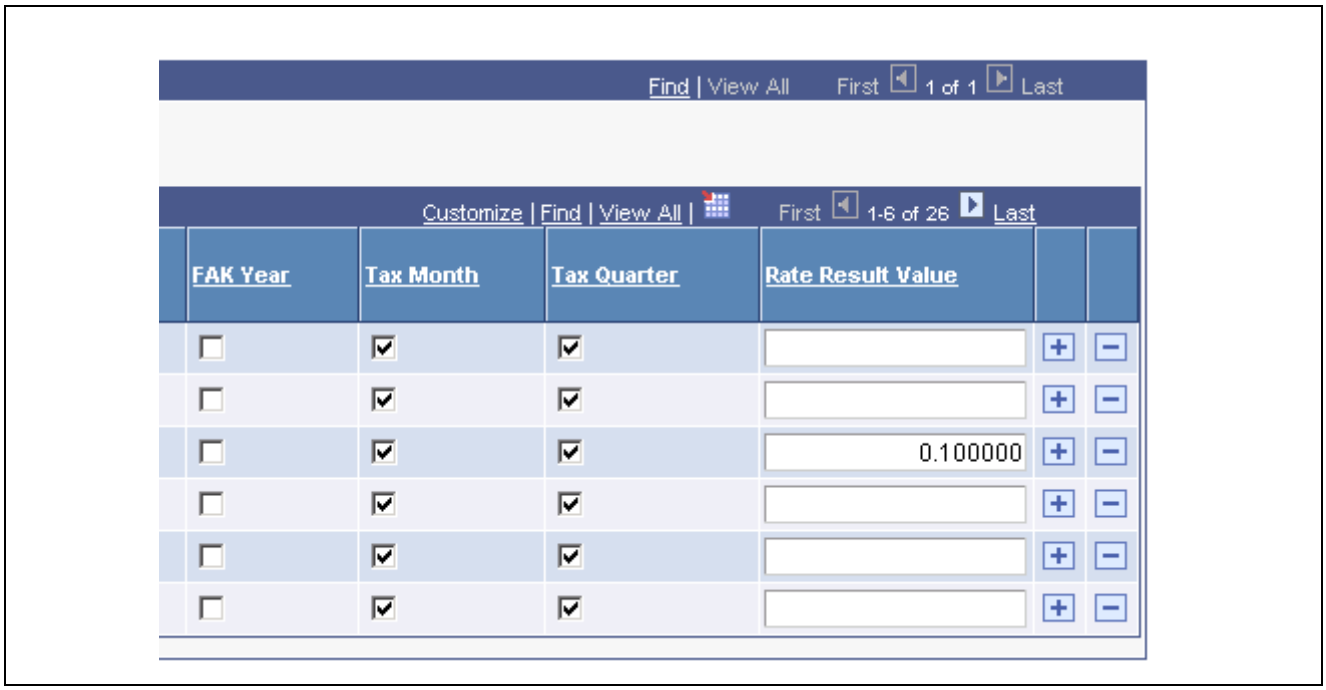
Page Name	Object Name	Navigation	Usage
Canton (FAK/Source Tax)	GPCH_TX_FAK_STAX	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Canton (FAK/SourceTax) CHE	Enter the company-specific FAK and source tax data that is allocated to your company by the cantons.

Entering Canton FAK and Source Tax Data

Access the Canton (FAK/Source Tax) page.



Canton (FAK/Source Tax) page (1 of 2)



Canton (FAK/Source Tax) page (2 of 2)

Source Tax Data

Tax # (tax number) Enter the number assigned to your company by your canton's tax office.

FAK Number Enter the number that has been assigned to your company by the FAK.

Percent Enter the current contribution rate that employers must make to the FAK for each canton, expressed as a percentage.

Note. If there is no value in this field, the system doesn't support payments to the FAK in that canton.

FAK Fee NE/ZG Enter the FAK fee that is levied by the Neuenburg or Zug cantons if your company is located in either of these cantons with special laws.

Note. PeopleSoft doesn't maintain the data on this page, because it contains information about the tax ID and FAK number, which the government assigns to your company.

Running the FAK Contributions Report

Run the FAK Contributions Report each month to list employee and employer FAK contributions.

Page Used to Run the FAK Contributions Report

Page Name	Object Name	Navigation	Usage
FAK Contributions	GPCH_RC_AL04	Global Payroll & Absence Mgmt, Authority Correspondence, FAK Contributions Report CHE, FAK Contributions	This report generates using the base elements— housing, maternity, child, and training allowances (for both full-time and part-time employees)— that are predefined in the database.

GPCHAL04 - FAK Contributions

This report is generated using the base elements— housing, maternity, child, and training allowances (for both full-time and part-time employees)— that are predefined in the database.

Canton Select a canton (optional).

Revision List This version of the list displays all details needed for FAK review.

Delivery List This version of the list eliminates some details that don't need to be reported to the *Ausgleichskasse,* such as employees without children. The AHV-Lohn for employees appears as zero.

CHAPTER 6

Setting Up Swiss Absence Rules

This chapter provides an overview of Swiss absence rules and shows you how to:

- Set up absence entitlement plans.
- Set up scale codes.

Understanding Swiss Absence Rules

In Global Payroll for Switzerland, an entitlement plan is a record of all absence entitlements that are required, such as the number of days of vacation and the number of paid sick days.

The number of vacation days to which employees are entitled may be linked to weekly working hours, age, length of service, a specific function, canton of employment, or other factors.

The entitlement plan that you create here can be assigned directly to an employee. If you do not assign a specific plan, the system uses the default entitlement plan from the Tariff Factors component, since every employee is normally assigned to a tariff, tariff area, and employee category. You can make individual assignments and overrides at employee level with SOVR (Supporting Elements Overrides), by assigning the relevant entitlement plan to element CH_AB_EE_ENTL_PLAN.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Entering and Processing Absences"

Viewing Delivered Elements

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

Absence Setup Steps for Switzerland

Before you can enter and process absences, you must complete various setup steps. The general setup steps are described with the Absence Set-Up and Management Tasks in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook.* Following are the specific steps applicable to Global Payroll for Switzerland.

To prepare Global Payroll for Switzerland for absence processing:

1. Define work schedules and assign a schedule to each payee.

   Instructions for creating a assigning work schedules are in the Using Schedules section of the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook.*

2. Define holiday schedules.

   Instructions for creating a assigning work schedules are in the Using Schedules section of the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook.*

3. Define or modify entitlement and take elements.

   Use the predefined absence entitlement and absence take elements delivered with Global Payroll for Switzerland, modify some attributes of these elements, or create your own absence elements. This chapter lists the delivered absence elements and describe the attributes you can change.

4. Create entitlement plans.

   Entitlement plans provide a convenient way to define the amount of paid time off to which payees are entitled for vacation, sickness, accidents, or other reasons that you define. You can base entitlement on weekly work days, age, length of service, or other factors. When you run the absence process, the system retrieves the entitlement plan associated with the payee to determine the entitlement that is appropriate for the absence that is being processed.

5. Assign entitlement plans to payees.

   After you define your entitlement plans, associate them with pay entity, paygroup, or payees using supporting element overrides.

6. 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 them in the process lists that you use when you run the absence processes. (This step is not necessary for per-absence entitlement elements.)

   The system delivers predefined sections and process lists for absence processing. Use these, modify them, or create your own.

Delivered Absence Rules

The following table lists the absence take elements that included with Global Payroll for Switzerland and identifies the units in which the absence take is calculated (hours or days).

The Earning Units Paid and Earning Units Unpaid columns identify the formulas that populate the units paid and units unpaid values used by the earning calculation. The columns show only the suffix of the formula name. The full name of each formula is CH_AB_COUNT followed by the unique suffix.

If a count formula appears in the Earning Units Unpaid column, but not in the Earning Units Paid column, the absence is always unpaid. If a formula appears in both columns, the absence is unpaid only when the entitlement balance is zero or less.

The Priority column shows the relative priority of the absence when a payee has more than one absence event for the same date. Lower number outrank higher numbers.

Absence Reason	Take Element	Units	Earning Units Paid	Earning Units Unpaid	Priority
Full Day Vacation.	CH_AB_U010	D1	D1B	D1U	300
Unpaid Vacation.	CH_AB_U090			D3	300
Sickness.	CH_AB_U100	D3	D3B	D3U	100
Accident.	CH_AB_U200	D3	D3B	D3U	100
Sickness with Military Service.	CH_AB_U300		D3		100
Accident with Military Service.	CH_AB_U400		D3		100
Maternity.	CH_AB_U500		D3		100
Maternity Insurance.	CH_AB_U510				???
Vacation Swiss Holiday Participation.	CH_AB_U600		D1		500
Vacation Army Discharge.	CH_AB_U601		D1		500
Vacation — Marriage.	CH_AB_U602		D1		400
Vacation — Marriage other.	CH_AB_U603		D1		400
Vacation — Spouse Childbirth.	CH_AB_U604		D1		400
Vacation — Household Death.	CH_AB_U605		D1		400
Vacation — Parent/Child Death.	CH_AB_U606		D1		400
Vacation — Relative Death.	CH_AB_U607		D1		400
Vacation — Removal.	CH_AB_U608		D1		400
Vacation — Room Change.	CH_AB_U609		D1		400

Absence Reason	Take Element	Units	Earning Units Paid	Earning Units Unpaid	Priority
Vacation — Inspection.	CH_AB_U610		D1		400
Treatment.	CH_AB_U611		D1		400
Vacation — Minors.	CH_AB_U612		D1		400
Sabbatical.	CH_AB_U700		D1		500
Military Service WK.	CH_AB_U800		D3		200
Military Service RS.	CH_AB_U810		D3		200
Military Career.	CH_AB_U820		D3		200
Military Management Training.	CH_AB_U830		D3		200
Civilian Protection Service.	CH_AB_U840		D3		200
J&S Management Training.	CH_AB_U850		D3		400
Civilian Service WK.	CH_AB_U860		D3		200
Civilian Service RS.	CH_AB_U870		D3		200
Shooting Training Minors.	CH_AB_U880		D3		800
Internal Training.	CH_AB_U900		D1		500
External Training.	CH_AB_U910		D1		500

Delivered Entitlement Elements

Global Payroll for Switzerland delivers three entitlements:

- CH_AB_VACA: vacation.
- CH_AB_SICK: sick entitlement.
- CH_AB_VACA_A: additional vacation entitlement.

Entitlements for vacations and additional vacations are frequency-based; entitlement for sickness is defined per absence.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Absence Elements," Defining Absence Take Priorities

Modifying Take Elements

You can elements delivered with Global Payroll for Switzerland and most of the count formulas and earning elements that these take elements use with the exception of the PeopleSoft-maintained elements described below.

Changing Count Formulas

The take elements delivered with Global Payroll for Switzerland use predefined formulas to calculate the day count and to calculate the number of units the system uses to generate positive input for earnings. You can select a different formula for the day count or for the calculation of positive input.

The suffix for each absence count formula is unique and can provide information about the count formula; for example, it can tell you how the formula interprets absences that are less than one day as explained in the following table:

Suffix Description	Meaning
B or U included in suffix B = paid U = unpaid	These count formulas can be used only when an entitlement element is associated with the take element (for example, work accidents). If the entitlement balance covers only part of a day's absence, the system generates the correct number of units for paid earnings and unpaid earnings for the same day.
BAL	Use these formulas as day count formulas. The formula CH_AB_COUNT_HOLRED is used by these count formulas to reduce units for public holidays.

The table below lists the count formulas included in the system. An *X* in the Day Count column indicates that the formula is an appropriate selection for the Day Count field on a take element's Day Formula page. An *X* in the Earning Units column indicates that the formula is appropriate for the Element Name — Unit field in the Units tab of the Day Formula page. Use the Formula View page to view a formula.

Description	Day Count	Earning Unit	Formula Name
Count workdays: Count scheduled days including holidays.	X	X	CH_AB_COUNT_D1
Count workdays paid: Counts scheduled days including holidays. Can be used if earning code is for a paid absence. Considers system element PIN DAY COUNT PD.		X	CH_AB_COUNT_D1B

Description	Day Count	Earning Unit	Formula Name
Balance count schedule days: Counts scheduled days including holidays, then uses the formula CH_AB_COUNT_HOLRED to reduce units for public holidays.	X		CH_AB_COUNT_D1BAL
Count workdays unpaid: Counts scheduled days including holidays. Can be used if earning code is for an unpaid absence. Considers system element PIN DAY COUNT UNP.		X	CH_AB_COUNT_D1U
Count work days without public holiday: Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.)	X	X	CH_AB_COUNT_D2
Count work days without public holiday paid: Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.) Can be used if earning code is for a paid absence. Considers system element PIN DAY COUNT UNP.		X	CH_AB_COUNT_D2B
Count work days without public holiday unpaid: Scheduled days without holidays. (Counts holiday if Holiday Type = space.) Can be used if earning code is for an unpaid absence. Considers system element PIN DAY COUNT UNP.		X	CH_AB_COUNT_D2U
Calendar days.	X	X	CH_AB_COUNT_D3
Calendar days + reduction of holiday: Calendar days reduced by the units for public holiday with formula CH_AB_COUNT_HOLRED.	X		CH_AB_COUNT_D3BAL
Scheduled hours: Scheduled hours with holiday (ignores holiday type).	X	X	CH_AB_COUNT_H1

Description	Day Count	Earning Unit	Formula Name
Scheduled hours + reduction of holiday: Scheduled hours with holiday (ignores holiday type) reduced by the units for public holiday with formula CH_AB_COUNT_HOLRED.	X		CH_AB_COUNT_H1BAL
Scheduled hours paid: Scheduled hours with holiday (ignores holiday type). Can be used if earning code is for a paid absence.		X	CH_AB_COUNT_H1B
Scheduled hours unpaid: Scheduled hours with holiday (ignores holiday type). Can be used if earning code is for a unpaid absence.		X	CH_AB_COUNT_H1U
Scheduled hours without public holiday: Scheduled hours without holiday (counts if holiday type = space).	X	X	CH_AB_COUNT_H2
Scheduled hours without public holiday paid: Scheduled hours without holiday (counts if holiday type = space). Can be used if earning code is for a paid absence.		X	CH_AB_COUNT_H2B
Scheduled hours without public holiday unpaid: Scheduled hours without holiday (counts if holiday type = space). Can be used if earning code is for an unpaid absence.		X	CH_AB_COUNT_H2U

Two conditions can cause a formula to count an absence as a half day: Select the Half Day check box when you enter the absence on the Absence Entry page or enter a number of hours that is less than the payee's scheduled hours.

Example of Count Formula CH_AB_COUNT_H1B (Scheduled Hours Paid)

The scheduled hours paid formula works as follows:

```
IF SCHED HRS > 0
  THEN
   IF PARTIAL HOURS > 0
```

```
    THEN
     PARTIAL HOURS * (DAY COUNT PD / DAY COUNT) to formula
    ELSE
     SCHED HRS * (DAY COUTN PD / DAY COUNT) to formula
   ENDIF
ENDIF
```

Calculating Entitlement for Paid Vacation

You can use formula CH_AB_VAC_ENTCALC1 to calculate entitlement paid vacation. The formula calculates entitlement monthly and prorates entitlement when a payee works less than a full month. It automatically increases entitlement for new hires and grants entitlement annually for existing employees.

The formula does the following:

1. Calculates entitlement for the current month, taking calendar segmentation into account. It prorates entitlement based on calendar days and stores the result in the month-to-date accumulator CH_AB_VAC_ENTMONTH.
2. Calculates entitlement for the remaining months of the calendar year and stores the result in the variable element CH_AB_TEMP2.
3. For the last slice or segment in the calendar, the formula does the following:
   - Calculates the new annual entitlement by taking the entitlement for the current month (CH_AB_VAC_ENTMONTH) and adding to it the entitlement for the previous month (stored in the year-to-date accumulator CH_AB_VAC_MONSUM) and entitlement for the remaining months of the year, until year-end or the payee's termination date (CH_AB_TEMP2).
   - Determines whether the calculated annual entitlement represents a new entitlement (January or a new hire) or an adjustment to the previous month's calculation.

Setting Up Absence Entitlement Plans

An entitlement plan specifies the number of paid absence units to which payees are entitled for variety of absence reasons, such as vacation time, sickness, and accidents. For each entitlement reason, you can enter the number of entitlement units that should be granted based on the number of workdays per week, the payee's age, years of service, and/or job function. Absence entitlement plans provide a convenient method of grouping a set of entitlement rules into a single plan.

Assigning Entitlement Plans to Tariffs

The absence entitlement plan is automatically set to the Tariff Table. The default plan will set vacation entitlement to 22 (as calculated by the formula CH_AB_VAC_ENTFORM).

Individual assignments and overrides at the employee level are possible with supporting element overrides by assigning the relevant entitlement plan to the element CH_AB_EE_ENTL_PLAN.

See Chapter 7, "Setting Up Tariffs," page 49.

Assigning Entitlement Plans to Payees

Assign an entitlement plan on the pay entity, paygroup, or payee level using the Supporting Overrides page.

You can assign an entitlement plan directly to a payee by using the variable CH_AB_EE_ENTL_PLAN on the Supporting Element Overrides page. Otherwise, the system will use the default entitlement plan from the tariff factor table.

Note. When you assign an entitlement plan to a payee, you must still associate the individual entitlement elements that are within the plan to payees. The entitlement plan simply specifies the number of entitlement units to which the payee is entitled. It does not specify that the payee is eligible to receive the entitlement.

To override a payee's default entitlement plan:

1. Access the Payee Supporting Element Overrides page for the payee.
2. On the Elements/Dates tab, enter the following values. In the Element Type field, select *Variable*. In the Element Name field, select CH_AB_EE_ENTL_PLAN.
3. On the Values tab, enter the name of the entitlement plan that you want to assign to the payee.

Adjusting a Payee's Number of Workdays per Week

The system refers to the payee's number of workdays per week to retrieve the correct row from the entitlement plan table.

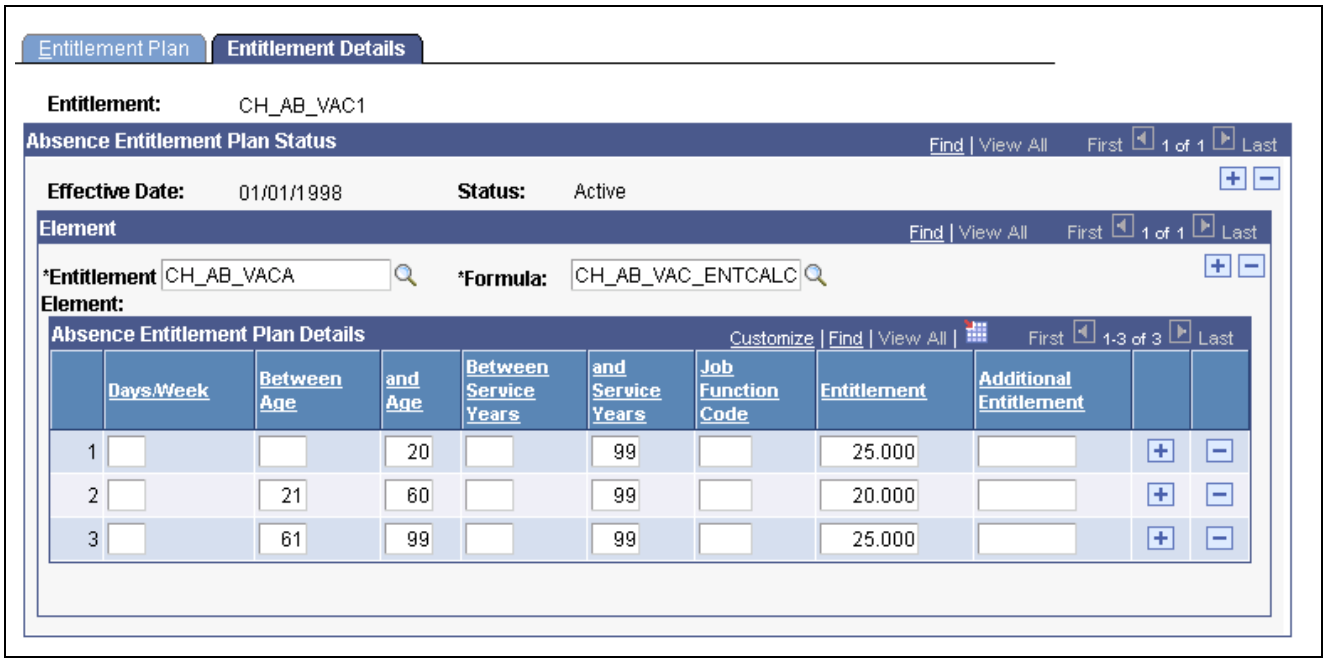
The number of workdays per week comes from the Tariff Factor Table. You can use the variable element CH_AB_EE_DAYS_WEEK to override this number for individual payees. Use the Supporting Element Overrides page to enter the override amount for the variable.

Pages Used to Set Up Entitlement Plans

Page Name	Object Name	Navigation	Usage
Entitlement Plan	GPCH_AB_ENTITLEMNT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlement Plans CHE, Entitlement Plan	Assign a description to the absence entitlement plan.
Entitlement Details	GPCH_AB_ENTITLEDE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlement Plans CHE, Entitlement Details	Specify the number of vacation days to be awarded to employees based on age, length of service, or other entitlement.

Setting Up Entitlement Details

Access the Entitlement Details page.



Entitlement Details page

Element

Entitlement Select the entitlement to assign to your entitlement plan.

Formula Select the formula to assign to your entitlement plan.

Absence Entitlement Plan Details

Days/Week If entitlements in your plan vary according to the number of weekly workdays, enter the number of workdays for which an employee is eligible.

Between Age and Age If entitlements in your plan vary according to age, enter the range in which an employee is eligible.

Between Service Years and Service Years If entitlements in your plan vary according to length of service, enter the minimum and maximum number of years of service required for this entitlement.

Job Function Code Enter a department code to specify the vacation entitlement for a specific department.

Entitlement Enter the number of days to which the employee is entitled.

Additional Entitlement Enter details of any other entitlement for which the employee is eligible.

Background Processing

At the beginning of the Absence process, the system retrieves the following information:

- Tariff, tariff area, and employment category for the payee.
- Entitlement plan and workdays associated with the Tariff table.
- Entitlement plan and workdays for payees, if different from the Tariff table.

- Disability data.
- Entitlement from entitlement plan.

Absence Process List and Sections

Use the absence process list (CH AB ABSENCE) delivered with Global Payroll for Switzerland, modify this process list, or build your own.

The sections within CH AB ABSENCE are as follows:

- CH_AB_INIT: Initializes sections. Executes multiple counts in preparation for absence calculations. For example, the system counts scheduled days, scheduled hours, and public holidays (days and hours).
- CH_AB_ENTITLEMENT: Calculates entitlement.
- CH_AB_TAKE: Calculates take.
- CH_AB_TERM_SECT: Calculates vacation payoff for terminated payees.
- CH_AB_GEN_PI: Generates positive input for earnings and deductions.

Setting Up Scale Codes

The Scale Codes component contains the Canton Scale Codes CHE and Salary Continuance pages. The Canton Scale Codes CHE page lists all the cantons that belong to a selected scale. The Salary Continuance page shows the pay continuance, in weeks, that is assigned to a scale depending on the employee's length of service.

When it is necessary to calculate a salary continuance due to accident, sickness, military/civilian service, or maternity, consider the following:

- If salary continuance isn't provided for in a general work agreement or cross-company regulation, under certain circumstances the employee may be entitled to salary continuance for at least three weeks, possibly longer, depending on length of service.
- When determining the duration of the salary continuance, individual cantons apply the Basel, the Bern, or the Zurich scale. The scales have been developed on the basis of case histories and legal decisions. Employee and employer are free to agree on the scale to be applied. If no individual agreement is reached, the scales assigned to the respective cantons as reflected in the Canton Scale Code CHE page are applied.

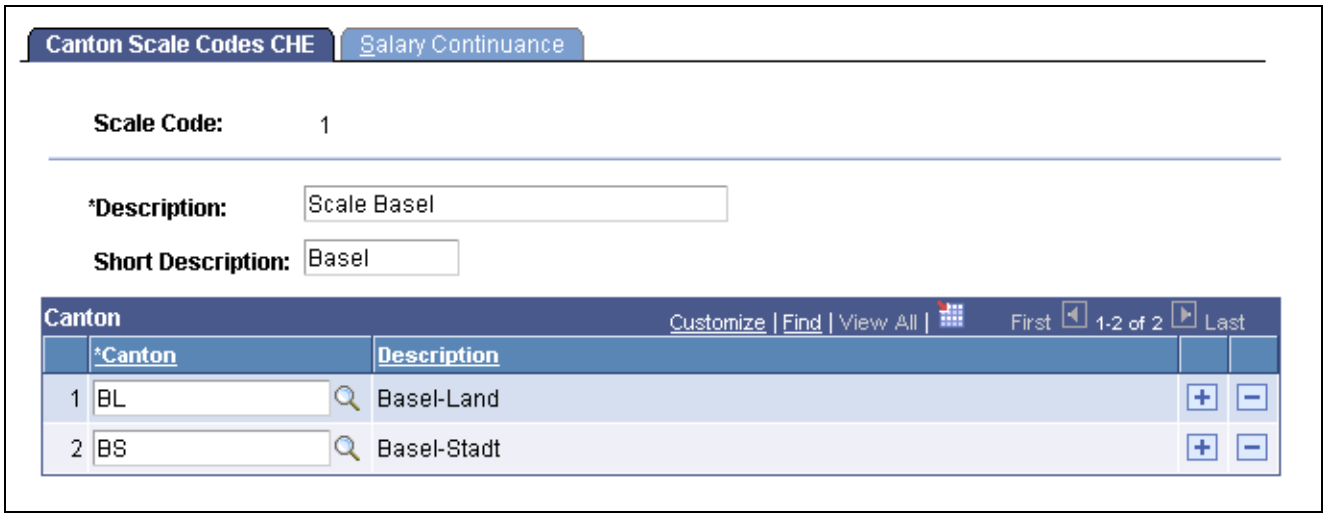
Pages Used to Set Up Scale Codes

Page Name	Object Name	Navigation	Usage
Canton Scale Codes CHE	GPCH_SI_SCALE_CT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Scale Codes CHE	View the cantons that belong to a selected scale.
Salary Continuance	GPCH_SI_SCL_SICK	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Scale Codes CHE	View the pay continuance in weeks to be assigned to a scale (depending on an employee's length of service).

Viewing Canton Scale Codes

Access the Canton Scale Codes CHE page.

Note. PeopleSoft delivers and maintains the data on the Scale Codes component.



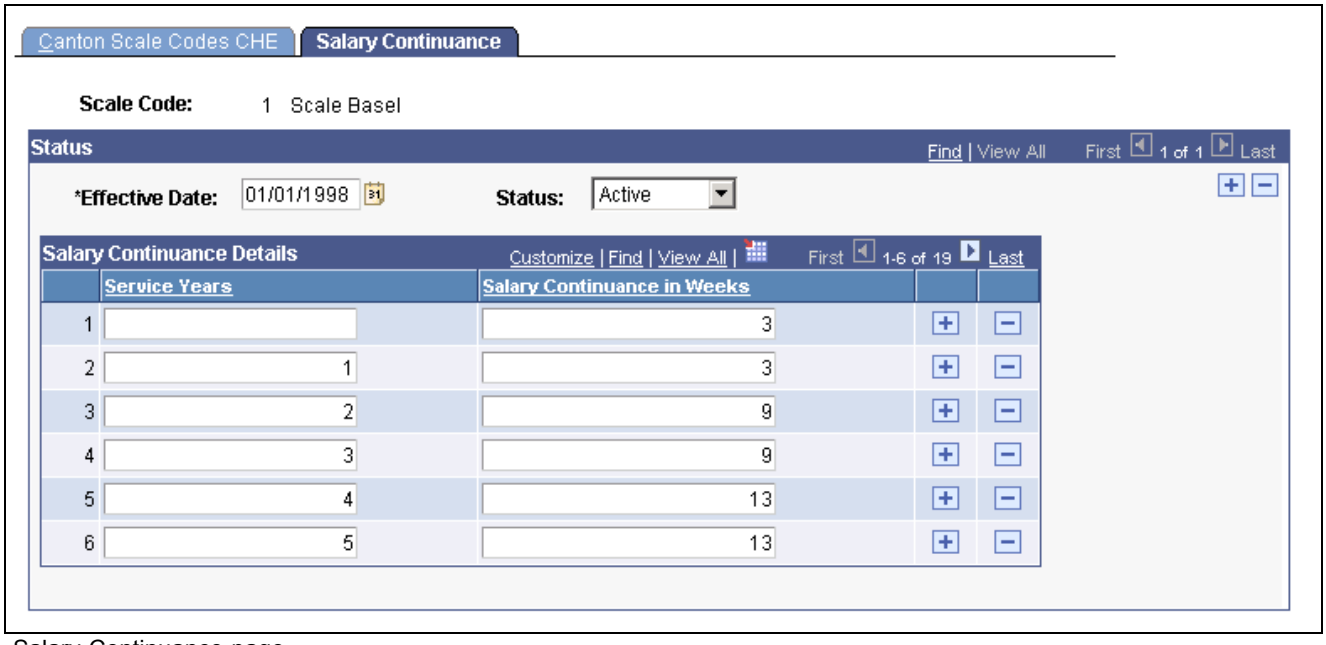
Canton Scale Codes CHE page

Use this page to view the members of a scale code. The system includes the three scale codes: Basel, Bern, and Zurich.

Setting Up Salary Continuances

Access the Salary Continuance page.

Note. PeopleSoft delivers and maintains the data on the Scale Codes component.



Salary Continuance page

Service Years	Displays the number of years an employee has been employed with a company.
Salary Continuance in Weeks	Displays the number of weeks during which an employee's salary can be paid if salary continuance isn't provided for in a general work agreement or cross-company regulation.

CHAPTER 7

Setting Up Tariffs

This chapter discusses how to set up tariffs.

Understanding Swiss Tariffs

A tariff is a contract between employees' unions and employers' associations that defines labor agreements on issues such as standard working hours, income, and vacation. Global Payroll for Switzerland delivers tariffs in the system as Translate Table values.

You can apply additional labor agreement terms, such as salary plans or employee reviews, based on the tariff area, which is usually defined by region or location.

Viewing Delivered Elements

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

This section describes how to:

- Establish tariff areas.
- Define basic tariff information.
- Define bonus payment information.
- Define calculation details.
- Define working time details.
- Define overtime pay rates.

Common Elements Used with Tariffs

Employee Category Select the employee category for which you want to enter information. Valid values are *Apprentice, Award, CompPens, Doctorant, Half Orpha, Hired Help, No Status, Retiree, Retrainee, Salary, Student, Trainee, Wages,* and *Wid/Orph.*

You select the employee category only once in the Base Information page. After that, the value that you select automatically appears on the other pages in the Tariff Factors component.

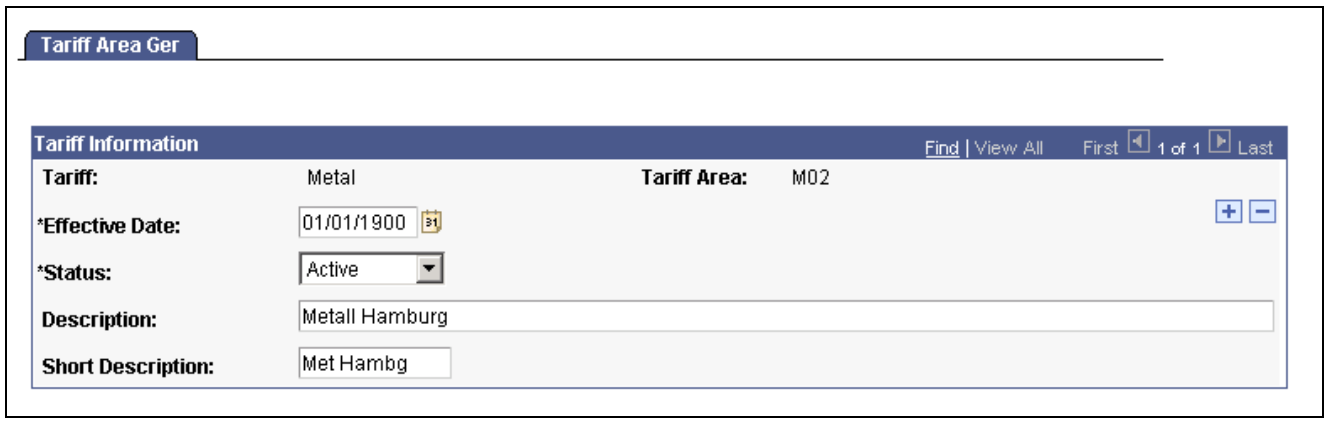
Element Entry Type Select the element entry type for the thirteenth month income. Valid values are *Abs Entitl* (absence entitlement), *Abs Take* (absence take), *Accumulatr* (accumulator), *Array, Auto Assgn* (auto assigned), *Bracket, Deduction, Earnings, Formula, System Element,* and *Variable.*

Pages Used to Define Tariffs

Page Name	Object Name	Navigation	Usage
Tariff Area Ger	TARIFF_AREA_GER	Set Up HRMS, Product Related, Workforce Administration, Labor Administration, Tariff Area	Establish a tariff area.
Base Information	GPCH_ER_TRF_FCTR2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Tariff Factors CHE, Base Information	Enter information for capital accumulation benefits *(Vermogenswirksame Leistungen)*, vacation pay percentage, sick pay, and bank fees.
Bonus Payment	GPCH_ER_TRF_FCTR3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Tariff Factors CHE, Bonus Payment	Enter data for the thirteenth month income.
Calculation Details	GPCH_ER_TRF_FCTR4	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Tariff Factors CHE, Calculation Details	Define the percentages and amounts for certain types of premiums.
Work Time Definition	GPCH_ER_TRF_FCTR1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Working Time CHE	Define working time details, such as hours per day and hours per week, for a company.
Overtime Rates	GPCH_ER_TUEBANS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, Overtime CHE, Overtime Rates	Define overtime pay rates for your company.

Establishing a Tariff Area

Access the Tariff Area Ger page.

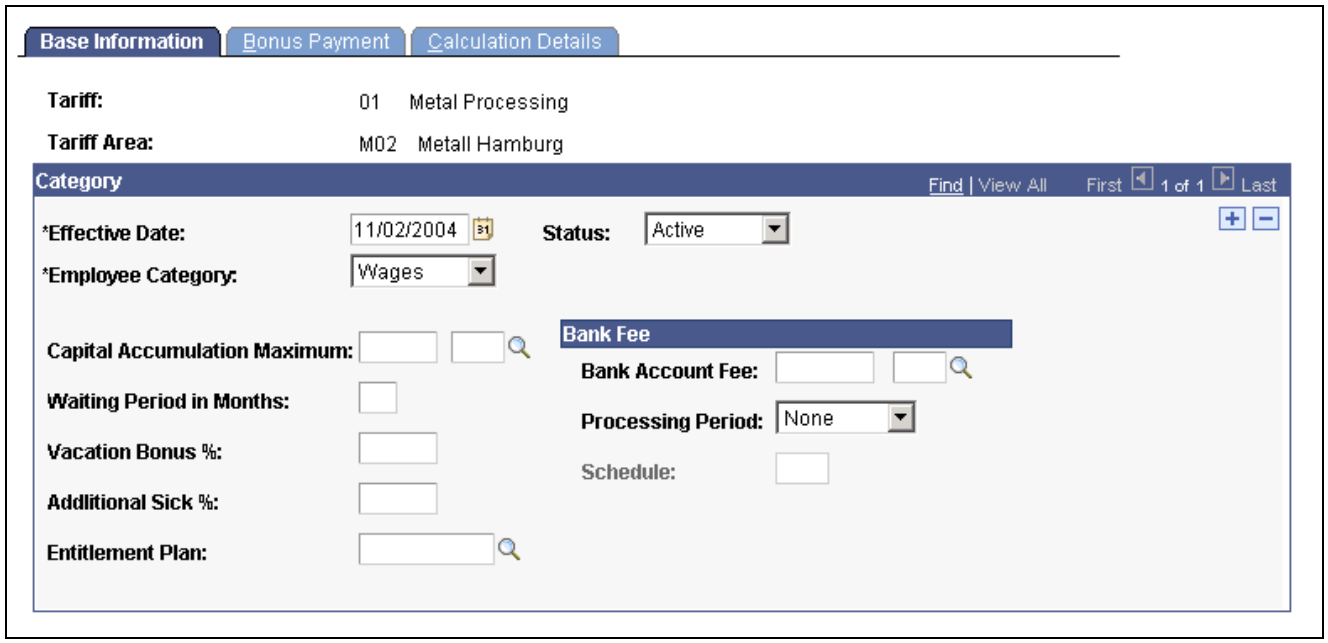


Tariff Area Ger page

Creating a tariff area on this page inserts a new row on the Tariff Area table (TARIFF_AREA_GER). You will need to add more information on the Tariff Factors CHE Component.

Defining Basic Tariff Information

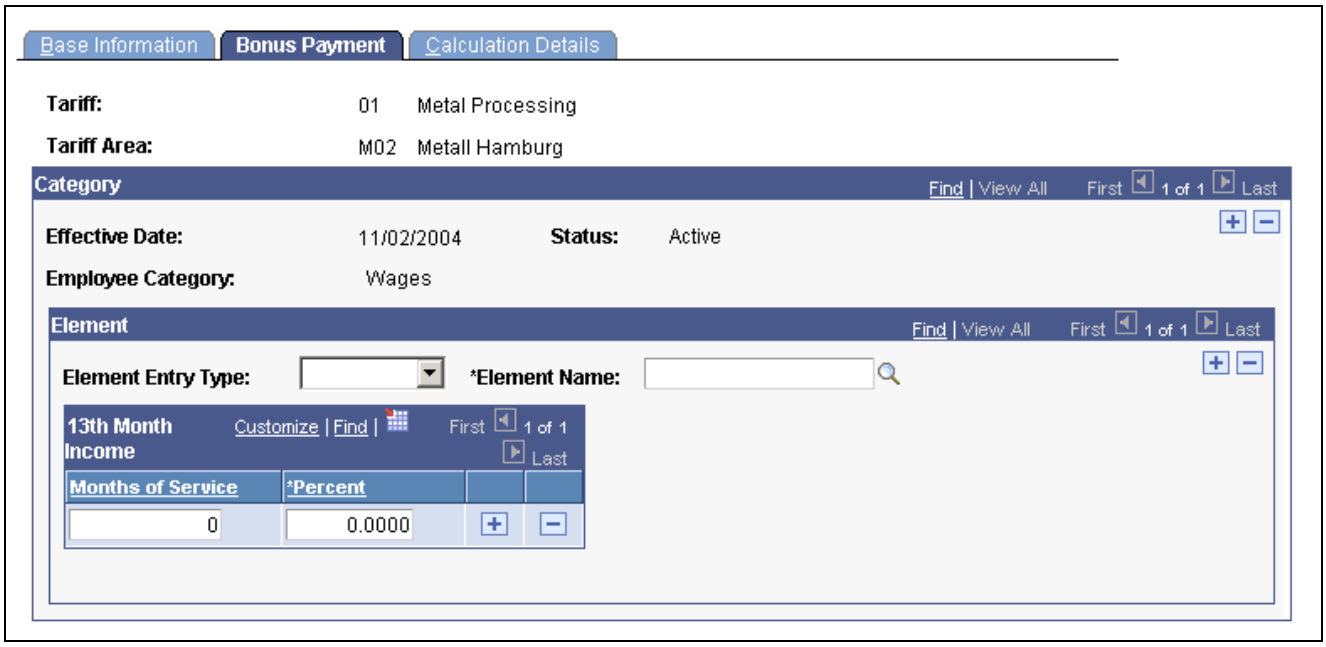
Access the Base Information page.



Base Information page

Defining Bonus Payment Information

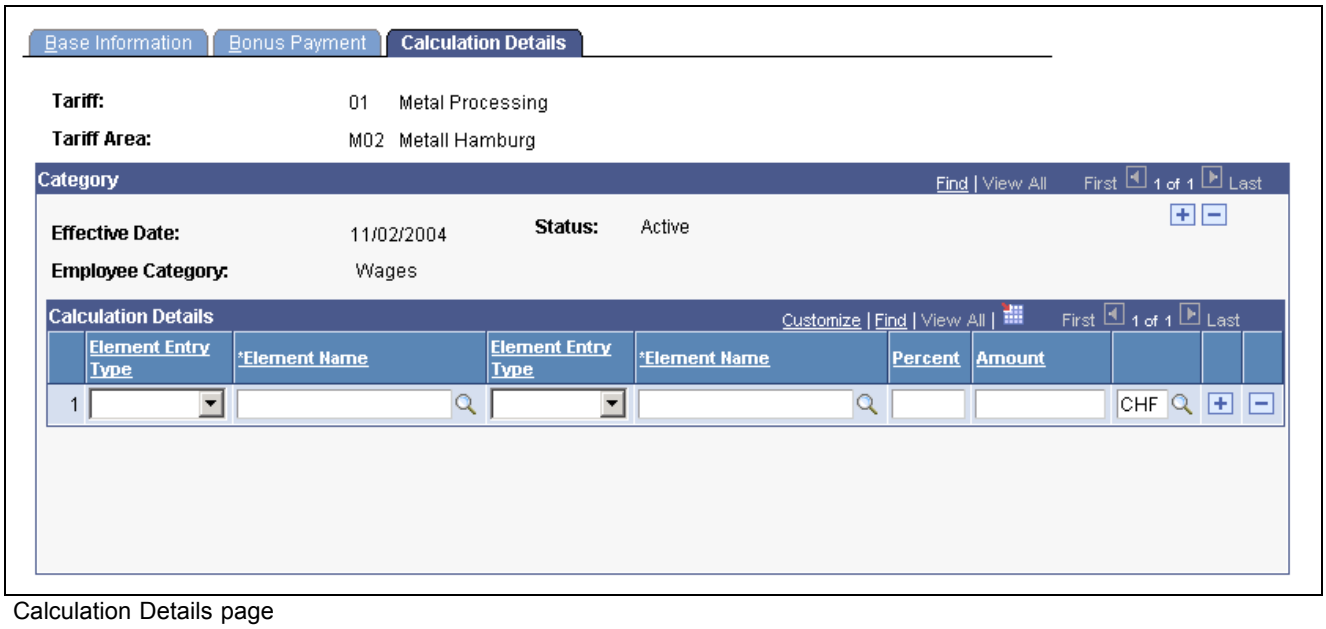
Access the Bonus Payment page.



Bonus Payment page

Defining Calculation Details

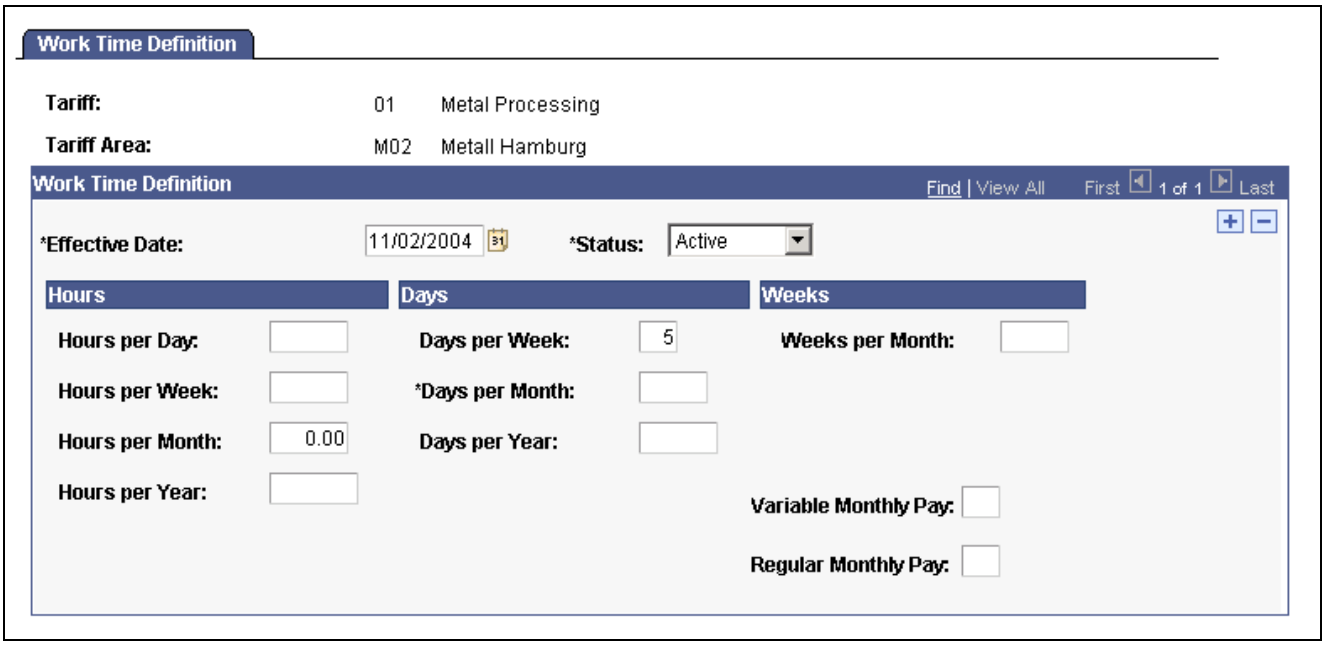
Access the Calculation Details page.



Calculation Details page

Defining Working Time Details

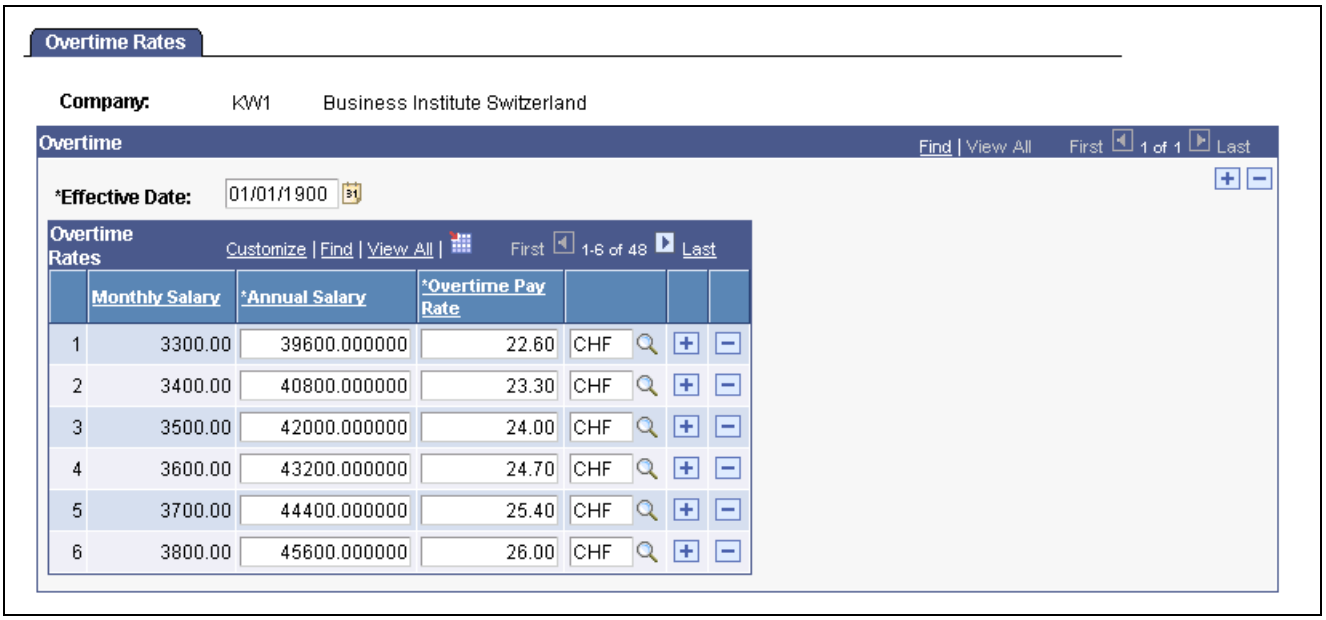
Access the Work Time Definition page



Work Time Definition page

Defining Overtime Pay Rates

Access the Overtime Rates page.



Overtime Rates page

CHAPTER 8

Setting Up Maternity Leave

This chapter provides an overview of Swiss maternity leave and discusses how to set up Swiss maternity leave.

Understanding Maternity Leave

In Global Payroll for Switzerland, you enter maternity leave data on a single page. The page generates absence take elements that work with the core application's absence process to correctly process maternity leave during a payroll run.

The system determines the amount of paid maternity leave to which an employee is entitled based on years of service and the canton of residence. After the birth of the child, it recalculates the entitlement based on the Swiss legal requirement of eight weeks' leave after the child's actual birth. To accomplish this, the PeopleSoft system uses the maternity code list set (CH_MATERNITY) to process maternity absence.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Managing Applications and List Sets".

Maternity Leave Setup

To set up maternity leave:

1. View or set up absence take elements on the Absence Take page in the Global Payroll core application.
2. View or set up maternity absence entry elements on the self−service Absence Entry Elements page.
3. (Geneva Canton) Set up maternity insurance percentages on the Maternity Insurance Code page.

Maternity Leave Processing

To process maternity leave:

1. Enter the expected date of birth and last work day on the Maternity Leave page to generate the appropriate absence take elements in the core application.
2. Enter the child's actual date of birth on the Maternity Leave page to generate additional absence take elements if this birth date affects maternity leave entitlement in the core application.

Global Payroll for Switzerland processes maternity leave during regular payroll runs.

Maternity Insurance (Geneva Canton)

All employees and employers in the canton Geneva must participate in the maternity insurance program and pay contributions.

See Also

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 Switzerland. 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 Maternity Insurance for Geneva Canton

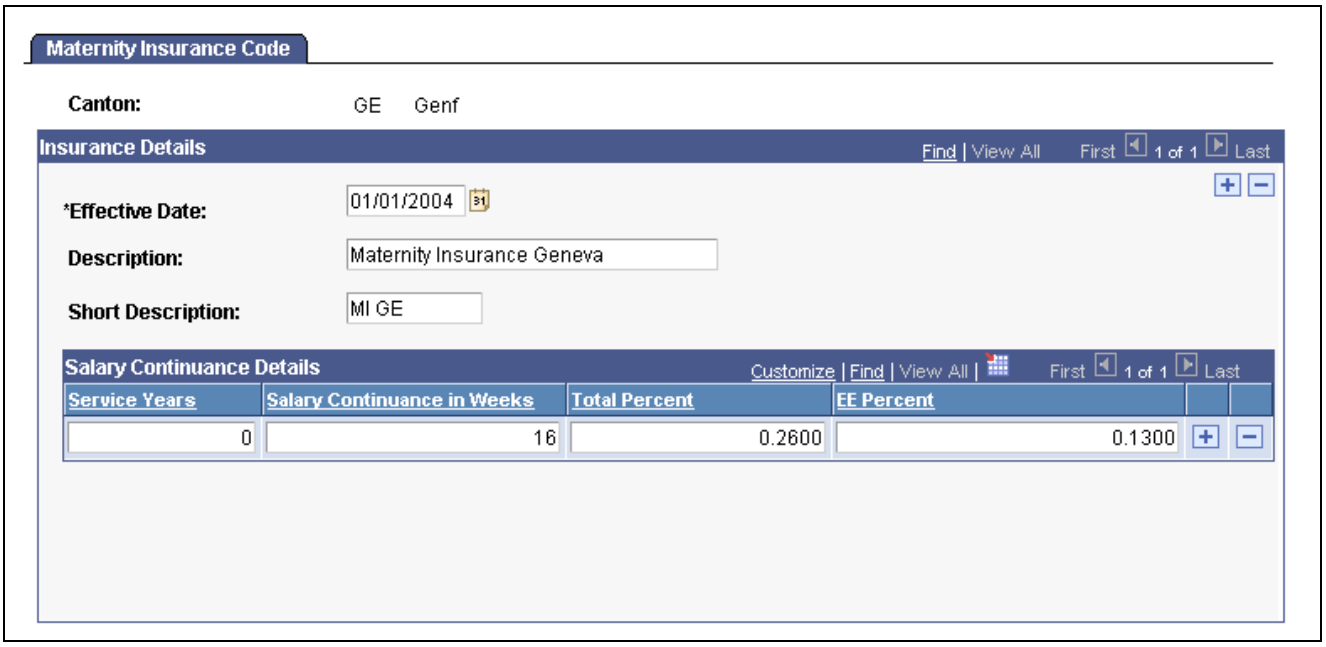
This section tells you how to set up maternity insurance for the canton of Geneva.

Page Used to Set Up Maternity Insurance

Page Name	Object Name	Navigation	Usage
Maternity Insurance Code	GPCH_SI_MI_SCL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Maternity Insurance Code CHE	Define the number of salary continuation weeks and deduction percentages for the canton.

Defining Maternity Insurance

Access the Maternity Insurance Code page.



Maternity Insurance Code page

Service Years These are the employee's years of service.

Salary Continuance in Weeks For Geneva this value is 16 weeks.

EE Percent (employee percent) This is the employee paid portion of the premium.

CHAPTER 9

Setting Up Payslips

This chapter discusses how to:

- Set up payslips.
- Generate payslips.

Setting Up Payslips

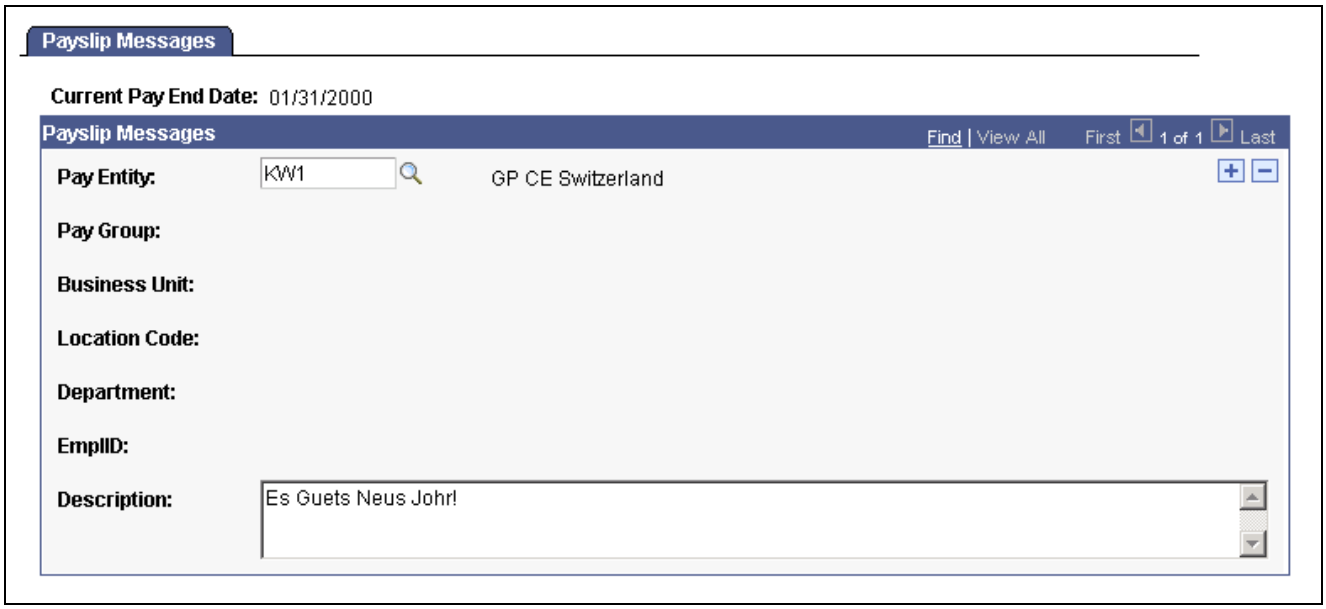
Global Payroll for Switzerland enables you to generate and adapt payslips to meet your needs. You can also print a message on the payslip of an individual payee or on payslips belonging to designated paygroups, locations, or departments.

Page Used to Set Up Payslips

Page Name	Object Name	Navigation	Usage
Payslip Messages	GPCH_AL_01_MSG	• Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages CHE, Payslip Messages • Global Payroll & Absence Mgmt, Payslips, Add Payslip Messages CHE	Include messages on payslips for payees being paid for a specific pay end date.

Creating a Payslip Message

Access the Payslip Messages page.



Payslip Messages page

You may designate that a message should appear on the payslips for all payees belonging to a pay entity, or for only those payees belonging to the pay entity that are also members of a specific paygroup, location, or department. You may also designate that a message appears for only a specific payee.

Note. *Current Pay End Date* and *Description* are required fields. Additionally, you can select one of the following four fields: *Pay Group, Location, Department,* or *EmplID.*

Current Pay End Date — Select the pay end date for which you want the message to appear on the payslip.

Pay Entity — Select the pay entity for the organization issuing the payslip.

Pay Group, Location, Department, and **EmplID** (employee ID) — If you want to include only those payees belonging to a certain paygroup, location, department, or employee ID, then enter the ID.

Description — Enter the message to appear on the payslip.

Example 1

Suppose that you want to issue the message “Have a nice holiday,” on the payslips of all payees belonging to a particular paygroup. First, you select the appropriate current pay end date. Next, you select the pay entity issuing the payslip. Then you enter the ID for the appropriate paygroup. Finally, you enter the message in the Description field.

When the payslips are generated, all payslips generated for payees belonging to the designated paygroup display “Have a nice holiday.”

Example 2

Suppose that you want to issue the message “We don’t have your current address on file,” on the payslip of a specific payee. First, you select the appropriate current pay end date. Next, you select the pay entity issuing the payslip. Then you enter the employee ID for the payee. Finally, you enter the message in the Description field.

When the payslips are generated, the payslip for the designated payee displays “We don’t have your current address on file.”

CHAPTER 10

Managing Overtime Requests

This chapter provides an overview of the overtime request process and tells you how to:

- Create an overtime request (employee).
- View the overtime request status (employee).
- Create overtime requests (manager).
- View overtime requests (manager).
- Approve employee overtime (manager and Human Resources administrator).
- Manage employee overtime (Human Resources administrator).
- Generate overtime requests.

Understanding the Overtime Request Process

Global Payroll for Switzerland includes transactions that manage overtime requests. Overtime self-service options differ for employees, managers, and Human Resources administrators.

Role	Overtime Self-Service Options
Employee	Submit an overtime request. Resubmit an overtime request when the overtime request is sent back with the reason: rework required. Edit an existing overtime request. Cancel a submitted or approved overtime request. View overtime requests and approval status.

Role	Overtime Self-Service Options
Manager	Approve or deny overtime requests originated by direct or indirect reports. Send back an overtime request with the reason: rework required. View a list of overtime requests from direct or indirect reports. Edit existing overtime requests for direct or indirect reports. Request overtime for direct or indirect reports. Cancel a submitted or approved overtime request previously submitted for a direct or indirect report.
Human Resources Administrator	Approve or deny overtime requests assigned to the Human Resources administrator. Send back an overtime request with the reason: rework required. View a list of overtime requests for reports. Edit existing overtime requests for reports, including requests that have already been approved. Enter an overtime request for a report. Cancel a previously entered overtime request for a report.

Overtime requests generated by the overtime self-service application are ultimately translated into positive input and inserted into the Global Payroll positive input tables. This happens in a two-step process.

1. The overtime self-service application manages the overtime requests.
2. A background process (the Generate Overtime run control page) generates the positive input, which inserts the overtime positive input data into the appropriate tables.

Note. Managers and Human Resources administrators can only access the overtime request data belonging to their direct and indirect reports. The relationship between a manager or Human Resources administrator and reports can be defined in multiple ways. To set up access to direct and indirect reports, select Set Up HRMS, Common Definitions, Self Service, Direct Reports Setup. Human Resources administrators can only access overtime requests awaiting their approval.

Prerequisites

Before you can manage overtime requests using the self-service application, you must set up certain list-display criteria, overtime entry elements, and default information.

To set up for self-service overtime requests:

1. Enter the criteria that define the display of overtime requests on the Overtime Duration page.
2. Enter the overtime element and default information on the Overtime Entry Elements page.

Common Elements Used in This Chapter

Request Date Click a link to access the Overtime Request Details (view) page, in display-only mode, where you can view details of the selected overtime request.

Edit Click to access the Overtime Request Details (add) page, where you can modify and submit the selected overtime request.

For employees and managers, the Edit button is only visible if you are the originator of the overtime request and the status of the request is *Saved* or *Rework required.*

For Human Resources administrators, the Edit button is only visible if you are the originator of the overtime request or the status of the request is *Approved, Approved with Change, Processed,* or *Processed with Change*. This enables you to modify any overtime request that you have created or already approved and any request that has already been processed.

Cancel Click to cancel an overtime request and access the Cancel Confirmation page.

For employees and managers, the Cancel button is only visible if you are the originator of the request and the status is not *Processed* or *Processed with Change.* Employees can cancel all overtime requests that they created and that are not yet processed. The system removes canceled overtime requests from the database. Managers accessing this page to view overtime requests for an employee can click the Return to Select Employee link at the bottom of the page to return to the Select Employee page.

Show more overtime requests Click this link to access the Overtime Requests page, which contains an extended list of overtime results.

Add Click to open the Overtime Request Details page (add) page, where you can request a new overtime.

Human Resource administrators can click the Add button to add an overtime request without requiring further approval.

Viewing Delivered Elements

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

Creating Overtime Requests (Employee)

This section discusses how to create overtime requests.

- View the approval status on your latest overtime requests.

- Submit an overtime request following your company rules.
- Create an overtime request without submitting it.
- Submit an overtime request again, following your company's rules, when this overtime request is sent back with the reason: rework required.
- Edit an overtime request that was saved for later.
- Cancel a submitted or approved request.

Employees can only access their own overtime request data.

To view, add, edit, or cancel an overtime request, employees must perform the following steps:

1. Access the Request Overtime page.

   If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request overtime. The Latest Overtime Requests page appears. (If you only have one job, the Latest Overtime Requests page appears.) Use this page to view existing requests, add a new overtime request, edit an existing request (if you are the originator of the request and the status is *Saved* or *Rework required*), or cancel a request (if you are the originator of the request and the status is not *Processed* or *Processed with Change*).

2. Click the Show more overtime requests link if you don't see an existing overtime request on the Latest Overtime Requests page.

   The extended list Overtime Requests page appears. You can view, add, edit, or cancel a request on this page just as you would on the Latest Overtime Requests page.

3. Click the Add or Edit button to add or edit an existing request.

   The Overtime Request Details (add) page appears. Enter the details of your overtime request on this page. If you cancel an overtime request, the Cancel Confirmation page appears.

4. Click the corresponding date link in the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page to access the Overtime Request Detail (view) page where you can view overtime request information and details about the approval status.

See Also

Chapter 10, "Managing Overtime Requests," Viewing the Latest Overtime Requests, page 72

Chapter 10, "Managing Overtime Requests," Viewing Additional Overtime Requests, page 72

Chapter 10, "Managing Overtime Requests," Canceling an Overtime Request, page 76

Chapter 10, "Managing Overtime Requests," Viewing Overtime Request Details, page 76

Viewing Overtime Requests (Employee)

This section discusses how to view the overtime request status.

This transaction enables employees to view their latest overtime requests and approval status. Employees can only access their overtime request data.

To view the latest overtime requests, an employee performs these steps:

1. Access the Overtime Request Status page.

If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request overtime. The Latest Overtime Requests page appears. If you only have one job, the Latest Overtime Requests page is the first page to appear.

2. View your latest existing requests on the Latest Overtime Requests page.
3. Click the Show more overtime requests link to display the extended list Overtime Requests page when an existing overtime request does not appear on the Latest Overtime Requests page.
4. Click the corresponding date link in the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page to access the Overtime Request Detail page. You can view the overtime request information and details about the approval status in display-only mode.

See Also

Chapter 10, "Managing Overtime Requests," Viewing the Latest Overtime Requests, page 72

Chapter 10, "Managing Overtime Requests," Viewing Additional Overtime Requests, page 72

Chapter 10, "Managing Overtime Requests," Viewing Overtime Request Details, page 76

Creating Overtime Requests (Manager)

This section discusses how to create overtime requests.

This transaction enables you to:

- View the latest overtime requests of one of your direct or indirect reports along with their approval status.
- Submit an overtime request for one of your direct or indirect reports according to your company's rules.
- Create an overtime request for one of your direct or indirect reports without submitting it.
- Submit an overtime request for one of your direct or indirect reports again, according to your company's rules, when the overtime request was created but sent back to you with the reason: rework required.
- Edit an overtime request for one of your direct or indirect reports that you created.
- Cancel a submitted or approved request for one of your direct or indirect reports that you created.

To view, add, edit, or cancel an employee's overtime request, managers perform these steps:

1. Access the Request Employee Overtime (Select Employee) page.
2. Select the employee on the Select Employee page.

   The Latest Overtime Requests page appears for the selected employee.
3. Click the Show more overtime requests link when an existing overtime request does not appear on the Latest Overtime Requests page.

   The extended list Overtime Requests page for the selected employee appears. You can view, add, edit, or cancel a request on the on this page just as you would on the Latest Overtime Requests page.
4. Click the Add or Edit button to add a new request or edit an existing request.

   The Overtime Request Details (add) page appears. Enter the details of the employee overtime request on this page. If you cancel an overtime request, the Cancel Confirmation page appears.
5. Click the corresponding date link in the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page to view the details of an existing overtime request.

The Overtime Request Detail page appears where you can view the overtime request information and details about approval status.

See Also

Chapter 10, “Managing Overtime Requests,” Viewing the Latest Overtime Requests, page 72

Chapter 10, “Managing Overtime Requests,” Viewing Additional Overtime Requests, page 72

Chapter 10, “Managing Overtime Requests,” Canceling an Overtime Request, page 76

Chapter 10, “Managing Overtime Requests,” Viewing Overtime Request Details, page 76

Chapter 10, “Managing Overtime Requests,” Creating Overtime Requests (Employee), page 63

Chapter 10, “Managing Overtime Requests,” Adding and Modifying Overtime Requests, page 73

Viewing Overtime Requests (Manager)

This section discusses how to view overtime requests.

This transaction enables you to view the latest overtime requests of your direct or indirect reports along with their approval status.

This transaction is display-only. You cannot add, modify, or cancel any overtime requests of your direct and indirect reports.

To view the status of an employee’s overtime request, managers follow these steps:

1. Access the Overtime Request Status (Select Employee) page.
2. Select the employee on the Select Employee page.

   The Latest Overtime Requests page appears for the selected employee.
3. Click the Show more overtime requests link when an existing overtime request does not appear on the Latest Overtime Requests page.

   The extended list Overtime Requests page for the selected employee appears.
4. Click the corresponding date link in the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page to view the details of an existing overtime request.

   The Overtime Request Detail page appears where you can view the overtime request information and details about approval status in display-only mode.

See Also

Chapter 10, “Managing Overtime Requests,” Viewing the Latest Overtime Requests, page 72

Chapter 10, “Managing Overtime Requests,” Viewing Additional Overtime Requests, page 72

Chapter 10, “Managing Overtime Requests,” Viewing Overtime Request Details, page 76

Approving Employee Overtime (Manager and Human Resources Administrator)

This section discusses how to approve employee overtime.

This transaction enables you to:

- Approve or deny an overtime request.
- Send back an overtime request with the reason: rework required.

To approve or deny employee overtime, managers and Human Resources administrators follow these steps:

1. Access the Approve Employee Overtime (Select a Transaction) page.
2. Select the overtime request to search for approval.

   The Overtime Request Details (approve) page appears for that request.

   Note. You can also view a history of overtime requests for the employee prior to approving the request.

3. Approve, deny, or send back the overtime request for rework.

   The Submit Confirmation page appears.

See Also

Chapter 10, "Managing Overtime Requests," Viewing Overtime Request Details, page 76

Chapter 10, "Managing Overtime Requests," Approving an Employee Overtime Request, page 78

Managing Employee Overtime (Human Resources Administrator)

This section discusses how to manage employee overtime.

This transaction enables you to:

- View a list of overtime requests for your reports.
- Enter an overtime request for your reports.
- Cancel an overtime request that you have previously entered for one of your reports.
- Modify overtime requests that are already approved.

To manage employee overtime requests, Human Resources administrators follow these steps:

1. Access the Employee Overtime (Select Employee) page.
2. Select the employee on the Select Employee page.

   The Latest Overtime Requests page appears for the selected employee.

3. Click the Show more overtime requests link when an existing overtime request does not appear on the Latest Overtime Requests page, and you want to display the extended list Overtime Requests page for the selected employee.

   You can view, add, edit, or cancel a request on the Overtime Requests page just as you would on the Latest Overtime Requests page.

   If you add a new overtime request, the Overtime Request Details (add) page appears.

   If you edit an existing overtime request, the Overtime Request Details (add) page appears. Select Change Existing Data to make changes.

   If you cancel an overtime request, the Cancel Confirmation page appears.

4. Click the corresponding date link in the Request Date column on either the Latest Overtime Requests page or the Overtime Requests page to view the details of an existing overtime request.

   The Overtime Request Detail page appears where you can view the overtime request information and details about approval status.

See Also

Chapter 10, "Managing Overtime Requests," Viewing the Latest Overtime Requests, page 72

Chapter 10, "Managing Overtime Requests," Viewing Additional Overtime Requests, page 72

Chapter 10, "Managing Overtime Requests," Canceling an Overtime Request, page 76

Chapter 10, "Managing Overtime Requests," Viewing Overtime Request Details, page 76

Generating Overtime Requests

The overtime self-service application runs separately from the core Global Payroll process. In order to generate the overtime data that will then be used during regular payroll processing, run the Generate Overtime process that creates positive input data in the core Global Payroll tables.

This section discusses how to:

- Set up overtime duration data.
- Set up overtime entry elements.
- View the latest overtime requests.
- View additional overtime requests.
- View overtime request details.
- Cancel an overtime request.
- Add and modify overtime requests.
- Request overtime for direct reports.
- Select employee overtime for approval.
- Approve an employee overtime request.
- Generate overtime requests.

Note. Global Payroll for Switzerland uses many of the pages required to manage the overtime process multiple times at various stages. In addition, different roles (employee, manager, and Human Resources administrator) access these pages. Each page is documented once and variations of the page are indicated.

See Also

Chapter 10, "Managing Overtime Requests," Generating Overtime Requests, page 68

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Working with Positive Input"

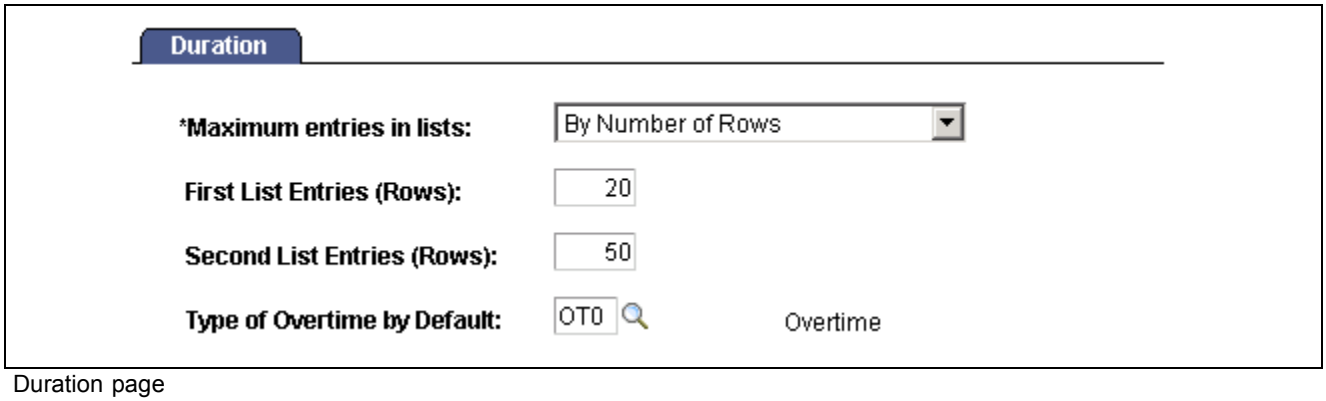
Pages Used to Generate Overtime Requests

Page Name	Object Name	Navigation	Usage
Duration	GPCH_DURATIONS	Set Up HRMS, Product Related, ePay, Overtime Duration CHE	Set up overtime duration data. Set up display criteria for the list of latest overtime requests and the extended list of overtime requests used throughout the overtime self-service application.
Overtime Entry Elements	GPCH_OT_ENTRY	Set Up HRMS, Product Related, ePay, Overtime Elements CHE	Set up overtime entry elements.
Latest Overtime Requests	GPCH_OT_EVENTS	• Self Service, Payroll and Compensation, Request Overtime CHE • Self Service, Payroll and Compensation, View Overtime CHE	View additional overtime requests.
Overtime Requests	GPCH_OT_EVENTS2	Click the Show More Overtimes link on the Latest Overtime Request page.	View an extended list of overtime requests.
Overtime Request Details (add)	GPCH_OT_RQST	Click the Add or Edit buttons on the Overtime Requests page.	Add and modify overtime requests.
Submit Confirmation	GPCH_OT_SUB_CONF	Click the Submit button after entering an overtime on the Overtime Request Details (add) page or any button on the Overtime Request Details (approve) page.	View details of a submitted overtime request. **Note.** Depending on the action that transfers you to this page, its name can be either Save Confirmation or Submit Confirmation.
Overtime Request Detail (view)	GPCH_OT_RQST_DTL	Click the Request Date link on the Latest Overtime Requests page.	View overtime request details.
Cancel Confirmation	GPCH_OT_CANCEL	Click the Cancel button on the Latest Overtime Requests page.	Cancel an overtime request.

Page Name	Object Name	Navigation	Usage
Request Employee Overtime, View Overtime Status Request	OPRROWS	• Manager Self Service, Compensation and Stock, Request Employee Overtime CHE • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Enter Overtime CHE • Manager Self Service, Compensation and Stock, View Overtime Status CHE	Request or view overtime for direct reports.
Approve Employee Overtime	GPCH_OT_MNGR_L	Manager Self Service, Compensation and Stock, Approve Employee Overtime CHE	Select employee overtime for approval.
Overtime Request Details (approve)	GPCH_OT_APPR	Click an employee name on the Approve Overtime Request page.	Approve an employee overtime request.
Overtime Request History	GPCH_OT_RQST_SEC	Click the Show History link on the Overtime Request Details (approve) page.	View an extended list of overtime requests.
Generate Overtimes	GPCH_OT_RUNCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Process Overtime CHE	Generate overtime requests.

Setting Up Overtime Duration Data

Access the Duration page.



Duration page

Maximum entries in lists Select *By Days* or *By Number of Rows*.

First List Entries (Rows) Enter the number of days or rows to appear in the list of latest overtime requests depending on what you entered in the Maximum entries in lists field.

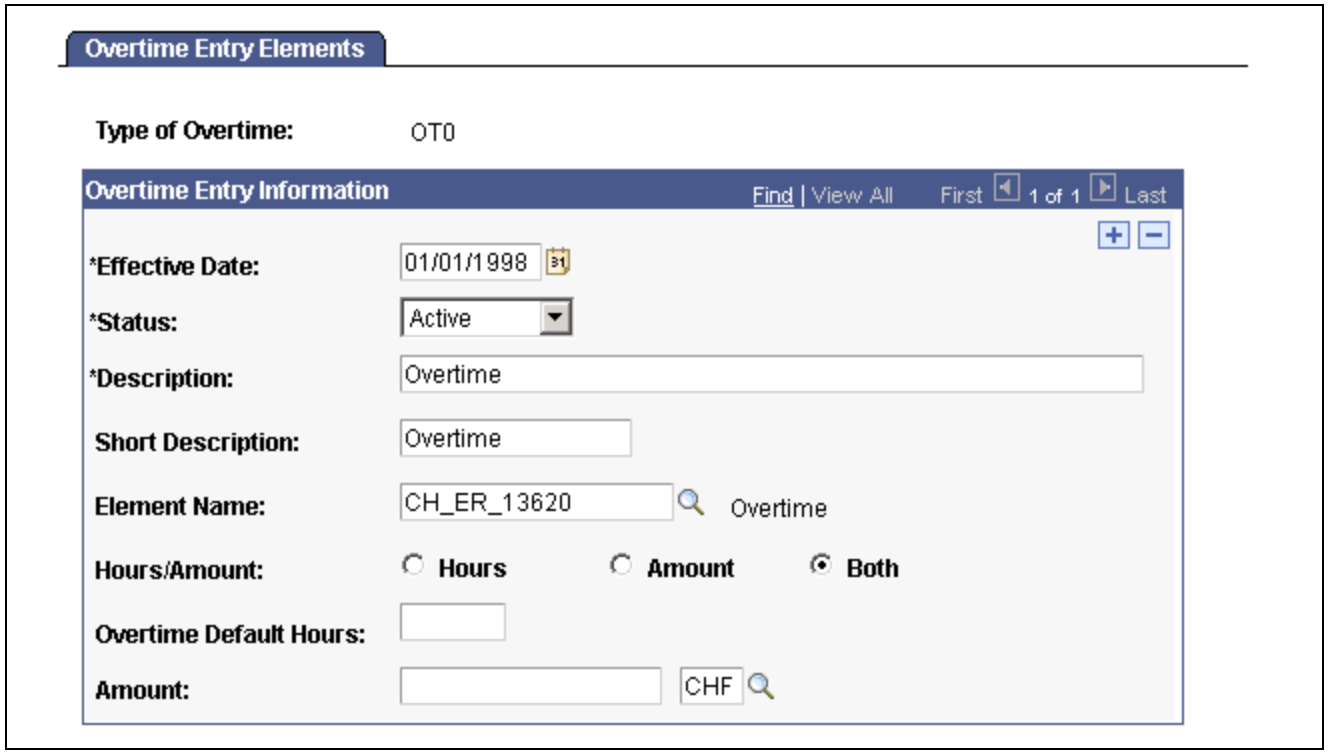
Second List Entries (Rows) Enter the number of days or rows to appear in the extended list of overtime requests depending on what you entered in the Maximum entries in lists field.

Note. If you enter *0* for either list, the list contains all overtime requests for a specific job.

Type of Overtime by Default Select the type of overtime that will be the default when a user requests overtime.

Setting Up Overtime Entry Elements

Access the Overtime Entry Elements page.



Overtime Entry Elements

When employees request overtime, they can only select overtime types that are defined on this page.

Type of Overtime Displays overtime type code.

Element Name Enter the name of the corresponding overtime element.

Hours/Amount Select *Hours* to enable users to enter hours when requesting an overtime of this type.

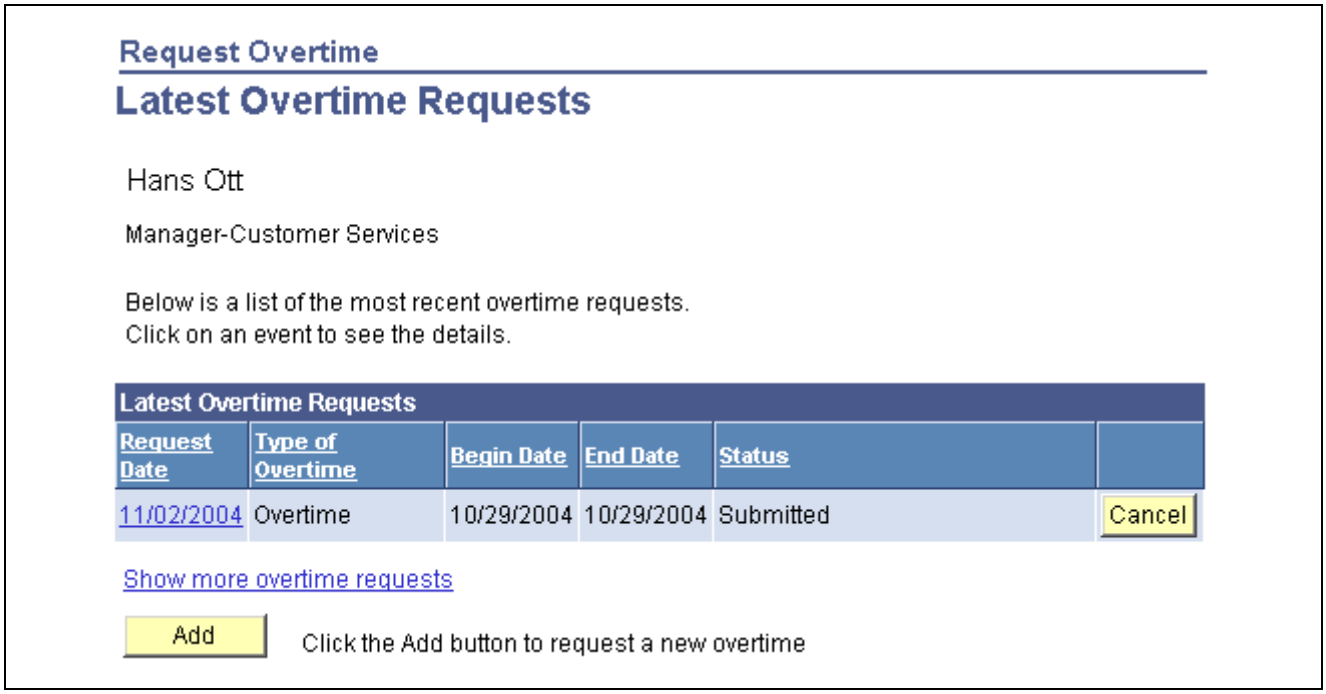
Select *Amount* to enable users to enter an amount and currency when requesting an overtime of this type.

Select *Both* to enable users to enter both hours and an amount of currency when requesting an overtime of this type.

Overtime Default Hours Enter the default number of hours for users requesting an overtime of this type.

Viewing the Latest Overtime Requests

Access the Latest Overtime Requests page.



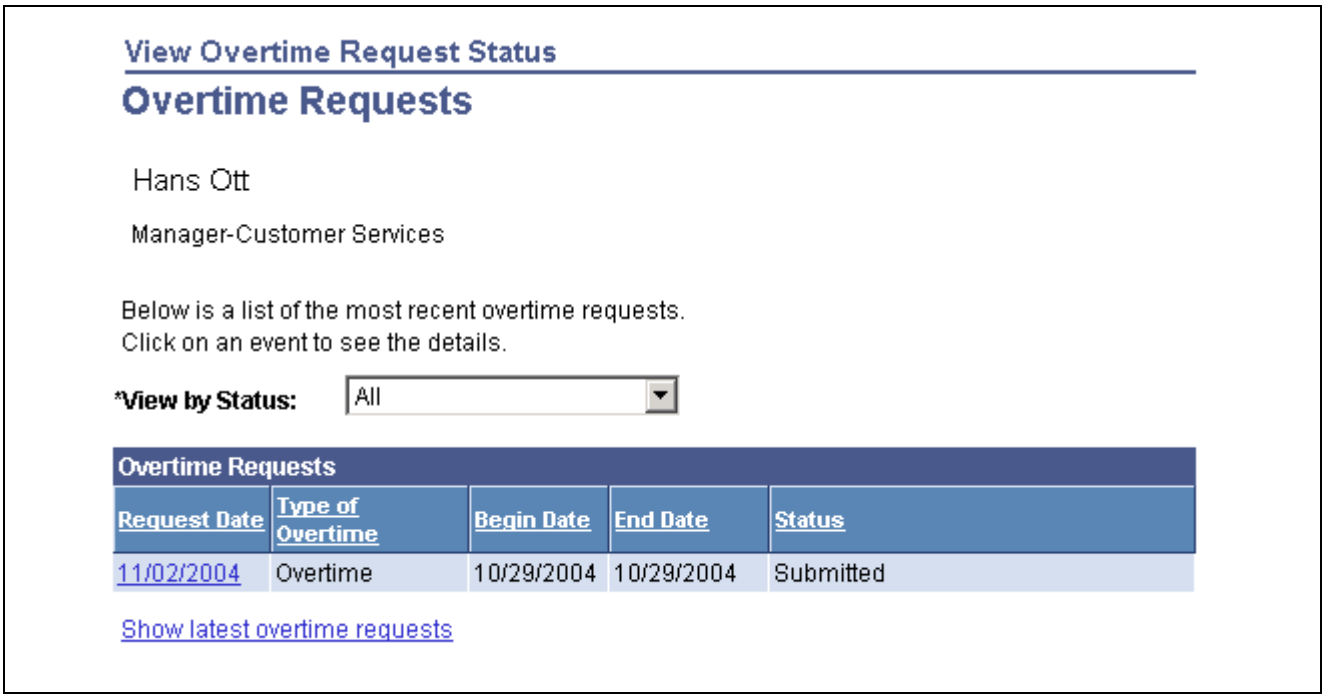
Latest Overtime Requests page

This page displays a grid with an employee's latest overtime requests for a specific job. The number of overtime requests that appear in the grid depends on the setup on the Overtime Duration page.

Note. If you access this page using the Overtime CHE link, then you can't add, edit, or cancel overtime requests. The Overtime CHE link appears on the Enter Overtime CHE page. The navigation path is Global Payroll, Absence and Payroll Processing, Prepare Payroll, Enter Overtime CHE.

Viewing Additional Overtime Requests

Access the Overtime Requests page.



Overtime Requests page

This page displays a grid with an extended list of an employee's overtime requests for a specific job. The number of overtime requests that appear in the grid depends on the setup on the Overtime Duration page.

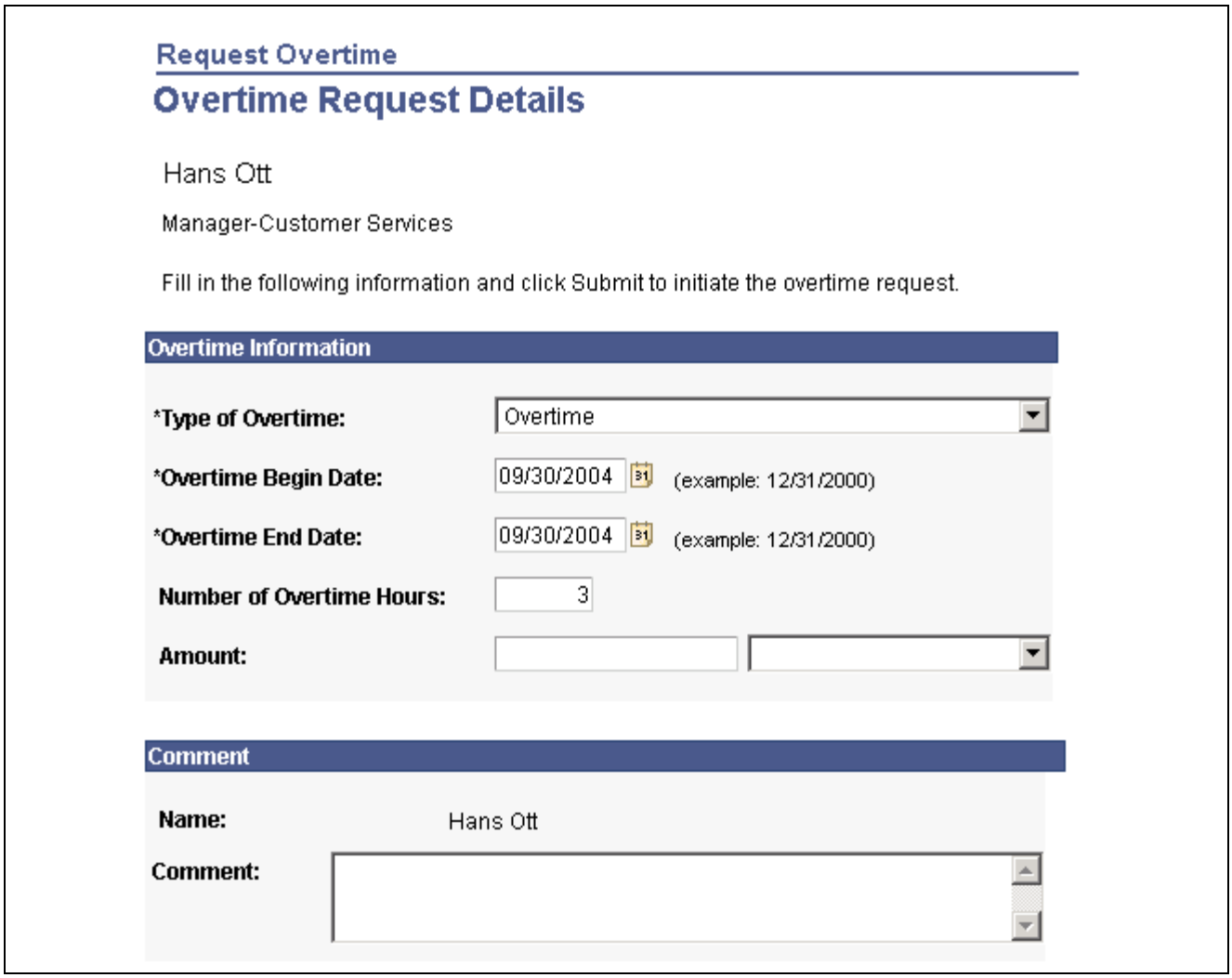
View by Status Select the status of the overtime requests you want to view.

Select *Approved* to view overtime requests with a status of *Approved* or *Approved with Change*. Select *Processed* to view overtime requests with a status of *Processed* or *Processed with Change*.

Note. If you access this page using the Overtime CHE link, then you can't add, edit, or cancel overtime requests. The Overtime CHE link appears on the Enter Overtime CHE page. The navigation path is Global Payroll, Absence and Payroll Processing, Prepare Payroll, Enter Overtime CHE.

Adding and Modifying Overtime Requests

Access the Overtime Request Details (add) page.



Overtime Request Details (add) page

The system transfers you to this page if you click:

- The Add button on the Latest Overtime Requests page or the Overtime Requests page.
- The Edit button for an existing overtime request on the Latest Overtime Requests page or the Overtime Requests page.

Use this page to add, modify, save, and submit an overtime request.

Overtime Information

Type of Overtime Select the type of overtime. The default type is defined on the Overtime Duration page.

Amount Enter an amount and select the currency type.

Note. Whether you can enter hours, an amount, or both on this page depends on the setup definition on the Overtime Entry Elements page.

Comment

Submit	Click to submit the overtime request. When the request is submitted, the system triggers the workflow for approval processing and transfers you to the Submit Confirmation page.
Save for Later	Click to save the overtime request without submitting it and transfer to the Save Confirmation page.
Return to list of requests	Click to cancel the transaction without saving it and return to the previous page.

For Employees

An overtime request by an employee requires approval from both a manager and a Human Resources administrator. A worklist or email is sent to the appropriate people.

For Human Resources Administrators

If you add an overtime request, it is automatically approved.

If you are editing an existing overtime request, select Change Existing Data to modify the overtime request; enter a reason in the Comment field.

If you modify an existing overtime request, the status becomes *Approved with Change.*

Submitting Overtime Requests

Access the Submit Confirmation page

Submit Confirmation page

This page lists the roles that must approve the overtime request and the corresponding workflow action.

Viewing Overtime Request Details

Access the Overtime Request Detail (view) page.

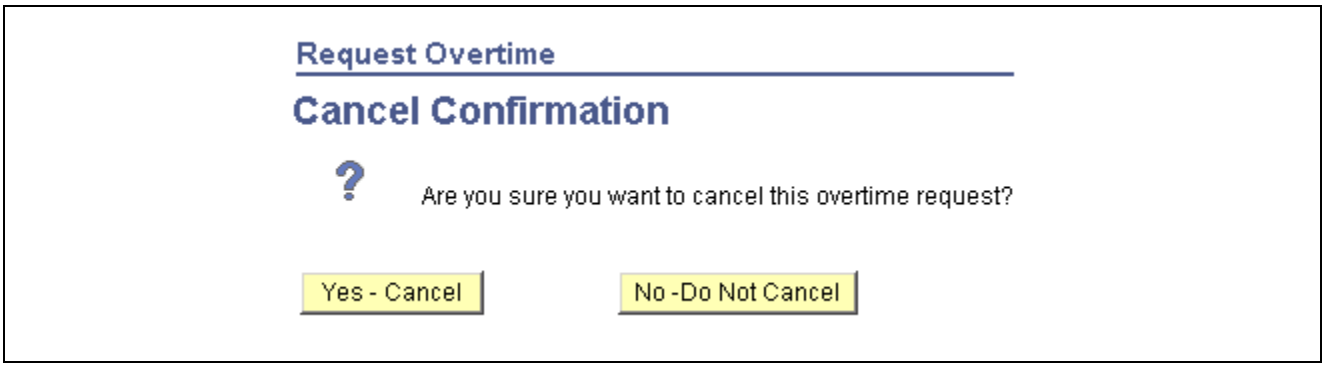
Overtime Request Detail (view) page

This page displays overtime request information and approval details.

Return to list of requests Click to return to the previous page (Latest Overtime Requests or Overtime Requests).

Canceling an Overtime Request

Access the Cancel Confirmation page.



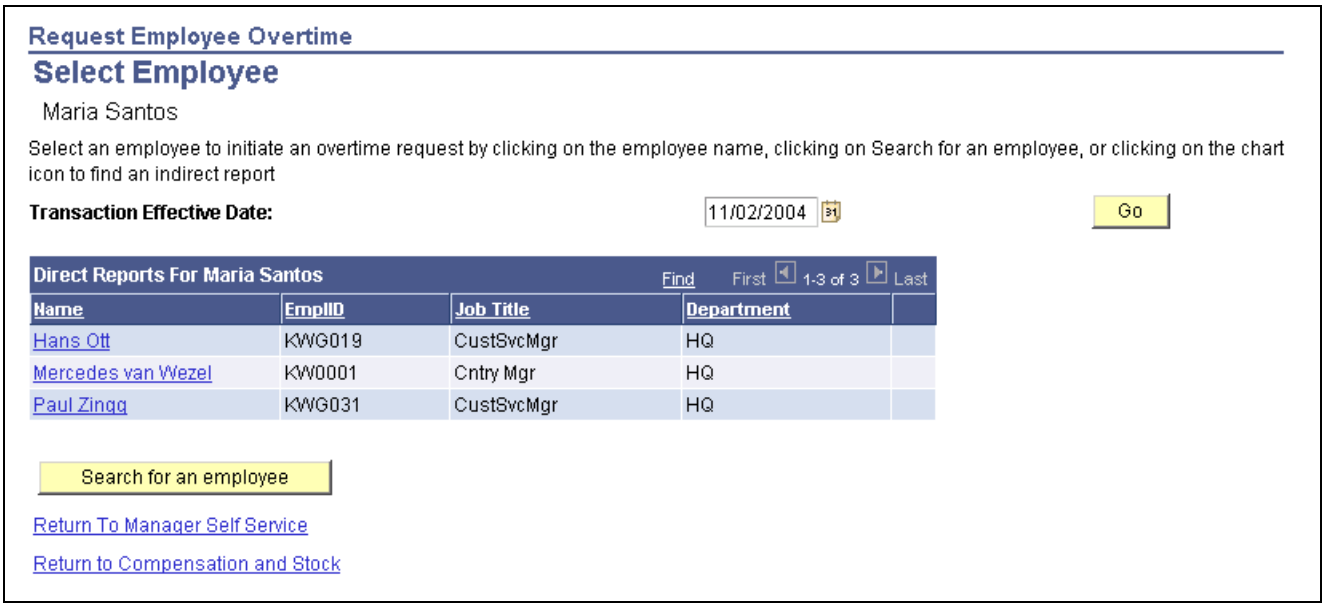
Cancel Confirmation page

Yes - Cancel Click to complete the cancellation of the request, delete it from the database, and transfer to the Latest Overtime Requests page.

No - Do Not Cancel Click to stop the cancellation and transfer to the Latest Overtime Requests page.

Requesting Overtime for Direct Reports

Access the Request Employee Overtime page.



Request Employee Overtime page

Managers or Human Resources administrators can select an employee in three ways:

- Click the employee's name link in the Name column.
- Click the Chart button to find an indirect report.
- Click the Search for an employee button to search for an employee.

Once you select an employee, you are transferred to the Latest Overtime Requests page for that employee.

Selecting Employee Overtime for Approval

Access the Approve Employee Overtime (Select a Transaction) page.

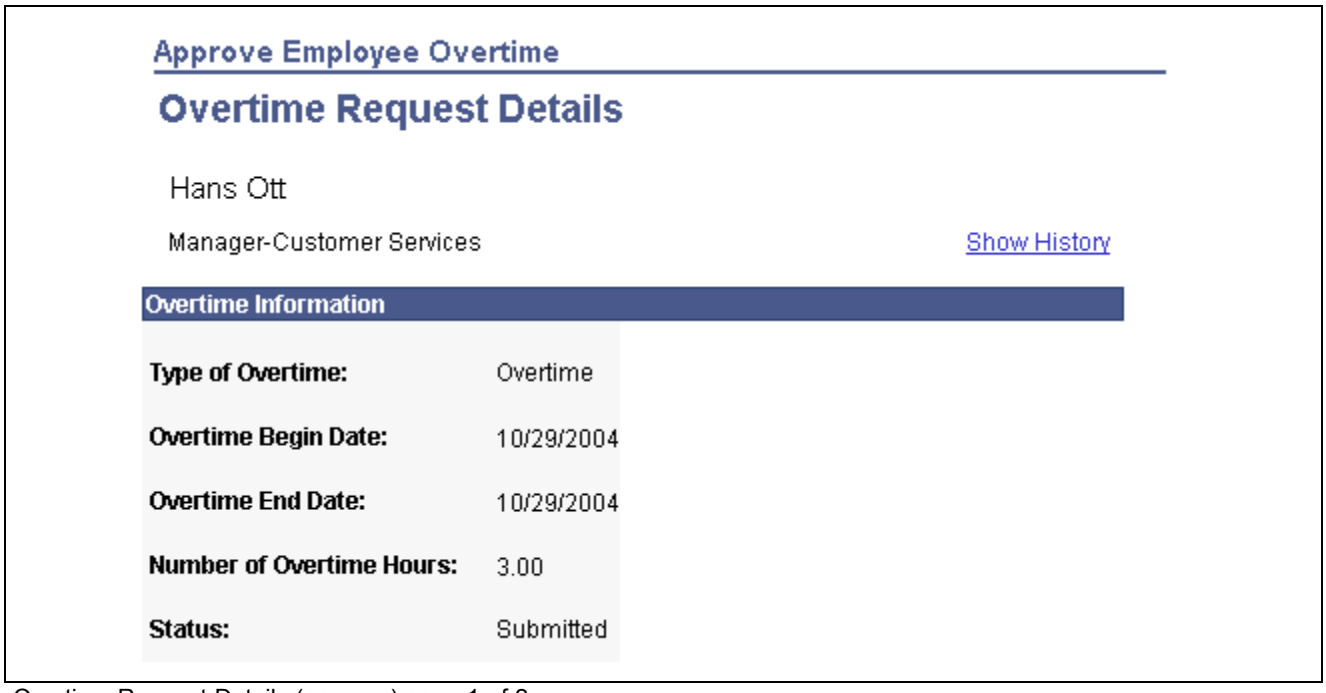
Approve Employee Overtime page

This page contains a list of overtime requests awaiting a manager's or Human Resources administrator's approval.

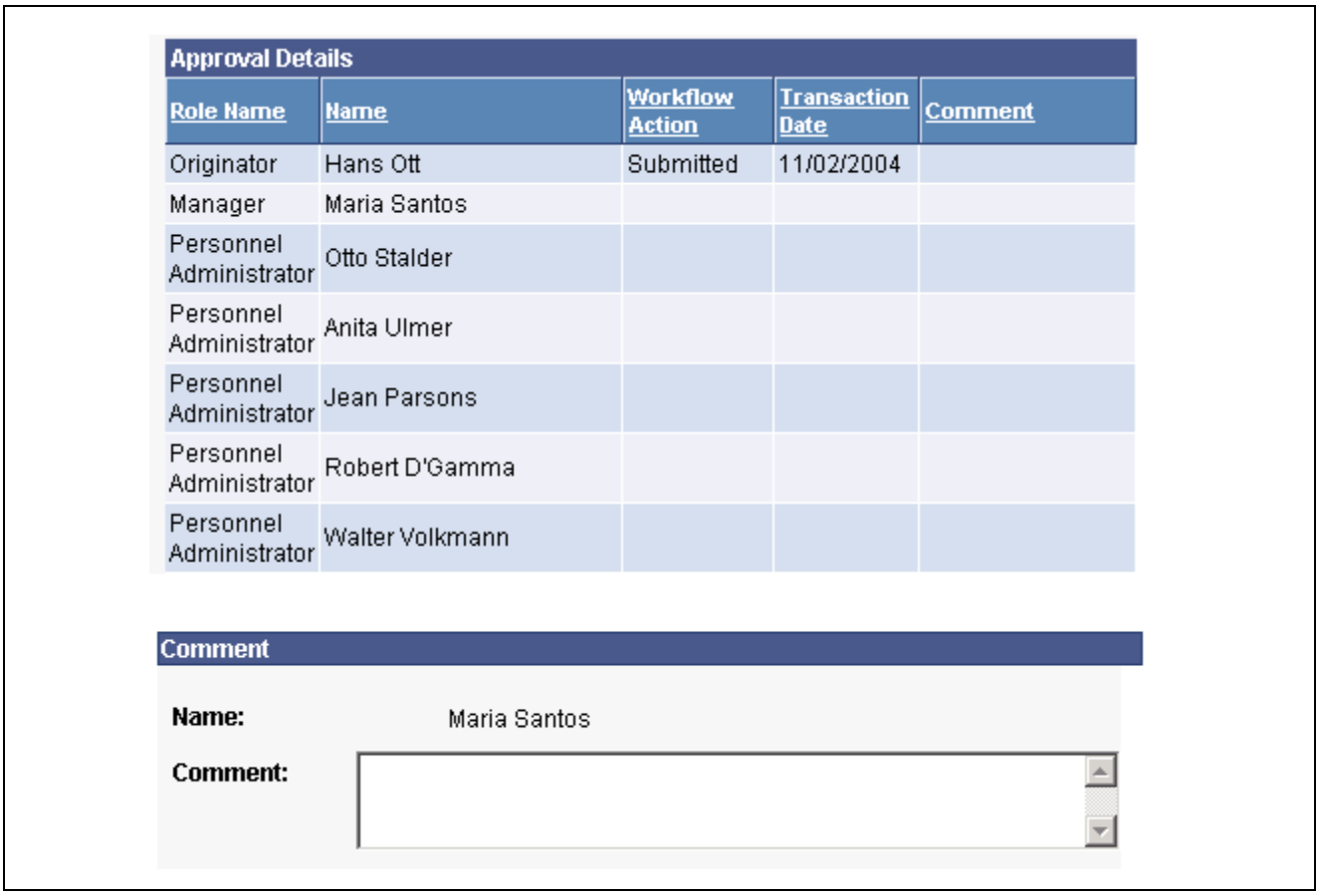
A manager or Human Resources administrator can click the employee name to process the approval and transfer to the Overtime Request Details page.

Approving an Employee Overtime Request

Access the Overtime Request Details (approve) page.



Overtime Request Details (approve) page 1 of 2



Approval Details

Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	Hans Ott	Submitted	11/02/2004	
Manager	Maria Santos			
Personnel Administrator	Otto Stalder			
Personnel Administrator	Anita Ulmer			
Personnel Administrator	Jean Parsons			
Personnel Administrator	Robert D'Gamma			
Personnel Administrator	Walter Volkmann			

Overtime Request Details (approve) page 2 of 2

An overtime request by a manager requires approval only from a Human Resources administrator. A worklist or email is sent to the appropriate Human Resources administrator and the employee is notified by email that an overtime request was submitted.

Approve Click this button to approve the overtime request. The system triggers the workflow to notify the next approver, if any. If this is the final approver, then the workflow notifies the human resources department to process the overtime request.

Rework Required Click this button to send the request back to the originator for rework.

Deny Click this button to deny the overtime request. The system triggers the workflow to notify the originator.

Return to list of requests Click this link to access the Approve Employee Overtime (Select a Transaction) page.

Show History Click this link to display an extended list of overtime requests on the Overtime Request History page.

When you click Approve, Rework Required, or Deny, the system transfers you to the Submit Confirmation page.

Generating Overtime Requests

Access the Generate Overtimes page.

Use this page to generate positive input for the overtime data. The overtime data, in the form of positive input, can then be taken into consideration when running payroll.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Working with Positive Input"

CHAPTER 11

Managing Social Insurance for Switzerland

This chapter provides an overview of social insurance in Global Payroll for Switzerland and describes how to:

- View social insurance data.
- Define insurance providers.
- Define company social insurance contributions.
- Manage additional insurance.
- Generate social insurance reports.

Understanding Swiss Social Insurance

Before setting up and processing social insurance contributions, you should understand the terms and procedures Global Payroll for Switzerland uses for social insurance.

Common Social Insurance Terms

Here's a list of common abbreviations used on the social insurance components in Global Payroll for Switzerland.

Abbreviation	German	English
AHV	*Alters-und Hinterlassenenversicherung.*	Retirement and survivors' pension insurance.
ALV	*Arbeitslosenversicherung.*	Unemployment insurance.
BU	*Berufsunfall-Versicherung.*	Work-related accident/injury insurance.
EE	*Arbeitnehmer.*	Employee.
EO	*Erwerbsersatzordnung für Diestleistende in Armee und Zivilschutz.*	Military and civil service pay supplements.
ER	*Arbeitgeber.*	Employer.
FAK	*Familienausgleichskasse.*	Employer contribution to fund family benefits.

Abbreviation	German	English
IV	*Invalidenversicherung.*	Disability insurance.
NBU	*Nichtberufsunfall-Versicherung.*	Non work-related accident/injury insurance.
PK	*Pensionskasse.*	Pension fund.
SUVA	*Schweizerische Unfallversicherungsanstalt.*	Swiss Accident Insurance Institute (the largest insurance provider in Switzerland).
UV	*Unfallversicherung.*	Accident insurance.

Social Insurance Overview

Contributory membership in national social insurance funds (such as AHV, IV, and EO) is mandatory for employers. You deduct social insurance contributions for those domestic and foreign employees with mandatory insurance coverage and transfer them to compensation funds in accordance with statutory requirements.

You specify the applicable prorated percentage rates for both the employer and the employee. When a new employee is hired, record his or her AHV number. At the end of prescribed pay periods, calculate the contribution amount, if the insurance provider hasn't already calculated it. Then transfer the amount to the respective provider.

The same procedure applies to unemployment insurance (ALV). For both types of insurance, deduct the employees' insurance percentage rate from their pay.

At the end of the year, total the paid earnings and then submit a complete list of employees with mandatory insurance coverage to the insurance providers. This list must include every employee's AHV number, total gross earnings, and the length of employment with the company.

If your company has a statutory requirement to make payments to a family allowance agency (FAK), transfer, depending on the canton, family and household allowances to employees along with their pay. Transfer the agreed percentage of the earnings subject to AHV to the FAK. If your company is exempt from making such payments, transfer the allowances established in the tariff agreement directly to the employees.

Deduct pension contributions in accordance with federal statutes governing pension funds (BVG) and, in some cases, transfer these contributions to a supplementary pension fund.

In accordance with federal statutes governing accident insurance (UVG), you must insure your employees against accidents with the SUVA or another accident insurance provider. Calculate the mandatory insurance contributions and transfer them to the insurance provider. If your company pays all or part of an employee's non-employer liability insurance premiums (NBU premiums), calculate no employee deductions, or only prorated deductions, depending on the program.

When you perform the respective calculations for these procedures, you create the prescribed reports and route them to the employee or to the responsible authorities.

You can enter tax and social insurance data after the following information is set up:

- System tables and social insurance tables.
- FAK data and percentages.

- Source Tax tables and data.
- Child Allowance table.
- Municipality table.
- Insurance providers.
- Scale codes for continued payments.

Default Hierarchy for Social Insurance

This section explains the override options for social insurance. Global Payroll for Switzerland enables you to view the percentage and/or status of AHV/ALV, UV, PK, and FAK at three levels:

- First level—the social insurance system. The PeopleSoft system delivers a social insurance setup, which you can't edit because it's statutory.
- Second level—the company. You must set this level when you implement Global Payroll for Switzerland. It's an editable field that you can override.
- Third level—the employee. This is also editable.

You can override some values, such as eligibility status, at company or employee level. The following table displays whether information is available at each level.

Note. An *X* indicates that information is available at that level, and a dash (--) means that information is not available.

Level	AHV / ALV Status	Percentage of AHV / ALV	Status / Percentage of UV	Limits	PK	FAK
SI Setup	X	X	--	X	--	--
Company	X	--	X through provider	--	X	X
EE - Add Employment	--	--	--	--	X	--
EE − SI	X	--	Status, no percentage	--	--	--

Viewing Delivered Elements

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

Common Elements Used with Social Insurance

ALV Status Select or view who pays the ALV contributions:

- *ER/EE* (default): Employer and employee each pay 50% of the contributions.
- *NONE:* No contributions are paid.
- *EMPLOYER:* Employer pays all contributions.

AHV Status Select or view who pays the AHV contributions:

- *ER/EE* (default): Employer and employee each pay 50% of the contributions.
- *NONE:* No contributions are paid.
- *EMPLOYER:* Employer pays all contributions.

Risk Group Select the classification for your company. Insurance providers and employers decide which employees belong to which group. Possible entries are *A, B,* and *Z.*

UV Status (accident insurance status) Select who pays accident insurance contributions. Valid values are *0 None, 1 NBU/EE, 2 NBU/EMPLOYER, 3 BU only,* and *4 ER/EE.*

EE Contr AHV (employee contribution AHV) Displays the employee AHV contribution expressed as a percentage.

Total Contribution AHV Displays the AHV contribution rate as a percentage for the employee and the employer together. Shows the (fixed) total contribution percentages for employer and employees.

Employee Contribution ALV1 Displays the employee contribution to the ALV 1 percentage.

Total Contribution ALVI Displays the total contribution to ALV 1 percentage paid by the employee and the employer together.

Employee Contribution ALV2 Displays the employee contribution to the ALV 2 percentage.

Total Contribution ALV2 Displays the total contribution to ALV 2 percentage paid by the employee and employer.

Viewing Social Insurance Data

This section describes how to:

- View social insurance system data.
- View social insurance details.

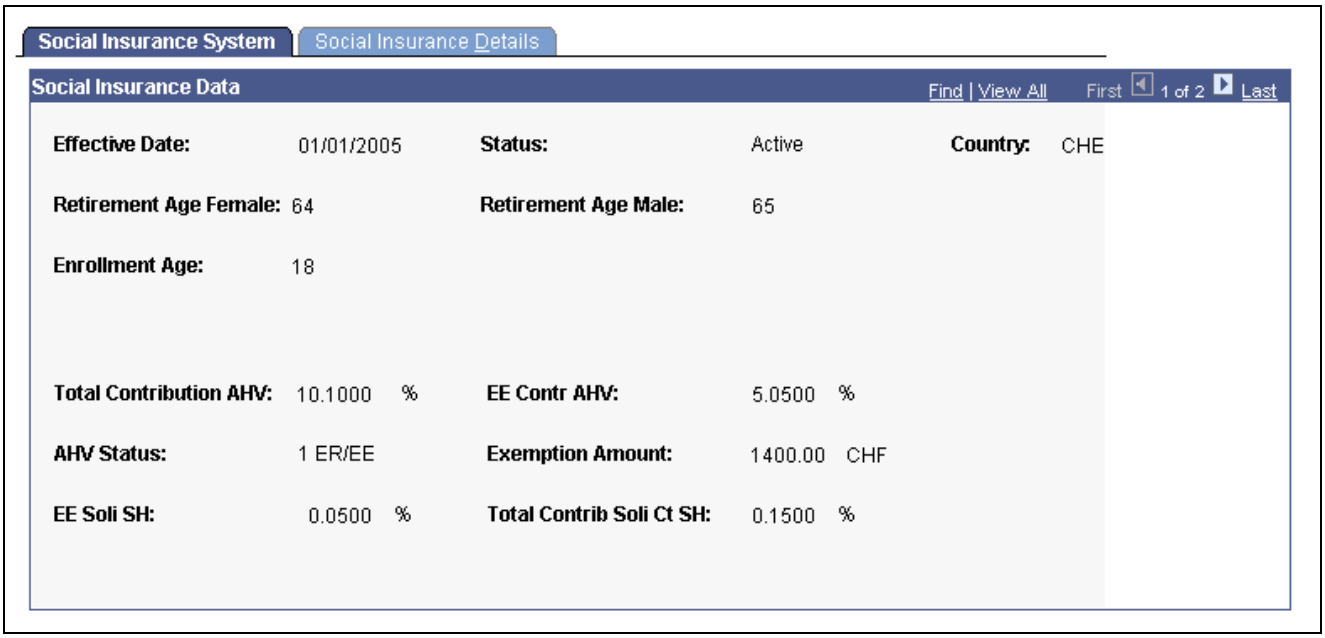
Pages Used to View Social Insurance Data

Page Name	Object Name	Navigation	Usage
Social Insurance System	GPCH_SI_SYSTEM1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Social Insurance CHE	View contribution limit data for Swiss social insurance. This page displays the standard values that apply throughout Switzerland, although there are extra fields for the canton of Schaffhausen.
Social Insurance Details	GPCH_SI_SYSTEM2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Social Insurance CHE	View contribution limits for ALV and accident insurance.

Viewing Social Insurance System Data

Access the Social Insurance System page.

Note. The PeopleSoft system delivers and maintains the data on the display-only Social Insurance component.



Social Insurance System page

Retirement Age Female Displays the age at which women may retire and therefore draw a pension.

Note. Global Payroll for Switzerland takes into account the planned future increase of the retirement age for women from 62 to 64.

Retirement Age Male Displays the age at which men may retire and therefore draw a pension.

Enrollment Age Displays the age from which retirement and survivors' pension insurance (AHV) contributions are paid.

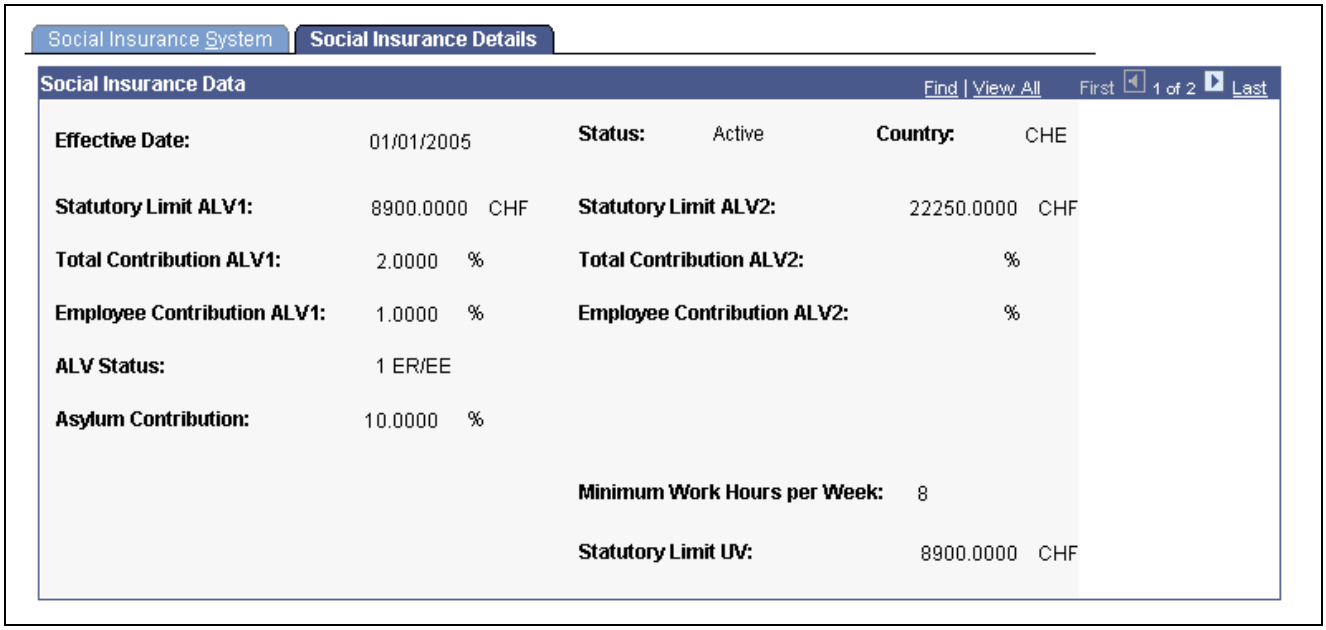
Exemption Amount Displays the amount below which no AHV contributions are required for pensioners.

EE Soli SH (employee solidarity, canton Schaffhausen) Displays the employee contribution as a percentage for solidarity tax, which is deducted only in the canton of Schaffhausen.

Total Contrib Soli Ct SH (total contributions solidarity, canton Schaffhausen) Displays the combined employee and employer contributions as a percentage for solidarity tax, which is deducted only in the canton of Schaffhausen.

Viewing Social Insurance Details

Access the Social Insurance Details page.



Social Insurance Details page

Statutory Limit ALV1 Displays the statutory limit of insurance for ALV 1.

Statutory Limit ALV2 Displays the statutory limit of insurance for ALV 2.

ALV Status To set the default value for a company here, you should override it at the company level.

Asylum Contribution Displays the deduction for the asylum fund. Asylum contributions are basically source taxes for asylum seekers, expressed as a percentage of gross earnings. This deduction must be made every month and deposited in an account as ordered by the Federal Ministry for Refugees.

Minimum Work Hours per Week Displays the lowest number of working hours per week for liability insurance.

Statutory Limit UV Displays the maximum monthly gross salary that can be insured.

Defining Insurance Providers

Define the names of insurance providers and their associated provider codes on the Insurance Providers component, which consists of two pages: Insurance Providers and Contributions Rates. You enter all values yourself on both pages, except for the insurance provider code. This section describes how to:

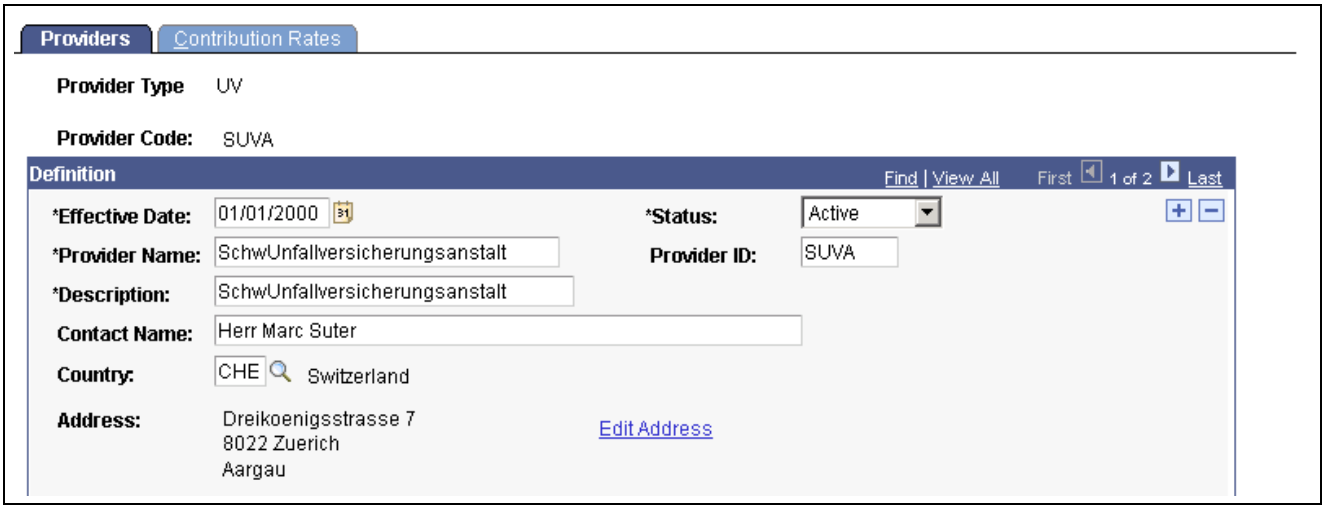
- Set up insurance providers.
- Set up contribution rates.

Pages Used to Define Insurance Providers

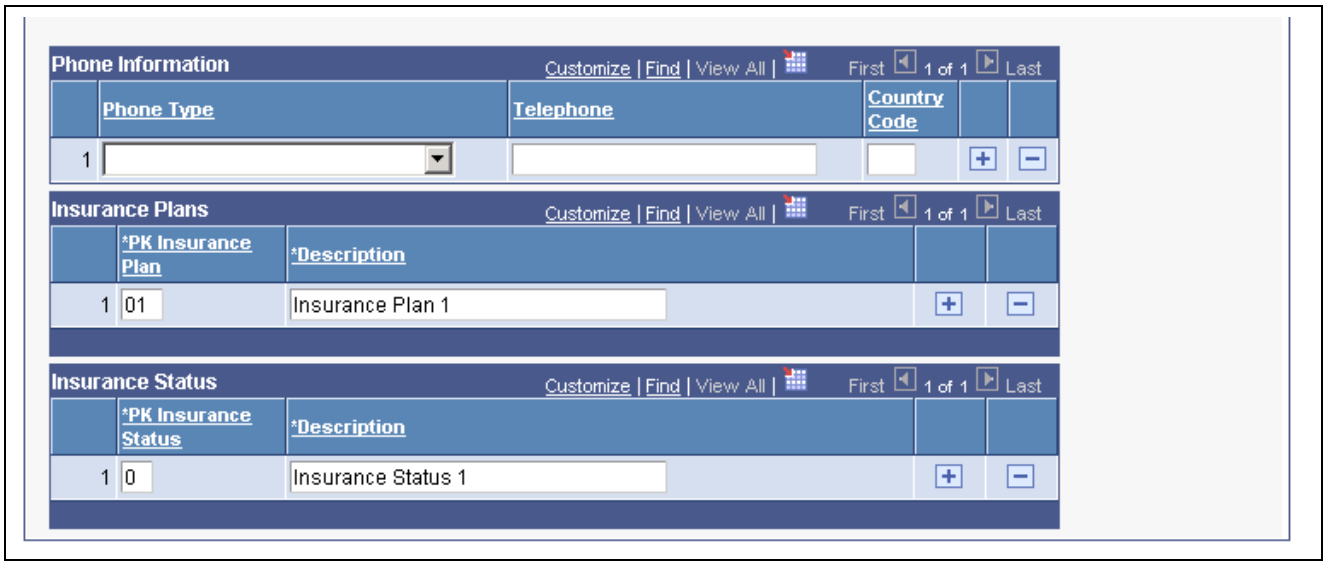
Page Name	Object Name	Navigation	Usage
Providers	GPCH_SI_PROVDR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Providers CHE	Enter names and codes of insurance providers.
Contribution Rates	GPCH_SI_UV_PCT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Insurance Providers CHE, Contribution Rates	Enter accident insurance data.

Setting Up Insurance Providers

Access the Insurance Providers page.



Providers page (1 of 2)



Providers page (2 of 2)

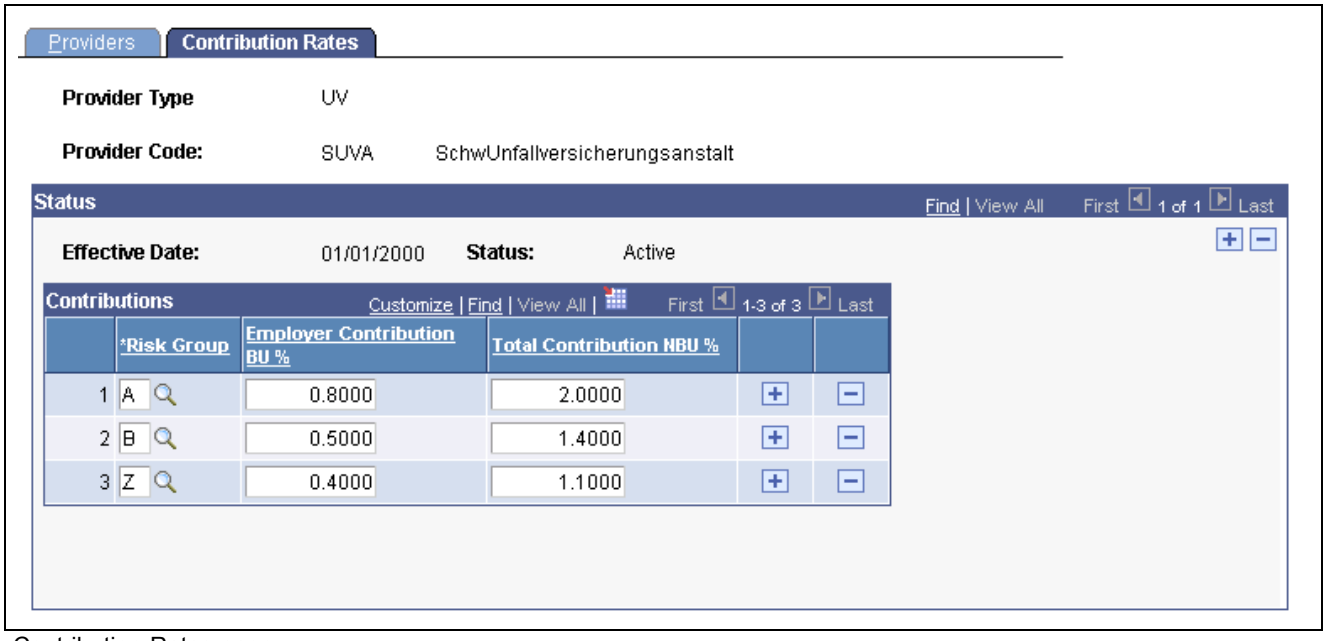
Provider ID Enter a provider ID for this insurance provider.

Type Select the type of coverage. Possible values are *FZ_UVG, KTGV, KV* and *UV.*

Contact Name Enter the name of your contact at the insurance provider.

Setting Up Contribution Rates

Access the Contribution Rates page.



Contribution Rates page

Employer Contribution BU %(employer contribution percentage for BU) Enter the employer's contribution for employer liability insurance (BU).

Total Contribution NBU % (total contribution percentage for NBU) Enter the total contributions for accident insurance not covered by employer liability (NBU) as a percentage.

Defining Company Social Insurance Contributions

Define social insurance data specific to your company on the Company SI Contributions component. This component enables you to manage AHV and ALV data as well as accident insurance and daily accident benefits insurance. This section describes how to:

- Set up social insurance rates.
- Set up social insurance details.
- View and modify social insurance data.

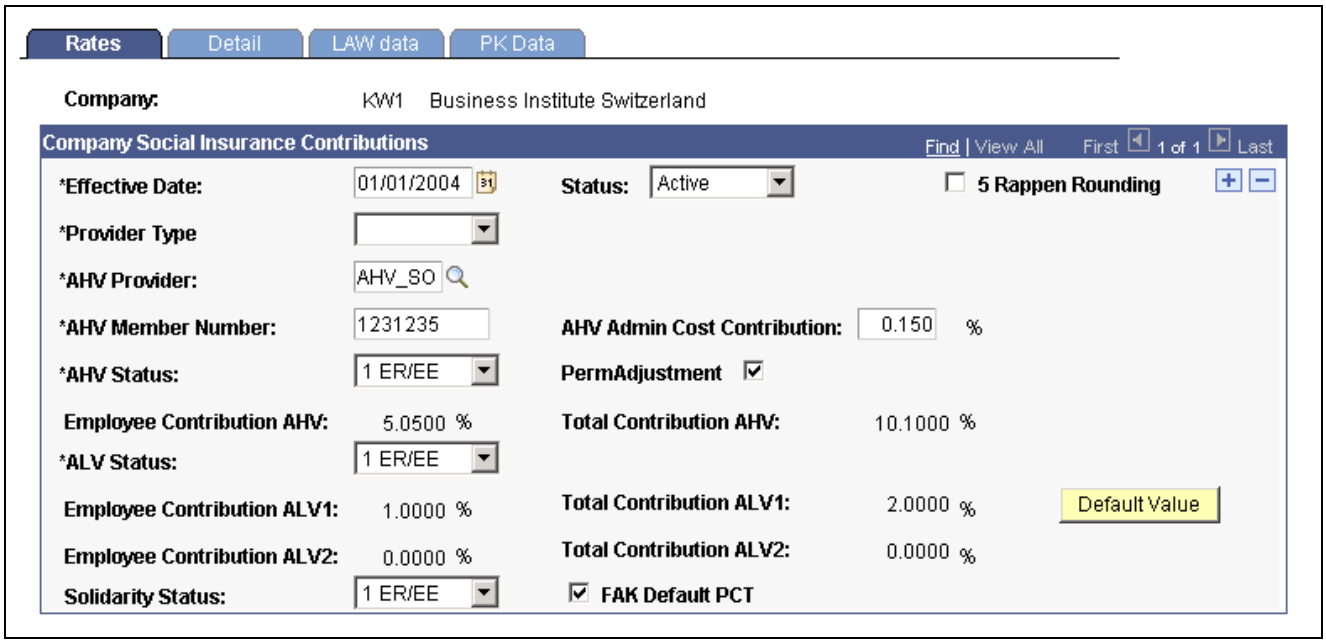
Note. You must maintain both Company SI 1 and Company SI 2 tables.

Pages Used to Define Company Social Insurance Contributions

Page Name	Object Name	Navigation	Usage
Social Insurance – Rates	GPCH_SI_COMPANY1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company SI Contributions CHE	Set up social insurance data for old age and survivors' insurance (AHV) and unemployment insurance (ALV).
Social Insurance – Detail	GPCH_SI_COMPANY2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company SI Contributions CHE	Enter social insurance data for accident insurance (UV) and daily accident benefits insurance (KTGV).
Social Insurance Data	GPCH_SI_DATA	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data CHE	Display and change social insurance data for individual employees. You can view and change retirement and survivors' pension insurance data (AHV) and unemployment insurance data (ALV).

Setting Up Social Insurance Rates

Access the Social Insurance - Rates page.



Social Insurance - Rates page

5 Rappen Rounding The system automatically rounds values to 5 Rappen except on the self-service Request Overtime page and the Garnishment Data page. To implement rounding in 5-Rappen increments for these pages as well, select this check box. The system notifies the user when it rounds the entered amounts on these pages.

AHV Provider Select a code for the insurance provider.

AHV Member Number Enter your company's employer ID as registered with the benefits agency (*Ausgleichskasse*).

AHV Admin Cost Contribution(AHV administration cost contribution) Enter the administrative clearing costs of the benefits agency, expressed as a percentage.

PermAdjustment Select this check box if you want to apply the AHV tax exemption for employees over the age specified on the Social Insurance system page on a year-to-date basis instead of a monthly basis.

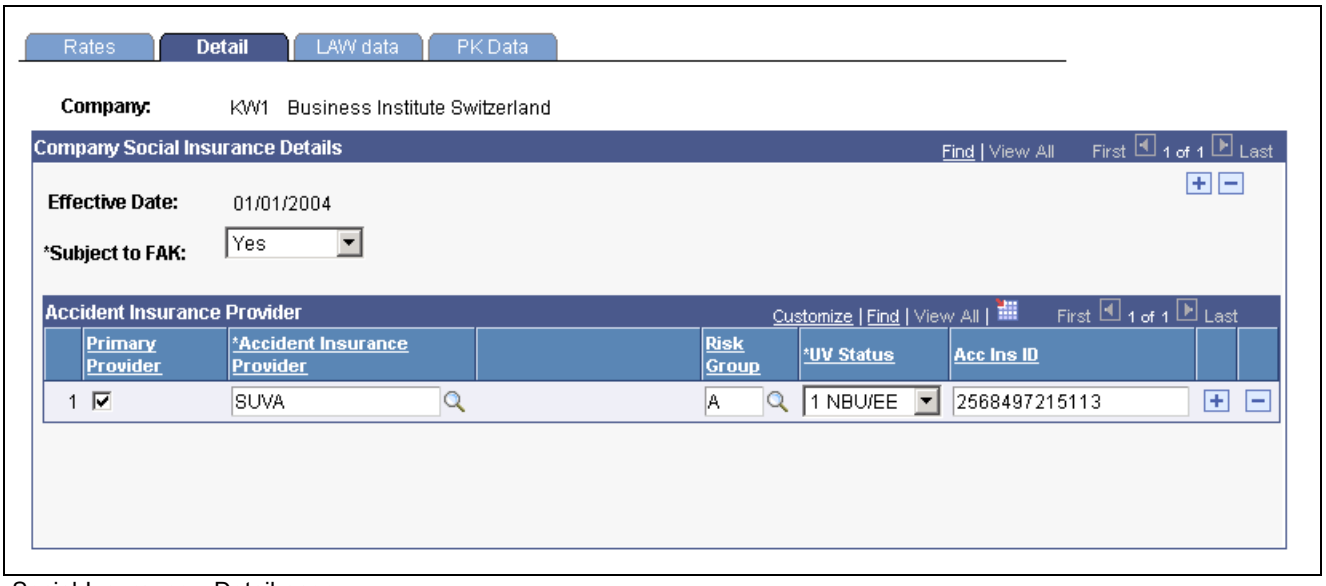
Default Value Click to import the values defined at installation from the Social Insurance system tables.

Solidarity Status Select the Solidarity tax distribution for the company. Values are: *0 None:* no contribution, *1 ER/EE:* Employer/employee distribution, and *2 ER:* Employer pays all.

Note. You can override the ALV and AHV status on the Social Insurance Data page.

Setting Up Social Insurance Details

Access the Social Insurance - Detail page.



Social Insurance - Detail page

Subject to FAK Displays whether a company is affiliated with an FAK. If you select *Yes,* the company is eligible for FAK.

PK Status (Pensionskasse status) Select the required Pensionskasse status. Pensionskasse contributions are mandatory from the age of 25. PK Status appears when an employee is eligible to pay Pensionskasse contributions.

Primary Provider Select if this is your primary insurance provider.

Accident Insurance Provider Select a provider code. All insurance providers are represented here.

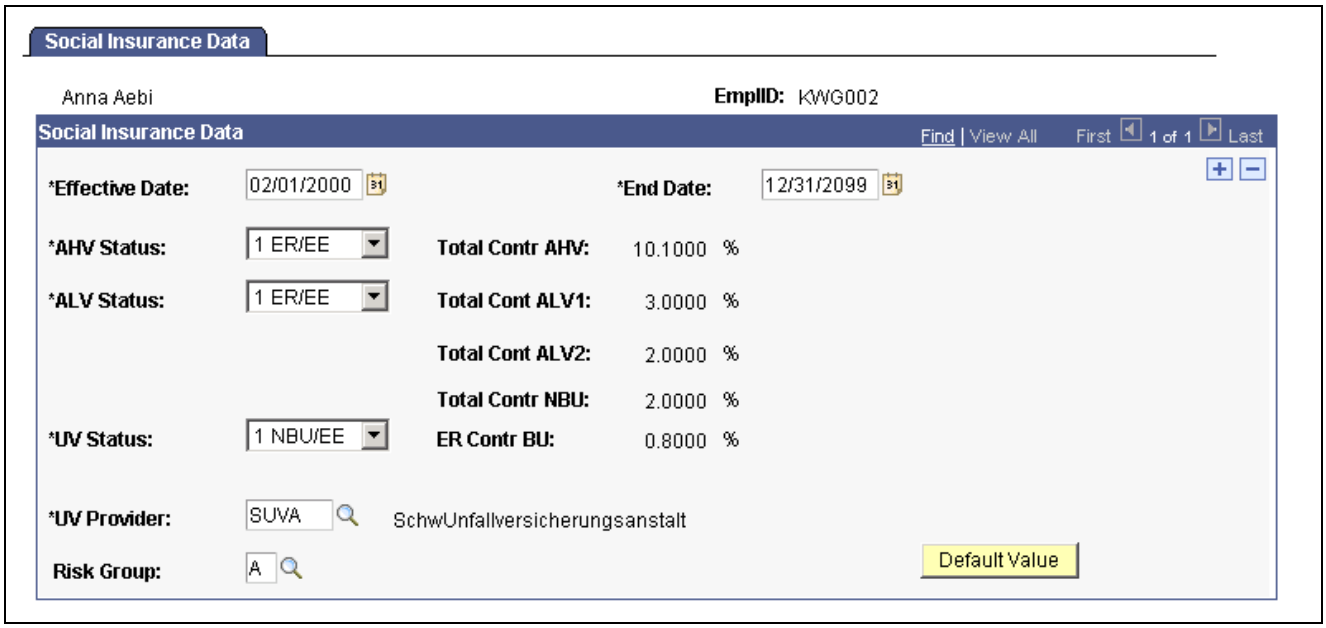
Acc Ins ID (accident insurance ID) Enter your accident insurance identification.

See Also

Chapter 14, “Managing BVG Deductions,” page 113

Viewing and Modifying Social Insurance Data

Access the Social Insurance Data page.



Social Insurance Data page

End Date	Enter an end date if you want to display data for a restricted period of time.
Total Contr NBU (total contributions NBU)	Displays the total contributions for accident insurance not covered by employer liability (NBU) as a percentage.
ER Contr BU (employer contributions BU)	Displays the employer's contribution for employer liability insurance (BU).
UV Provider (accident insurance provider)	Select the code for the accident insurance provider. All insurance providers are represented here.
Default Value	Click to use company-wide values. The default values are defined at the company and social insurance setup level.

Managing Additional Insurance

Some companies might provide employees with additional insurance packages, depending on their position in the company or their salary grade. For example, some employees might be eligible for additional health insurance in addition to the mandatory insurance packages that are available.

Global Payroll for Switzerland enables you to create voluntary combinations of insurance packages. These are presented to the employee, who chooses one from the selections. You can use Global Payroll's functionality as a basis for additional calculation and other features that you add when you install Global Payroll for Switzerland.

You create the insurance packages on the Additional Insurance Provider page, and assign them to an employee on the Additional Insurance Data page.

This section describes how to:

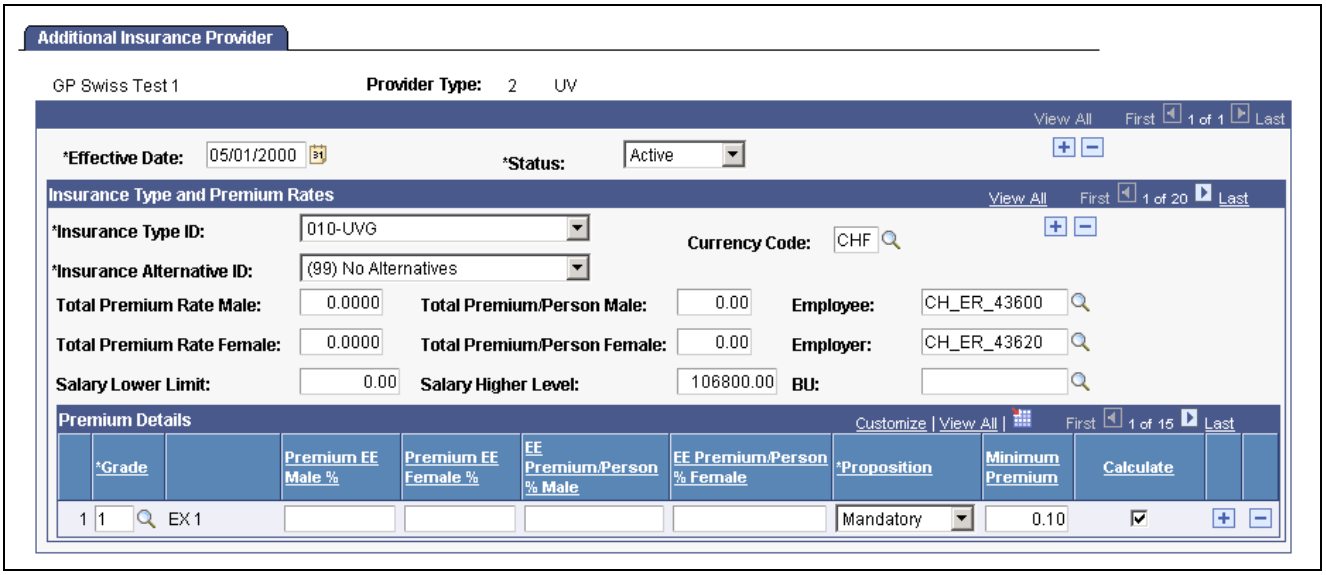
- Set up additional insurance providers.
- Enter additional insurance data.

Pages Used to Manage Additional Insurance

Page Name	Object Name	Navigation	Usage
Additional Insurance Provider	GPCH_SI_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Addtl Insurance Provider CHE	Set up additional insurance packages for an employee.
Additional Insurance Data	GPCH_SI_VARIANT	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Add Other Insurances Data CHE	Enter additional insurance data for an employee.

Setting Up Additional Insurance Providers

Access the Additional Insurance Provider page.



Additional Insurance Provider page

Insurance Type and Premium Rates

Insurance Type ID Select the type of insurance employees may require, such as health or accident insurance.

Insurance Alternative ID Select an alternative ID. Additional insurance entitlement may depend on varying conditions. For example, some types of mandatory insurance might apply only until the end of the 90th day. From the 91st day, additional insurance might be required.

Total Premium Rate Male, Total Premium/Person Male, Total Premium Rate Female, and **Total Premium/Person Female** Enter these values as specified by the insurance provider.

Salary Lower Limit and **Salary Higher Level** Enter the limits to entitlement for this type of insurance.

Employee and **Employer** — Enter the earning or deduction code for each.

BU *(Berufsunfall)* — Optional field for *Berufsunfall* (work-related accident), not currently supported.

Premium Details

Premium EE Male %, Premium EE Female %, EE Premium/Person % Male, and **EE Premium/Person % Female** — Enter these values as specified by the insurance provider.

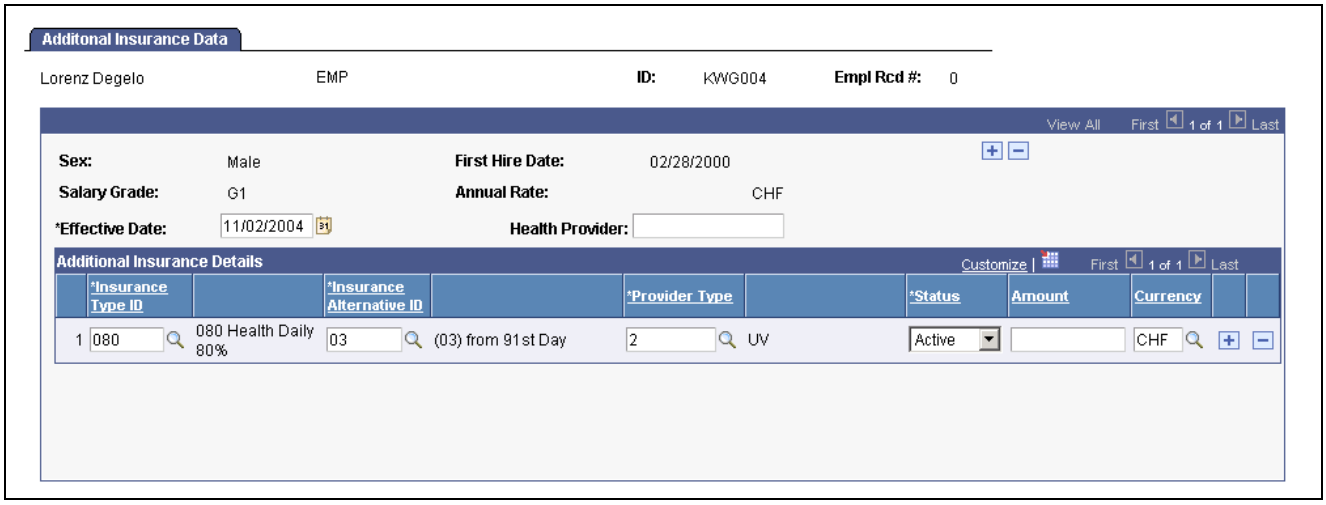
Proposition — Select how the insurance should be generated. Valid values are *Automatically*and *Mandatory.*

Minimum Premium — Enter the value specified by the insurance provider.

Calculate — Select to have Global Payroll for Switzerland process the insurance. If the insurance information is for information only, clear the check box.

Entering Additional Insurance Data

Access the Additional Insurance Data page.



Additional Insurance Data page

Annual Rate — Displays the annual rate that applies to an employee.

Provider Type — Select the provider type. Valid values are *FZ_UVG, KTGV, KV,* and *UV.*

Reporting on Social Insurance

The Element Contribution report defines all contributions and deductions, and the SI Company Setup report lists all employee contributions for AHV, ALV1, ALV2, and UV.

Pages Used to Report on Social Insurance

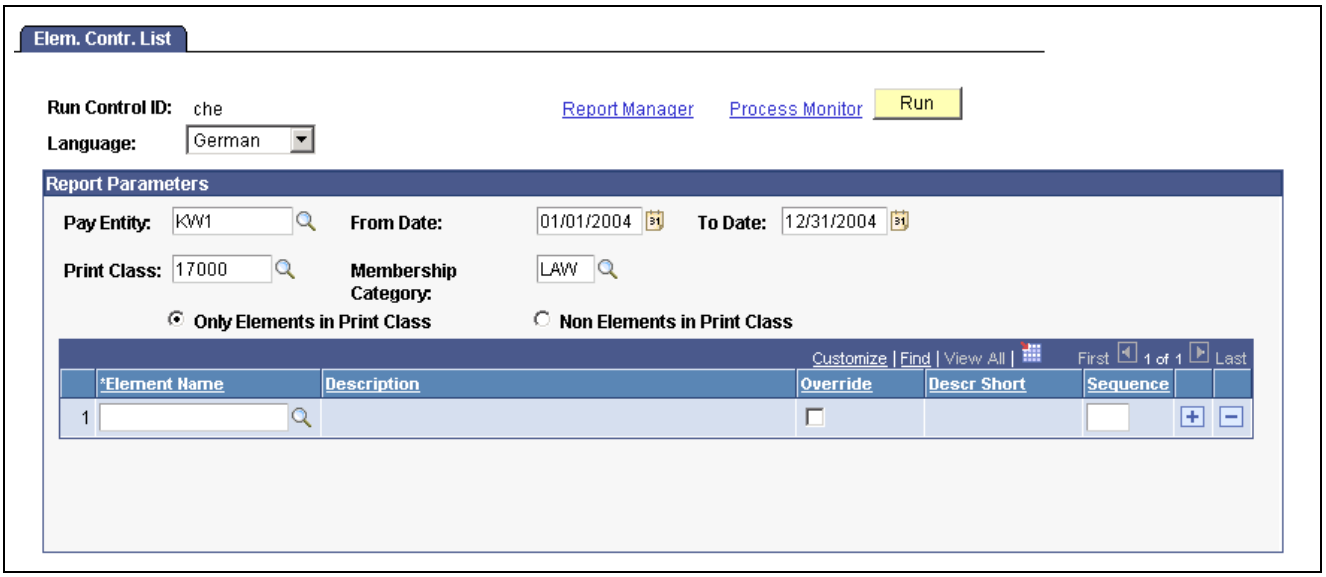
Page Name	Object Name	Navigation	Usage
Elem. Contr. List (element contribution list)	GPCH_RC_AL07	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Element Contribution List CHE	Create a report that documents the calculation process by defining all contributions and deductions. A + in the report indicates that the amount is added; a - indicates that the amount is deducted. Where there is no symbol, the value is not included in the calculation.
SI Company Setup	GPCH_RC_SI06	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company SI Contrib Rpt CHE	The report lists all employer and employee contributions for AHV, ALV1, ALV2, and UV. It also lists the AHV administration cost, Geneva maternity insurance, and the Source Tax fund. The report also states the age from which AHV should be paid, retirement ages for men and women, and the limit to which earnings are AHV-free. If any changes are made to the data, it must be printed out and kept by the employer.
UV Year	GPCH_RC_SI07	Global Payroll & Absence Mgmt, Social Security / Insurance, UV Year Report CHE	The report displays SUVA gross salary, UV basis, UV upper limit, the employee's gender, and the employee's SUVA code. Even those employees who are not insured (those with SUVA code X0) are included in the report, although no value is entered in the SUVA Base column. The last page of the UV Year report contains important data that is required to calculate the company fee.

Page Name	Object Name	Navigation	Usage
AHV Year	GPCH_RC_SI08	Global Payroll & Absence Mgmt, Social Security / Insurance, AHV Year Report CHE	The AHV Year report lists the contributions for all employees, by their insurance number in ascending order. The AHV Year report lists the insurance number of all employees, together with their full names, period of employment, AHV contributions, and ALV1 and ALV2 contributions. The system creates a special error list report appendix for payees terminated in the previous year who have income in the current year and for whom the system has no current record of previous payment. You can generate a printed report or an interface file that enables you to report social insurance data using file transfer.
Non AHV/ALV	GPCH_RC_SI09	Global Payroll & Absence Mgmt, Social Security / Insurance, Non AHV/ALV Report CHE	The Non AHV/ALV report displays the AHV and ALV1 tax allowances for these employees. The report also lists the insurance number of each employee (where an employee does not have an insurance number, the date of birth is displayed instead) and specifies the employee's period of employment using the month number. For example, *01* means that the employee has been employed since January that year.
Payr. Reg. Options (payroll register options)	GPCH_RC_TX04_1	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register CHE, Payr. Reg. Options	Monitors the associated accumulators and displays the payroll register.
Payr.R. Elem. View (payroll register element view)	GPCH_RC_TX04_2	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register CHE, Payroll Register Element View	View payroll register elements.

Page Name	Object Name	Navigation	Usage
Pay Balance	GPCH_RC_TX03	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Balance CHE	Lists the employee ID, date of birth, hire and termination dates, and AHV number for each employee.

Running the Element Contribution Report

Access the Elem. Contr. List page.



Elem. Contr. List page

A plus sign (+) indicates that the amount is added to an accumulator; a minus (-) indicates that the amount is deducted. Where there is no symbol, the value doesn't contribute to any of the accumulators specified in the header.

From Date and **To Date** — Lists all contribution changes between the dates specified.

Print Class — Select a print class. The PeopleSoft system delivers two standard print classes, but you can create your own. The print class determines the set of selected contributing elements.

Only Elements in Print Class — Select to report only elements specified in the selected print class.

Non Elements in Print Class — Select to report on all existing elements.

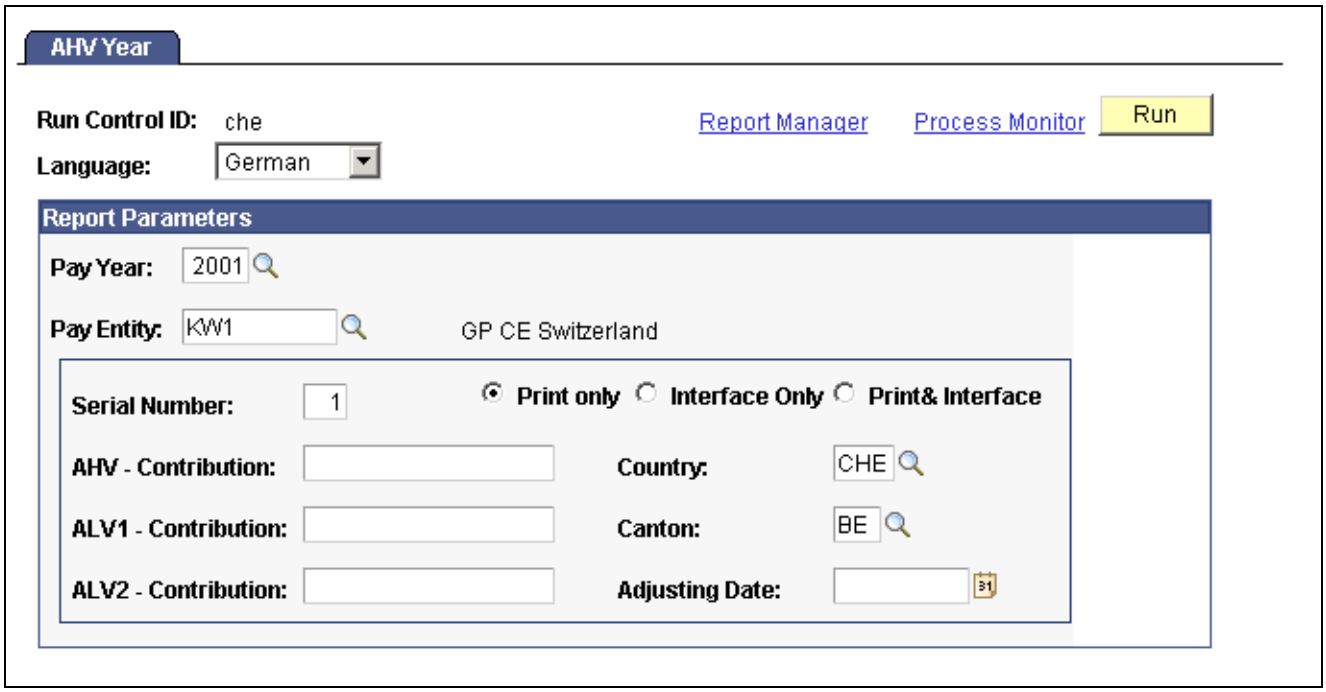
Element Name — Enter accumulators whose contributing components should be reported. The element name determines the set of elements contributed to and is mandatory.

Override — Select to optionally override the description of the selected element. You can display up to ten columns in your report and can configure the level of detail that you want to display.

Sequence Number — Enter a mandatory sequence number for the selected element's column. If you want to have the AHV/ALV contributions as the second column in your report, for example, enter sequence number *2*.

Running the AHV Year Report

Access the AHV Year page.



AHV Year page

Serial Number Enter the serial number for the ASCII file.

Print only, Interface Only, or **Print & Interface** Select one of these options depending on whether you want to print the list, create the interface file, or both.

AHV Contribution, ALV1 Contribution, and **ALV2 Contribution** Enter an optional override for the total contribution reported in the interface. If you leave these fields blank, this is calculated by totaling the individual employee contribution.

Adjusting Date Enter the posting date for the AHV interface. The default is the system date.

Running the GPCHTX04 – Payroll Register Report

The run control for the payroll register is a two-page component, consisting of the Report Options page and the Pay Element View page. In addition to gross pay, the columns of the report might provide information about base amounts (calculation bases) for UV pay, UV base, AHV gross, AHV base, amount not subject to AHV, ALV 1 pay and ALV 2 pay, as well as the resulting payment. You define the required information on the Pay Element View page.

Element Name Select the year-to-date accumulator to report.

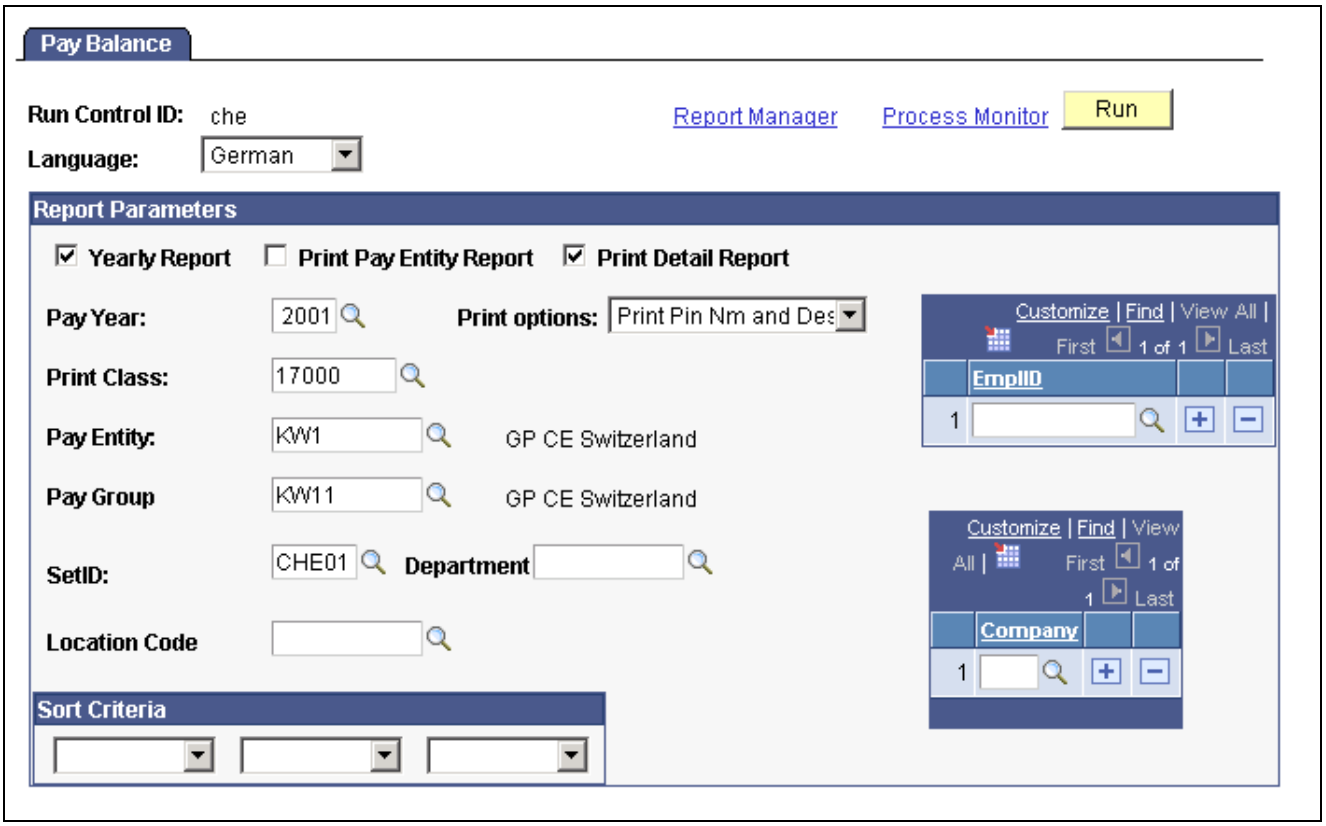
Override Indicator Select to override the description of the selected element. You can display up to ten columns in your report.

Element Heading If you select the Override Indicator for an element, enter a new heading name (a new description of the element).

Sequence Enter a sequence number for the selected element's column. If you want to have the AHV/ALV contributions as the second column in your report, for example, enter sequence number *2*.

Running the GPCHTX06 – Pay Balance Employee /Company Report

Access the Pay Balance page.



Pay Balance page

This report:

- Summarizes employee contributions, which are grouped and sorted according to the specified calendar month.
- Summarizes employee data for the employer on the final page.
- Can be printed in two versions, one that shows all retro pay in detail and one that shows only accumulated amounts, including retro.

Print Pay Entity Report Select to print only those pages that display the annual and monthly totals for a pay entity, and not all of the retro pay data for all employees that the report lists.

Print Detail Report Select to print the detailed presentation of retro results.

Print Class Select the print class you require. The PeopleSoft system delivers two standard print classes, although you can create your own.

Print classes for this report must not assign more than one component per selected element. Otherwise the report will have duplicates and fail. To

show amounts and units of an earning, do the following on the Print Classes page: enter the earning and select the Print Sum Amounts check box for that earning and then enter the Auto Assign element (xx_unit) and select the Print Units check box.

CHAPTER 12

Managing Source Tax

This chapter provides an overview of source tax in Global Payroll for Switzerland and tells you how to:

- View and maintain source tax data.
- Generate Source Tax reports.

Understanding Source Tax

Switzerland is a confederation of 26 cantons with approximately 3,000 municipalities. Accordingly, it has an extremely complex taxation system, with taxes imposed at federal, cantonal, and communal levels. Tax rates can vary from one canton to another.

Source tax applies to specific categories of foreign employees. It is calculated according to the canton in which the employee is employed, and employers make source tax deductions directly from the earnings of these foreign nationals residing in Switzerland. Employers must withhold the tax due and pay this source tax to the cantonal tax administration. Source tax, levied at the source, pays off federal, cantonal, and communal tax liabilities.

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Switzerland. 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 and Maintaining Source Tax Data

There are four steps to viewing and maintaining source tax data in Global Payroll for Switzerland, but only the third step is required.

1. View PeopleSoft-delivered municipality code information for each canton.
2. View PeopleSoft-delivered source tax data for each canton, to determine source tax rates that apply to foreign nationals in the individual Swiss canton.
3. Enter source tax data for foreign residents in Switzerland.

4. View PeopleSoft-delivered source tax percentage data, including withholding commission percentages.

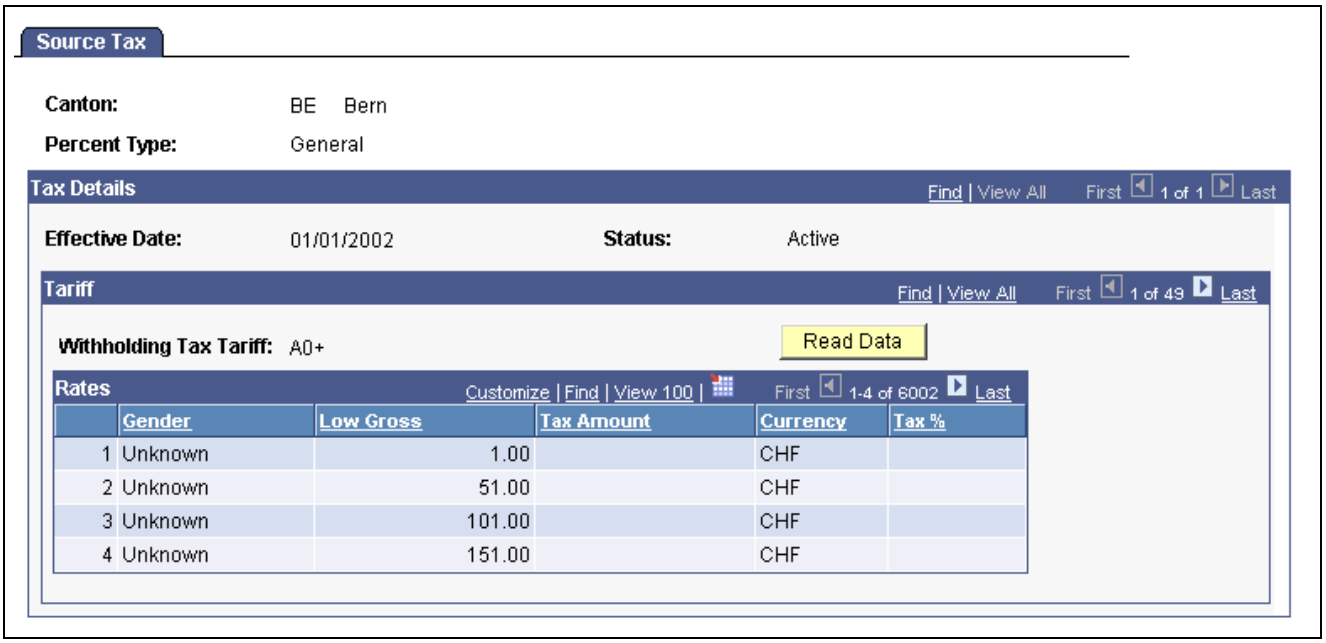
Pages Used to View and Maintain Source Tax Data

Page Name	Object Name	Navigation	Usage
Municipality Code	GPCH_TX_VILLAGE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Municipality Codes CHE	View and update municipality codes and their descriptions for a selected canton. PeopleSoft maintains and delivers the Municipality Code table, but you can modify the data yourself if necessary.
Source Tax	GPCH_TX_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Source Tax CHE	View source tax details such as source tax tariffs and basis, amounts and percentages. PeopleSoft delivers and maintains the Source Tax table, but you can modify the data yourself if necessary.
Source Tax Data	GPCH_TX_DATA	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Source Tax Data CHE	Enter source tax data for a foreign employee.
FAK/Source Tax Percent	GPCH_TX_FAK	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Source Tax Percentages CHE, FAK/Source Tax Percent	View source tax details such as source tax tariffs and basis, amounts, and percentages.

Viewing Source Tax Details

Access the Source Tax page.

Warning! The PeopleSoft system delivers and maintains the data on the Municipality Code and Source Tax pages. Although you can modify this data if necessary, you should carefully consider the impact of these changes.



Source Tax page

Tariff

Withholding Tax Tariff Displays the Withholding Tax Tariff code.

Read Data Click to display details about the rates for source tax.

Rates

Gender If the system displays *Unknown,* the canton that you selected makes no distinction based on gender with regard to source tax tables. If a tariff is based on gender, select *Male* or *Female* accordingly.

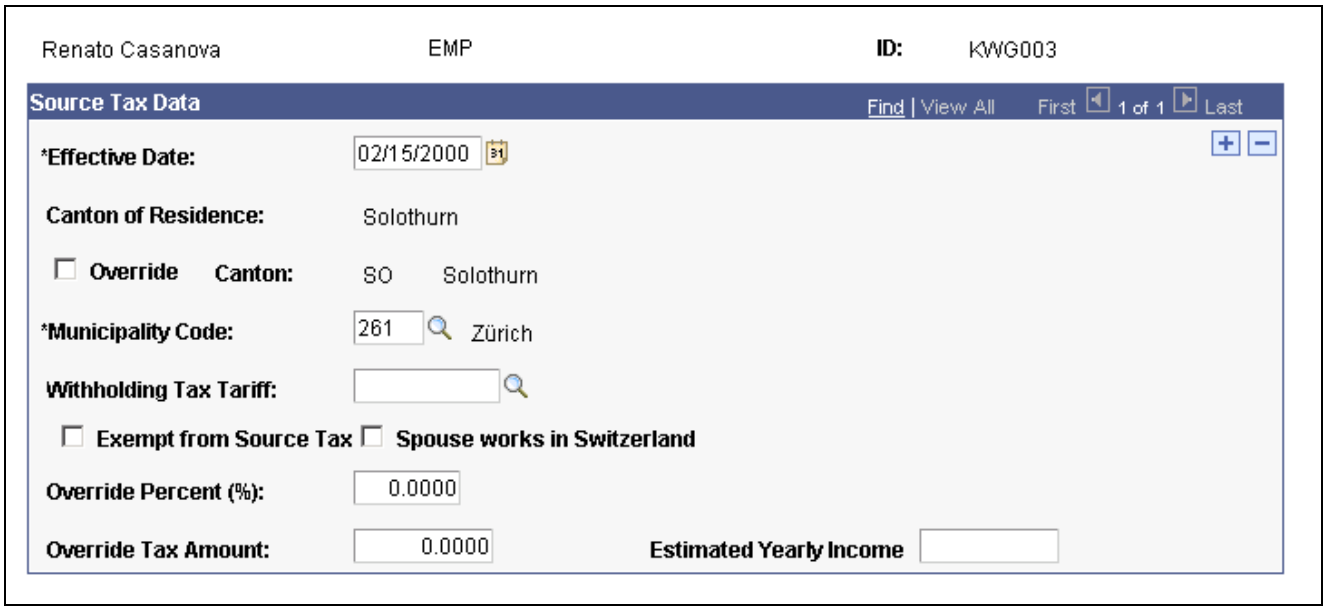
Low Gross Displays the lower limit for the tax increment.

Tax Amount Displays the amount of source tax that is deducted.

Tax % (tax percentage) Displays the percentage of source tax deducted.

Entering Source Tax Data

Access the Source Tax Data page.



Source Tax Data page

Canton of Residence The default value is the canton in which the selected employee lives. If the home address is not in Switzerland, the canton of the work location is the default.

Override Select to override the canton. The Canton field becomes available, in which you can select a canton.

Municipality Code Select the code of the municipality in which the employee lives. Prompt values are the municipality codes that correspond to the canton.

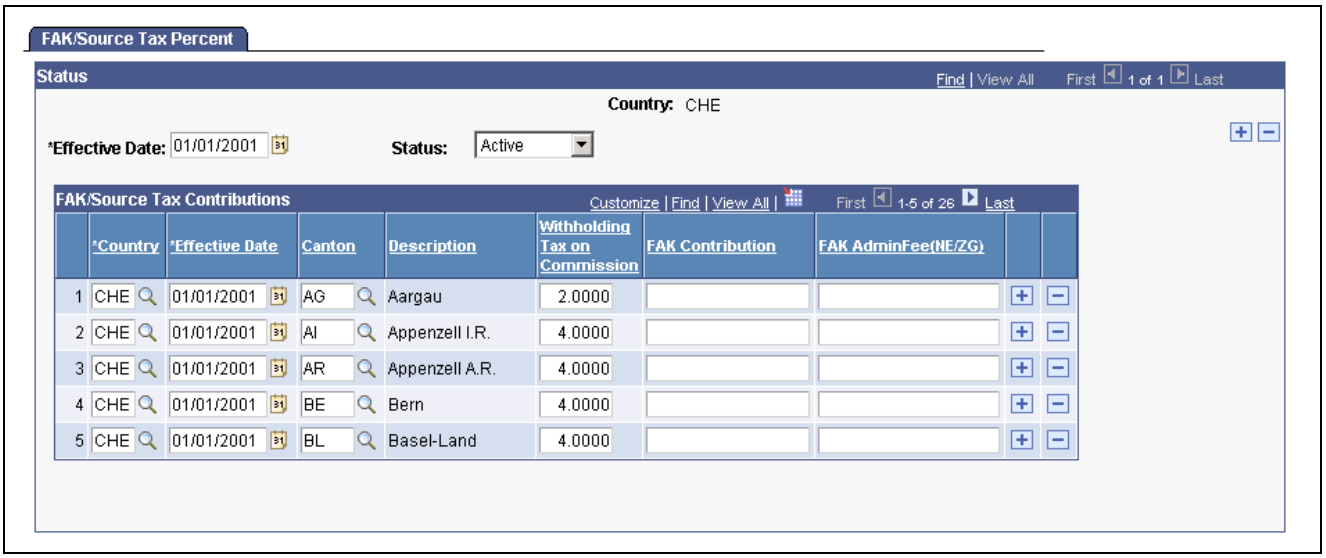
Withholding Tax Tariff Select a tariff from the list of valid tariffs for the canton.

Exempt from Source tax Select if the employee is exempt from Source Tax.

Override Percent and **Override Tax Amount** Use these fields to override the selected tariff.

Viewing Source Tax Percentages

Access the FAK/Source Tax Percent page.



FAK/Source Tax Percent page

Withholding Tax on Commission Enter a percentage, between 2% and 4%, that the employer deducts from paid taxes for administrative work involved in supporting source tax.

Generating Source Tax Reports

This section tells you how to run:

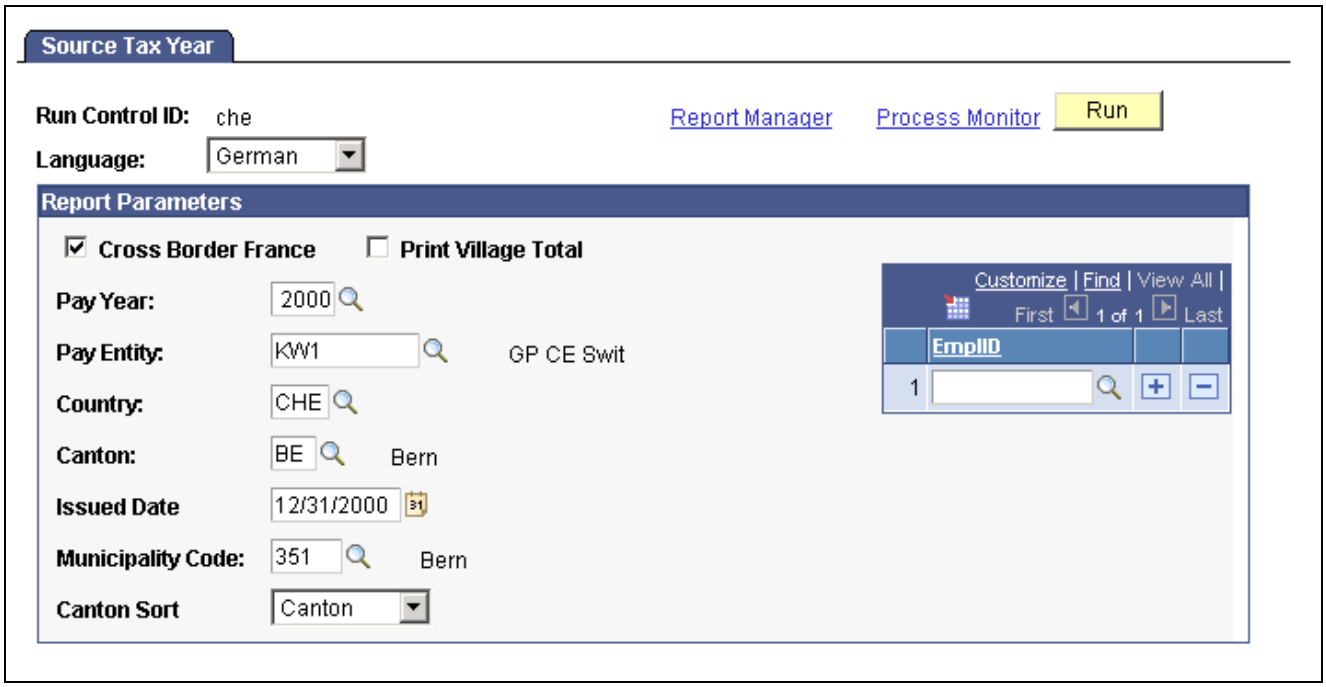
- The Source Tax Year report.
- The Source Tax Month report.

Pages Used to Run Source Tax Data Reports

Page Name	Object Name	Navigation	Usage
Source Tax Year	GPCH_RC_TX01	Global Payroll & Absence Mgmt, Taxes, Source Tax Year Report CHE	Run the Source Tax Year report (GPCHTX01), which displays net salary as well as employee source tax contributions. For the cantons of Geneva and Waadt, the report prints on an official form and is normally required once a year.
Source Tax Month	GPCH_RC_TX02	Global Payroll & Absence Mgmt, Taxes, Source Tax Report CHE	Run the Source Tax Month report.

Running the Source Tax Year Report

Access the Source Tax Year page.



Source Tax Year page

Cross Border France Select to include French border workers in the report.

Canton If you choose the canton of Geneva, the system creates the report appendix Attestation Quittance in French.

If you choose the canton of Waadt, the system creates the report appendix d'Impot a la Source in French.

If you choose the canton of Tessin, the system creates the report appendix Attestato-Ricevuta in Italian.

Municipality Code and **Canton Sort** These fields become available if you select the Cross Border France check box. Use them to run the report by municipality code and sort by canton or municipality (village).

Running the Source Tax Month Report

Access the Source Tax Month page.

Source Tax Month page

Canton

If you choose the canton of Geneva, the system creates the report appendix Attestation Quittance in French.

If you choose the canton of Waadt, the system creates the report appendix d'Impot a la Source in French.

If you choose the canton of Tessin, the system creates the report appendix Attestato-Ricevuta in Italian.

CHAPTER 13

Defining EO Payments for Switzerland

This chapter provides an overview and discusses how to define *Erwerbsersatzordnung für Diestleistende in Armee und Zivilschutz* (EO) payments in Global Payroll for Switzerland.

Understanding EO Payments

EO payments refer to the payment of salary during military and civilian service. The EO is an ordinance on military pay supplements and governs the earnings of military and civil defense personnel. According to the EO's provisions, people on active military duty (including members of the Women's Armed Forces and the Red Cross) or in civilian service are entitled to receive earning compensation for every paid or accredited day of service.

If this compensation is equal to 80 percent of an employee's salary, the employer does not need to make any additional payments. However, if this EO compensation replaces less than 80 percent of the effective earnings, the employer is obliged to make up the difference to 80 percent of the salary for a limited period. This time period is defined according to the Basel, Bern, and Zurich scales.

When the limited period has expired, the employer is exonerated of further salary payments, and the employee may then only claim EO compensation. General work contracts or individual agreements may help to secure more favorable compensation for the employee.

See Also

Chapter 6, "Setting Up Swiss Absence Rules," Setting Up Scale Codes, page 45

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Switzerland. 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 EO Payments and Corrections

This section provides an overview of EO payments and corrections and tells you how to:

- Record EO statements.
- Record EO corrections.

Understanding EO Payments and Corrections

EO payments are calculated in the current month. The system uses the annual salary and the number of children as of the first day of the military service period for the whole duration of the service, even if the service spans multiple months.

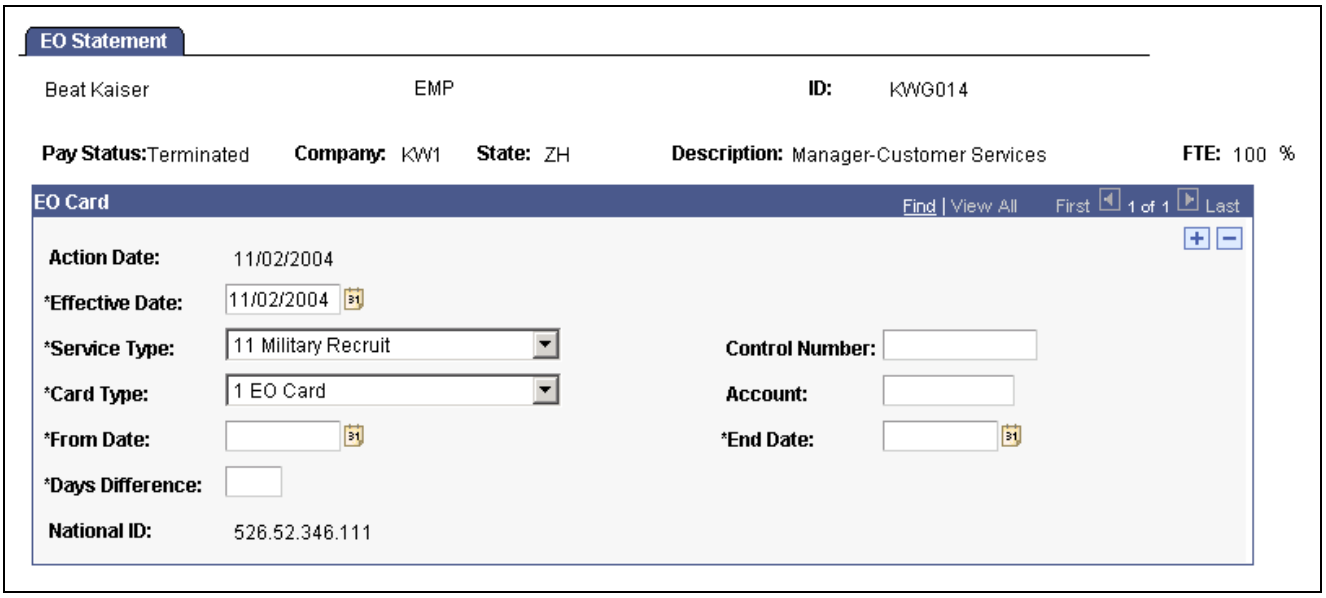
There is a separate page for entering standard EO data and correction (retroactive) EO data. The correction page has fields for manually overriding annual salary and the number of children. The same 3 dates are used in both the standard and the correction EO page.

Pages Used to Define EO Payments

Page Name	Object Name	Navigation	Usage
EO Statement	GPCH_EO_CALC	Global Payroll & Absence Mgmt, Payee Data, Define EO Payment CHE	Record an employee's military and civilian service data. You use this data to put forward your claims from the EO compensation office.
EO Correction Pay	GPCH_EO_RETRO	Global Payroll & Absence Mgmt, Payee Data, Define EO Payment Ovrd CHE	Enter data required for EO correction calculations for closed periods.
EO Pay Card	GPCH_RC_EO01	Global Payroll & Absence Mgmt, Authority Correspondence, EO Pay Card Report CHE	Lists each employee's insurance number, full name, and employee ID in ascending order. The report also displays the employee's military service type, the duration of this service, yearly salary, how many children the employee has, and the total amount of EO compensation that the employee has received. The page creates a printed report and an interface file that can be sent electronically to the AHV provider.

Recording EO Statements

Access the EO Statement page.



EO Statement page

Action Date Displays the date when you entered the data into the system.

Service Type Select the type of service in which the employee was involved. Valid values are *Military − Regular, Military Recruit, Military Promotion, Civil Service, Trainer, Alternative Service,* and *AlternService (Recruit).*

Card Type Select the card type that proves that an employee has done their military service. Valid values are *EO Card, EO Replacement Card, Corrected Payback,* and *Corrected Claim.*

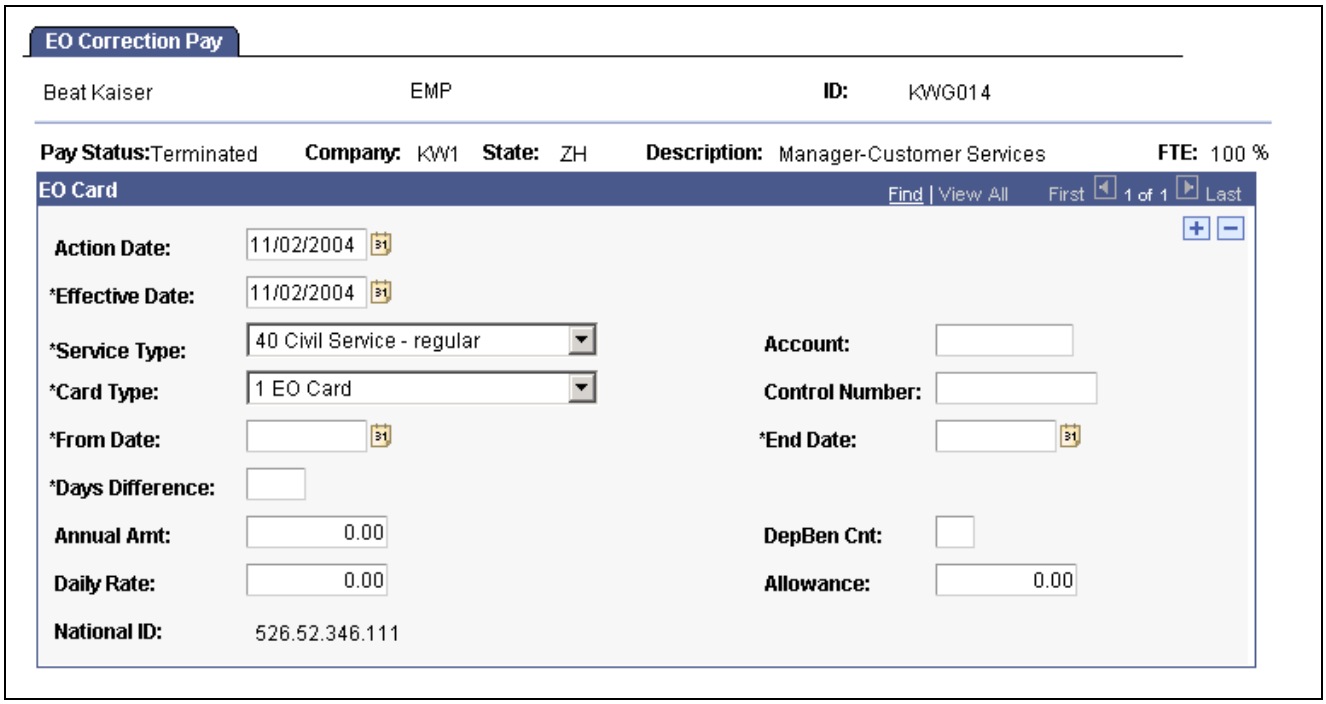
End Date Select the date when the employee's military service ends.

Days Difference Enter the number of days that the employee was involved in military service. This field displays the difference in days between the Effective Date and the End Date, and is required to calculate the earnings requirement.

National ID The system automatically populates this field, which comes from the PERSNID table.

Recording EO Corrections

Access the EO Correction Pay page.



EO Correction Pay page

The fields on this page are the same as the fields on the EO Statement page, with the following additions:

Annual Amount You can manually override the amount of annual salary.

Daily Rate Enter the new daily rate. This value is written to the writable array for the EO interface.

DepBen Cnt (dependents' benefits count) Enter the number of children that the employee has.

See Also

Chapter 13, "Defining EO Payments for Switzerland," Recording EO Statements, page 110

CHAPTER 14

Managing BVG Deductions

This chapter provides an overview of BVG functionality and discusses how to:

- Set up BVG data.
- Exchange pension data with PEKA.

Understanding BVG Calculations

Global Payroll for Switzerland provides you with two ways of calculating BVG deductions, externally and internally. Both methods require you to maintain PK data within the payroll system.

External Calculations

The Global Payroll for Switzerland BVG calculation feature enables you to interface solely with the PEKA pension software from AG Büro 70. The process described below is designed for interacting with PEKA. To calculate BVG deductions externally, you must complete these steps:

1. Indicate that the BVG deductions will be calculated externally by selecting *Eligible* in the PK Status field on the both Company SI Contributions — PK Data page and the Pension Fund Data page.
2. Run a payroll.

   Note. The system will only calculated BVG deductions for employers included in this pay run.

3. Run the Pension Interface Download process from the BVG Download page.

   This process will extract the relevant personal, job, and dependent data from the global payroll system using the PK data writable array (GPCH_RP_PK11). An Application Engine then packages this information into an ASCII file and populates the download staging table (GPCH_RP_PK12).
4. View the outgoing data on the Outbound Pension Data page.
5. Send the ASCII file to PEKA, the solution from AG Büro 70.
6. Retrieve the calculated contributions from PEKA.
7. Run the Pension Interface Upload process from the BVG Upload page.

   This process will extract the data from the ASCII file to a BVG process table.
8. View the incoming data on the Inbound Pension Data page.
9. Run the payroll. The payroll process now includes the BVG deductions.

Internal Calculations

To calculate BVG deductions internally, you must complete these steps:

1. Indicate that the BVG deductions will be calculated internally by selecting *Calculate* or *Eligible* in the PK Status field on the both Company SI Contributions — PK Data page and the Pension Fund Data page.
2. Set up your specific rules, valid rates and provider in brackets CH_PI_BR001 and CH_PI_BR002.
3. Run a payroll.

   Included in the delivered payroll process is section CH_PI_S1000, which will calculate the BVG deductions.

   The payroll process populates a writable array containing all the BVG data to be downloaded. This writable array contains a row for payees with information to be sent to the provider.

Note. The system will only calculated BVG deductions for employees included in this pay run.

Viewing Delivered Elements

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

Managing PK Data

This section provides an overview of PK data and explains how to set up:

- BVG limits.
- Insurance providers.
- Company SI contributions.
- Employee pension fund data.

Managing PK Data

Whether interfacing with PEKA or calculating BVG deductions internally, you must maintain the PK within your payroll system. You'll need to check the information set up in the system to determine which employees are eligible for BVG deductions, and if those deductions will be calculated outside of the global payroll system.

To do this you will:

1. Use the Provider CHE page to set up PK insurance plans, and PK insurance status.
2. Use the Company SI Contribution — PK Data page to make the company eligible for external BVG calculations or internal calculations, select the company's PK providers, and establish age limits and download file options.
3. Use the Pension Fund Data page to make an employee eligible for external BVG calculations or internal calculations, and to select the employee's PK provider, insurance plan, and insurance status.

Note. To be eligible for external BVG calculations, the PK status for the company and the employee must be set to *eligible*.

If you will be calculating BVG deductions internally, you must also:

- Set up deduction limits on the BVG Limits page.
- Maintain the PK provider contribution amounts in bracket CH_PI_BR001 using the Bracket Data page.

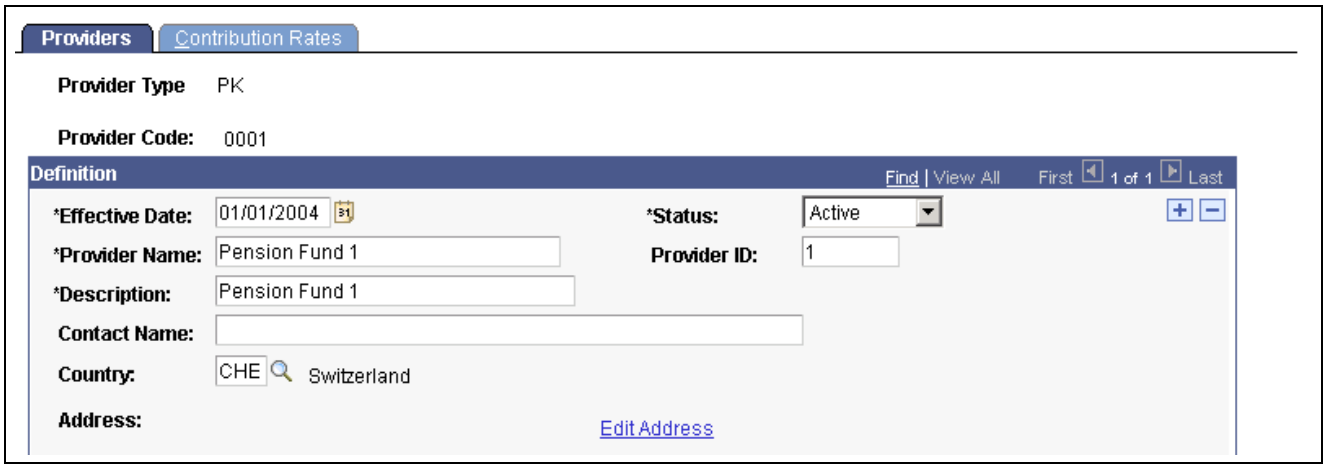
If you will be calculating BVG deductions externally, you must also map the pension provider and Global Payroll elements using the Convert PK code to PS code bracket (CH_PK_BR005).

Pages Used to Manage PK Data

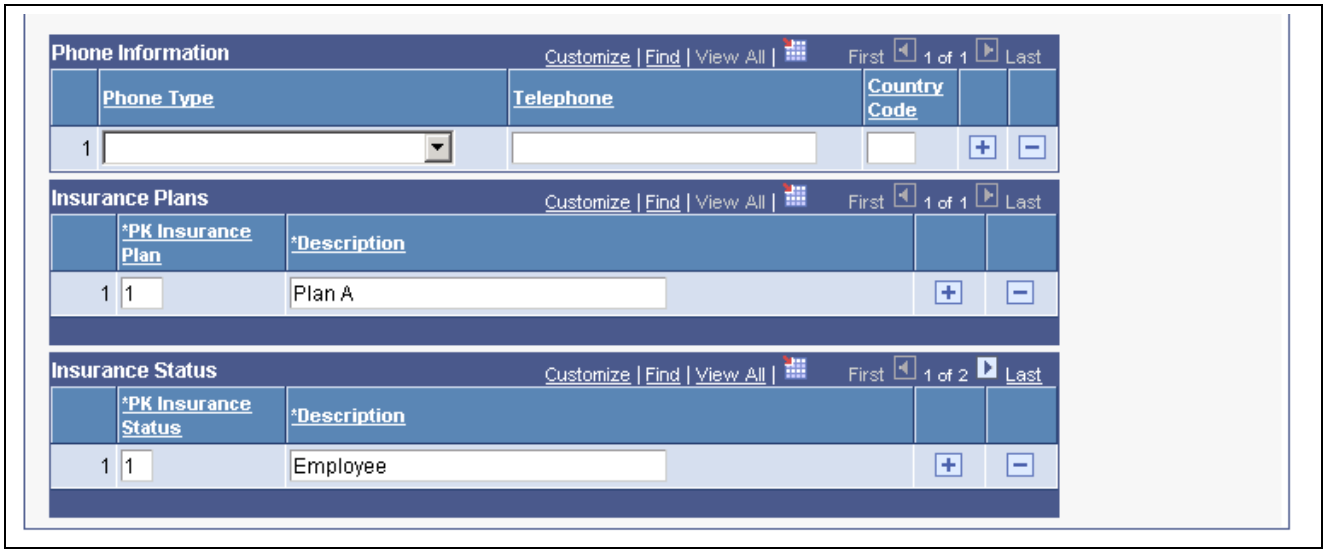
Page Name	Object Name	Navigation	Usage
Providers	GPCH_SI_PROVDR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers CHE	Set up insurance plans and insurance status for a provider.
PK Data	GPCH_SI_COMPANY4	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Company SI Contributions CHE, PK Data	Select the PK calculation method for the company. Set up age requirements.
Pension Fund Data	GPCH_PK_DATA	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Pension Fund Data CHE	Select the PK calculation method for an employee. Maintain employee pension fund data.
BVG Limits	GPCH_PK_LIMIT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVG Limits CHE	Define BVG limits.
Bracket Data	GP_BRACKET_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Bracket Data	Maintain the PK provider contribution amounts in bracket CH_PI_BR001. Maintain the relationship between pension provider and Global Payroll elements in bracket CH_PK_BR005.

Setting UP PK Insurance Plans

Access the Providers page.



Providers page (1 of 2)

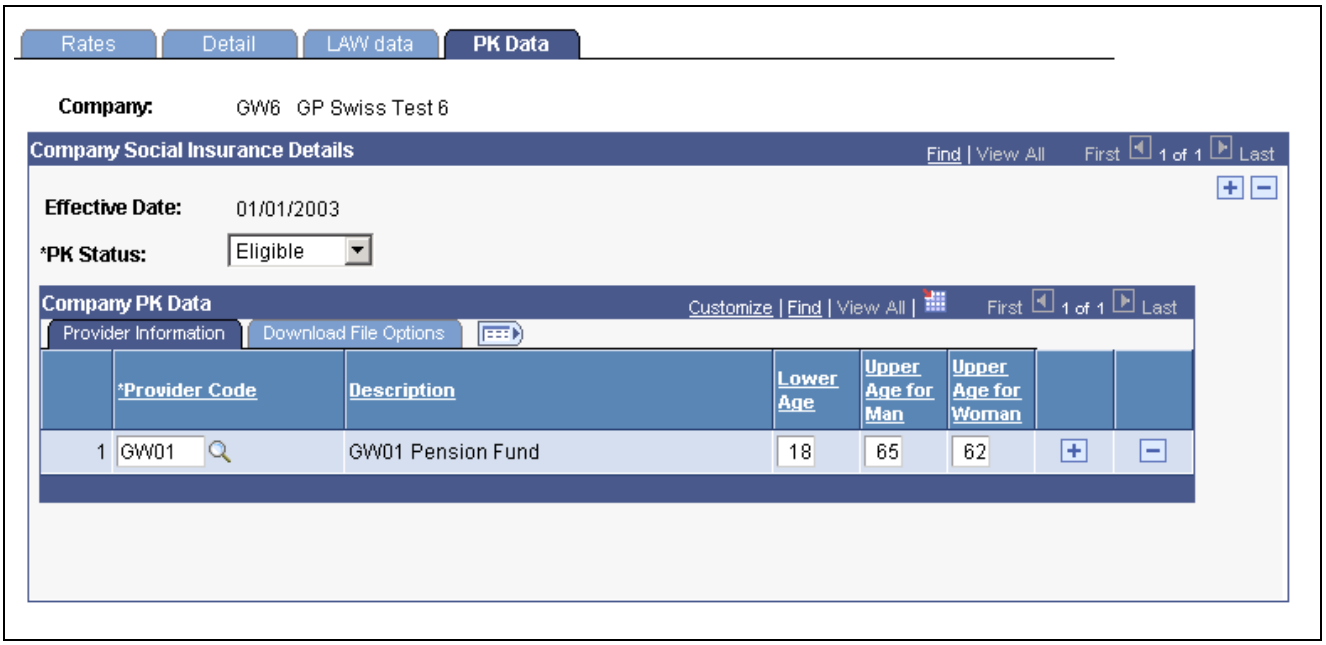


Providers page (2 of 2)

Enter a PK Insurance Plan and a PK Insurance Status.

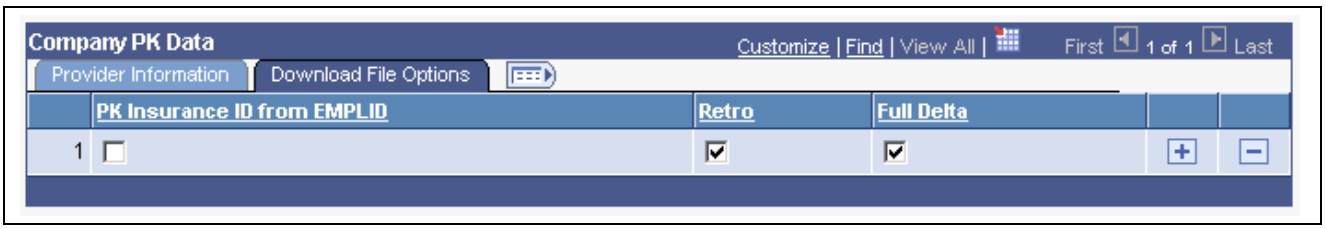
Entering PK Age Limits

Access the PK Data page.



PK Data page

The Lower Age, Upper Age for Man, and Upper Age for Woman fieldsare required for both internal and external BVG calculations.



Download File Options tab

PK Insurance ID from EMPLID Select this option to populate the PK Insurance ID field on the Pension Fund Data page with the employee's Person ID.

Retro Select this option to apply changes retroactively. If you select this option, the system will review data from previous segments. If you do not select this option, changes, like a salary change, are only applied to the current month.

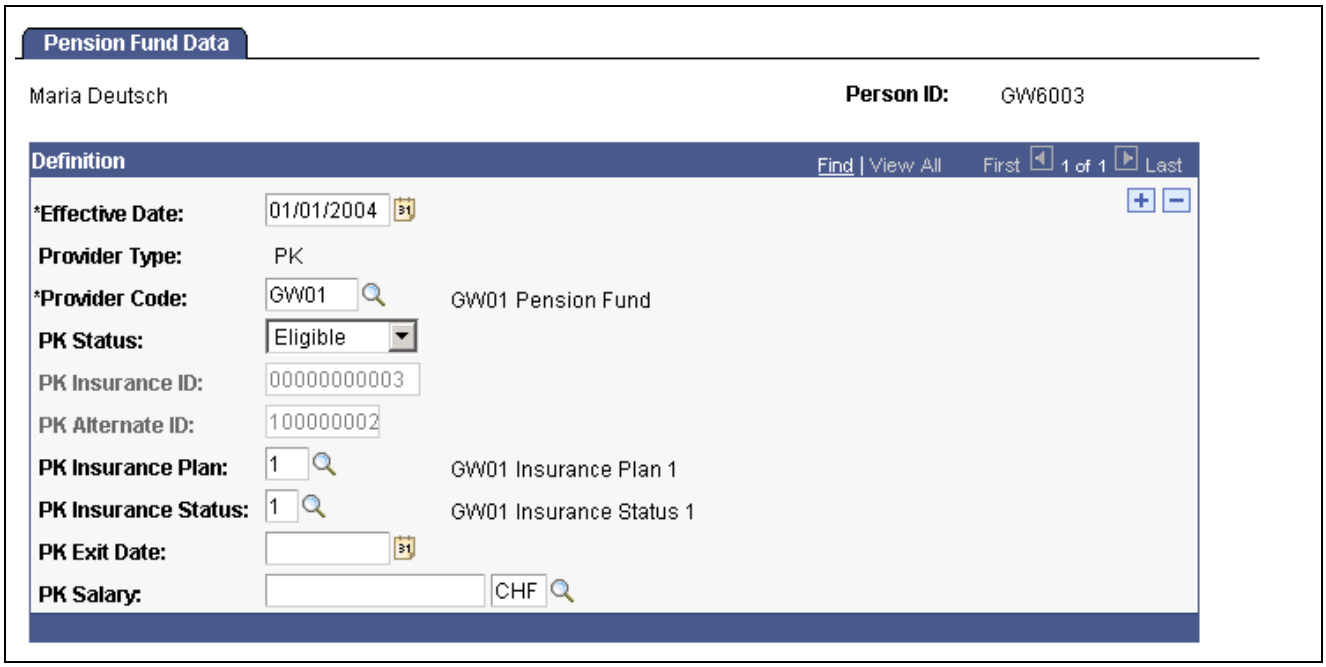
If you select this option, the system will download previous salary changes using the effective date of the salary change. If you do not select this option, the system would report the salary change as of the month of the PK download.

Full Delta Select this option to extract rows to the download file for all employees.

If this option is not selected, the system includes only the delta rows in the downloaded file.

Maintaining Employee Pension Fund Data

Access the Pension Fund Data page.



Pension Fund Data page

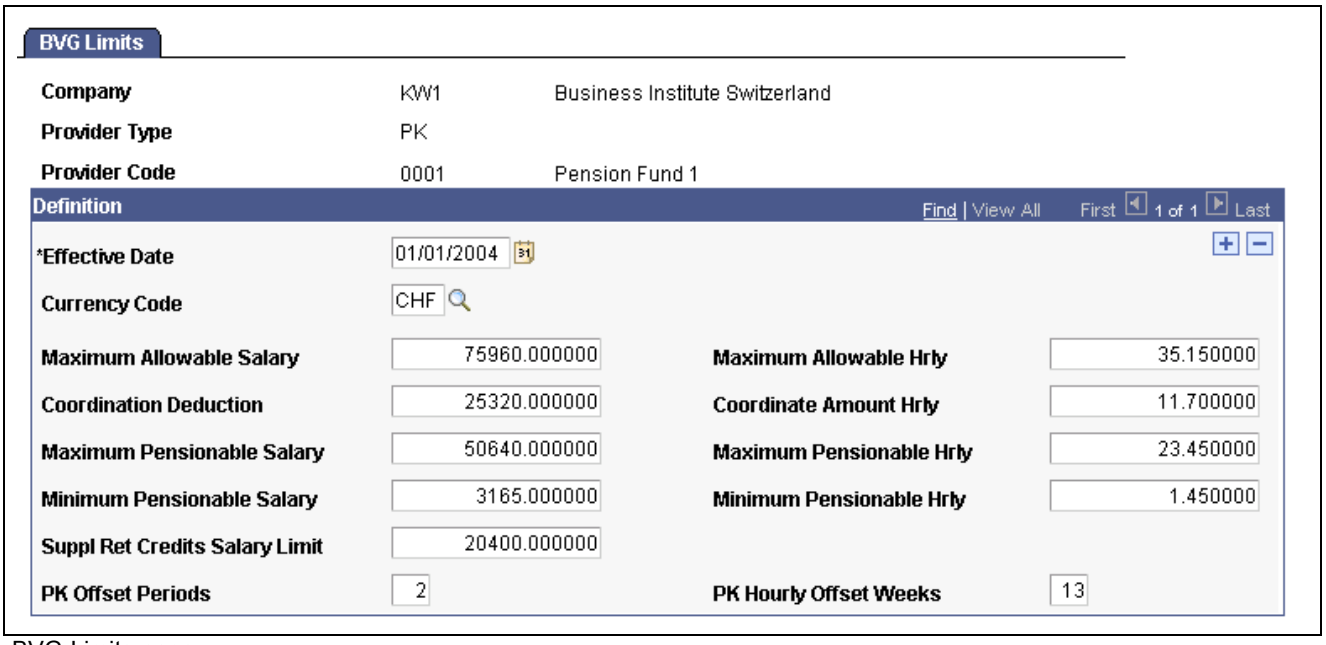
PK Insurance ID Enter an insurance ID or accept the default if you selected PK Insurance ID from EMPLID on the PK Data page

PK Alternate ID Enter a numeric ID to use when interfacing with PEKA. The system will populate this field with the Person ID if that field is numeric and less than ten digits.

PK Salary Enter to override the yearly salary amount used to calculate the BVG contribution.

Defining BVG Limits

Access the BVG Limits page.



BVG Limits page

PK Offset Periods The number of months of employment required for salaried employees to enroll in PK.

PK Hourly Offset Weeks The number of weeks of employment required for hourly employees to enroll in PK.

Exchanging Pension Data with PEKA

This section discusses how to:

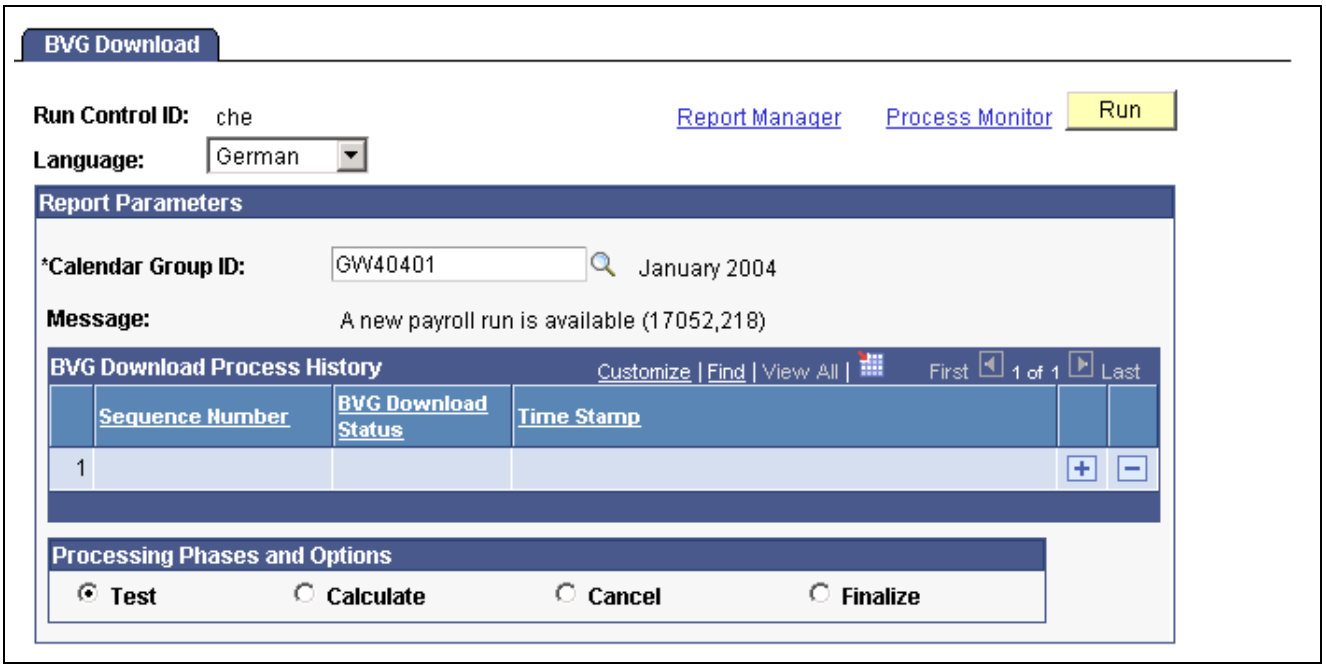
- Download BVG Data.
- Upload BVG Data.
- View inbound pension data.

Pages Used to Exchange Pension Data with PEKA

Page Name	Object Name	Navigation	Usage
BVG Download	GPCH_RC_PK01	Global Payroll & Absence Mgmt, Pension, Pension Interface Download BVG, BVG Download	Run the Pension Interface Download process.
Personal Information	GPCH_PK_OUTDATA1	Global Payroll & Absence Mgmt, Pension, Outbound Pension Data CHE, Personal Information	View the personal information created by the Pension Interface Download process.
Job Information	GPCH_PK_OUTDATA2	Global Payroll & Absence Mgmt, Pension, Outbound Pension Data CHE, Job Information	View the job information created by the Pension Interface Download process.
PK Information	GPCH_PK_OUTDATA3	Global Payroll & Absence Mgmt, Pension, Outbound Pension Data CHE, PK Information	View the PK information created by the Pension Interface Download process.
BVG Upload	GPCH_RC_PK02	Global Payroll & Absence Mgmt, Pension, Pension Interface Upload BVG, BVG Upload	Run the Pension Interface Upload process.
Inbound Pension Data	GPCH_PK_INDATA	Global Payroll & Absence Mgmt, Pension, Inbound Pension Data CHE	View data created by the Pension Interface Upload process.

Downloading BVG Data

Access the BVG Download page.



BVG Download page

Calendar Group ID Enter the calendar group ID. If the download process has previously been run for this calendar group, the history appears in the BVG Download Process History group box.

Message Displays the status for the selected Calendar Group ID.

Processing Phases and Options

Test Select to extract data from the writable array and prepare a test file for the external calculation. This action will not update the process history. Use this option to test the preparation of the file.

Calculate Select to extract data from the writable array, prepare a test file for the external calculation, and update the process history. Use this option to send the data to the external provider and record the data sent.

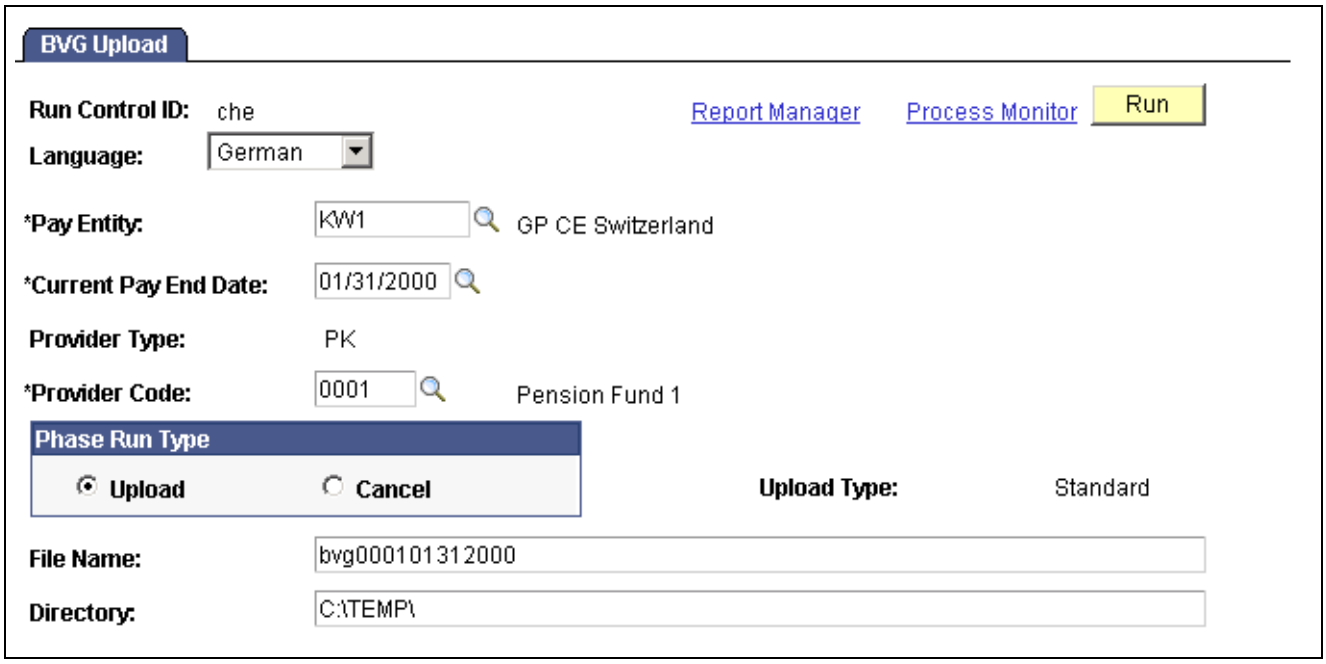
Cancel Select to cancel the last Calculate.

Finalize Select to finalize the extraction for a processed Calendar Run ID.

If the Calendar Group was finalized, the fields in the group box will not be available.

Uploading BVG Data

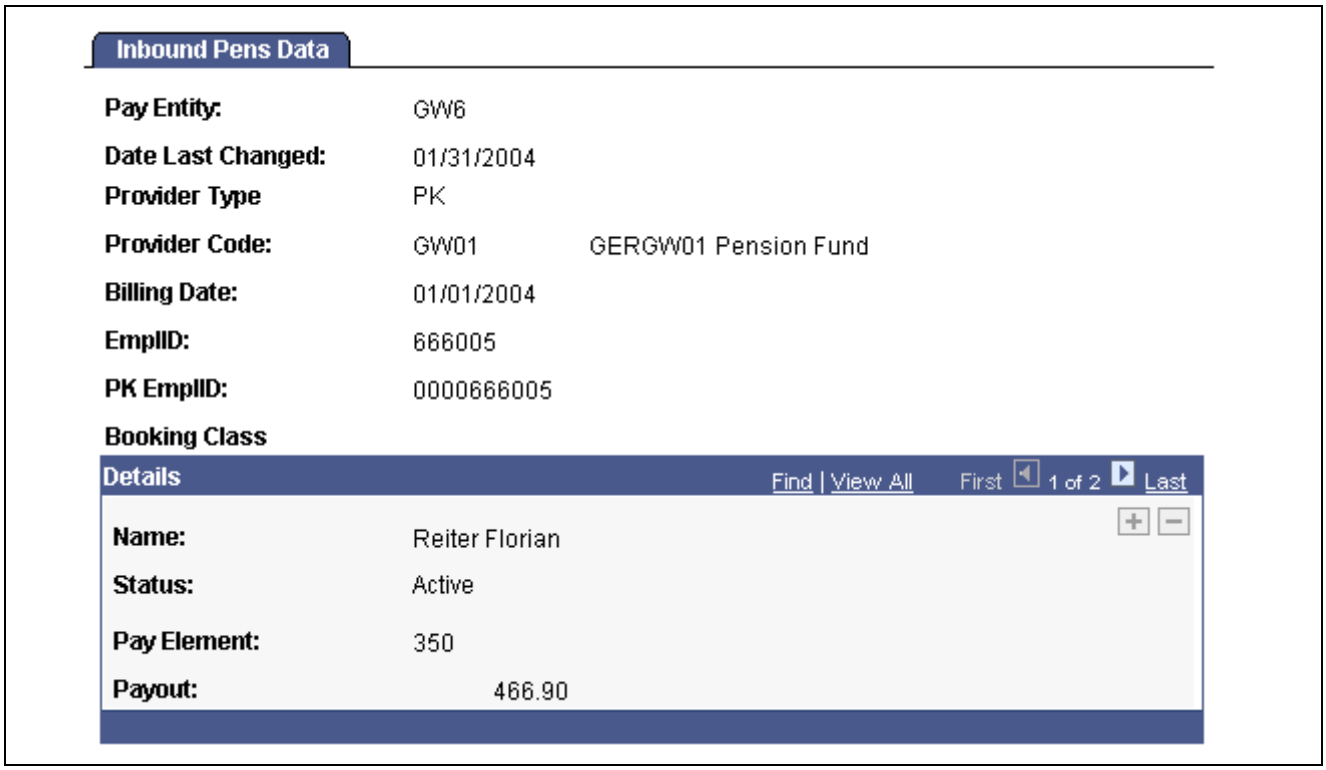
Access the BVG Upload page.



BVG Upload page

Viewing Inbound Pension Data

Access the Inbound Pens Data page.



Inbound Pens Data page

CHAPTER 15

Managing Maternity Leave

This chapter provides an overview of Swiss maternity leave and shows you how to:

- Track maternity leave.
- View delivered maternity leave elements.

Understanding Maternity Leave

In Global Payroll for Switzerland you enter maternity leave data on a single page. The page generates absence take elements that work with the core application's absence process to correctly process maternity leave during a payroll run.

The system determines the amount of paid maternity leave to which an employee is entitled based on years of service and the canton of residence. After the birth of child, it recalculates entitlement based on the Swiss legal requirement of eight weeks' leave after the child's actual birth. To accomplish this, the PeopleSoft system uses the maternity code list set (CH_MATERNITY) to process maternity absence.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Applications and List Sets"

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Understanding Absence Management"

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Absence Elements"

Tracking Maternity Leave

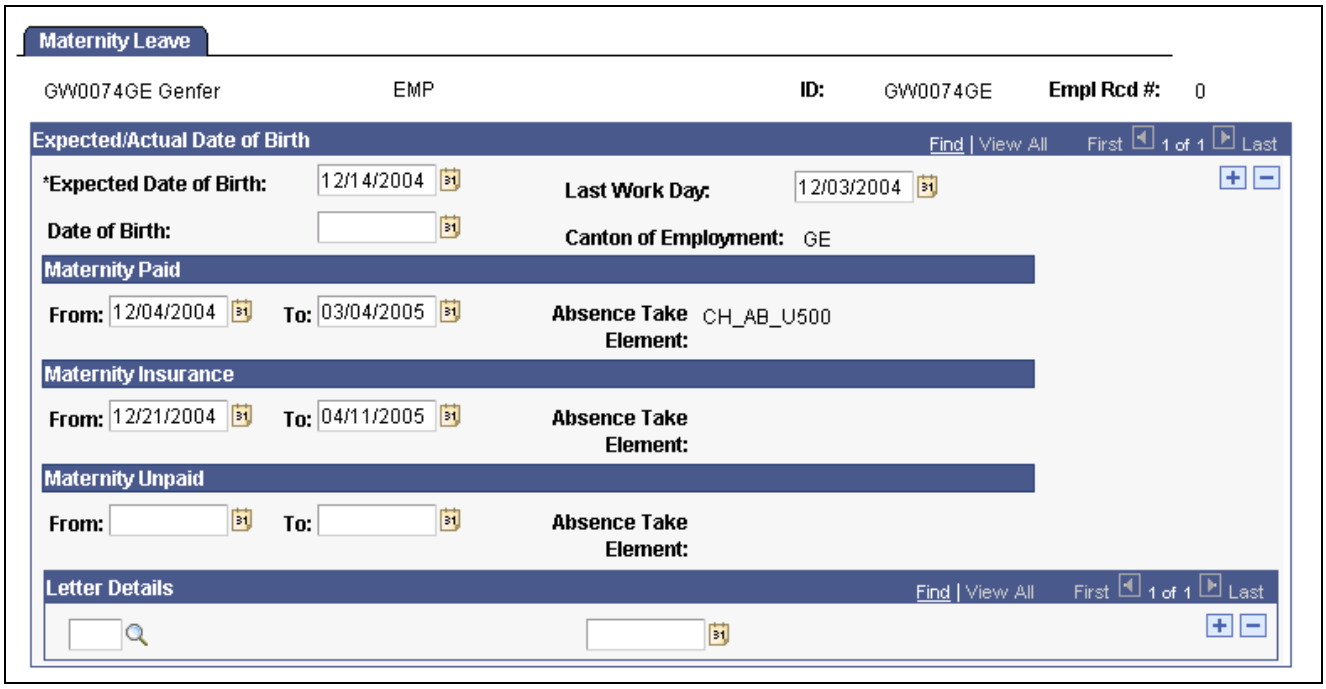
Global Payroll for Switzerland enables you to enter all maternity data on one page and then stores this data on the GP_ABS_EVENT table that the core application uses to process payroll.

Page Used to Enter Maternity Leave

Page Name	Object Name	Navigation	Usage
Maternity Leave	GPCH_AB_EE_MATERN	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Maternity Leave CHE	Track employee maternity absence data.

Entering Maternity Leave Data

Access the Maternity Leave page.



Maternity Leave page

Last Work Day Enter the last day the employee worked before maternity leave.

Day of Birth Enter the child's actual date of birth.

Maternity Paid

The system automatically calculates this data based on your entry in the Last Work Day field.

From Displays the date following the last worked day.

To Displays the last day eligible for paid maternity leave. This is based on canton rules and years of service derived from the Scale Codes and Job Data − Employment Information (Company Seniority Date field) pages.

Absence Take Displays the core application absence take element you linked to the absence type CH_MT_LFZ (paid maternity) on the self-service Absence Entries page.

Maternity Insurance

The system automatically calculates this data based on your entry in the Date of Birth field. This group box only appears for employees working in Geneva.

From Child's birthdate.

To End of the maximum period established in the setup table. For example, 16 weeks after the child's birthdate.

Absence Take Displays the core application take element you linked to the absence type CH_MT_VERS.

Maternity Unpaid

The system automatically calculates this data based on your entry in the Date of Birth field. If eight weeks after the date of birth is before the Maternity Paid To date, no unpaid maternity is necessary.

From Displays the date following the Maternity Paid To date.

To Displays the date eight weeks from the child's date of birth.

Absence Take Displays the core application absence take element you linked to the absence type CH_MT_UNB (unpaid maternity) on the self-service Absence Entries page.

Letter Details

Provides optional fields for generating maternity leave letters.

Maternity Leave Example

Beate Ulrich has four years of service with her company and resides in Zurich; she is therefore entitled to ten weeks paid maternity leave. Her expected date of birth is 10 October 2001 and her last worked day is 26 September 2001. The system generates the following:

Maternity Paid From 27 September 2001.

Maternity Paid To 5 December 2001.

Maternity Unpaid From None.

Maternity Unpaid To None.

The child's actual birth date is 15 October 2001. This entry generates a second absence take and the following unpaid dates:

Maternity Unpaid From 6 December 2001.

Maternity Unpaid To 9 December 2001.

Viewing Delivered Maternity Elements

This section contains information on the rules that Global Payroll for Switzerland provides to process maternity leave, including:

- Maternity deductions.
- Maternity earnings.
- Maternity process lists.

Maternity Deductions

The following is a list of maternity deductions delivered with Global Payroll for Switzerland.

Deduction	Description
Absence Code CH_AB_U500 Deduction CH_AB_1000	Maternity Paid.
Absence Code CH_AB_U090 Deduction CH_AB_2000	Unpaid Vacation.
CH_MI_D10	Employee contribution to maternity insurance.
CH_MI_D11	Total contribution to maternity insurance.

Maternity Earnings

The following is a list of maternity earnings delivered with Global Payroll for Switzerland.

Earning	Description
CH_MI_02	Maternity base. Technically, this is not an earning, but the calculation base for generating the maternity earnings.
CH_MI_B02	Manual correction for maternity base CH_MI_02.
CH_ER_48000	Calculated based on CH_AB_U500, payment according to official scale.
CH_ER_48010	Calculated based on CH_AB_U510, payment according to additional maternity insurance.
CH_ER_48020 and CH_ER_48030	Generated for the period of CH_AB_U510 that is not overlapping with the standard scale pay. These earnings are generated so that your organization can decide to pay or not pay salary in this period.

Maternity Process Lists

The following is a list of maternity process lists delivered with Global Payroll for Switzerland.

Process List	Description
CH_AB_ABSENCE Section CH_AB_TAKE CH_AB_U090 CH_AB_U500	Absence Process List. Absence Take.
CH_AL_CH01 Section CH_ER_S2000 CH_AB_1000 CH_AB_2000	Calc Process List. Earnings from Absence Time.

The maternity calculation is done in section CH_MI_S1000. This section is used by two process lists, one for absences and one for payroll. The absence process list uses the maternity section to calculate the take. The payroll process lists uses the maternity section to calculate the payment.

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

See Also

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

CHAPTER 16

Managing Banking

This chapter discusses how to:

- Set up Swiss banking.
- Download bank definitions.
- Set up defaults for source banks.
- Set up banking defaults for payees.
- Run local country bank processing.

Setting Up Swiss Banking

The banking feature in Global Payroll for Switzerland is optional and uses pages in Human Resources, the Global Payroll core application, and Global Payroll for Switzerland.

To define banking for Switzerland:

1. Define your banks and branches on the Bank Table page and the Bank Branch Table page, which you can access from the Global Payroll core application.

   Note. The pages for defining banks are common to all PeopleSoft Enterprise HRMS applications and are documented in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*

2. Define the organization level for your source bank on the Source Bank Link page in the Pay Entity component of the Global Payroll core application.
3. Define further information about source banks in Global Payroll for Switzerland.

   Depending on the organization level you selected on the Source Bank Link page in the Global Payroll core application, define Swiss-specific information on the corresponding Pay Entity Source Bank page in Global Payroll for Switzerland.
4. Define bank account information for payees.
   a. Define information on the Bank Account Information page in the Global Payroll core application.
   b. Define further banking information for a payee on either on the Payee Source Bank Default page (if the bank is located in Switzerland) or on the Payee Foreign Bank Transfer page (if the bank is located outside of Switzerland) in Global Payroll for Switzerland.
5. Run the Banking process on the Banking Run Control page in the Global Payroll core application.
6. Create payment files and reports in Global Payroll for Switzerland.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Banks and Bank Branches"

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Banking Instructions"

Downloading Bank Definitions

This section provides an overview of bank definitions and discusses how to:

- Load bank definitions.
- Update bank definitions.
- Compare bank definitions.

Bank Definitions

Updated bank and branch information is available on the Swiss Interbank Clearing (SIC) website. To add this information to your system, you must do the following:

1. Use one of the three methods available on the Load SIC Bank Definitions page:
   - Load from ftp server.

     Application process GPCHBK03 downloads the file to the application server, reads it, loads the data into the SIC temporary table (GPCH_BK_SIC_TMP) and then removes the file. The process then moves the bank definitions from the temporary table to an online table (GPCH_BK_SIC_UPD)
   - Manual download to page.

     You manually download the file from the SIC website and attach it to the Load SIC Bank Definitions page. When launched, application process GPCHBK03 loads the data into the SIC temporary table (GPCH_BK_SIC_TMP). The process then moves the bank definitions from the temporary table to an online table (GPCH_BK_SIC_UPD).
   - Manual download to network.

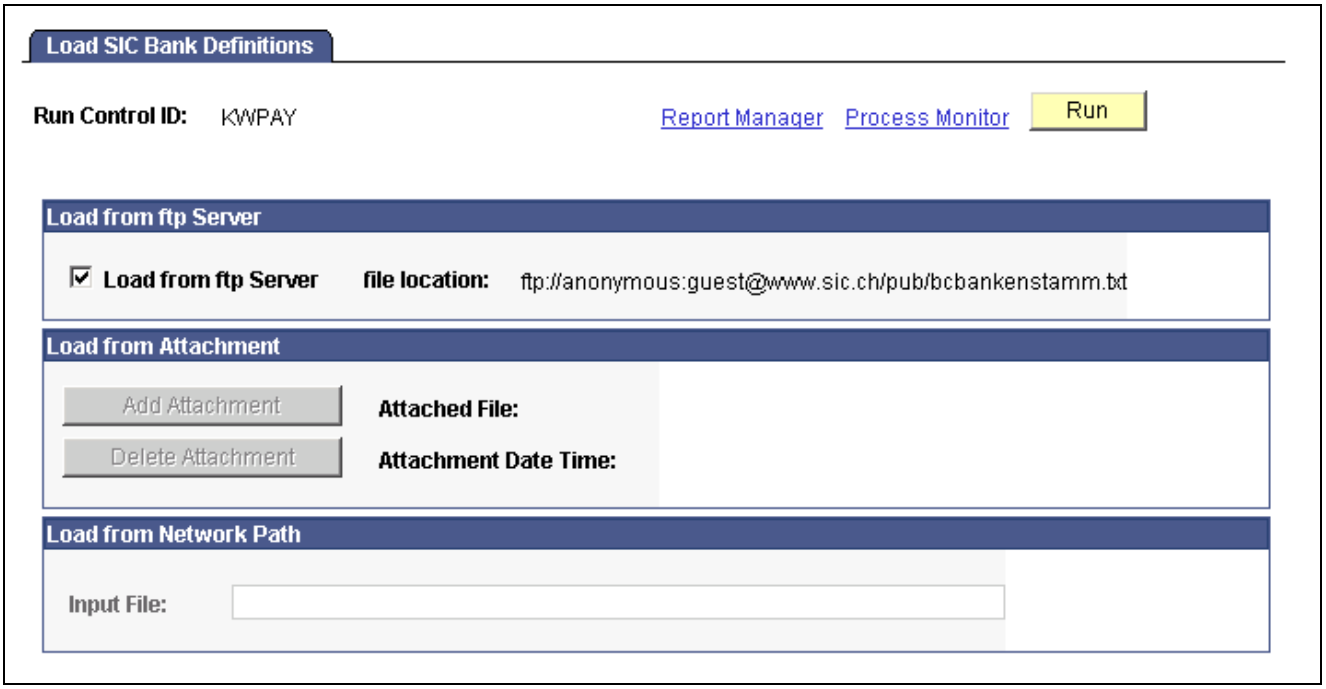
     You manually download the file from the SIC website and attach it to your network. Specify the network path on the Load SIC Bank Definitions page. When launched, application process GPCHBK03 loads the data to into the SIC temporary table (GPCH_BK_SIC_TMP). The process then moves the bank definitions from the temporary table to an online table (GPCH_BK_SIC_UPD).
2. View bank definitions on the Review Differences page.
3. Update the Human Resource and Global Payroll bank tables with the new data by selecting Update Tables Online on the Select Bank Definition Updates page.
4. Review the bank definitions on the Review Bank Definition page.

Pages Used to Download Bank Definitions

Page Name	Object Name	Navigation	Usage
Load SIC Bank Definitions	GPCH_RC_BK03	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Load Bank Definitions CHE	Load the bank definition file from the SIC website. Select whether the file will be loaded from an ftp server, attachment, or network path.
Select Bank Definition Updates	GPCH_BK_DEF_UPD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Bank Definition Update CHE	Update the system's banking tables with the information downloaded from the SIC website.
Review Differences	GPCH_BK_DEFUPD_SEC	Click Select on the Select Bank Definition Updates page.	Compare the bank definitions downloaded from SIC with those currently in the system.

Loading Bank Definitions

Access the Load SIC Bank Definitions page



Load SIC Bank Definitions page

Load from ftp Server

Select the Load from ftp Server field to load the bcbankenstamm text file from the SIC website.

Load from Attachment

If you have downloaded the text file directly from the SIC website, enter select Add Attachment and enter the attachment name and location.

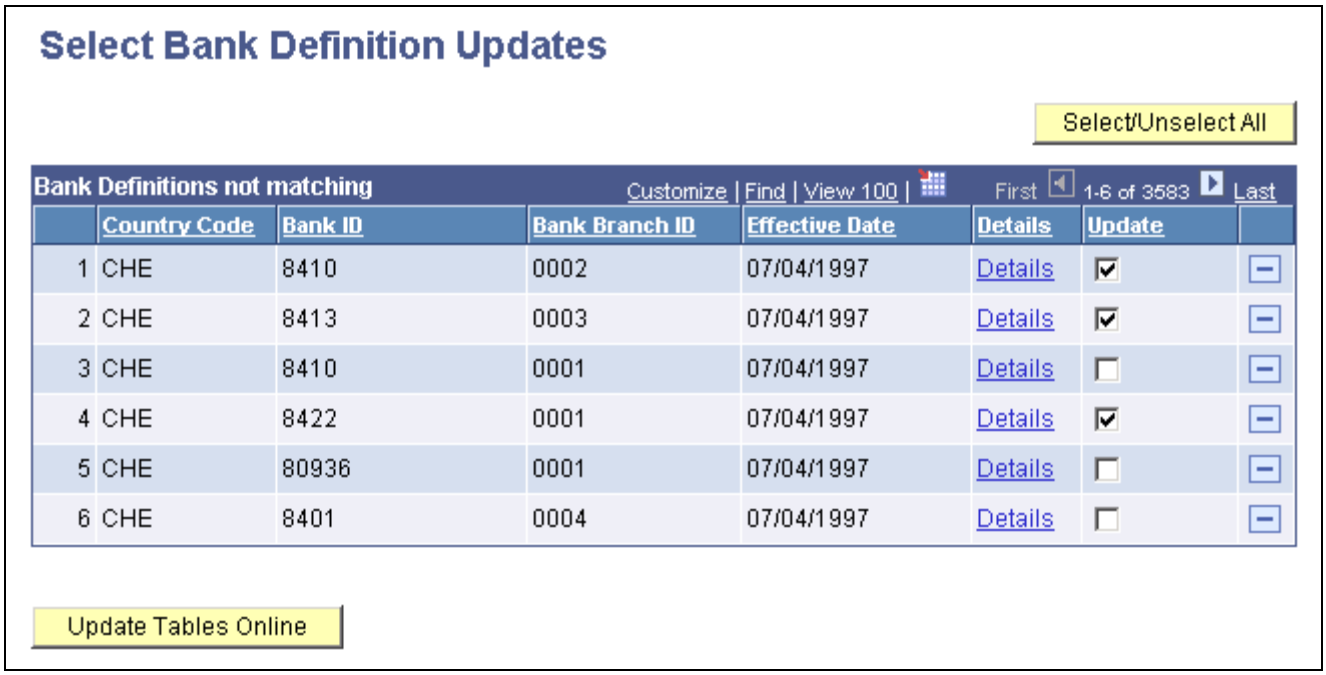
Select Delete Attachment to remove the attachment.

Load from Network Path

Enter the Input File name, including the path name, if the file is located on the network.

Updating Bank Definitions

Access the Select Bank Definition Updates page.



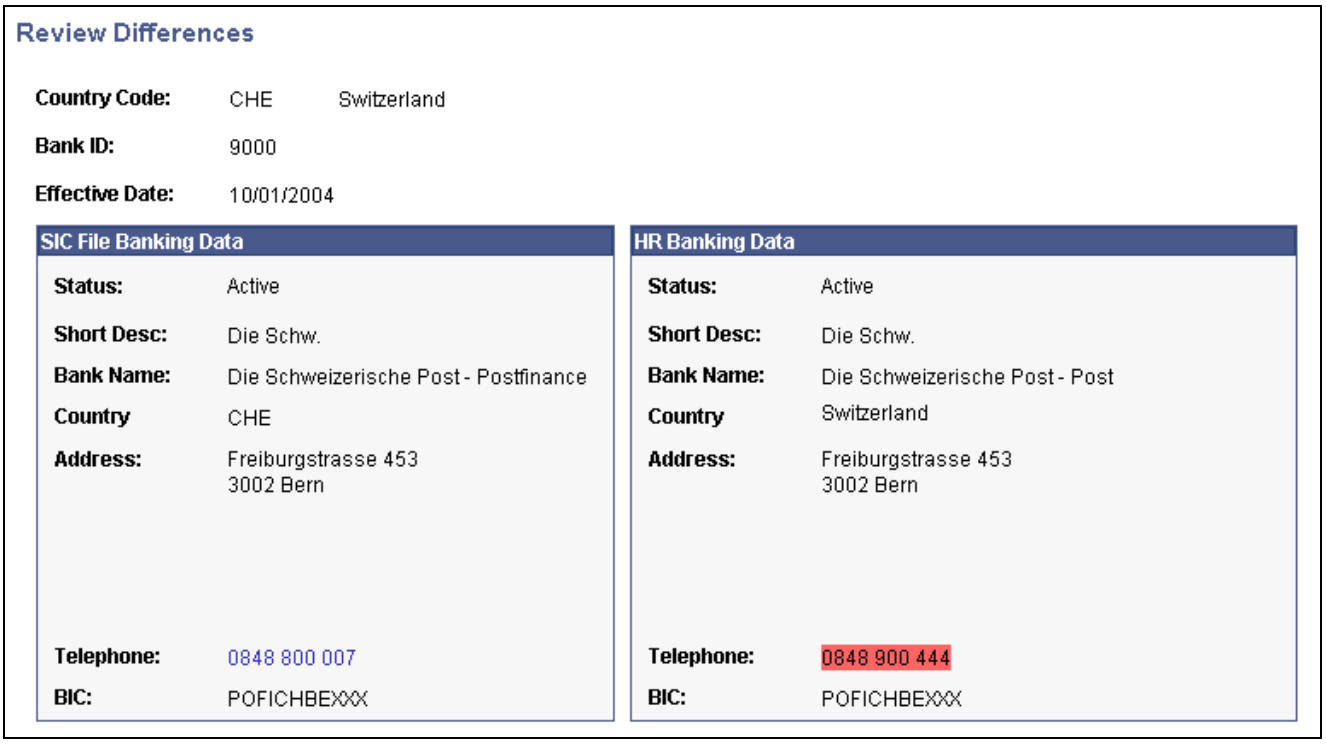
Select Bank Definition Updates page

Details Select this option to compare bank definitions on the Review Differences page.

Update Tables Online Select this option to add the new data to the Human Resources and Global Payroll banking tables.

Comparing Bank Definitions

Access the Review Differences page.



Review Differences page

Use this page to compare the newly downloaded data with the existing data in the system.

Setting Up Defaults for Source Banks

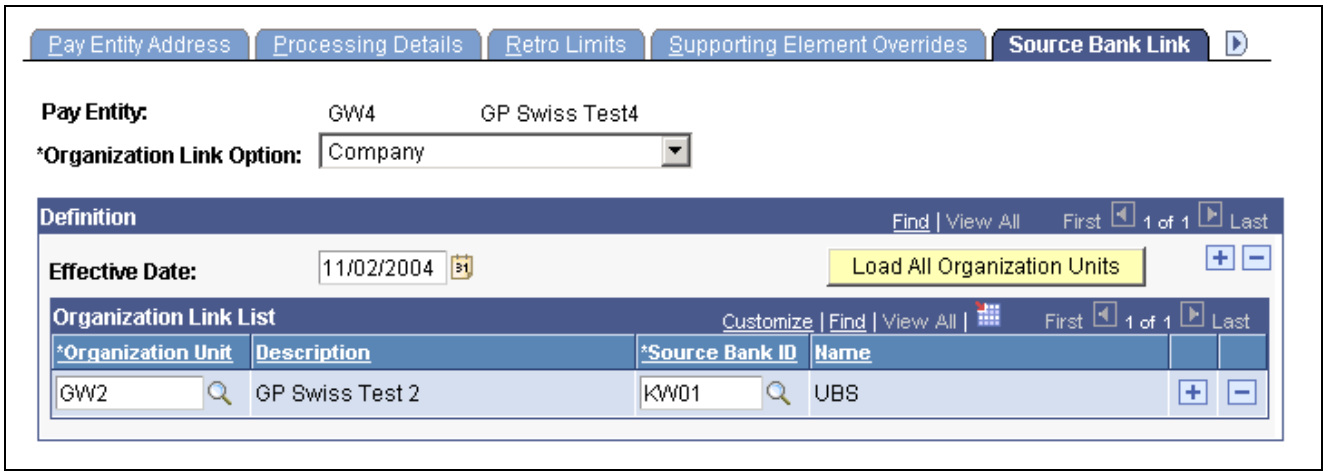
This section discusses how to set up source bank defaults at the pay entity level.

Pages Used to Set Up Defaults for Source Banks

Page Name	Object Name	Navigation	Usage
Pay Entities - Source Bank Link	GP_PE_SBANK_LNK	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Source Bank Link	Enter information about source bank and payment type at the pay entity level.

Entering Information at the Pay Entity Level

Access the Pay Entities - Source Bank Link page.



Pay Entities - Source Bank Link page

Note. The pay entity automatically populates from the core application. On this page, enter information about the source bank ID and the payment type.

Load All Organizational Units Select this option to load all valid entries for the link options. These valid entries must be active as of the effective date.

Source Bank ID Select the source bank ID that you require. Source banks are the money sources from which payroll disbursements are drawn.

Setting Up Banking Defaults for Payees

You can set up defaults for both banks in Switzerland or banks in other countries. This section describes how to:

- Assign payee bank accounts to default source banks.
- Enter data for foreign bank transfers.

Pages Used to Set Up Banking Defaults for Payees

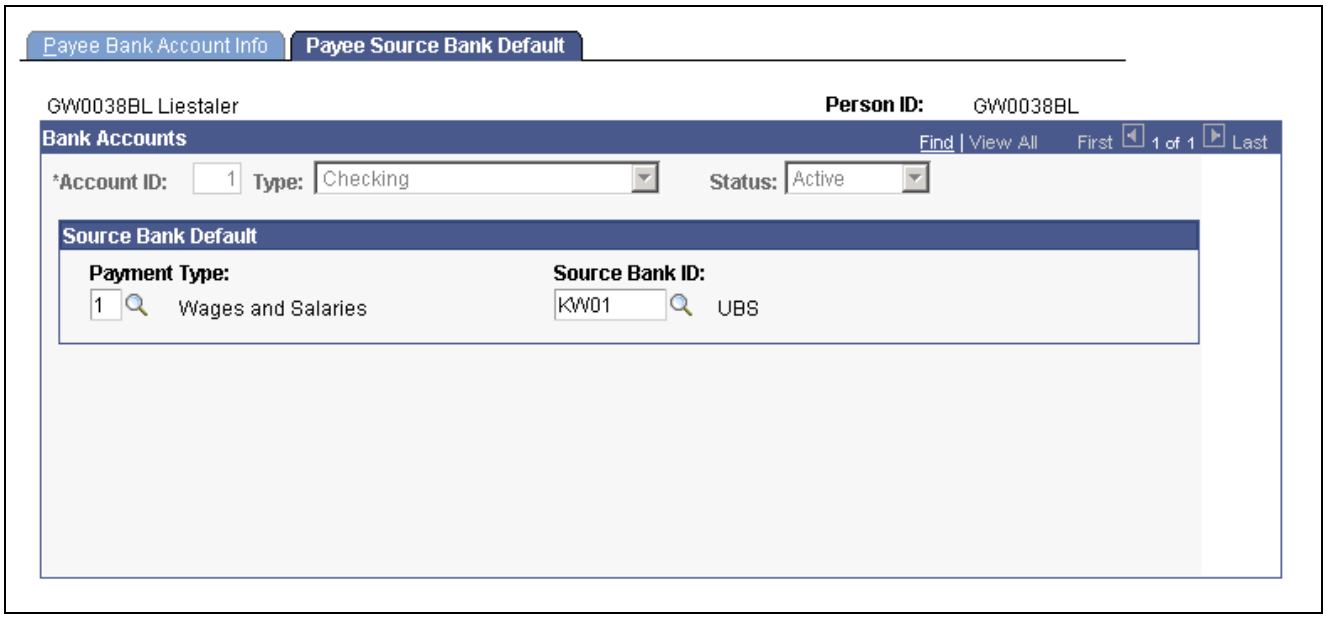
Page Name	Object Name	Navigation	Usage
Payee Bank Account Info	PYE_BANKACCT	• Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Override Source Bank CHE, Payee Bank Account Info • Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Manage Foreign Bank Account CHE, Payee Bank Account Info	View the bank account information for a payee that you set up on the Maintain Bank Accounts page in the core application.
Payee Source Bank Default	GPCH_BK_PYE_ACCT2	Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Override Source Bank CHE, Payee Source Bank Default	Assign a payee's bank account to a default source bank.
Payee Foreign Bank Transfer	GPCH_BK_PYE_ACCT1	Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Manage Foreign Bank Acct CHE	Enter data on foreign bank transfers.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Banking Instructions," Entering Payees' Bank Account Information

Assigning Payee Bank Accounts to Default Source Banks

Access the Payee Source Bank Default page.



Payee Source Bank Default page

Source Bank Default

Payment Type Select *Wages and Salaries* as the type of payment to be made to the payee.

Source Bank ID Select the source bank ID that you assigned to your source bank on the Source Bank Accounts page in the Global Payroll core application. Source banks are the money sources from which payroll disbursements are drawn.

Entering Data for Foreign Bank Transfers

Access the Payee Foreign Bank Transfer page.

National Sort Code Enter your national sort code.

Execution Code Select the execution code that you require: *Check, Check Ord, Standard,* or *Urgent.*

Instruction Code Select the instruction code that you require: *Avis, Legitim, Telephone,* or *Telex/Fax.*

Fee Payment Code Select the type of account that you want to use: *Curr Acct, DEM Acct,* or *Euro Acct.*

Fee Account Code Select the fee account code that you require: *Contractor, Orderer,* or *Partition.*

Transfer Account Code Select the type of account to which the money should be transferred: current account, DEM account, or euro account.

Running Local Country Bank Processing

Once you've set up information in the Global Payroll core application, use it when running processes in Global Payroll for Switzerland to create actual payment files and payment reports. This includes writing Structured Query Reports (SQRs) and extracting data from the output file that the system created in the core application in the banking run control process.

See Also

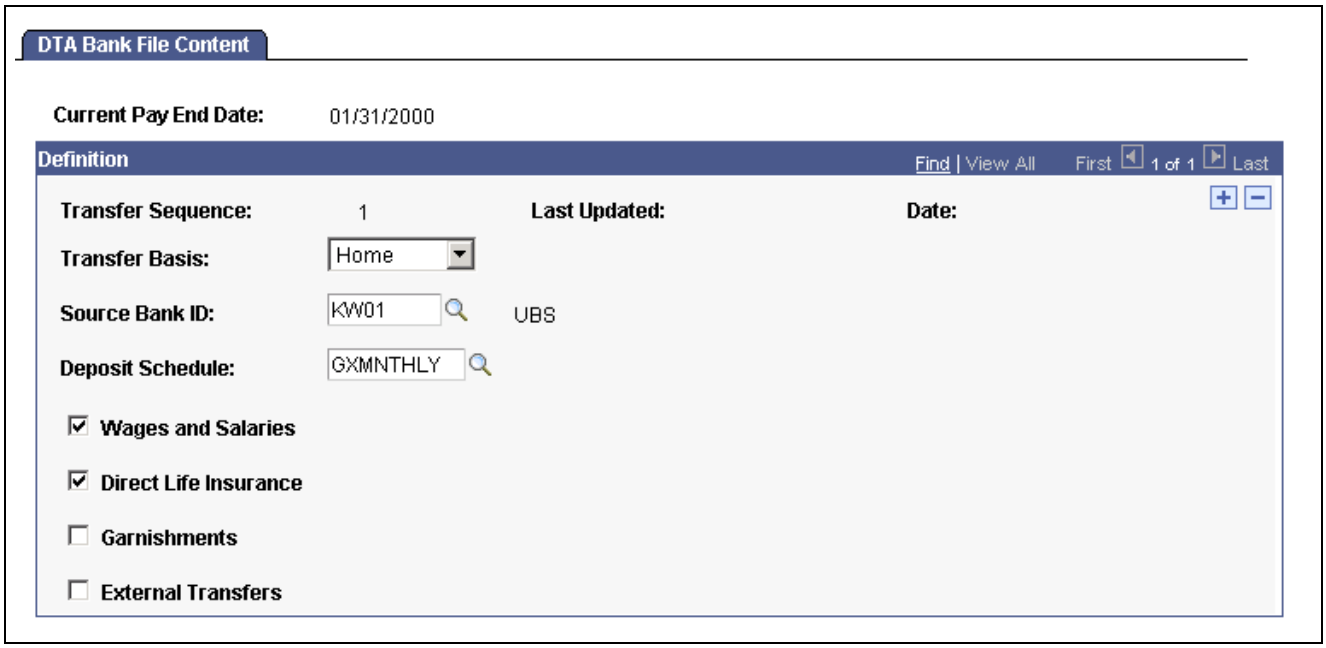
PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Banking Instructions," Running the Banking Process

Pages Used to Run Local Country Bank Processing

Page Name	Object Name	Navigation	Usage
Setup Bank Transfer Process	GPCH_BK_BNKTRN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Payment Types CHE, Setup Bank Transfer Process	View the accumulators that are assigned to payment types.
DTA Bank File Content	GPCH_BK_XFERDTA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, DTA Bank File Content CHE	Define the files that are created by the Bank Transfer report and delivered to the DTA.
LSV Bank File Content CHE	GPCH_BK_XFERLSV	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, LSV Bank File Content CHE	Define the content of the LSV file.
Create Bank List	GPCH_RC_BK01	Global Payroll & Absence Mgmt, Payment Processing, Create Bank List CHE, Create Bank List	Create a report that provides information on all payments that have been made to employees through a financial institution such as a bank or the post office. This report is mainly used internally for accounting purposes. **Note.** You must run the banking process in the Global Payroll core application before printing this report.
Create Bank File	GPCH_RC_BK02	Global Payroll & Absence Mgmt, Payment Processing, Create Bank File CHE,	Creates one or several files containing all data records in their required format.

Define DTA Bank File Content

Access the DTA Bank File Content page.



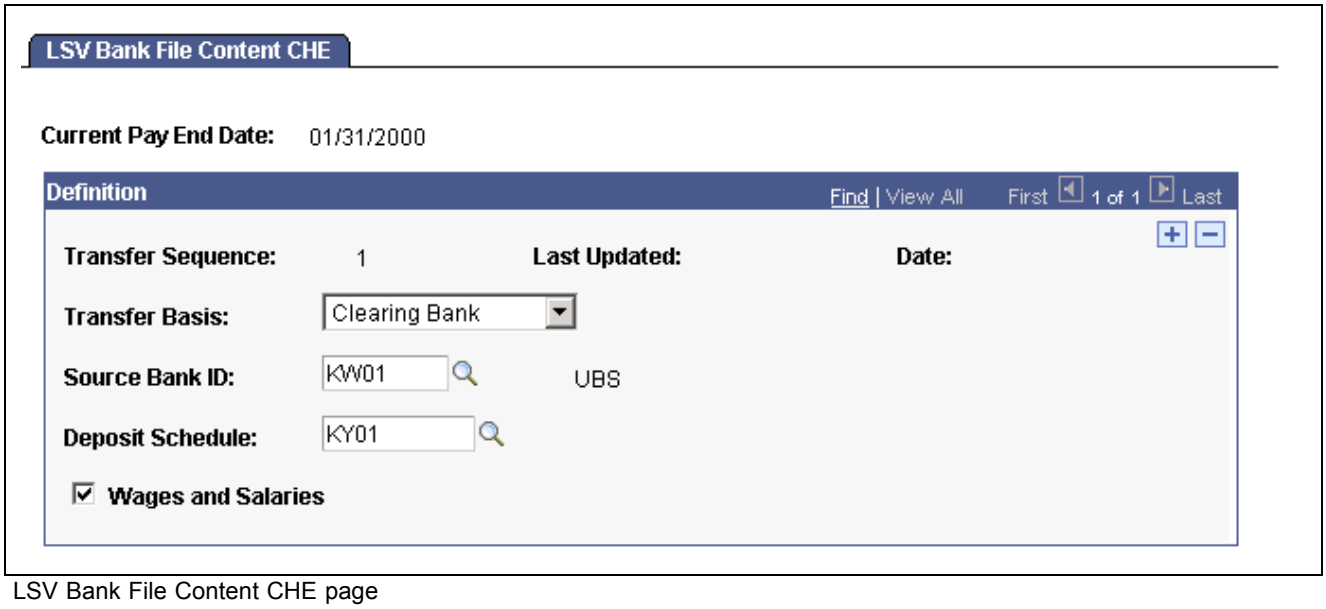
DTA Bank File Content page

Transfer Basis Select either *Clearing* or *Home.*

Wages and Salaries, Direct Life Insurance, Garnishments and **External Transfers** Select to transfer each payment type.

Define LSV Bank File Content

Access the LSV Bank File Content CHE page.

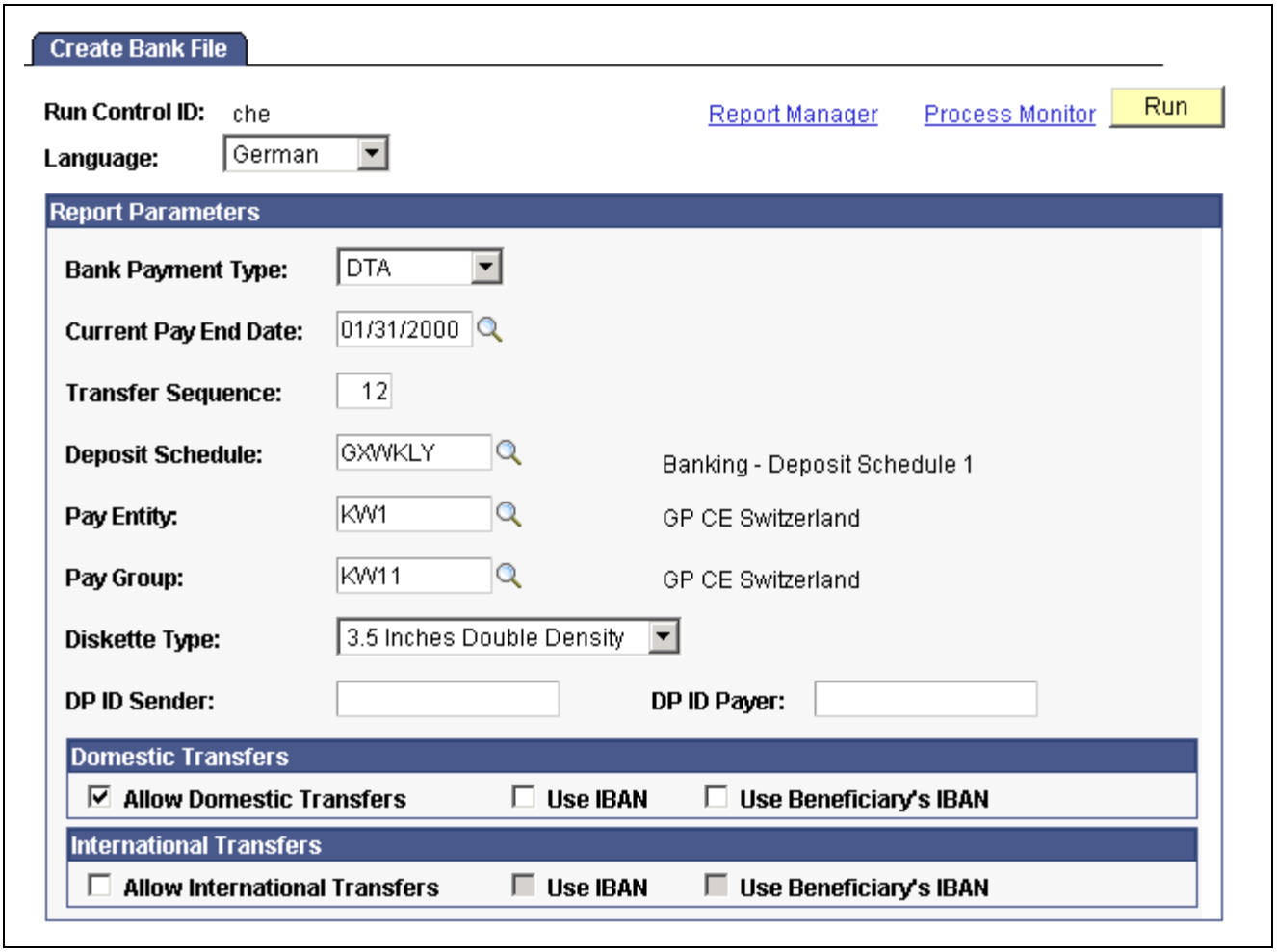


LSV Bank File Content CHE page

Transfer Basis Select either *Clearing Bank* or *Home Bank.*

Defining Files Created by the Bank Transfer Report

Access the Create Bank File page.



Create Bank File page

Transfer Sequence Specify the sequence in which the data is transferred to the bank. This sequence defines the number of files that are created.

Deposit Schedule Select the deposit schedule that you require. One is predefined for banking, but you can define additional schedules.

The schedule defined by PeopleSoft is for test purposes—normally, users select the 25th of each month or the last Friday in each month. This is because salaries should be paid into an account before bank charges are due (usually on the 1st of each month).

Diskette Type Select the output format for the ASCII file. You should copy the files that this report creates to newly-formatted diskettes, which are used for the data transfer with banks.

Note. You must run the banking process in the Global Payroll core application before printing this report.

See Also

Appendix A, “Global Payroll for Switzerland Reports,” page 157

CHAPTER 17

Managing Off-Cycle Payments for Switzerland

This chapter provides an overview of off-cycle functionality and examples of how off-cycle calendars can be used with the delivered Swiss 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 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 enable you to enter one-time payments that fall outside the normal payroll process. Examples include one time bonuses or expense reimbursement.

4. Advances

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

Recording Manual Payments in Switzerland

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

Manual Payments

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

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

  The selection of the period paid and the 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 changes as the delivered Swiss 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 defaults 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 that 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 Switzerland

This section provides an overview of corrections and provides examples of how to make corrections using Swiss 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 Swiss 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 Switzerland

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 build into Swiss 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 Switzerland

The Advance Payrolls page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used when you would like to pay an employee before their normal on-cycle pay run. For example, an employee is terminating employment with your organization and the termination payments 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.

CHAPTER 18

Generating and Reviewing the Tax Statement

This section provides an overview of the Tax Statement (LAW) and discusses how to generate and review the LAW report.

Understanding the Tax Statement

The official tax statement cannot be printed for an arbitrary duration inside of a year. The printout of a subperiod is valid only for test purposes. If the report is run for a subperiod, the calculation period is clearly marked on the printout.

If you generate multiple tax statements for a year, as in the case of termination and rehire, the system assigns a sequence number to the statements.

If a payment happens after termination in the previous year, the report shows the last active location and department and prints the following events in the comments section:

- Payment after termination in the previous year.
- Existence of unpaid absences.

Viewing Delivered Elements

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

Generating and Reviewing the LAW Report

This section explains how to:

- Run the GPCHAL03 - tax statement report.
- Enter employee level LAW data.
- Enter company level LAW data.
- Review and edit the source tax statement.

Once you run the report, you can view the results on the Review Tax Statement Data CHE page. The values you enter on the Override Tax Statement Data CHE page completely override the contents of the tax statement; all calculated values are ignored when you print the report.

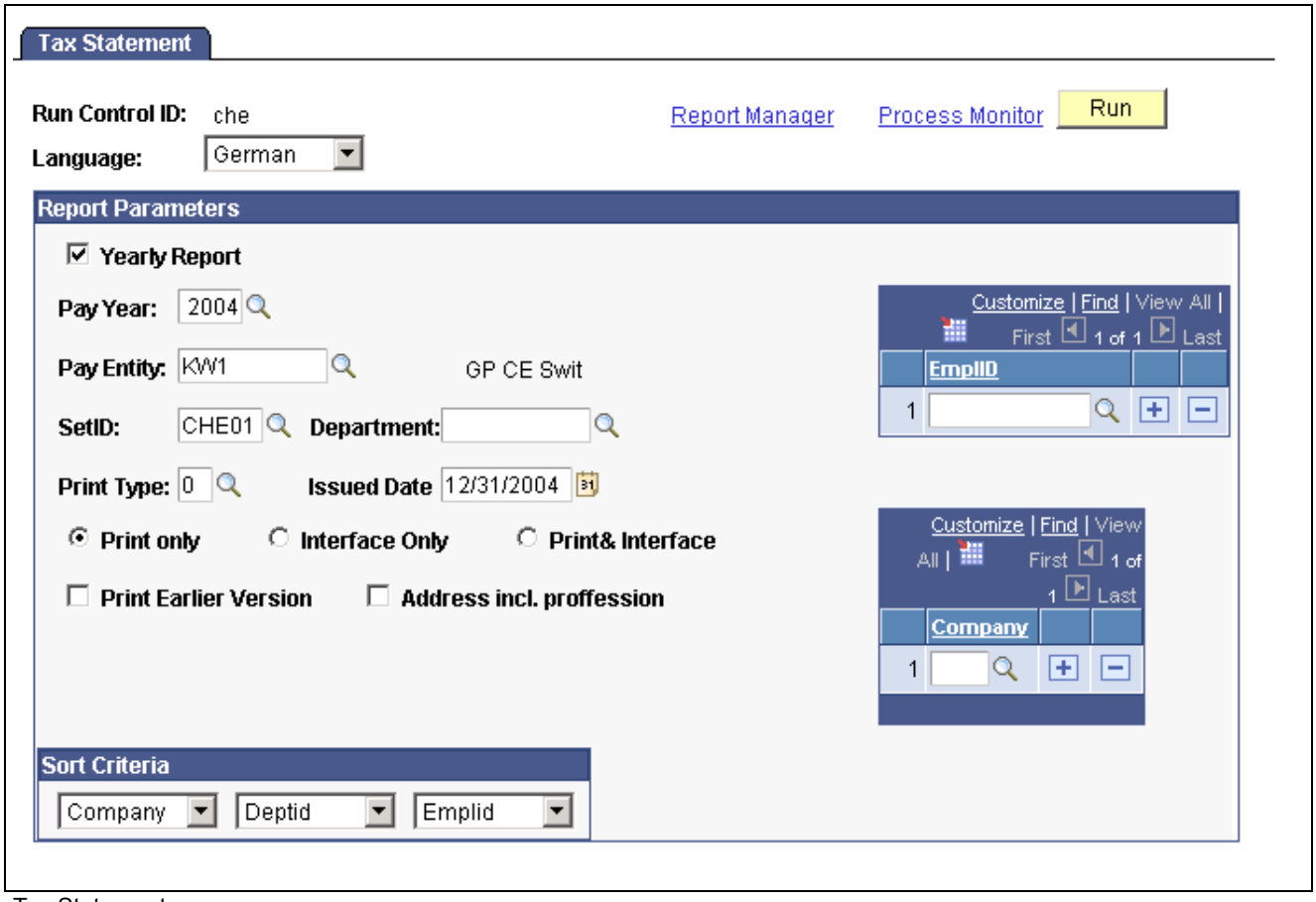
Pages Used to Generate and Review the Tax Statement

Page Name	Object Name	Navigation	Usage
Tax Statement	GPCH_RC_AL03	Global Payroll & Absence Mgmt, Taxes, Tax Statement Report CHE	Run the Tax Statement report (GPCHAL03). This report is printed on an official form and is normally run once at the end of each year, for all employees, as well as when an employee leaves an organization. Employers must provide tax statements to each employee.
LAW Exempt	GPCH_AL_EMPLMT3	Global Payroll & Absence Mgmt, Payee Data, Taxes, Define Payee Data CHE, LAW Exempt	Enter the employee level values for the LAW report.
Gpch Tx Lawdata	GPCH_TX_LAWDATA	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain LAW Data CHE, Gpch Tx Lawdata	Maintain LAW data.
Gpch Tx Lawdata1	GPCH_TX_LAWDATA1	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain LAW Data CHE, Gpch Tx Lawdata1	Add messages.
Company SI Contributions - LAW Data	GPCH_SI_COMPANY3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Company SI Contributions CHE, LAW data	Enter the company level values for the LAW report.
Review Tax Statement Data CHE - Header	GPCH_TX_INQ_LAW	Global Payroll & Absence Mgmt, Payee Data, Taxes, Review Tax Stmt Data CHE, Header	View the header information from the tax statement (LAW), either calculated or overridden.
Review Tax Statement Data CHE - Fields 1.B to 5.z	GPCH_TX_INQ_LAW1	Global Payroll & Absence Mgmt, Payee Data,Taxes, Review Tax Stmt Data CHE, Fields 1.B to 5.z	View the information from 1.B to 5.z of the tax statement (LAW), either calculated or overridden.
Review Tax Statement Data CHE - Signature/Remarks	GPCH_TX_INQ_LAW2	Global Payroll & Absence Mgmt, Payee Data, Taxes, Review Tax Stmt Data CHE, Signature/Remarks	View the signature and remarks from the tax statement (LAW), either calculated or overridden.

Page Name	Object Name	Navigation	Usage
Review Tax Statement Data CHE - Remarks > 10	GPCH_TX_INQ_LAW3	Global Payroll & Absence Mgmt, Payee Data, Taxes, Review Tax Stmt Data CHE, Remarks > 10	View additional remarks from the contents of the tax statement (LAW), either calculated or overridden.
Review Tax Statement Data CHE - Statistics	GPCH_TX_INQ_LAW4	Global Payroll & Absence Mgmt, Payee Data, Taxes, Review Tax Stmt Data CHE, Statistics	View reporting data from the tax statement (LAW), either calculated or overridden.
Override Tax Statement Data CHE - Header	GPCH_TX_OVR_LAW	Global Payroll & Absence Mgmt, Payee Data, Taxes, Override Tax Stmt Data CHE, Header	Enter values to override the header values on the Tax Statement report. The page has the same layout as the final report. When you reprint the Tax Statement report, it shows only the override values you enter here.
Override Tax Statement Data CHE - Fields 1.B to 5.z	GPCH_TX_OVR_LAW1	Global Payroll & Absence Mgmt, Payee Data, Taxes, Override Tax Stmt Data CHE, Fields 1.B to 5.z	Enter values to override the calculated values on the Tax Statement report. The page has the same layout as the final report. When you reprint the Tax Statement report, it shows only the override values you enter here.
Override Tax Statement Data CHE - Signature/Remarks	GPCH_TX_OVR_LAW2	Global Payroll & Absence Mgmt, Payee Data, Taxes, Override Tax Stmt Data CHE, Signature/Remarks	Enter values to override the signature and remarks on the Tax Statement report. The page has the same layout as the final report. When you reprint the Tax Statement report, it shows only the override values you enter here.
Override Tax Statement Data CHE - Remarks > 10	GPCH_TX_OVR_LAW3	Global Payroll & Absence Mgmt, Payee Data, Taxes, Override Tax Stmt Data CHE, Remarks > 10	Enter values to override the additional remarks on the Tax Statement report. The page has the same layout as the final report. When you reprint the Tax Statement report, it shows only the override values you enter here.
Override Tax Statement Data CHE - Statistics	GPCH_TX_OVR_LAW4	Global Payroll & Absence Mgmt, Taxes, Override Tax Stmt Data CHE, Statistics	View the reporting statistics from the tax statement report. You cannot override these values.

Running the GPCHAL03 - Tax Statement Report

Access the Tax Statement page.



Tax Statement page

Language Select the language used for addressing employees, the description of *spesenreglement*, and remarks. When this field is blank, the system will use the employee's language if it is German, French, or Italian. If it is not one of these languages, the system will use the language associated with the location.

Yearly Report Select to print the yearly report for the period of an entire year.

Pay Year When Yearly Report is selected, the Pay Year field is visible and must be completed.

From Date and To Date These fields appear when the Yearly Report field is cleared, indicating that you want to print a partial year for test purposes. Enter the dates for which you want to print the report.

The months covered by the period are printed below the date field on the report. The report header also indicates the date up to which the report is calculated.

Print Type Valid values are *0: Print for All, 1: Cantonal Revenue Authorities, 2: Employee,* and *3: Employer.*

Print Only Select to print only from the interface. This does not generate new versions.

Interface Only Select to view the data online.

Print & Interface Generates the data online and prints the report.

Print Earlier Version If the employee has more than one LAW for the year, select this option to print only the earlier version.

See Also

Chapter 18, "Generating and Reviewing the Tax Statement," Understanding the Tax Statement, page 145

Entering Employee Level LAW Data

Access the Gpch Tx Lawdata page.

Gpch Tx Lawdata page

Print LAW Select this option to print a LAW for this employee. If not selected, the system still generates an interface row with GPCH_RP_TX05A.GPCH_RP_CHAR12.

Company Car Select private included, or business only. This field populates the LAW field 4.t.

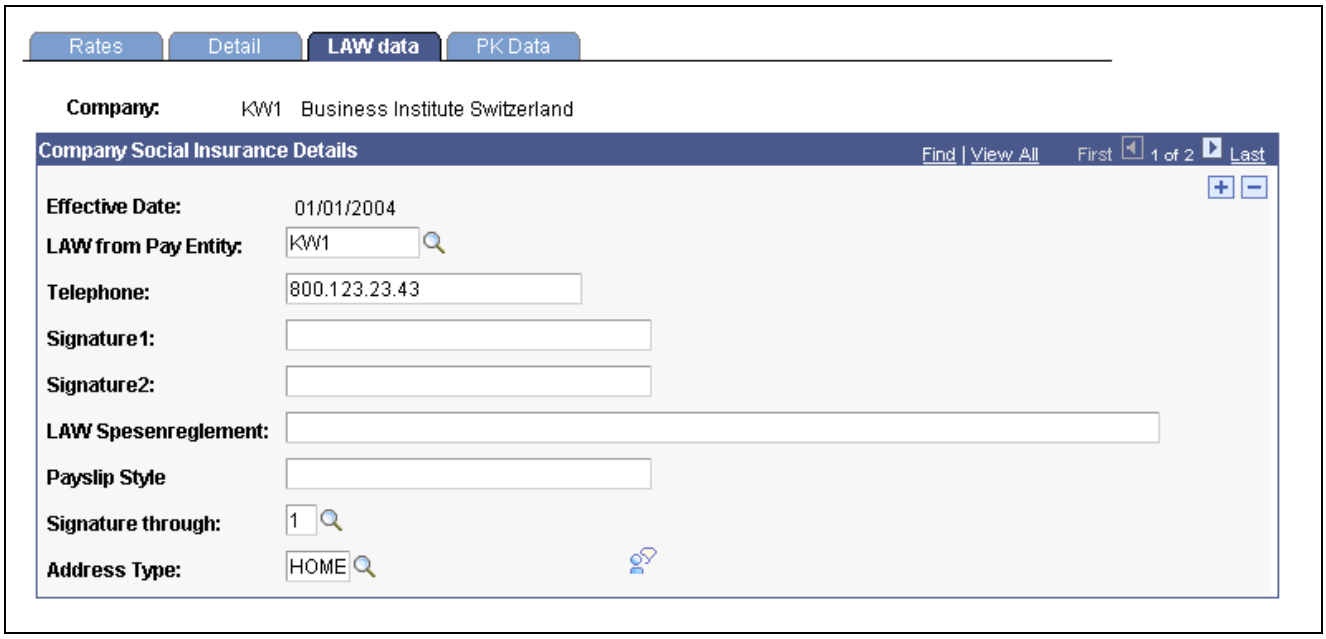
Subscription Paid Select private included, or business only. This field populates the LAW field 4.u.

Non Lump Payment This field populates the LAW field 4.v.

Free Transportation This field populates the LAW field 5.w.

Entering Company Level LAW Data

Access the Company SI Contributions - LAW Data page.



Company SI Contributions - LAW Data page

LAW from Pay Entity Select the company which generates the LAW.

Telephone Enter the phone number for the signature.

LAW Spesenreglement The system takes this description from the company.

Signature through Select *1. Supervisor, 2. Firm signature,* or *3. Customer.*

Address type Select *Business, Campus, Check, Dormitory, Home, Legal, Mailing,* or *Other.* You can override the default address type on the employee level.

Reviewing and Editing the Source Tax Statement

Use the Review Tax Statement Data pages to review the LAW values. The Override Tax Statement Data pages enable you to update the LAW values. Using this feature, you an copy the generated row and create a manual entry. The system adds a time stamp and operator ID to these rows for auditing purposes. The originally generated row cannot be changed.

CHAPTER 19

Generating Payslips and General Payroll Reports

This chapter provides an overview of payslips and discusses how to:

- Generate payslips.
- Run general payroll reports.

Generating Payslips

Global Payroll for Switzerland enables you to generate and adapt payslips to meet your needs. You can also send a message (printed on the payslip) to an individual payee or to payees belonging to designated paygroups, locations, or departments.

The system generates an additional row per earning marked with an asterisk for the total of the retro results. Employee and pay summary data for the given month are printed in the header. This includes date of birth, starting date with the organization, location, department, religion, bank account details, currency in which the earnings are to be paid, and holiday entitlement for the remainder of the year. The run control for the payslip is a two-page component consisting of the Payslip Options page and the Payslip Element View page.

See Also

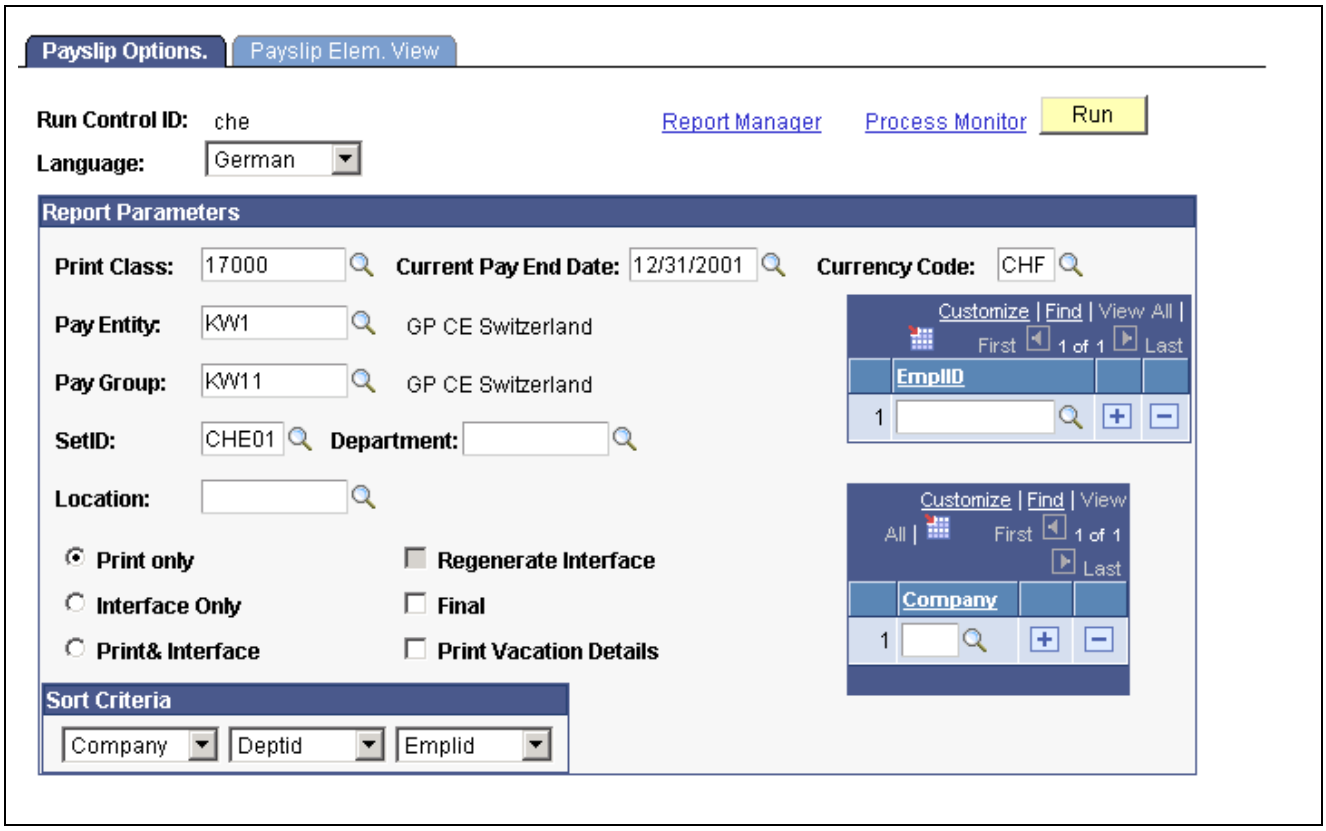
Appendix A, "Global Payroll for Switzerland Reports," page 157

Pages Used to Generate Payslips

Page Name	Object Name	Navigation	Usage
Payslip Options.	GPCH_RC_AL01_1	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips CHE	Run the Payslip report for Global Payroll Switzerland.
Payslip Elem. View	GPCH_RC_AL01_2	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips CHE	Specify additional currencies used to print special earnings.

Running the Payslip Report

Access the Payslip Options. page.



Payslip Options. page

Note. Define the elements that you want to display in multiple currencies on your payslip. You may want to see the values of some elements (gross and net, for example) in a different currency. This is especially useful for organizations in countries participating in the EMU—you can display key amounts in both the local currency and the euro.

Print Class Select a print class. The system includes two standard print classes, although you can create your own.

Currency Code Select the currency in which to print the payslip. The system performs a currency conversion in case the processing currency isn't the specified currency.

Sort Criteria Select sort criteria. Valid values are *D* (department ID), *E* (employee ID), *G* (paygroup), *L* (location), *N* (name), and *P* (pay entity).

Running General Payroll Reports for Switzerland

Global Payroll for Switzerland enables you to run a number of general payroll reports.

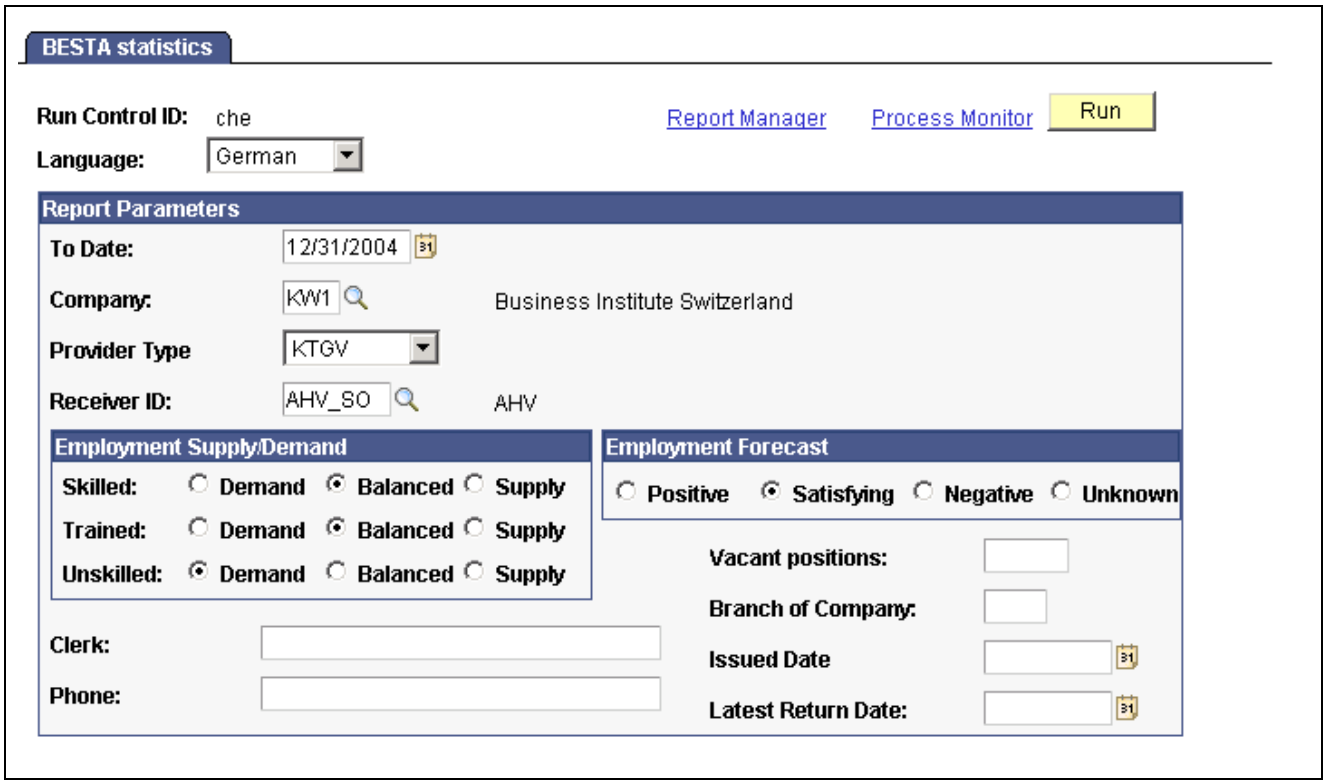
Pages Used to Run General Payroll Reports for Switzerland

Page Name	Object Name	Navigation	Usage
BESTA statistics	GPCH_RC_ST01	Global Payroll & Absence Mgmt, Authority Correspondence, BESTA Employment Statistic CHE	Run the BESTA Employment Statistics report (GPCHST01.SQR). The Federal Office for Statistics requires all enterprises that employ people in Switzerland to indicate quarterly the employment numbers and a business outlook. This report satisfies that requirement. The SQR generates both a printed report and a file for electronic transfer.
Salary Analysis	GPCH_RC_ST02	Global Payroll & Absence Mgmt, Authority Correspondence, Salary Structure Analysis CHE, Salary Analysis	Run the Salary Structure Analysis report (GPCHST02.SQR).
Overpayment List	GPCH_RC_AL06	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Overpayment List CHE, Overpayment List	Create a report that lists the overpayments that an employer has made to an employee. The term overpayments refers to payments made in addition to normal salary. The Overpayment List report displays employee ID, name, month and year that the overpayment was made, the amount, and the total overpayments. You must first have defined a pay entity.
Pay El. Sum. Month (pay element summary month)	GPCH_RC_AL08	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element Summary CHE, Pay El. Sum. Month	Records the payroll process by defining all earnings and deductions for a specific month and the current year to date.
Pay El. Sum. Month (2) (pay element summary month)	GPCH_RC_AL08_1	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element Summary CHE, Pay El. Sum. Month(2)	Enter additional report parameters for the pay element summary report.
Accounting Voucher	GPCH_RC_GL01	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Create Accounting Voucher CHE, Accounting Voucher	Lists General Ledger results by ChartField. You must run the pay run and GL processes from the Global Payroll core application before printing this report.

Page Name	Object Name	Navigation	Usage
Reconciliation Lst (reconciliation list)	GPCH_RC_GL02	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Create Reconciliation List CHE, Reconciliation Lst	Summarizes and groups General Ledger results per account.
Personal Statement	GPCH_RC_SI03	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Personal Statement CHE, Personal Statement	The Personal Statement report lists frozen data as of the specified period.

Creating the BESTA Employment Statistics Report

Access the BESTA statistics page.



BESTA statistics page

Employment Supply/Demand For each category of labor (Skilled, Trained, Unskilled) select the best description of the forecast of availability of employees in the next quarter.

- *Demand:* This category requires more headcount.
- *Balanced:* This category has enough headcount.
- *Supply:* This category has extra headcount.

Employment Forecast Select the best description of the employment prospect for the next three months.

Vacant positions Enter the number of vacant positions.

Clerk Enter the name of the person to be contacted by the Federal Office for Statistic.

Phone	Enter the contact phone number of the person designated as Clerk.
Branch of Company	Enter the branch that the contact person works in.
Latest Return Date	Enter the required return date as defined by the Federal Office for Statistic.

Note. The report will also include the BUR number from the Social Insurance Rates page.

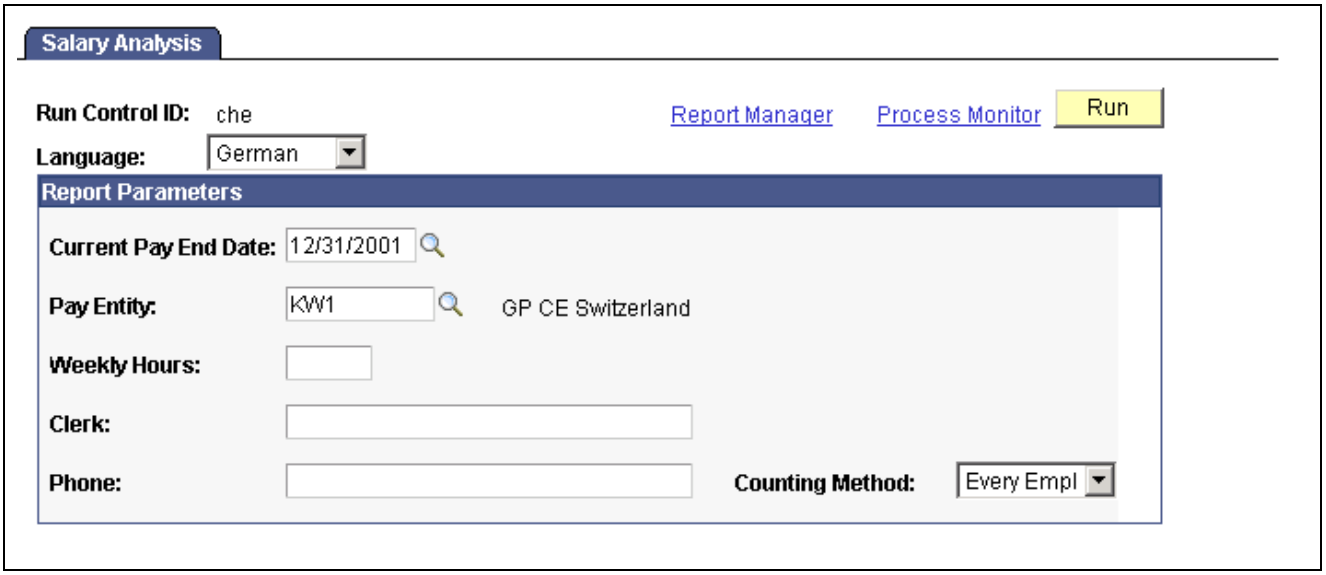
See Also

Chapter 11, "Managing Social Insurance for Switzerland," Setting Up Social Insurance Rates, page 89

Creating the Salary Structure Analysis Report

Every two years, the Federal Office of Statistics requires selected companies to provide an overview report of the employee and salary structure of the company. This report contains detailed, anonymous information on the salary structure of all of the employee population or, for larger companies, every sixth employee.

Access the Salary Analysis page.

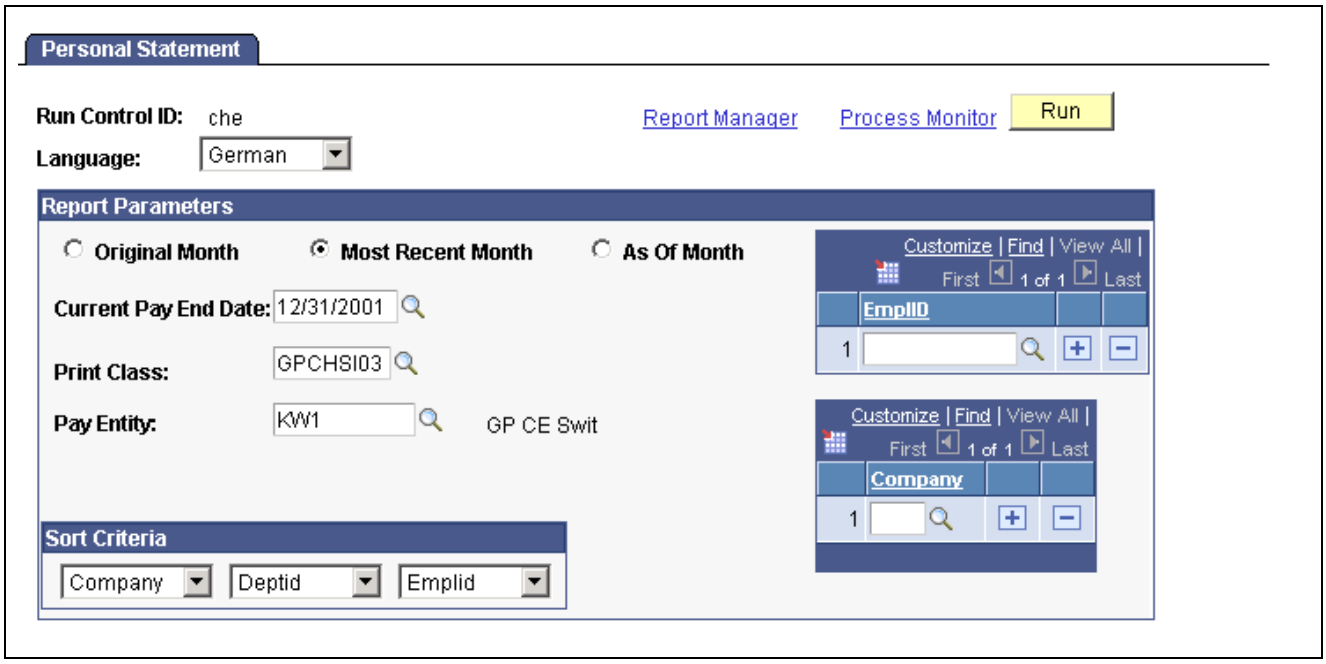


Salary Analysis page

Weekly Hours	Enter the organization's weekly hours.
Clerk	Enter the name of the person to be contacted by the Federal Office for Statistic.
Phone	Enter the contact phone number of the person designated as clerk.
Counting Method	Select whether to report on *Every Employee* or *Every sixth Employee*.

Running the Personal Statement Report

Access the Personal Statement page.



Personal Statement page

APPENDIX A

Global Payroll for Switzerland Reports

This appendix provides an overview of Global Payroll for Switzerland reports and enables you to:

- View summary tables of all reports.
- View report details and tables accessed.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation. You can print out all of the reports in each of the Swiss official languages: French, German, Italian, and English.

See Also

PeopleSoft Enterprise PeopleTools 8.45 PeopleBook: Process Scheduler

Global Payroll for Switzerland Reports: A to Z

These tables list all Global Payroll for Switzerland reports, sorted by report ID. If you need more information on a report, refer to the report details at the end of this chapter. These reports are divided into two categories:

- Suva-certified reports.
- Additional reports.

Note. The largest Swiss insurance provider, SUVA (*Schweizerische Unfallversicherungsanstalt*), has certified the reports listed in the SUVA-Certified Reports section. These reports are compliant with auditors' requirements for reports from employers at the end of the month or year, as necessary. They contain detailed information about employer and employee data, contributions, and so forth.

Global Payroll for Switzerland also offers additional, non-SUVA reports.

SUVA-Certified Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHAL07 Elem. Contr. List (element contribution list)	Lists all contributions and deductions.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Element Contribution List CHE, Elem. Contr. List	GPCH_RC_AL07

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHAL08 Pay El. Sum. Month (pay element summary month)	Records the payroll process by defining all earnings and deductions for a specific month and the current year to date.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element Summary CHE, Pay El. Sum. Month	GPCH_RC_AL08
GPCHAL10 Payslip	Summarizes an employee's pay elements according to pay month.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips CHE, Payslip Options	GPCH_RC_AL01_1
GPCHSI03 Personal Statement	Lists master data and social insurance information for individual employees.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Personal Statement CHE, Personal Statement	GPCH_RC_SI03
GPCHSI06 SI Company Setup	Summarizes social insurance data relevant to all employees.	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company SI Contrib Rpt CHE, SI Company Setup	GPCH_RC_SI06
GPCHSI07 UV Year	Summarizes how the system calculates SUVA contributions for each employee in a specific organization, over a specific period of time.	Global Payroll & Absence Mgmt, Social Security / Insurance, UV Year Report CHE, UV Year	GPCH_RC_SI07
GPCHSI08 AHV Year	Lists AHV and ALV contributions for an organization over a specific calendar year.	Global Payroll & Absence Mgmt, Social Security / Insurance, AHV Year Report CHE, AHV Year	GPCH_RC_SI08
GPCHSI09 Non AHV/ALV	Lists employees who do not have to pay AHV contributions (employees younger than 18 years or those with special dispensation).	Global Payroll & Absence Mgmt, Social Security / Insurance, Non AHV/ALV Report CHE, Non AHV/ALV	GPCH_RC_SI09
GPCHTX04 Payroll Register	Monitors the associated accumulators and displays the payroll register.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register CHE, Payroll Register	GPCH_RC_TX04_1
GPCHTX06 Pay Balance	Lists the employee ID, date of birth, hire and termination dates, and AHV number for each employee.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Balance CHE, Pay Balance	GPCH_RC_TX03

Additional Reports

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHAL02 Reconciliation Report	Prepares data for reconciliation.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Calc Reconciliation Report CHE	GPCH_RC_AL02
GPCHAL03 Tax Statement	Lists employee name, employment dates, and pay element totals.	Global Payroll & Absence Mgmt, Taxes, Tax Statement Report CHE, Tax Statement	GPCH_RC_AL03
GPCHAL04 FAK Contributions	Lists employee and employer FAK contributions. Must be run monthly.	Global Payroll & Absence Mgmt, Authority Correspondence, FAK Contributions Report CHE, FAK Contributions	GPCH_RC_AL04
GPCHAL05 FAK Contributions Year	Lists employee and employer FAK contributions for the year.	Global Payroll & Absence Mgmt, Authority Correspondence, FAK Contributions Year CHE	GPCH_RC_AL05
GPCHAL06 Overpayment List	Lists all payees who have negative balances as of the last pay run.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Overpayment List CHE, Overpayment List	GPCH_RC_AL06
GPCHBK01 Bank/Postal List	Provides information on all payments that have been made to employees through a financial institution such as a bank or the post office; mainly used internally for accounting purposes.	Global Payroll & Absence Mgmt, Payment Processing, Create Bank List CHE, Bank/Postal List	GPCH_RC_BK01
GPCHBK02 Bank Transfer	Creates one or several files containing all data records in their required format.	Global Payroll & Absence Mgmt, Payment Processing, Create Bank File CHE, Bank Transfer Disk	GPCH_RC_BK02
GPCHEO01 EO Pay Card	Lists each employee's insurance number, full name, and employee ID in ascending order.	Global Payroll & Absence Mgmt, Authority Correspondence, EO Pay Card Report CHE	GPCH_RC_EO01
GPCHGL01 Accounting Voucher	Lists General Ledger results by ChartField.	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Create Accounting Voucher CHE, Accounting Voucher	GPCH_RC_GL01
GPCHGL02 Reconciliation List	Summarizes and groups General Ledger results per account.	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Create Reconciliation List CHE, Reconciliation List	GPCH_RC_GL02

Report ID and Report Name	Description	Navigation	Run Control Page
GPCHST01 BESTA Employment Statistics (*Beschäftigungsstatistik*)	Lists quarterly employment numbers and business outlook in both a printed report and a file for electronic transfer.	Global Payroll & Absence Mgmt, Authority Correspondence, BESTA Employment Statistic, BESTA statistics	GPCH_RC_ST01
GPCHST02 Salary Structure Analysis (*Lohnstrukturerhebung*)	Provides an overview report of the employee and salary structure of the company outlook in both a printed report and a file for electronic transfer.	Global Payroll & Absence Mgmt, Authority Correspondence, Salary Structure Analysis CHE, Salary Analysis	GPCH_RC_ST02
GPCHTX01 Source Tax Year	Lists the names and social insurance numbers of all employees.	Global Payroll & Absence Mgmt, Taxes, Source Tax Year Report CHE, Source Tax Year	GPCH_RC_TX01
GPCHTX02 Source Tax Month	Lists the names and social insurance numbers of all employees as well as employee and employer source tax contributions per month.	Global Payroll & Absence Mgmt, Taxes, Source Tax Report CHE, Source Tax Month	GPCH_RC_TX02

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 *receivables specialist.* 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 *detailed business process.*

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 *course.*

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 *sub-classification.*

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 *copy* 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 *population* and *division*.

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 *communication key.*

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 *comm keys* or *speed keys*) 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 *class*.

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 rollup 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 *population* and *cohort*.

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 *Enterprise Incentive Management ledger.* 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 *donor pyramid* 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 *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

GL entry template Abbreviation for *general ledger entry template.* 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 *General Ledger Interface process.* 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 *update access.*

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 *key performance indicator.* 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 *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* 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 *rates*) 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 *learning management system.* 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 *1*—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 *3C engine*.

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 *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* 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 Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook 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 *need analysis.*
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 *compensation object.*
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 *event.*
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 *division* and *cohort*.

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 *record input value-added tax flag.* 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 *record output value-added tax flag.*

See *record input VAT flag.*

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 *real-time event notification server* 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 *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* 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 *communication key.*

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 *basis* 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 *Communications, Checklists, and Comments engine.* 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 *Communications, Checklists, and Comments group.* 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 *locked*) 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 *inquiry access.*

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 *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

VAT exempt Abbreviation for *value-added tax exempt.* 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 *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension Abbreviation for *value-added tax suspension.* 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 *eXtended Process Integrator.* 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 *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. 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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