



PeopleSoft Enterprise Global Payroll for Spain 8.9 PeopleBook

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PeopleSoft Enterprise Global Payroll for Spain 8.9 PeopleBook
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About This PeopleBook Preface

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

This preface discusses:

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

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

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

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

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

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

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

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

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

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

Telephone

Contact MMA Partners at 877 588 2525.

Email

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

See Also

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

Additional Resources

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

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

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

Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
Monospace font	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

If the note is preceded by *Important!*, the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

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

Country, Region, and Industry Identifiers

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

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

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

Country Identifiers

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

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

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

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

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and Don't Run	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Global Payroll for Spain 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 Spain.

PeopleSoft Enterprise HRMS Application Fundamentals

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

See Also

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

PeopleBook Structure

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

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

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

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

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • How Global Payroll documentation is structured.
Getting Started With...	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level documentation to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
Navigation	(Optional) Some PeopleSoft applications provide custom navigation pages that contain groupings of folders that support a specific business process, task, or user role. When an application contains custom navigation pages, this chapter provides basic navigation information for these pages. Note. Not all applications have delivered custom navigation pages.
Understanding...	(Optional) This is an introductory chapter that broadly explains the product and the functionality within the product.
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. Note. There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.

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

Global Payroll Documentation

This section discusses:

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

Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

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

Global Payroll Documentation Structure

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

Core Documentation

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

Country Extension Documentation

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

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

Documentation Roadmap

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

What to Read When

You can approach the documentation in the following way:

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

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

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

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

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

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

- Functional

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

- Managerial

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

This chapter discusses:

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

Global Payroll for Spain Overview

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

See Also

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

Global Payroll for Spain Business Processes

Global Payroll for Spain provides these business processes:

- Absences.
- Overtime.
- Social Security contributions and benefits.
- IRPF calculation.
- Loans and advances.
- Extra periods.
- Basic and non-basic earnings.
- Other deductions.

- Termination pay.
- Payslips.
- Banking.

These business processes are discussed in the business process chapters in this PeopleBook.

Global Payroll for Spain Integrations

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

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

Integration considerations are discussed in the core Global Payroll PeopleBook.

See Also

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

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

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

Global Payroll for Spain Implementation

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

Other Sources of Information

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

See Also

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

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

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Understanding Global Payroll for Spain

This chapter discusses:

- Global Payroll for Spain.
- Global Payroll for Spain business processes.
- Delivered elements for Spain.
- Element naming conventions in Spain.
- Viewing delivered elements for Spain.

Global Payroll for Spain

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

Global Payroll for Spain Business Processes

Global Payroll for Spain supports these business processes:

- Basic and non-basic earnings.

Global Payroll for Spain enables you to process basic and non-basic earnings, such as base salary, seniority, complements (transportation, languages, nocturnality, and festivity), and non-salary earnings (*pernocta* and *dietas*). You can also create your own earning types and modify calculation rules for delivered earnings.

See [Chapter 4, “Understanding Basic Earnings,” page 29](#).

See [Chapter 6, “Understanding Non-Basic Earnings,” page 53](#).

- Extra periods.

In Global Payroll for Spain, you can define the details for the extra period payments as part of defining labor agreement information. You can define when extra periods are paid, the earnings that contribute towards the extra period payment, and the percentage of each contributing earning that is included in the payment.

See [Chapter 14, “Calculating Extra Periods,” page 151](#).

- Other deductions.

Other deductions, such as union fees and garnishments, are managed by Global Payroll for Spain as part of the payroll process.

See [Chapter 12, “Paying Union Fees,” page 139.](#)

- Overtime.

Global Payroll for Spain enables you to pay overtime hours. Each organization can specify the annual, monthly, or weekly worked hours based on the maximum legal number of hours established by the Spanish government. Overtime (*horas extra*) occurs when an eligible payee works more than the specified number of hours. In this case, the employer should pay a surcharge on the extra time worked.

See [Chapter 7, “Paying Overtime,” page 61.](#)

- Loans and advances.

Global Payroll for Spain enables you to process loans and advance payments made to employees through the payroll.

See [Chapter 8, “Working with Loans and Advances,” page 65.](#)

- Social Security contributions and benefits.

Global Payroll for Spain calculates the employer and employee contributions, the employer reductions, and generates data for the social security reports TC1 and TC2. It includes functionality to handle social security funding base calculation for employees with multiple jobs or employed as trainees and apprentices.

See [Chapter 10, “Calculating Social Security Benefits,” page 99.](#)

- IRPF calculation.

In Spain, the IRPF calculation varies according to the fiscal territory to which the employee reports. Global Payroll for Spain delivers taxation rates for all the Spanish fiscal territories and the tax calculation process handles calculations for all these fiscal territories. Global Payroll for Spain also provides you with a mechanism to produce the Model 111, Model 190, and Model 110 reports for the State Fiscal Territory.

See [Chapter 11, “Calculating Taxes,” page 107.](#)

- Absences.

Global Payroll for Spain delivers predefined rules for processing absences due to vacation, illness, maternity, work accidents, and other reasons. You can easily modify many of these rules to reflect absence policies that are specific to your organization or to labor agreements that may be in effect for your employees.

See [Chapter 13, “Working with Absence Rules,” page 141.](#)

- Termination pay.

With Global Payroll for Spain, termination pay is calculated with the payroll, and includes the regular salary, extra periods, unused vacation days, and unpaid overtime. The final payment also takes into account any outstanding loans and advances.

See [Chapter 15, “Terminating Employees,” page 157.](#)

- Payslips.

Global Payroll for Spain enables you to generate payslips that you can adapt to display exactly the information that you require. You also decide how you want to display retro calculations and extra period payments.

See [Chapter 18, “Setting Up Payslips,” page 181.](#)

- Banking.

With Global Payroll for Spain, you can define the banks your organization uses to make payroll payments, as well as the personal banking information required to make these payments effective. This also includes IBAN information, if needed. You can distribute net pay between different banks and bank branches and different beneficiaries. Global Payroll for Spain supports the CSB34 format for completing bank transfers, and includes reports that enable you to check stored bank information, as well as completed or pending transfers.

See [Chapter 19, “Setting Up Banking and Garnishments,” page 195](#).

Delivered Elements for Spain

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

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

Delivered Element Creation

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

The core application:

- Consists of a payroll rules engine.

The payroll rules engine is a flexible tool that enables you to define the rules of a payroll system and to run 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. Global Payroll enables you to enter and maintain payroll rules through a set of pages and offers comprehensive features that enable you to work in your preferred language or currency.

- Provides a payroll processing framework.

The payroll processing framework provides a flexible way to define and run payroll and absence processing flows (such as calendars, run types, pay periods, and process lists).

Country extensions:

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

Element Ownership and Maintenance

This section describes the PeopleSoft approach to element ownership and what this means for the maintenance of Spanish payroll rules. This information helps clarify which parts of the system you might be required to maintain, what you can modify, and what parts of the system you cannot change.

Element Ownership in Global Payroll

There are five types of element ownership in Global Payroll :

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

Element Ownership in Global Payroll for Spain

Of the five ownership types described here, only these two are used to define Spanish elements:

- PS Delivered/Maintained.
- PS Delivered/Not Maintained.

Although Global Payroll for Spain delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure delivered elements to meet your own unique requirements.

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

Global Payroll for Spain delivers these customer-oriented segment accumulators using the CLI AC NAME naming convention. Therefore, when you define a new earning or deduction, you can assign the element to a segment accumulator (CLI), and the segment accumulator automatically contributes to the correct balance accumulators.

See [Chapter 3, “Defining Country Data,” page 15.](#)

This table contains an element-by-element description of the Global Payroll for Spain approach to element ownership and maintenance:

Element Type	Ownership	Exceptions
Earnings	PS Delivered/Not Maintained	Social security benefits.
Deduction	PS Delivered/Not Maintained	Taxes (IRPF) and social security deductions.
Variable	PS Delivered/Not Maintained	Variables used in social security or tax calculations.
Bracket	PS Delivered/Maintained	None
Accumulator	PS Delivered/Not Maintained for segment accumulators. Delivered/Maintained otherwise.	In the tax and social security areas, PeopleSoft delivers the balance accumulators as PS Delivered/Maintained, but the segment accumulators as PS Delivered/Not Maintained.
Element Group	PS Delivered/Not Maintained	None
Process List	PS Delivered/Not Maintained	None
Section	PS Delivered/Not Maintained	None
Formula	PS Delivered/Not Maintained, but this varies by functional area	Almost all formulas used in social security or tax calculations are defined as PS Delivered/Maintained. Otherwise, formulas are defined as PS Delivered/Not Maintained.
Array	PS Delivered/Not Maintained	Arrays used in social security or tax calculations are defined as PS Delivered/Maintained.
Writable Array	PS Delivered/Not Maintained	Writable arrays used in social security or tax calculations are defined as PS Delivered/Maintained.

Element Type	Ownership	Exceptions
Historical Rule	PS Delivered/Not Maintained	Historical Rules used for Social Security calculations or tax calculations
Generation Control	PS Delivered/Not Maintained	None

Element Naming Conventions in Spain

Understanding the naming convention that is developed for PeopleSoft-delivered elements can help you determine the element type, the functional area it serves, and how it is used.

This section discusses:

- Naming conventions.
- Functional area codes.
- Element type codes (PIN_TYPE).

Naming Conventions

This section discusses:

- Primary elements.
- Supporting elements.
- Additional clues to the use of Spanish elements.
- Component names (suffixes).

Primary Elements

Primary elements (such as earnings, deductions, absence take, and absence entitlement elements) do not contain functional area codes or element type codes in their names. Primary elements have names that identify their functions and element types without the use of additional codes. For example, the name of the earning element SALARIO BASE identifies this element as a base salary element.

Supporting Elements

For supporting elements (such as variables, formulas, dates, and durations), PeopleSoft uses this naming convention: FFF TT NAME.

- FFF: Functional area code.

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

- TT: Type of supporting element.

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

- NAME: Based on a term in Spanish and provides a further means of identifying the element.

For example, in the tax array TAX AR ING A EST:

- TAX represents the functional area (taxes).
- AR represents the element type (array).
- ING A EST (*ingresos anuales estimados*) represents a further means of identifying the element.

Note. This naming convention applies to these element types: accumulators, arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, writable arrays, and generation control conditions as well as sections and element groups.

Additional Clues to the Use of Spanish Elements

Many Spanish elements contain abbreviations that provide clues to their use in the system (beyond those provided by the functional area codes or element type codes). For example, these duration elements have been defined for Spain: GEN DR PERIODO D, GEN DR PERIODO M, and GEN DR PERIODO A. While the functional area code *GEN* indicates that these elements are used across various functional areas (they have general relevance), and the element type code *DR* identifies them as duration elements, the abbreviations *D*, *M*, and *A* provide additional clues to how each element measures time. The duration element GEN DR PERIODO D measures time in days(*días*), hence the *D* in the element's name. Likewise, the code *M* reveals that the element GEN DR PERIODO M measures time in months(*meses*). As you become more familiar with the payroll rules created for Spain, these abbreviations will help you to further identify and understand the role played by each element.

This table lists the most common abbreviations used in the names of Spanish elements.

Abbreviations Used in Global Payroll for Spain	English
A	Years or annual
BS	Base
CC	Common contingencies
CP	Professional contingencies
CT	Tax quota
D	Days
DD	Deductions
DEV	Earnings
DIN	Income
EX	Exempt
M	Months or monthly
MN	Minimum
MX	Maximum
N	Number and negation

Abbreviations Used in Global Payroll for Spain	English
S	Segment
SPC	In kind
T	Total and quarterly
TP	Ceiling
U	Unit

Component Names (Suffixes)

In Global Payroll for Spain, suffixes are used to name the components of earnings and deduction elements. For example, when you create an earning, deduction, or absence 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 that are used. The system also names the components and accumulators by appending a suffix to the element's name.

For example, suppose that you define the earning element named EARN1 with this calculation rule:

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

The system automatically creates two additional elements for the components in the calculation rule:

- Rate element: EARN1_RATE.
- Unit element: EARN1_UNIT.

The system creates suffixes to name the components of the element (_RATE and _UNIT).

In Global Payroll for Spain, all components and accumulators have:

- Country: ESP
- Separator: _

In Global Payroll, all suffixes fall into one of these types:

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

To view all of the suffixes defined for Spain, use the Element Suffixes component in Global Payroll.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining General Element Information”.

Functional Area Codes

For some elements, you need to use a functional area in the naming convention. The three digit functional area codes are used in naming conventions to identify the functional area where the element is being used.

This table contains the functional area codes used in the names of Spanish elements:

Functional Area	Description
AJB	Gross to net
AJN	Net to gross
ANT	Seniority
AUS	Absences
AYP	Loans and advances
CLI	Customer-oriented accumulators
FNQ	Termination
GEN	General (multiple areas)
RTR	Retroactivity
SIN	Unions
SS	Social security
TAX	Taxes
XTR	Extra period

Element Type Codes (PIN_TYPE)

This table contains codes for all of the element types. Because not all element types are delivered for Spain, not all of these codes appear in the names of Spanish elements:

Element Type	Description
AE	Absence entitlement
AT	Absence take
AC	Accumulator
AR	Array
AA	Auto assigned
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
HR	Historical rule
PR	Process
PO	Proration rule

Element Type	Description
RC	Rate code
RR	Rounding rule
SE	Section
SY	System element
VR	Variable
WA	Writable array

Viewing Delivered Elements for Spain

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

See Also

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

CHAPTER 3

Defining Country Data

This chapter provides an overview of Global Payroll core functionality in Spain and discusses how to:

- Define statutory rates.
- View delivered elements.

Understanding Global Payroll Core Functionality in Spain

This section discusses:

- Retroactivity.
- Payment keys.
- Accumulators.
- Segmentation.
- Triggers.
- Rounding rules.

Retroactivity

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

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

- Corrective
- Forwarding

The most common retro method used in Spain is the corrective method. Using this method, you go back and recalculate the elements of the pay run, updating all accumulators, including balance accumulators and calendar period accumulators. The recalculated pay run replaces the previously calculated run. However, the original pay run calculation remains available for auditing and reporting purposes. Rather than forwarding retro deltas to the current calendar as an adjustment, the system sends any adjustment to "Net to be Paid" for the recalculation period for the banking process to be managed.

Note. You can also set up retro with the forwarding method during your implementation, if it fits your company's needs.

Global Payroll for Spain and Retroactivity

Global Payroll for Spain delivers the corrective method as this is the standard (statutory) way to manage retroactivity in Spain.

- The retro process (RETRO) uses the corrective method without variance.
- Retro overrides are used in Global Payroll for Spain. They serve two purposes:
 - Retro overrides make it easy to report retro calculations to Hacienda.

The system forwards the tax information for the current period using the IRPF RTR element. This element receives the value from the IRPF AFW element that is forwarded into IRPF RTR in a retro calculation of a month in the same year.

- Retro overrides are used to manage retro across different tax years.

The system uses the IRPF FWD element, which receives the value from the IRPF AFW element that is forwarded into IRPF FWD in a retro of a month that is after a closed tax year.

Note. Define retro overrides on the Retro Process Overrides page.

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

- Define your own retro event.
- Define your own retro triggers according to your company needs.
- Define your own pay entities according to your company needs, but the common setup in Global Payroll for Spain is:
 - Calendar period: Starts in January.
 - Fiscal period: Starts in January.
 - Backward limits: Depends on how you set up Global Payroll for Spain.
 - Forward limits: Two years.

Launching Retroactivity Across Different Tax Years

When the prior period is in a different tax year, your company can’t collect the tax due and pay it to Hacienda because the prior year is already closed for tax reporting. This applies to both situations of underpayment and overpayment.

The solution is that, when reporting to Hacienda, deltas of the previous year are considered. The deltas are considered in Model 111 of the current month and in Model 190 for the current year (at the end of the year) as income from a previous tax year. The system calculates the IRPF tax for that delta by applying a fixed percentage (currently at 15 percent), instead of the valid IRPF percentage in the retro period or the current period.

Note. Taxes and social security are calculated differently. Social security calculation is not affected when the retro calculation is across different tax years. The way to calculate retro in this case is the same as the one used in calculating retro in the current year.

Example of Calculating Retroactivity for a Different Tax Year

Let’s say that both the calendar period and the fiscal period for your pay entity start on January 1. If the retro starts in a different tax year, the fiscal period determines how the retro of taxes is calculated. The following provides the details for this example:

- Launch the calculation for the May 2004 pay period.
- Launch a retro calculation for November 2003.
- Report the tax calculation for the deltas from all the launched retro from November until April in the Model 111 of May 2004.

In the case of the retro for November 2003 and December 2003, the IRPF for the delta is calculated with a 15 percent tax rate. Model 190 will reflect it accordingly.

Note. This table summarizes all the information you'll need for your retro calculation. This table is only a suggestion using the common setup parameters that is delivered with Global Payroll for Spain. You may find that your company's requirements are different and may need to define retro differently during your implementation.

Setup Issue	Requirement
Default retro method	Corrective
Retro process (retro method)	Corrective
Retro process - does it vary?	No
Calendar period starts on:	January 1
Fiscal period starts on:	January 1
Backward limits:	No limits
Forward limits:	Two years after employee termination

See Also

[Chapter 10, “Calculating Social Security Benefits,” page 99](#)

[Chapter 11, “Calculating Taxes,” page 107](#)

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

Payment Keys

In Global Payroll for Spain, you can define payment keys. Options are Company, Contract Number, Department, and Establishment ID. When the payment keys of the current period don't match the payment keys in the retro period, the deltas are managed as a separate gross-to-net calculation in the current calendar period. When a retro is launched that affects more than one calendar period, the deltas that come from each one will be summed only when the payment keys match.

For example, company information is needed for tax reporting purposes. The *Agencia Tributaria* needs to know in which company the employee is working and being paid from.

So when retro is launched, you may need to report the tax calculation of the deltas related to the prior company. Or you may need to report the tax calculation of the deltas related to the current company. It all depends on which company is declaring the payment to the fiscal territory.

Because the corrective retro method is used in Global Payroll for Spain, deltas are not forwarded into the current period in most cases. However, regarding tax calculation, the income deltas are transferred to the current period. You should review this during implementation and set up according to your organizational requirements.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining the Organizational Structure”

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

Accumulators

In Global Payroll for Spain, there are two types of accumulators:

- User-defined accumulators (balance accumulators):

Accumulate different elements for any period of time for which you want to accumulate any number of elements.

- Auto-generated accumulators (payment accumulators):

Accumulate a particular element during a defined period.

For user-defined accumulators, there are four functional areas that have specific prefixes:

- Absences accumulators (AUS).
- Earnings and deductions (AJB, FNQ, and GEN).
- Social security (SS).
- Taxes (TAX, RETJ).

For auto-generated accumulators, there are two functional areas that have specific suffixes:

- Absences (ADJU, BAL, ENT, TAKE).
- Deductions (ATR).

In Global Payroll for Spain, you'll define accumulators for several earnings and deductions. Accumulators for earnings include those for base salary, seniority pay, *mejora voluntaria*, *complemento absorbible*, and extra period payments. Accumulators for deductions include social security deductions.

Customer-Oriented Segment Accumulators

Global Payroll for Spain also delivers a set of customer-oriented segment accumulators. When you define an earning or deduction element, you can assign the element to these accumulators. You will need to decide which accumulators you need to update, based on the following questions:

- How does the element affect gross?
- Is the element taxable or not?
- Does the element contribute to social security or not?

Depending on your answer to these questions, you need to select the appropriate accumulator. The following tables provide details about the customer-oriented segment accumulators:

Compensation:

Accumulator Name	Description
CLI AC SAL BRUTO	Custom gross salary. Add elements that correspond to an employee's compensation.
CLI AC DEDUCCIONES	Custom deductions. Add elements that correspond to an employee's deductions to the gross salary.
CLI AC DEV ABSRBLE	Custom absorbable earnings. Add elements that are going to be absorbed by the net-to-gross process. Note. If an element contributes to the gross salary and is also absorbable, it needs to be added to both CLI AC SAL BRUTO and CLI AC DEV ABSRBLE.

Taxes:

Accumulator Name	Description
CLI AC ING DIN FJO	Custom fixed taxable base. Add elements that correspond to basic or regular fixed compensation that pay taxes.
CLI AC ING DIN VAR	Custom variable taxable base. Add elements that correspond to variable or non-regular variable compensation that pay taxes.
CLI AC RDTO IRREG	Custom non-regular income. Add elements that correspond to employee compensation accrued later than two years ago.
CLI AC ING SPC REP	Employee taxable salary in kind. Add elements that correspond to employee in kind salary for which the taxable part is going to be paid by the employee.
CLI AC ING SPC NRE	Taxable in kind salary. Add elements that correspond to employee in kind salary for which the taxable part is going to be paid by the employer. Note. An element will be added to either CLI AC ING SPC REP or CLI AC ING SPC NRE, but not to both, for tax purposes.

Social Security:

Accumulator Name	Description
CLI AC BASE SS D	Social security daily base. Add elements that correspond to basic or regular fixed compensation that contribute to social security bases.
CLI AC BASE SS M	Social security monthly base. Add elements that correspond to compensation other than basic or regular fixed compensation that contribute to social security bases. Note. An element will be added to either CLI AC BASE SS D or CLI AC BASE SS M, but not to both, for social security purposes.

See Also

Chapter 2, “Understanding Global Payroll for Spain,” [Element Ownership and Maintenance](#), page 6

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

Segmentation

In Global Payroll, you can segment elements based on different events or changes. There are two types of segmentation:

- Period segmentation:

The system calculates each element more than once and keeps the results of these calculations separate.

- Element segmentation (also known as slice segmentation):

The system segments only the element selected. There is only one gross-to-net result set.

Global Payroll for Spain uses element segmentation in most cases. There are many reasons why a slice can occur:

- Changes in rate codes.

This can occur due to manual changes or automatic changes due to a salary plan, category or multiple components change.

- Changes in an employee’s annual salary (target compensation)
- Changes to risk code.
- Change in tax location (fiscal territory)
- Changes in the social security work center code (SSN).

This normally happens when an employee changes establishments.

Global Payroll for Spain uses period segmentation for these changes:

- Changes in company (when an employee transfer to a different company).
- Changes in pay group.
- Changes in employees’ payroll system.

Global Payroll for Spain uses the Payroll System field to determine employees’ payroll system.

Note. Global Payroll for Spain delivers segmentation triggers as system data. You must decide which changes should trigger segmentation for your company. View the delivered segmentation rules and triggers using pages in Global Payroll.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Segmentation”

Triggers

In Global Payroll, triggers are used to detect online changes to data that should result in some type of system action. Examples of common data changes that might use triggers are the hiring of a new payee, a change in pay rate, or a change in job location.

There are three types of triggers, iterative, segmentation, and retro triggers.

Global Payroll for Spain delivers triggers as system data. Review the delivered triggers and adjust existing triggers or define your own triggers based on your company’s needs.

Iterative Triggers

This table lists the iterative triggers delivered with Global Payroll for Spain:

Record	Record/Field Level	Field Name	Value
COMPENSATION	Field	COMPRATE CURRENCY_CD COMP_FREQUENCY FTE_INDICATOR	
JOB	Field	ACTION	HIR -- Hire REH – Rehire TER – Termination
JOB	Field	COMPANY	
JOB	Field	EMPL_CTG	
JOB	Field	SOC_SEC_RISK_CODE	
JOB	Field	PAY_SYSTEM_FLG	
JOB	Field	GP_PAYGROUP	
JOB_JR	Field	SSN_EMPLOYER	

Record	Record/Field Level	Field Name	Value
CONTRACT_DATA	Record		
CNTRCT_DATA_ESP	Record		
GP_ABS_EVENT	Record		
GP_ABS_OVRD	Record		
GP_PI_MNL_DATA	Record		
GP_PI_MNL_SOVR	Record		
GP_PYE_OVRD	Record		
GP_PYE_OVR_SOVR	Record		
GP_RTO_TRGR	Record		
GP_RTO_TRG_CTRY	Record		
GP_SEG_TRGR	Record		
GPES_PAYEE_DATA	Field	GPES_TAX_LOCATION	
GPES_MULTI_EMP	Record		
WKF_CNT_TYPE	Record		

Segmentation Triggers

This table lists the segmentation triggers delivered with Global Payroll for Spain:

Record	Record / Field Level	Field	Event ID	Values
COMPENSATION	Field	COMPRATE CURRENCY_CD COMP_FREQUENCY FTE_INDICATOR	COMPRATE (element segmentation)	
JOB	Field	ACTION	HIRE/TERM (period segmentation)	HIR -- Hire REH – Rehire TER – Termination
JOB	Field	COMPANY	COMPANY (period segmentation)	
JOB	Field	EMPL_CTG	CATEGORZN (element segmentation)	
JOB	Field	SOC_SEC_RISK_CODE	RISK CODE (element segmentation)	
JOB	Field	PAY_SYSTEM_FLG	PAY SYSTEM (period segmentation)	
JOB	Field	GP_PAYGROUP	PAY GROUP (period segmentation)	
JOB_JR	Field	SSN_EMPLOYER	CATEGORZN (element segmentation)	
CNTRCT_DATA_ESP	Record		CATEGORZN (element segmentation)	

Record	Record / Field Level	Field	Event ID	Values
WKF_CNT_TYPE	Field	CONTRACT_TYPE	CATEGORZN (element segmentation)	
GPES_PAYEE_DATA	Field	GPES_TAX_LOCATION	TAX_LOCTN (element segmentation)	

Retroactivity Triggers

This table lists the retroactivity triggers delivered with Global Payroll for Spain:

Record	Record/ Field Level	Field	Event	Values
COMPENSATION	Field	COMPRATE CURRENCY_CD COMP_FREQUENCY FTE_INDICATOR	COMPENSATION	
JOB	Field	ACTION	JOB DATA	HIR -- Hire REH – Rehire TER – Termination
JOB	Field	COMPANY	JOB DATA	
JOB	Field	EMPL_CTG	JOB DATA	
JOB	Field	SOC_SEC_RISK_CODE	JOB DATA	
JOB	Field	PAY_SYSTEM_FLG	JOB DATA	
JOB	Field	GP_PAYGROUP	JOB DATA	
JOB_JR	Field	SSN_EMPLOYER	JOB DATA	

Record	Record/ Field Level	Field	Event	Values
CNTRCT_DATA_ESP	Record		CONTRACT	
WKF_CNT_TYPE	Field	CONTRACT_TYPE	CONTRACT	
GP_ABS_EVENT	Record		ABSENCES	
GP_ABS_OVRD	Record		ABSENCES	
GP_PI_MNL_DATA	Record		PI	
GP_PI_MNL_SOVR	Record		PI	
GP_PYE_OVRD	Record		OVERRIDE	
GP_PYE_OVR_SOVR	Record		OVERRIDE	
GPES_PAYEE_DATA	Field	GPES_TAX_LOCATION	TAX DATA	
GPES_MULTI_EMP	Record		MULTI EMP	

See Also

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

Rounding Rules

When you resolve an element that is a numerical value, you often need to round the resulting value. You’ll use rounding rules to do this.

Once you define a rounding rule element, apply it to other elements. The rounding rule can be applied to any component of an earning or deduction, to the resolved amount of an earning or deduction, or within a formula.

The following guidelines apply to rounding rules in Global Payroll for Spain:

- Monetary amounts in Euros are rounded to two decimals.

Global Payroll for Spain provides the GEN RR LEGAL rounding rule for this. This rounds to two decimals with the following logic:

- 22,344 → 22,34
- 22,345 → 22,35
- 22,346 → 23,35
- Non-monetary amounts are rounded using the GEN RR REDONDEO rounding rule.
This rounds up to 2 decimals.
- For calculating the IRPF percentage, the system uses the GEN RR REDON 0 DEC, that rounds up to zero decimals.
- Other rounding rules used are GEN RR TRUNC 2DEC and GEN RR TRUNC 0DEC. GEN RR TRUNC 2DEC truncates to two decimals and GEN RR TRUNC 0DEC truncates to zero decimals.

See Also

Chapter 11, “Calculating Taxes,” page 107

Chapter 10, “Calculating Social Security Benefits,” page 99

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

Defining Statutory Rates

To set up statutory rates, use the Statutory Rates ESP (GPES_STATUTORY) component.

This section provides an overview of statutory rates and discusses how to set up statutory rates.

Understanding Statutory Rates

Global Payroll for Spain delivers statutory rates for the following:

- Minimum employee salaries.
- Interest charged on employee loans.
- Percentage of travel expenses and the *dietas* earning that are exempt from tax and social security.

These rates are defined by the government. Global Payroll for Spain delivers and maintains these statutory rates as system data.

Page Used to Set Up Statutory Rates

Page Name	Object Name	Navigation	Usage
Statutory Rates	GPES_STATUTORY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, Statutory Rates ESP, Statutory Rates	Enter the statutory rates for minimum salary, interest rate for employee loans, and the percentage of minimum salary that is exempt for tax and social security contributions.

Setting Up Statutory Rates

Access the Statutory Rates page.

Statutory Rates Find | View All First 1 of 1 Last

*Effective Date: 07/01/2004 Status: Active

*Currency Code: EUR

Daily Minimum Salary: 16.36 Monthly Minimum Salary: 490.80

Statutory Interest: 3.75 Percentage over Minimum Salary: 20.00

Statutory Rates page

- Daily Minimum Salary** Enter the minimum daily wage established by law.
- Monthly Minimum Salary** Enter the minimum monthly wage established by law.
- Statutory Interest** Enter the interest rate established by law. You can apply this interest rate or another rate to any employee loan. If you apply a lower rate, the difference is considered salary in kind.
- Percentage over Minimum Salary** Enter the percent used to calculate the exempted amount for the public transportation complement, and for salary in-kind earnings.

See Also

[Chapter 4, “Understanding Basic Earnings,” Public Transportation and Distance Complement, page 35](#)

Viewing Delivered Elements

Global Payroll for Spain delivers four process lists:

Calculation Type	Process List
Absence calculation	ABSENTISMO PR
Payroll calculation	GEN PR CALC NOM
Extra period calculation	XTR PR PAGA EXTRA
IRPF percentage calculation	TAX PR CALC IRPF

Calculate IRPF percentage either as part of the normal payroll (in the GEN PR CALC NOM process list) or as a separate calculation (in the TAX PR CALC IRPF process list).

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. 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 4

Understanding Basic Earnings

This chapter discusses:

- Basic earnings.
- Base salary.
- Complements.
- Earnings calculation.
- Compensation definition.
- Viewing delivered basic earnings elements.

Basic Earnings

This section discusses:

- Basic earnings in Spain.
- Processing considerations for basic earnings.

Basic Earnings in Spain

In Global Payroll for Spain, earnings are classified in two ways: basic and non-basic. Whether an earning is considered basic or non-basic depends on its frequency and whether it's a fixed amount or a variable amount.

Basic earnings are:

- Paid every month.
- Included in the employee's annual income at the beginning of the year.
- A fixed amount each period (fixed earnings).

Basic earnings include:

- Base salary.
- Seniority.
- Prorated extra periods established by the labor agreement.
- Complements, such as languages, degrees, *mejora voluntaria*, *complemento absorbible*, and public transportation.

Any other delivered earning is considered a non-basic earning in Global Payroll for Spain.

Note. The basic earnings discussed here are only the ones that Global Payroll for Spain delivers as sample data. They are the most common basic earnings required in Spain.

You can also create your own earnings and modify the calculation rules to fit your company's needs. To create your own earnings, use the Earnings component.

See Also

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

Chapter 6, “Understanding Non-Basic Earnings,” page 53

Processing Considerations for Basic Earnings

Basic earnings have these processing considerations:

- Net to gross and gross to net adjustments.
- Seniority calculation.
- Extra period calculation.
- Termination.

Because of these processing considerations, all basic earnings have the following special characteristics:

Calculation Rule = Unit * Rate

All basic earnings must:

- Be defined with the calculation rule of Unit * Rate.
- Be identified by the category ‘BAS’ at the earning definition.
- Have their own rate code.
- Have the formula GEN FM RATE AN/DAN as a post process formula.

Global Payroll for Spain calculates the earnings for all employees on a daily basis, regardless of the way they contribute to social security (daily or monthly). Therefore, the rate component is always a daily rate. For employees who contribute monthly, the Unit component is 30 days (when they work the whole month) for regular payments or the extra period time frame rights for an extra period. For employees who contribute daily, the unit component contains the number of days the employee worked. The unit is the GEN FM UNIDADES formula.

The rate for basic earnings is always a rate code, which retrieves its values from the Job Data - Compensation page. Note that you can enter rate codes with whatever frequency you need. In the case of daily employees, normally you provide daily rates or annual rates. All rate codes are annualized or deannualized to days. So, you can think of the unit as the actual number of days worked in a month and the rate as the theoretical amount that an employee is supposed to earn per day.

For employees who are paid based on real worked days and contribute to social security on a daily basis, if they work the entire month, the unit equals 30 for months with 30 days, 31 for months with 31 days, and 28 or 29 in February. The unit equals the number of days worked for employees who don't work the entire month.

For employees whose earnings are calculated monthly (whose social security contribution group is Monthly) and who work the entire month, the unit equals 30 regardless of the number of days that month has. If an employee is sick 10 days, the unit equals 20.

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

Generation Control = GEN GC MEN O PXTRA

The GEN GC MEN O PXTRA generation control is used to determine whether an earning must be calculated at an extra period when processing an extra period payroll.

See Also

Chapter 14, “Calculating Extra Periods,” page 151

Base Salary

This section discusses:

- Base salary in Spain.
- Adjustments to salary.
- *Complemento Absorbible*.
- Seniority.

Base Salary in Spain

Typically in Spain an employee’s base salary is defined by the labor agreement. However, with Human Resources and Global Payroll for Spain you can set up employee compensation in different ways to suit your company needs.

The base salary is a basic earning. It is typically calculated as Unit * Rate, where the rate code is established by the labor agreement or in other ways, depending on the setup of your company’s compensation. The unit is calculated with the formula GEN FM UNIDADES. The calculated value depends on the type of employee (daily or monthly).

For employees who are paid based on real worked days and contribute to social security on a daily basis, if they work the entire month, the unit equals 30 for months with 30 days, 31 for months with 31 days, and 28 or 29 for February. The unit equals the number of days worked for employees who don’t work the entire month.

For employees whose earnings are calculated monthly (whose social security contribution is Monthly) and who work the entire month, the unit equals 30 regardless of the number of days in the month. If an employee is sick 10 days, the unit equals 20.

Note. In Global Payroll for Spain, the GEN RC SAL BASE rate code is used to specify the base salary. This rate code is linked to the SALBSE rate code defined in Human Resources.

See Also

Chapter 4, “Understanding Basic Earnings,” Compensation Definition, page 38

Adjustments to Salary

In order to calculate an employee’s total salary, you may have to consider some adjustments to the base salary that are specified in the labor agreement, or that result from an employee’s personal agreement.

If the salary in the employee's personal agreement is the same as the amount reflected in the labor agreement, no adjustment is necessary. This salary includes both base salary and complements.

Adjustments may include:

- Gross to net: Make this adjustment if the employee's gross salary defined by the labor agreement for his professional category is different from the gross salary in his personal agreement.
- Net to gross: Make this adjustment if you need to calculate an employee's annual gross salary from an agreed net amount.

See Also

Chapter 16, "Understanding Gross and Net Guarantee," page 169

Complemento Absorbible

The difference between the real gross defined in employees' personal agreements and the total earnings that they should receive in their professional category must be reflected in an earning element called *complemento absorbible*. In the case of net guarantee, the *complemento absorbible* is the difference between the calculated gross (calculated from the net) and the total earnings based on the professional category of the employee.

The calculation rule for *complemento absorbible* is defined as Unit * Rate, where the Unit is the number of days worked in a month and the Rate is the rate code GEN RC COM ABS EST.

In order to calculate the *complemento absorbible*, you must override the variable GEN VR TIPO AJ SAL for that employee using the value *BRUTO* for gross to net adjustment or the value *NETO* for net to gross adjustment. Use the Supporting Elements Overrides page to enter this override.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Setting Up Overrides," Defining Pay Entity Overrides

Seniority

Seniority years are often calculated by subtracting the seniority date minus the payroll period end date. This is the PeopleSoft-delivered calculation method, but you can change it to fit your company's needs. If you want to change the calculation method, specify a custom duration or formula to calculate seniority years for a labor agreement on the Labor Agreement - Seniority page.

Note. Absences can decrease seniority years based on the number of months absent.

You can measure seniority pay in different ways. Typically, you measure seniority in multiples of three years (*trienniums*) or four years (*cuatrenniums*). You can also measure seniority as a mixture of years.

Global Payroll for Spain delivers *trienniums* and *cuatrenniums*, but you can create a different seniority measurement by adding a new earning using one of the existing earnings as a template. If you define a new seniority measurement, add it on the Seniority Earnings page.

The most common way to determine seniority is to associate an amount with a *triennium* or *cuatrennium*. For example, an employee could get 18 EUR per month for the first *triennium* and 21 EUR per month for the second *triennium*. So, if an employee has six years of seniority, he would get 39 EUR per month in seniority earnings.

Another typical seniority calculation method is a percentage over the base salary or base salary plus a complement.

Here's an example:

Let's say that you have a programmer who is at Salary Level 4, earning 700 EUR per month. The labor agreement defines seniority as a *cuatrennium* that is 4 percent of the base salary. The programmer has eight years of seniority, which is equal to two *cuatrenniums*. His seniority earnings per month is calculated as:

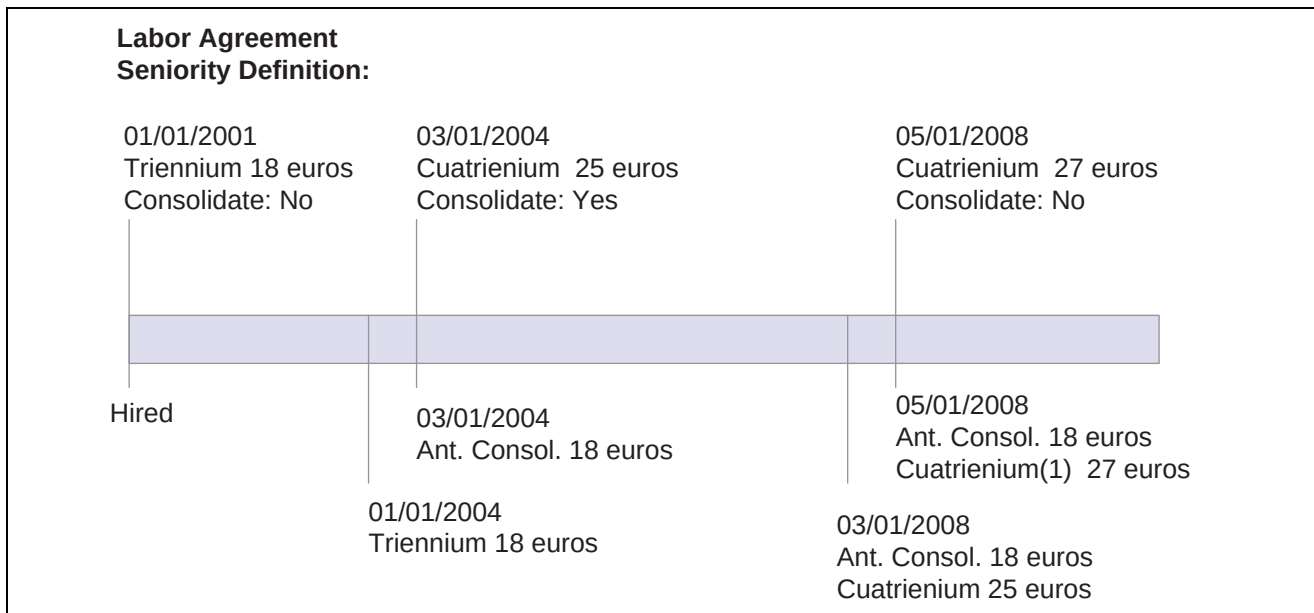
- Number of *cuatrenniums* x (Percentage x Base) = Seniority earnings.
- 2 (*cuatrenniums*) x (0.04 x 700 EUR) = 56 EUR per month.

Consolidated Seniority (*Antigüedad consolidada*)

Sometimes, the labor agreement establishes a change in the measurement of seniority, for example, from *trienniums* to *cuatrenniums*. When this happens, the seniority appears as another earnings element called consolidated seniority (*antigüedad consolidada*). The consolidated seniority element must reflect the total amount that the employee was receiving until the date of the change. This occurs if you select the Consolidation check box when adding a new effective-dated row on the Labor Agreement – Seniority page. If you don't select this check box, the seniority calculation only considers the new values or percentages.

Example

This example shows how consolidated seniority can affect an employee's seniority earnings:



Labor agreement seniority example

See Also

[Chapter 5, “Working with Labor Agreements,” Defining Seniority, page 42](#)

Complements

This section discusses:

- Complements in Spain.
- Language complement.
- Degrees or special skills complement.

- *Mejora Voluntaria*.
- Public transportation and distance complement.
- Extra periods.

Complements in Spain

Complements complete the final gross pay for each employee or group of employees. Complements understood as basic earnings are always calculated as Unit * Rate, where the worked days is in the Unit component of the calculation rule.

There are three types of complement earnings:

- Personal conditions.
- Work completed.
- Company's situation and results.

Note. The payroll calculation process treats all these complements in the same way.

In this section, detailed information is provided about personal condition complements, which include language skills, degrees or special skills, *mejora voluntaria*, and transportation. Complements for work completed and company situation are discussed in another chapter in this PeopleBook.

See Also

Chapter 6, “Understanding Non-Basic Earnings,” page 53

Language Complement

Generally, employees receive a language complement only if they were hired specifically for their language skills and if using those language skills are a tool in their job.

The calculation rule for the language complement element is defined as Unit * Rate, where the Unit is the days worked in a month and the Rate is a rate code.

Because the language complement is an employee-specific earnings, it must be assigned individually for each employee who qualifies.

The language complement is defined on the Earnings component. Accumulators for the language component are discussed in this chapter.

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

See Chapter 4, “Understanding Basic Earnings,” Earnings and Accumulators, page 36.

Degrees or Special Skills Complement

The degrees or special skills complement is used to compensate employees for their knowledge of a subject or for their skills.

Note. The calculation rule, page setup, and accumulators for the degrees or special skills complement are the same as those for the language complement.

Mejora Voluntaria

Mejora voluntaria is the substitute for the *complemento absorbible*. It is a complement that is manually calculated to pay an employee the difference between the market price and the specific salary reflected in the labor agreement for his category, if you have defined compensation at the labor agreement level.

Note. The calculation rule, page setup, and accumulators for the *mejora voluntaria* complement are the same as those for the language complement.

Public Transportation and Distance Complement

The public transportation and distance complement is paid to employees to compensate for the distance between their residence and the company location. The maximum tax and social security exempted is 20 percent of SMI (*salario mínimo interprofesional*). Depending on whether the employee contributes to social security on a monthly or daily basis, the SMI amount is calculated either monthly or daily.

Note. *Salario mínimo interprofesional* is the minimum monthly or daily salary that is paid to an employee. The SMI wage is established annually. A maximum of 20 percent of SMI is exempt from tax and social security contributions.

Only earnings that are paid in excess of the 20 percent of SMI must be included in the Social Security base and the taxable base. Since July 2004, this ceiling has been established as:

$$20\% \times 490.80 \text{ EUR (SMI)} = 98.16 \text{ EUR/month}$$

Because the public transportation and distance complement is an employee-specific earning, you must assign it individually for each employee who qualifies.

Note. There is one exception related to daily employees and the transportation complement. Sometimes, the transportation complement is paid monthly regardless of whether an employee contributes to social security on a monthly or daily basis. You can specify how the earning is calculated by assigning a daily or non-daily frequency on the Job Data - Compensation page. Frequencies other than daily generate monthly transportation complements.

See Also

[Chapter 3, “Defining Country Data,” Defining Statutory Rates, page 26](#)

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

Extra Periods

In addition to 12 pay periods per year, employees are also eligible for two or more extra period payments, as defined by their labor agreements. Two extra period payments are the statutory minimum; however, a labor agreement may set a higher number. Extra periods are either paid as a lump sum or prorated over the year.

Note. Extra periods are discussed in detail in another chapter in this PeopleBook.

See Also

[Chapter 14, “Calculating Extra Periods,” page 151](#)

Earnings Calculation

This section discusses:

- Daily calculation.
- Earnings and accumulators.

Daily Calculation

Global Payroll for Spain calculates earnings, getting a daily rate. Depending on the way the employee contributes to social security, the rate is multiplied by 30 for monthly employees or by the number of days in the month for daily employees.

Note. Regardless of how an employee's earnings are calculated, all employees are paid monthly.

If you calculate daily employees, you must know the daily values for each earning, as well as the total number of days worked. An employee with a daily calculation type doesn't receive the same gross and net amount every month because different months have different number of days. For example, an employee will receive less money in February than in June.

Global Payroll for Spain also calculates earnings for part-time employees. Here is an example of how the system calculates earnings for part-time employees:

Let's assume that the monthly gross salary for a full-time employee working eight hours a day is 2000 EUR. For a part-time employee, in the same professional category as the full-time employee, working six hours a day, the system automatically multiplies the rate by a factor of 6/8 to calculate a monthly gross salary of 1500 EUR for the part-time employee.

Earnings and Accumulators

Each earnings element can accumulate its value over other elements. The following is a list of the accumulators that are used with earnings elements included in the standard solution. Before defining a new element, it's a good idea to understand what each accumulator does.

- Basic earnings (GEN AC DEV BAS S):
The sum of all basic earnings for an employee. Use this base in determining the amount of an extra period or as the base for calculating an hourly rate.
- Non-basic earnings (GEN AC DEV VRBLS S):
The sum of all non-basic earnings for an employee.
- Total earnings (GEN AC SAL BRUTO S):
The sum of all elements considered as earnings for an employee.
- In kind earnings (SPC AC BASE EXCESO):
The sum of all in kind earnings for tax reasons.
- Salary taxable base (TAX AC DIN S):
The sum of all the taxable salary earnings.

Note. Not all salary earnings are added to the taxable base. For example, *dietas* don't contribute to taxes until an employee reaches a statutory rate that is established each year. So only the *dietas* earnings that are in excess of the statutory rate contribute to the taxable base.

- In kind taxable base (TAX AC SPC S): The sum of all the taxable in kind earnings.
- Employee's social security common contribution base (SS AC BSE D S and SS AC BSE M S): The sum of all the contribution earnings in common contributions.

When you create a new element, it is important to define the accumulators to which the element contributes.

This is a list of basic earnings and the accumulators to which each basic earnings type contributes:

Type of Basic Earning	Accumulators
Base Salary	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
Seniority	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
<i>Mejora voluntaria</i>	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
<i>Complemento absorbible</i>	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
<i>Idioma</i>	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
<i>Cualificacion</i>	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
Transport	Basic Earnings, Total Earnings, Taxable Base (only the excess TRNSPRTE EX), Social Security Common Contribution Base (only the excess TRNSPRTE EX)
Prorated extra periods	Basic Earnings, Total Earnings, Taxable Base

Global Payroll for Spain also delivers a new set of accumulators that are PS Delivered/Not Maintained. These accumulators make it easier to define new basic earnings:

Functional Area	Accumulator Name	Description
Compensation	CLI AC SAL BRUTO	Custom gross salary. Add elements here that correspond to the employee's compensation.

Functional Area	Accumulator Name	Description
Compensation	CLI AC DEV ABSRBLE	Custom absorbable earnings. Add elements here that are going to be absorbed by the net-to-gross process. Note. An element that contributes to both gross salary and to absorbable earnings needs to be added to both the CLI AC SAL BRUTO and the CLI AC DEV ABSRBLE accumulators.
Taxes	CLI AC ING DIN FJO	Custom fixed taxable base.
Social security	CLI AC BASE SS D	Social security daily base.

Compensation Definition

In Global Payroll for Spain, you can define compensation at these levels:

- The labor agreement.

In this case, you define a specific salary plan for the labor agreement. You can associate the salary grades of the salary plan with every category or subcategory of the labor agreement.

- Your company's own salary plan.

This may have salary steps and grades that are different than the ones in the labor agreement. If you have employees with guaranteed gross or guaranteed net pay, you need to set up the automatically calculated premium section that is part of multiple components of pay.

- Job code.
- Individual employee.

You can specify a different amount than what is stated in the labor agreement directly on the individual employee's job data.

- With a specific rule defined using the functionality of rate code defaulting rules.

See Also

[Chapter 14, "Calculating Extra Periods," page 151](#)

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Compensation

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Setting Up and Tracking Workforce Contracts

Viewing Delivered Basic Earnings Elements

This section discusses:

- Delivered basic earnings.

- Delivered process list for basic earnings.

Delivered Basic Earnings

This table lists the delivered basic earnings:

Basic Earning	Description
ANT CONSOLDA	Consolidated seniority
CUATRIENIOS	Seniority <i>cuatrienniums</i>
TRIVENIOS	Seniority <i>trienniums</i>
COMP ABSRBLE	Absorbable complement
TRANSPORTE	Transportation complement
SALARIO BASE	Base salary
IDIOMAS	Languages complement
CUALIFCN	Degrees or special skills complement
MEJORA VOLUN	Voluntary income
PXTRA PRTDA	Prorated extra period

Delivered Process List for Basic Earnings

This table lists the process list for basic earnings:

Process List	Description
GEN PR CALC NOM	Regular payroll process

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Spain. 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 5

Working with Labor Agreements

This chapter provides an overview of labor agreements and discusses how to define labor agreements.

Understanding Labor Agreements

In Spain, labor agreements determine several aspects of employee compensation and work conditions including absences, professional categories, and salary scales. Every company is required to have at least one labor agreement and one professional category and every employee must be assigned to a labor agreement.

Labor agreements contain the different professional categories and their respective compensation by using salary plans. The compensation reflects the base salary as well as complementary earnings that employees could receive if they qualify for certain criteria.

Defining Labor Agreements

To define labor agreements, use the Labor Agreement ESP (GPES_LBR_AGREEMENT) component.

This section provides an overview of labor agreement setup and discusses how to:

- Define seniority.
- Define seniority earnings.
- Define extra period data.
- Define extra period earnings.
- Define complementary benefits.

Understanding Labor Agreement Setup

Each company is required to have at least one labor agreement and at least one professional category. Every employee is assigned to a labor agreement and a professional category on the Job Data component in Human Resources.

Before defining labor agreement information on the Labor Agreement component in Global Payroll for Spain, you need to set up labor agreements and their associated categories on the Labor Agreement and Labor Agreement Categories pages in Human Resources.

Because of data relationships, it's important to define your data in the following order:

1. Define the social security scheme and then the labor agreement on the Labor Agreement Table in Human Resources.

2. Define the labor agreement categories on the Labor Agreement Categories page in Human Resources. Within the categories, specify the Scheme ID and the social security work group, as well as FORCEM.
3. Define Global Payroll-specific information about the labor agreement, such as seniority calculation, definition of extra periods, and social security benefits on the Labor Agreement component in Global Payroll for Spain.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Labor Administration, “Setting Up Labor Administration Data,” Defining Labor Agreements

Chapter 10, “Calculating Social Security Benefits,” page 99

Pages Used to Define Labor Agreements

Page Name	Object Name	Navigation	Usage
Seniority	GPES_LBR_SENIORITY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Labor Agreement ESP, Seniority	Define the details for calculating seniority earnings for the labor agreement.
Seniority Earnings	GPES_SEN_EARNINGS	Click the Seniority Earnings link on the Seniority page.	Assign an element name to a measurement for a labor agreement.
Extra Period Definition	GPES_LBR_XTRA_PD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Labor Agreement ESP, Extra Period Definition	Define the details for the extra period payments as stated in the labor agreement.
Extra Period Elig Earnings	GPES_LBR_XTRA_ER	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Labor Agreement ESP, Extra Period Elig. Earnings	Define the earnings that are eligible for extra period payments.
Complementary Benefits	GPES_LBR_BNF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Labor Agreement ESP, Complementary Benefits	Define the periods and the percentages that employees receive for illness, accident-related, maternity, or risk during pregnancy benefits. The periods are established by the labor agreement.

Defining Seniority

Access the Seniority page.

Seniority | Extra Period Definition | Extra Period Elig. Earnings | Complementary Benefits

SetID: ESP **Labor Agreement:** GE001

Seniority Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2000 **Status:** Active

Calculation Type: Duration

Element Name: ANT DR ANTIGDAD Elapsed seniority years

[Seniority Earnings](#) ☐ **Consolidation**

Seniority Segments						
*Sequence	*Measurement (Years)	*Occurrences	Flat Amount	Currency	Percentage	
1	3	99			3.00	

Seniority Base Earnings	
Earnings	Description
1 SALARIO BASE	Base salary

Seniority page

Seniority

Calculation Type

Select the calculation type that corresponds to seniority, either *Duration* or *Formula*. A calculation type is required for calculating employee seniority years.

Element Name

Enter the corresponding element for the seniority calculation. Global Payroll for Spain delivers the ANT DR ANTIGDAD duration.

Seniority Earnings

Click to access the Seniority Earnings page. Use this page to assign seniority earnings to the seniority measurement for a labor agreement.

Consolidation

Select to consolidate the calculation in a single seniority earning. The sum of the previous seniority amounts will be assigned to the ANT CONSOLDA earnings element. This typically occurs when the labor agreement establishes a change in the measurement of seniority, for example from *trienniums* to *cuatrenniums*. When this happens, the total previous seniority will appear as another earning called consolidated seniority (*antigüedad consolidada*) if you select the Consolidation check box.

Seniority Segments

Sometimes a labor agreement indicates that seniority be calculated in different ways. Then, seniority is calculated in different segments. Use the Seniority Segments group box to define seniority calculations if segments are used.

Sequence

Indicate the order of the various segments.

Measurement (Years)	Enter the number of years in which you measure seniority. Typical values are 3 (for <i>triennium</i>) or 4 (for <i>cuatrennium</i>). Global Payroll for Spain delivers measurements for <i>trienniums</i> and <i>cuatrenniums</i> , but you can also create your own measurements.
Occurrences	Define how many times the occurrence of the seniority will occur. For example, you could pay the first 3 <i>trienniums</i> as 5 percent and the next <i>cuatrennium</i> as a flat amount.
Flat Amount	Enter the flat amount of the seniority earnings in a segment. Some labor agreements define seniority earnings as flat amounts, rather than a percentage of some earnings.
Currency	Select the currency in which the seniority earning will be paid.
Percentage	Enter the percentage of the base earnings in a segment. Some labor agreements define seniority earnings as a percentage of base earnings, rather than flat amounts.

Seniority Base Earnings

Earnings	If the seniority is defined as a percentage, select the earnings elements used as the base to calculate seniority.
-----------------	--

Example: Calculating Seniority Over Segments

Let's say that a labor agreement establishes that employees will receive seniority earnings according to this schedule:

Number of years	Seniority Earnings
1-3 (<i>triennium</i>)	6 EUR per month
3-6 (<i>triennium</i>)	6 EUR per month
6-9 (<i>triennium</i>)	9 EUR per month
9-13 (<i>cuatrennium</i>)	12 EUR per month * Employees receive seniority earnings after 3 years with the company. During the next three years, employees receive 6 EUR monthly. In addition, for year 7 to year 9, employees receive 12 EUR monthly (6 EUR for the first <i>triennium</i> and 6 EUR for the second <i>triennium</i> .)

Here is what an employee will typically receive for seniority earnings:

- Employees will receive 0 EUR per month from Year 0 to Year 3.
- Employees will receive 6 EUR per month from Year 3 + 1 month to Year 6.
- Employees will receive 12 EUR per month from Year 6 + 1 month to Year 9.
- Employees will receive 21 EUR per month from Year 9 + 1 month to Year 13.
- Employees will receive 33 EUR per month from Year 13 + 1 month to Year 17.

Here is how you can set up the seniority earnings in Global Payroll for Spain:

Sequence 1:

- Measurement = 3
- Occurrences = 2
- Flat Amount = 6 EUR

Sequence 2:

- Measurement = 3
- Occurrences = 1
- Flat Amount = 9 EUR

Sequence 3:

- Measurement = 4
- Occurrences = 99

Flat Amount = 12 EUR

Defining Seniority Earnings

Access the Sen Earnings by Measurement page.

Sen earnings by measurement						
Seniority Earnings by Measurement				Customize Find View All 		
	Measurement (Years)	Earnings	Description			
1	3	TRIENIOS 	Seniority trienniums	+	-	
2	4	CUATRIENIOS 	Seniority cuatrienniums	+	-	

Sen earnings by measurement page

Note. Global Payroll for Spain delivers *trienniums* and *cuatrenniums*, but you can create a different seniority measurement by adding a new earning with the same characteristics as one of the existing seniority earnings. If you define a new earning for a new seniority measurement, add it on the Seniority Earnings page. Make sure that you add the new seniority earning to the right accumulators (use the definition of the delivered elements TRIENIOS and CUATRIENIOS as a basis).

- Measurement (Years)**
- Enter the number of years in which you measure seniority. Typical values are 3 (for *triennium*) or 4 (for *cuatrennium*).
- Earnings**
- Select the earnings element that corresponds to the Measurement (Years) field.

Defining Extra Period Data

Access the Extra Period Definition page.

Seniority | **Extra Period Definition** | Extra Period Elig. Earnings | Complementary Benefits

SetID: ESP Labor Agreement: GE001

Extra Periods Find | View All First 1 of 1 Last

Effective Date: 01/01/2000 Status: Active

Extra Period Definition Find | View All First 1 of 2 Last

Payment Period: 6 *Description: June Extra Period

*Period From: 1 ☐ Prorate during the Year

*Duration: 6 **Calculation Options**

Percent If Salary: 100.00 ☐ Proration Lump Sum

Adjustment: ☒ Payment Period Compensation

Termination: LIQ PXTR JUN Jun XtrPd termination

Earning:

Extra Period Definition page

Extra Period Definition

Use this group box to define the conditions for extra period payments.

Payment Period

Specify the month in which the extra period amount is paid. For example, if you enter 6, the extra period amount will be paid in June.

Period From

Enter the month of the year when the extra period contribution time frame begins. For example, if you enter 1, the contribution time frame begins in January.

The Period From field and the Duration field apply only to extra period payments that are not prorated. For extra period payments that are not prorated, there is a contribution time frame. The time frame is determined by a beginning period (defined in the Period From field) and a duration (defined in the Duration field).

Prorate along the Year

Select to pay the extra period earnings every month as part of the regular pay period, and not as a unique payment. The extra period earnings will be prorated as 1/12 of the extra period payment.

Note. If you select this check box, the Payment Period, Period From, and Duration fields become display-only. Because the extra period payment is prorated over 12 months, the Payment Period field is automatically defined as 0, the Period From field is automatically defined as 1, and the Duration field is defined as 12.

Duration

Enter the number of months of the contribution period. For example, if you enter 6, the contribution lasts 6 months.

Percent If Salary Adjustment

This field specifies the overall extra period percentage. For example, if you enter 50 percent, the extra period payment is 50 percent of the normal extra period payment, irrespective of the earning percentages you specify on the Extra Period Elig. Earnings page.

This field is used for employees whose salary is adjusted to gross or net only. The employees' gross or net annual salary is defined in their personal agreement and this value is stored in the Target Compensation Rate field on the Job Data - Compensation page.

See [Chapter 16, "Understanding Gross and Net Guarantee," page 169](#).

Termination Earning

Select the earnings element that corresponds to the extra period termination payment specified by the labor agreement.

When employees are terminated, they are paid for the portion of the extra period payment that they have been accumulating. An employee receives proportional compensation, depending on the number of days worked in the extra period time frame.

If an extra period is paid before the contribution time frame end period and an employee leaves before the end of the contribution time frame, the system calculates the amount that the employee was overpaid. In this case, the termination earnings are negative.

Advanced Payment

Select this check box if the extra period payment is paid to the employees before the contribution time frame end period. The system displays this check box if the Payment Period is less than the end of the contribution time frame. If you don't select this check box, the extra period is paid in the next year.

For example, if you define the contribution time frame as July to December and enter 1 (January) in the Payment Period field, the system needs to know if the employee is paid in the January before the contribution time frame end period or in the January after the end of the time frame. If you clear the Advanced Payment check box, the employee is paid in the January of the following year.

Calculation Options

If the extra period payment is not prorated, use these options to define how the payment is calculated:

Proration Lump Sum

Select *Proration Lump Sum* to base the extra period payment on employees' earnings during the contribution time frame. The earnings that contribute to extra period payments are defined on the Extra Period Elig. Earnings page. For example, if the extra period payment is for the January to June time frame, the system calculates the extra period payment by accumulating the specified extra period earnings for each month of this time frame.

Payment Period Compensation

Select *Payment Period Compensation* to base the extra period payment on the employee's contributing earnings for the payment period. For example, if Payment Period is 6 (June), the extra period payment is calculated based on contributing earnings for June.

See Also

[Chapter 15, "Terminating Employees," page 157](#)

[Chapter 16, "Understanding Gross and Net Guarantee," page 169](#)

Defining Extra Period Earnings

Access the Extra Period Elig. Earnings page.

The screenshot displays the 'Extra Period Elig. Earnings' page. At the top, there are tabs for 'Seniority', 'Extra Period Definition', 'Extra Period Elig. Earnings' (which is active), and 'Complementary Benefits'. Below the tabs, the 'SetID' is 'ESP' and the 'Labor Agreement' is 'GE001'. The 'Extra Periods' section shows 'Effective Date: 01/01/2000' and 'Status: Active'. The 'Extra Period Definition' section shows 'Payment Period: 6' and 'Description: June Extra Period'. The 'Eligible Earnings' section has a 'Contribution' tab selected, showing a table of earnings with columns for 'Earnings', 'Description', and 'Earning Percent'.

	Earnings	Description	Earning Percent		
1	ANT CONSOLDA	Consolidated seniority	100.00	+	-
2	SALARIO BASE	Base salary	100.00	+	-
3	CUATRIENIOS	Seniority cuatrienniums	100.00	+	-
4	COMP ABSRBLE	Absorbable complement	100.00	+	-

Extra Period Elig. Earnings page: Contribution tab

Extra Period Definition

Use this group box to define the earnings that contribute towards the extra period payments you defined on the Extra Period Definition page. All extra periods can have the same earnings or you can vary the contributing earnings for each extra period.

Payment Period

This is the month when the extra period is paid. The system populates this field from the Extra Period Definition page.

Eligible Earnings: Contribution Tab

Earnings

Select the earning elements that you want to make eligible for the extra period.

Earning Percent

Enter the percentage of the earning that contributes to the extra period payment. For example, if you enter *100* in this field, the earning is paid in full in the extra period payment. If you enter *50*, 50 percent of the earning amount is used to calculate the extra period payment.

If you select an earning that is identified as an absorbable complement (*complemento absorbible*), this field is populated from the Percent If Salary Adjustment field on the Extra Period Definition page.

Eligible Earnings: Lump Sum Tab

Access the Eligible Earnings page: Lump Sum tab.

Seniority | Extra Period Definition | **Extra Period Elig. Earnings** | Complementary Benefits

SetID: ESP **Labor Agreement:** GE001

Extra Periods Find | View All First 1 of 1 Last

Effective Date: 01/01/2000 **Status:** Active

Extra Period Definition Find | View All First 1 of 2 Last

Payment Period: 6 **Description:** June Extra Period

Eligible Earnings Customize | Find | View All First 1-4 of 6 Last

Contribution | **Lump Sum**

	Earnings	Accumulators	Description		
1	ANT CONSOLDA			+	-
2	SALARIO BASE			+	-
3	CUATRIENIOS			+	-
4	COMP ABSRBLE			+	-

Extra Period Elig. Earnings page: Lump Sum tab

Accumulators

For extra periods where the Calculation Option is *Proration Lump Sum*, use this field to specify the accumulator that stores all the monthly contributions during the extra period time frame.

Defining Complementary Benefits

Access the Complementary Benefits page.

Seniority | Extra Period Definition | Extra Period Elg. Earnings | **Complementary Benefits**

SetID: ESP Labor Agreement: GE001

Complementary Benefits Find | View All First 1 of 1 Last

Effective Date: 01/01/2000 Status: Active

Benefits Base: K0SALARY_YTDA Salary

Work Related Injuries				
Customize Find View All First 1 of 1 Last				
	To	Percentage		
1	540	100.000000	+	-

Common Sickness				
Customize Find View All First 1 of 1 Last				
	To	Percentage		
1	540	100.000000	+	-

Maternity				
Customize Find View All First 1 of 1 Last				
	To	Percentage		
1	540	100.000000	+	-

Risk during Pregnancy				
Customize Find View All First 1 of 1 Last				
	To	Percentage		
1	540	100.000000	+	-

Complementary Benefits page

Complementary Benefits

Use the Complementary Benefits page to define the benefits employees receive if they have a work related injury, common sickness, maternity leave, or risk during pregnancy leave. Employees receive two types of benefits: legal benefits paid by the social security authority (*Subsidio IT*, *Subsidio AT*, *Subsidio RE*, and *Subsidio MT*) and employer-paid complementary benefits (*Prestación Complementaria IT*, *Prestación Complementaria AT*, *Prestación Complementaria RT*, and *Prestación Complementaria MT*). On this page, you define the basis for calculating benefits, and the percentage of the benefits base that an employee receives as benefits. The system automatically calculates the percentage that is paid by the employer and by social security.

Benefits Base

Select the accumulator that the system uses as the basis for calculating employees' daily Complementary Benefits.

If no accumulator is specified, the system uses the following accumulators converted to a daily value:

- SS AC BSE CC NRM S (social security CC contribution base) in case of common sickness, maternity risk or maternity.
- SS AC BSE CP NRM S (social security CP contribution base) in case of work-related injuries.

If you want to use gross salary as the basis, you could use the accumulator FNQ AC DEV BAS S that stores the total of all daily values for all basic earnings. Or you can define your own accumulator to use for this purpose.

Work Related Injuries

Use this group box to define the total statutory and complementary benefits received for work-related injuries. The difference between Common Sickness and Work Related Injuries is that for work-related injuries, the statutory benefit is 75 percent starting from day 1.

To Define the period for the benefit (usually the number of days up to a certain day). For example, if you enter *4* in the first row, this means that from days 1-4 (up to day 4) of absence, the employee receives a specified percentage. If you enter *5* in the second row, this means that for day 5, the employee receives another specified percentage. If you enter *10* in the third row, this means that from days 6-10, the employee receives another specified percentage.

Percentage Define the percentage of the benefit base that an employee receives in benefits. For example, if you enter *100*, employees receive 100 percent of the benefit base during the specified period.

Note. This percentage is a combination of statutory and complementary benefits. The statutory benefit is based on a percentage of common contingency or the professional contingency bases. The complementary benefit is a percentage of the base that you specified in the Benefits Base field.

Common Sickness

Use this group box to define the total statutory and complementary benefits received for common sicknesses or non-work related accidents.

For descriptions of the To and Percentage fields, see the discussion for the Work Related Injuries group box.

Maternity

Use this group box to define the total statutory and complementary benefits received for maternity leave.

For descriptions of the To and Percentage fields, see the discussion for the Work Related Injuries group box.

Risk during Pregnancy

Use this group box to define the total statutory and complementary benefits received for risk during pregnancy.

For descriptions of the To and Percentage fields, see the discussion for the Work Related Injuries group box.

Example: Complementary Benefits

When an employee cannot work due to a common sickness, non-work related accident, work-related accident, maternity leave, or risk during pregnancy he or she does not receive any compensation; however, the law requires that the employee receives social security benefits. Employees receive a percentage of the benefits base that depends on the number of days the employee is absent.

This table specifies the statutory percentage of the daily contribution base of the previous pay period that an employee should receive depending on the number of days the employee is absent from work due a common sickness:

Days	Percentage of Social Security Contribution Base Received
1-3	0%
4-20	60%
21 up to 540 (the legal maximum)	75%

In addition to the statutory percentages, a company can choose to pay additional benefits, known as complementary benefits.

For example, let's say that your company has a labor agreement with the following rules for IT benefits (for common sickness or non-work related accidents):

- From day 1 to day 10, employees receive 100 percent of the benefits contribution base.
- From day 11 to day 25, employees receive 90 percent of the benefits contribution base.

So, you have the following breakdown of benefits received:

Days	Type of Benefit	Total Percentage of Benefits Base
1-3	Statutory: 0% Complementary: 100%	100%
4-10	Statutory: 60% Complementary: 40%	100%
11-20	Statutory: 60% Complementary: 30%	90%
21-25	Statutory: 75% Complementary: 15%	90%
26 - and on	Statutory: 75% Complementary: 0%	75%

Note. Statutory benefits are calculated as a percentage of the common contingency or the professional social security contingency bases. For complementary benefits, your organization can base the calculation on other amounts, using the Benefits Base field. For example, you could use employees' gross salary (as a daily rate) from the previous month as a basis for calculating benefits.

On the Complementary Benefits page, you'll define the periods (number of days) and the corresponding percentages for a benefit. In our example, these parameters would be defined:

To field = 10, Percentage field = 100

To field = 25, Percentage field = 90

See Also

Chapter 10, "Calculating Social Security Benefits," page 99

CHAPTER 6

Understanding Non-Basic Earnings

This chapter discusses:

- Non-basic earnings.
- Complements.
- Non-salary earnings.
- Salary in kind.
- Processing non-basic earnings.
- Viewing non-basic earning delivered elements.

Non-Basic Earnings

In Global Payroll for Spain, there are two types of earnings: basic earnings and non-basic earnings. Non-basic earnings are earnings that are paid infrequently, may be fixed or varied amounts, and may not be included in an employee's annual income. The list of non-basic earnings includes complements, non-salary earnings, and salary in kind. Examples are pay for holiday work, reimbursements for business travel expenses, and special interest rates for loans.

See Also

[Chapter 8, "Working with Loans and Advances," page 65](#)

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

Complements

This section discusses:

- Complement earnings.
- Work completed complements.
- Company situation complements.

Complement Earnings

Complements complete the final gross pay for an employee or group of employees. They can be calculated as a flat amount or as a formula.

All of the complements discussed in this section are treated the same way during the payroll calculation process. They all accumulate their values to salary earnings, taxable base, and the employee's social security contribution base.

There are three types of complement earnings:

- Personal conditions.
- Work completed.
- Company's situation and results.

Global Payroll for Spain provides the complements listed below for positive input only. They are not mentioned in the labor agreement component and are not associated with any calculations. You must attach any calculation rules.

Note. Complements for personal conditions are considered basic earnings and are discussed in another chapter in this PeopleBook.

See Also

Chapter 4, "Understanding Basic Earnings," Complements, page 33

Work Completed Complements

Work completed complements are based on the special requirements of a particular job. Typical work complements include nighttime complements and toxicity or hazard complements.

Generally this type of compensation is a percentage of the salary base. Sometimes it can be calculated as a formula depending on the number of hours worked under those conditions. The elements used for this type of earning are variables.

The rules for nighttime, holiday, and toxicity or hazard complements are based on labor agreements and are subject to change. For example, a new labor agreement may enlarge the time frame of the nighttime complement.

Nighttime Complement

Work performed between the hours of 22:00 and 06:00 is considered nighttime work and must be compensated at a higher rate than normal.

Typically, the calculation rule for the nighttime complement is either a flat amount for each day worked in that timetable or a rate based on a regular hourly value.

For a flat amount, the number of days worked is multiplied by the flat amount defined in the labor agreement. For example, if the flat amount is 20 EUR and the number of late nights worked is four, then a total of 80 EUR is the nighttime complement.

Holiday Complement

If employees work during a holiday, they get some additional compensation. Labor agreements usually specify the amounts to be paid for working on Sundays or on holidays. You can calculate an employee's holiday complement by multiplying the special rate by the number of holidays worked.

Toxicity or Hazard Complement

An employee who works with hazardous or toxic materials, or who has a dangerous job gets a hazard complement. The details of the hazard complement are in the labor agreement.

Only the actual days worked in these conditions are paid with this complement.

The calculation rule for the hazard complement element is similar to the nighttime complement - either a Flat amount or the Base time Percentage formula applies.

Note. Global Payroll for Spain delivers these work completed complements (such as the nighttime, holiday, and toxicity or hazard complements) as sample data. Enter the value as positive input for every period. You can also modify the calculation rules to fit your company's needs.

Company Situation Complements

Company situation complements are typically related to company profits and incentives and are more subjective than other complements. Sometimes, a labor agreement details these complements for a company's general objectives. Other times, these complements are addressed in a company or employee contract.

The values of these complements are variable and are currently entered into the system by positive input.

Profit Participants Complement

This complement depends on the company's earnings results. It can be defined annually or monthly, for example, depending on the company.

Incentives Complement

The incentive policy must be defined at the beginning of the period that the company considers a measure to appoint different milestones.

The complement can be defined as a total amount when the whole objective is achieved.

For example, a company's goal is to produce 10 million screws within a defined time period. The production of 10 million screws would grant the entire incentive complement. No incentive complement is supplied for missing the production goal.

It can also be defined as a percentage dependent upon the grade of achievement.

In our example, let's say that the incentive complement is in direct proportion to the number of screws produced. The production of 9 million screws would yield 90 percent of the incentive complement.

You must manually record the incentive amounts into the system using positive input.

Non-Salary Earnings

This section discusses:

- Non-salary earning calculation.
- Travel expense earnings.
- *Dietas* earnings.

Non-Salary Earning Calculation

Non-salary earnings are exempt from taxes and social security contributions in certain situations. Because of this, the system handles non-salary earnings differently, depending on their amounts.

Each earning has a statutory maximum daily amount exempt from tax and social security contributions, which varies by fiscal territory. Update these rates using the Fiscal Territories component.

See [Chapter 11, “Calculating Taxes,” page 107](#).

Any reimbursement over the statutory maximum is subject to taxes and social security contributions. Likewise, the entire amount must be accumulated over total earnings, but only the amounts in excess of the statutory maximum must be accumulated over the taxable and social security base.

These earnings are calculated by entering the number of days and the total amount of the complement in the amount through positive input.

As a result of the calculation, Global Payroll for Spain provides three different elements for every non-salary earning:

- One earning: Represents the total amount that the employee receives.
- One earning (the name includes the letters EX): Represents the amount that exceeds the maximum taxable exempted.
- One deduction (the name includes the letter EXX): Represents the amount that exceeds the maximum taxable exempted.

See Also

[Chapter 6, “Understanding Non-Basic Earnings,” Viewing Non-Basic Earning Delivered Elements, page 58](#)

[Chapter 3, “Defining Country Data,” Defining Statutory Rates, page 26](#)

Travel Expense Earnings

Travel expenses are compensations for trips, displacements, and general traveling expenses. Global Payroll for Spain delivers a mileage earning and accounts for its tax and social security deductions in excess of the statutory rate.

Dietas Earnings

Dietas is compensation that reimburses expenses resulting from business trips. They include these delivered earnings:

- DIETA LCL (domestic traveling maintenance).
- DIETA INT (international traveling maintenance).
- PRNCTA LCL (domestic overnight stay).
- PRNCTA INT (international overnight stay).

See Also

[Chapter 4, “Understanding Basic Earnings,” Public Transportation and Distance Complement, page 35](#)

[Chapter 11, “Calculating Taxes,” Reviewing and Updating System Information, page 114](#)

Salary in Kind

Salary in kind are goods or services provided for the employee at a rate lower than the market price. Global Payroll for Spain delivers a low interest loan benefit and life insurance as not passed on, and company car as passed on.

Some salary in kind for an employee contribute 100 percent to the social security bases and taxable income and some salary in kind contribute to the social security bases and taxable income partially. To know if the salary in kind is exempt or not, it is necessary to compare the sum of all the earnings considered as salary in kind to 20 percent of the professional minimum salary, which is a statutory rate published by the government each year. If the sum of all the earnings doesn't exceed 20 percent of the professional minimum salary, not all of the salary in kind will contribute to the social security bases and taxable income. If there is an excess over that 20 percent, this amount should be added to the contributing earnings and taxable income. In the case where more than one earning is being considered salary in kind, you will have to calculate the individual excess for each earning in proportion to its value.

The different types of salary in kind earnings include housing loans with an interest rate below the legal interest rate, cars, insurance contributions, and contributions to pension plans, for example.

The withholdings for salary in kind can be paid by the employer (withholdings in kind not passed on) or by the employee (withholdings in kind passed on). If it is passed on, the withholding will be discounted in the payroll for the employee as a tax deduction (deduction in kind). If it is not passed on, the employer will pay the deduction to the tax institution.

Note. The tax percentage to be applied over the non-exempted amount will be the same as the IRPF tax percentage.

See Also

Chapter 8, "Working with Loans and Advances," page 65

Processing Non-Basic Earnings

Non-basic earnings are contained in three sections:

- GEN SE DEV VARBL:
Includes complements, such as nighttime complements, holiday complements, toxicity or hazard complements, overtime, profit participants complements, and incentive complements.
- GEN SE DEV OTROS:
Includes *dietas*, overnight stay, and mileage earnings and salary in kind.
- AYP SE DEDUCCIONES:
Includes loans and advances.

All of these earnings are included in the payroll calculation (GEN PR CALC NOM) but not in the extra period calculation (XTR PR PAGA EXTRA).

Note. Basic earnings and various other complements are included in a section called GEN SE DEV BASICOS.

See Also

[Chapter 4, “Understanding Basic Earnings,” Viewing Delivered Basic Earnings Elements, page 38](#)

[Chapter 7, “Paying Overtime,” page 61](#)

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

Viewing Non-Basic Earning Delivered Elements

This section discusses:

- Delivered non-basic earnings.
- Delivered deductions.
- Delivered accumulators for non-basic earnings.

Delivered Non-Basic Earnings

This table lists the elements for non-basic earnings:

Earning Element	Description
DIETA LCL	Domestic maintenance: Value assigned by positive input. Units must be specified for the number of days and the total amount.
DIETAEX LCL	Domestic maintenance taxable excess: Customer field 5 contains the label DIETAEX LCL.
DIETA INT	International maintenance: Value assigned by positive input. Units must be specified for the number of days and the total amount.
DIETAEX INT	International maintenance taxable excess: Customer field 5 contains the label DIETAEX INT.
PRNCTA LCL	Domestic overnight stay: Value assigned by positive input. Units must be specified for the number of days and the total amount.
PRNCTAEX LCL	Domestic overnight stay excess: Customer field 5 contains the label PRNCTAEX LCL.
PRNCTA INT	International overnight stay: Value assigned by positive input. Units must be specified for the number of days and the total amount.
PRNCTAEX INT	International overnight stay taxable excess: Customer field 5 contains label PRNCTAEX INT.
KILOMETRAJE	Mileage: Value assigned by positive input. Units must be specified for the number of miles and the total amount.

Earning Element	Description
KLMTRJEEX	Mileage taxable excess: Customer field 5 contains the label KLMTRJEEX.
NOCTURNIDAD	Nighttime complement: Value assigned by positive input.
FESTIVIDAD	Holiday complement: Value assigned by positive input.
TOXICIDAD	Toxicity or hazard complement: Value assigned by positive input.
INCENTIVOS	Incentives: Value assigned by positive input.
PRTCPCN BEN	Profit participation compensation: Value assigned by positive input.
COCHE CIA	Company car.
SEGURO VIDA	Life insurance.

Delivered Deductions

This table lists the deduction elements:

Deduction Element	Description
DIETAEXX LCL	Domestic maintenance taxable excess: Value assigned by EX FM EXCESO CALC as an offset of DIETAEX LCL.
DIETAEXX INT	International maintenance taxable excess: Value assigned by EX FM EXCESO CALC as an offset of DIETAEX INT.
PRNCTAEXXLCL	Domestic night taxable excess: Value assigned by EX FM EXCESO CALC as an offset of PRNCTAEX LCL.
PRNCTAEXXINT	International night taxable excess: Value assigned by EX FM EXCESO CALC as an offset of PRNCTAEX INT.
KLMTRJEEXX	Mileage taxable excess: Value assigned by EX FM EXCESO CALC as an offset of KLMTRJEEX.

Delivered Accumulators for Non-Basic Earnings

When you create a new non-basic earning, it is important to define the accumulators to which the earning contributes. Delivered non-basic earnings contribute to these accumulators:

- GEN AC DEV VRBLS S
- SS AC BSE M S

When you create a new non-basic earning, you need to include it in the following customary accumulators:

Functional Category	Accumulator Name	Description
Compensation	CLI AC SAL BRUTO	Custom gross salary.
Taxes	CLI AC ING DIN VAR	Custom variable taxable base. Add elements here that correspond to variable or non-regular variable compensation that pay taxes.
Taxes	CLI AC RDTO IRREG	Custom non-regular income. Add elements here that correspond to employee compensation accrued later than two years ago.
Taxes	CLI AC ING SPC REP	Employee taxable in kind salary. Add elements here that correspond to employee salary in kind whose taxable part is going to be paid by the employee.
Taxes	CLI AC ING SPC NRE	Taxable in kind salary. Add elements here that correspond to the employee salary in kind whose taxable part is going to be paid by the employer. Note. You will add the non-basic earning to only one of these tax-related accumulators, not all of them.
Social security	CLI AC BASE SS M	Social security monthly base.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. 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 7

Paying Overtime

This chapter provides an overview of overtime processing for Spain and discusses how to:

- Integrate with PeopleSoft Enterprise Time and Labor.
- View delivered overtime earnings.

Understanding Overtime

Global Payroll for Spain enables you to pay overtime hours. Each organization can specify the annual, monthly, or weekly hours worked based on the maximum legal number of hours established by the government. Overtime (*horas extra*) occurs when an eligible payee works more than the specified number of hours. In this case, the employer should pay a surcharge on the extra time worked.

Note. Not all organizations pay overtime for extra hours. When implementing the system, consider whether your organization manages overtime as extra hours.

There are two types of overtime, depending on ordinary or extraordinary circumstances:

Structural overtime (*horas extras estructurales*)

Overtime that an organization requires in order to:

- Prevent accidents and disasters.
- Repair damages caused by extraordinary circumstances.

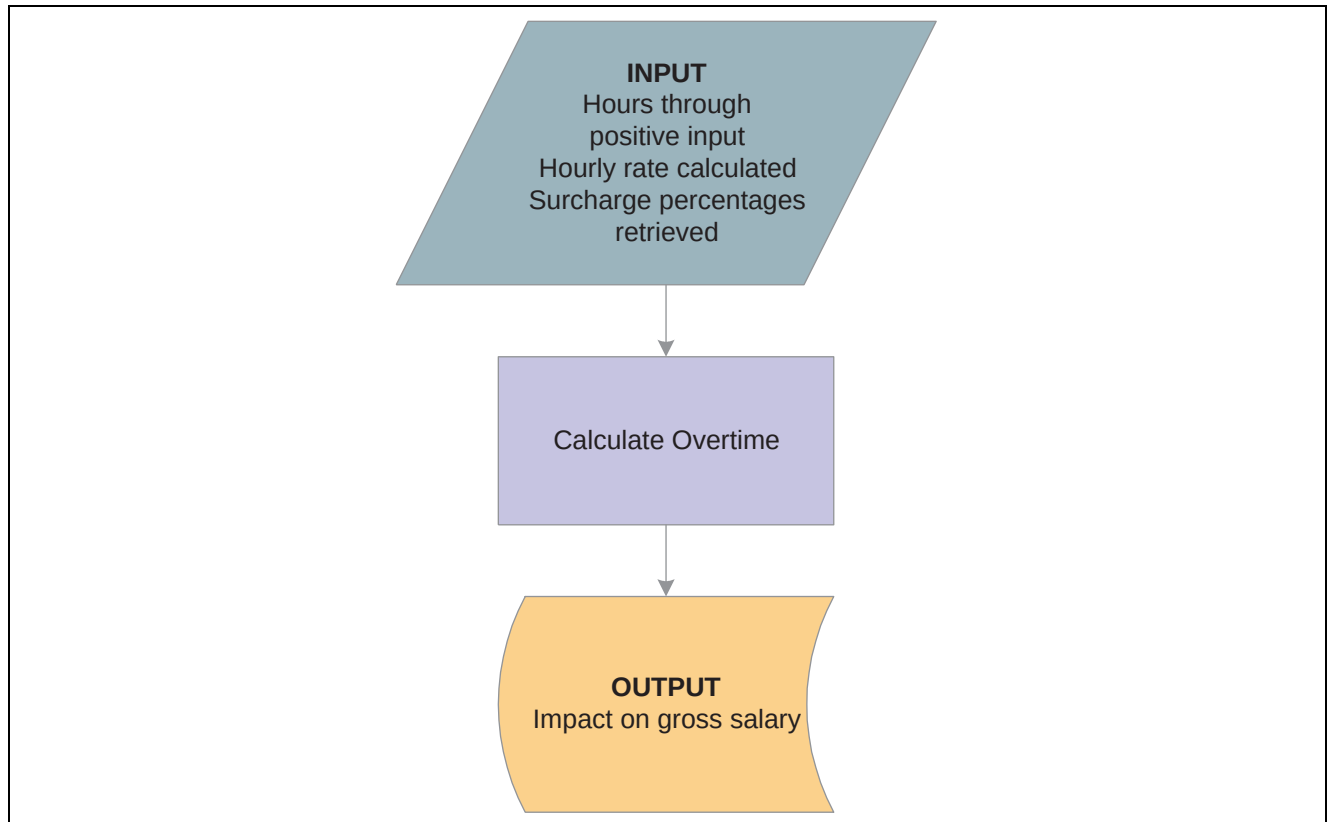
This type of overtime is usually approved by labor unions.

Non-structural overtime

Overtime not related to extraordinary circumstances.

Overtime in the Pay Process Flow

This diagram illustrates how the overtime functionality fits into the overall pay process flow of Global Payroll for Spain.



Overtime process flow

Integrating with PeopleSoft Enterprise Time and Labor

If your organization uses Time and Labor, you can:

- Include time and labor data in the pay runs.
- Transmit cost data back to Time and Labor after a pay run.
- Share employee schedules.

Time and Labor identifies and stores the different time units in order to send the information to Global Payroll. Therefore, Global Payroll receives and manages the units sent by Time and Labor to apply the respective rates for each one.

Depending on whether an organization uses Time and Labor, there are two different ways to process time units:

1. If Time and Labor is used, the calculation of the different kinds of hours is performed outside the payroll process. In this case, the payroll triggers the different payments.
2. If Time and Labor is *not* used, enter the number of hours at the overtime rate.

When an organization uses Time and Labor, the number of hours per category come from positive input. Organizations that use another application to calculate the different categories of hours use the positive inputs to store their results. These can also be stored manually as positive inputs. In this case, all hours and entitlements are calculated outside the payroll process. The payroll process only calculates the earnings attached to those hours and updates the correct accumulators.

A time entry that is reported in Time and Labor has a Time Reporting Code (TRC) that identifies its type, the applicable units, currency, and other characteristics. In addition, a task code can be assigned to each time entry. Using task codes, you can track time by product, location, or some other category.

See Also

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook

Time Administration Process

Time entry must be converted to payable time before it can be processed by a payroll system. It can use user-defined rules for overtime, night overtime, and a variety of other rules. Some rules may require absence data. In this case, absence data from Global Payroll must be sent to Time and Labor before running the Time Administration process—the process that generates the TRCs that transfer the time unit to Global Payroll.

After the Time Administration process runs, you can launch the pay run. Global Payroll automatically retrieves payable time from Time and Labor during the calculation phase of processing.

When the payroll is finalized, you can launch a process that updates the payable time entries in Time and Labor.

See Also

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

Viewing Delivered Overtime Earnings

Global Payroll for Spain delivers these overtime earnings:

Earnings	Description	Accumulators
HRS EXTRA E	Structural overtime	GEN AC DEV VRBLS S SS AC BSE HR X E S
HRS EXTRA NE	Non-structural overtime	GEN AC DEV VRBLS S SS AC BSE HR X NES

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. 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 8

Working with Loans and Advances

This chapter provides an overview of loans and advances and discusses how to:

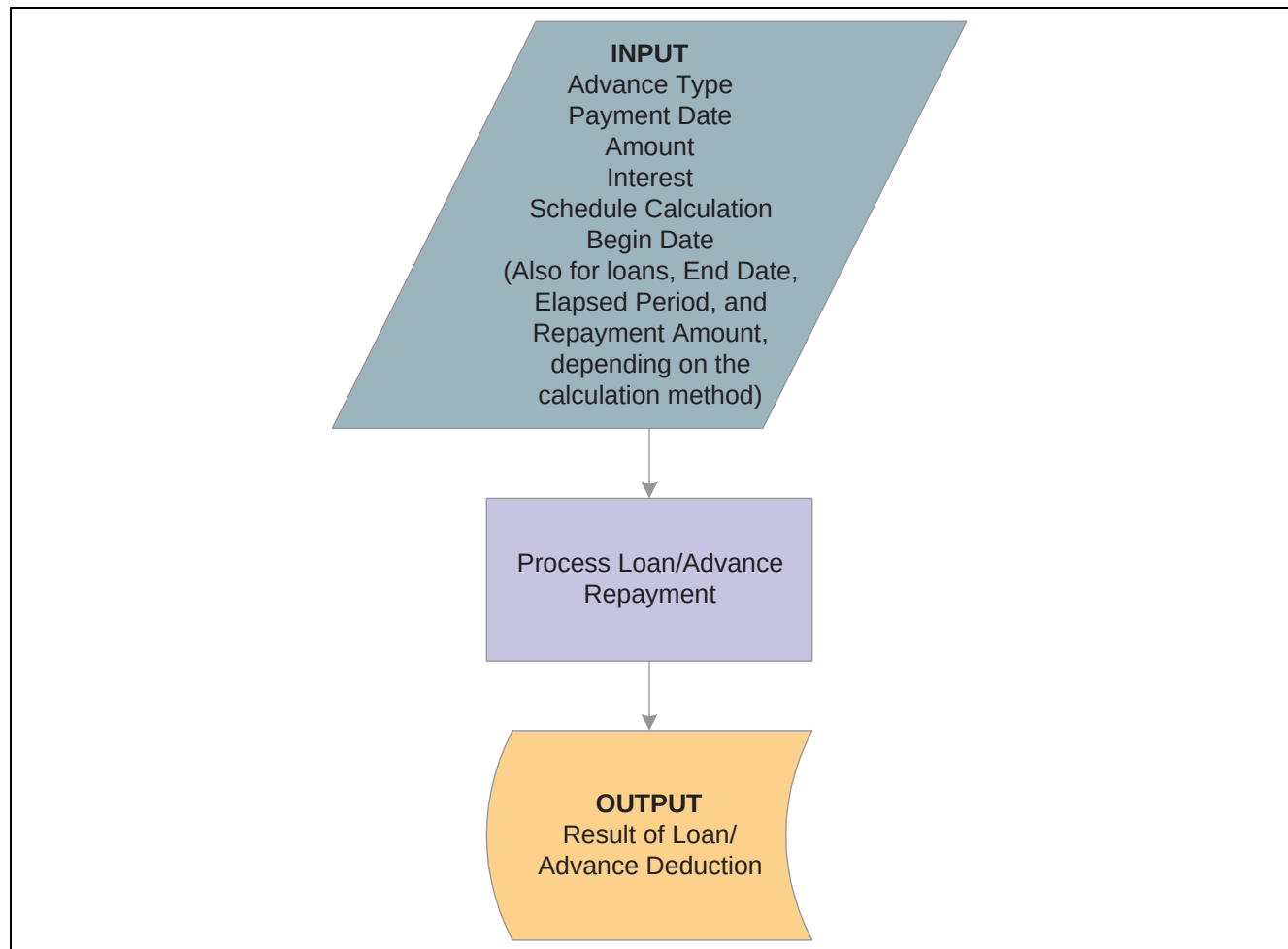
- Set up loan and advance repayments.
- View delivered loan and advance elements.

Understanding Loans and Advances

Global Payroll for Spain enables you to process loans and advance payments made to employees through the payroll. You pay the loan or advance with the employee's pay or in cash for one pay period, and then take repayments from the employee's pay over successive pay periods, until the amount is repaid in full. (Advances must be repaid over a single period.) Use the Advance/Loan page to enter details of an employee's loan or advance, and the system records the repayments on the Payment Schedule page.

Loan and Advance Repayments in the Pay Process Flow

This diagram illustrates how loan and advance repayments fit into the overall pay process flow of Global Payroll for Spain. Loan and advance repayments are voluntary deductions, which are deducted after statutory deductions. They appear in the process list after the statutory deductions.



Loan and advances process flow

Setting Up Loan and Advance Repayments

This section provides an overview of loan and advance repayments and discusses how to:

- Enter loans and advances.
- View the payment schedule.

Understanding Loan and Advance Repayments

If an employee receives an advance, the total amount must be repaid in the same month that the advance was granted, or in the following month. Advances are paid over one period only; that is, they cannot be repaid over several months. Employees may also request an advance payment over an extra period—in this case, Global Payroll for Spain deducts the advance repayment from an extra pay period.

If an employee is granted a loan, use Global Payroll for Spain to select one of three calculation types for repayment. Specify the number of periods over which repayment is to be made and let the system determine the end date. Or specify the repayment amount for each period and let the system determine the end date.

You can also enter the type of interest that applies. For example, if the statutory interest rate is 7 percent, and you grant an employee a loan at 4 percent, this is 3 percent less expensive than a bank loan. The Spanish government regards the difference between the statutory interest rate and the company interest rate as salary in kind - “*salario en especie*” - which is calculated as follows:

Salary in kind = interest repayment amount at statutory rate – interest repayment amount at company rate.

With Global Payroll, you can instruct the system to take into account the number of extra pay periods to which an employee is entitled. Employees in Spain are usually paid over 12 periods, plus the number of extra pay periods stated in the labor agreement. If you want Global Payroll to consider extra pay periods when calculating loan repayments for employees who are paid additional pay periods, the system checks the employee’s labor agreement for the number of additional pay periods and calculates the loan repayment accordingly.

Use the Advance/Loan page to enter details of an employee’s loan or advance, and the system displays the employee’s repayments on the Payment Schedule page.

Pages Used to Set Up Loans and Advances

Page Name	Object Name	Navigation	Usage
Advance/Loan	GPES_ADV_LOAN	Global Payroll & Absence Mgmt, Payee Data, Loans, Request Advances/Loans ESP, Advance/Loan	Record the details of a loan or advance payment made to an employee.
Payment Schedule	GPES_ADVLOAN_SCHED	Global Payroll & Absence Mgmt, Payee Data, Loans, Request Advances/Loans ESP, Payment Schedule	View the status of an employee’s loan or advance, as well as the repayments that they have made. The page displays the original amount of the loan and advance, as well as the remaining amount to be repaid.

Entering Loans and Advances

Access the Advance/Loan page.

Advance/Loan **Payment Schedule**

Mariana Perez Trabado **Person ID:** KEG003

Advances/Loans Find | View All First 1 of 1 Last

*Sequence number: 1 Description: Loan

Payment Data

Advance Type: Loan Statutory Interest: 4.00

Payment Date: 01/01/2001

Amount: 6,000.00 Currency: EUR Company Interest: 2.00

Repayment Schedule

Calculation Type: Elapsed Period ☐ Consider Extra Period

Begin Date: 01/01/2002 End Date:

Elapsed Period: 12 **Calculate Loan**

Advance/Loan page

Advances/Loans

Sequence number Enter a sequence number for the advance/loan. (This number helps avoid duplicate key conditions; it does not control the processing sequence.)

Payment Data

Advance Type Select the advance type that the employee is going to receive: *Advance* or *Loan*.

Statutory Interest This field appears for loans only. The system displays the statutory interest rate that you defined on the Statutory Rates page.

Payment Date Enter the date when the loan or advance is to be paid to the employee. The system generates an earning amount for the corresponding payroll period.

Note. If the field is left blank, it is assumed the payment will be made in cash.

Amount Enter the amount of the loan or advance.

Company Interest This field appears for loans only. Enter the interest rate that applies to the loan from the employer.

Repayment Schedule

Depending on the Calculation Type that you select, the system displays certain fields and buttons and hides others in the Repayment Schedule group box.

Calculation Type	Fields and Buttons That Appear	Fields That Hide
<i>Elapsed Period</i>	Begin Date, Consider Extra Period, Elapsed Period, Calculate Loan	End Date
<i>End Date</i>	Begin Date, End Date, Consider Extra Period, Calculate Loan	Elapsed Period, Repayment
<i>Flat Amount</i>	Begin Date, Consider Extra Period, Calculate Loan, Repayment	End Date

Calculation Type

Select a calculation type to determine the payment schedule.

Elapsed Period: Select if you want the system to calculate the end date and repayment amount for you, according to the number of periods you specify in the Elapsed Period field.

End Date: Select if you want to specify the end date of the loan repayments.

Flat Amount: Select if you want to specify the flat amount the employee is to repay each pay period. The system automatically calculates the number of repayment periods.

Note. If you select the Advance Type *Advance*, the system automatically sets the Calculation Type to *Elapsed Period*.

Consider Extra Period

Select if you want the calculation to include extra period payments.

Begin Date

Enter the date when the employee begins making the loan or advance repayments.

For extra period advances, the begin date must fall within the extra period in which the repayment will be made.

End Date

Enter the date when the loan or advance repayments are due to end. (You can only enter a value in this field when you select End Date as the calculation type.)

Note. The system generates payments between the begin and end dates and calculates the necessary amount to be deducted.

Elapsed Period

Enter the number of pay periods over which the employee is to repay the loan. (You can only enter a value in this field when you select *Elapsed Period* as the Calculation Type.)

The system automatically calculates the end date for you. For example, if you enter the Elapsed Period as 13, the system calculates the end date as 13 pay periods after the begin date that you entered and the amount to repay.

Note. If you select the Advance Type *Advance*, the system automatically sets Elapsed Period to 1. This is because advances must be repaid in full in the next pay period.

Repayment

Enter the monthly loan repayment amount that the employee has requested to pay. This amount includes the principal amount of the loan and the interest

payment. (You can only enter a value in this field when you select *Flat Amount* as the Calculation Type.)

Calculate Loan

This button appears for loans only.

Click this button to automatically calculate the loan. The system checks the employee's labor agreement and takes into account the number of extra pay periods to which the employee is entitled.

Viewing the Payment Schedule

Access the Payment Schedule page.

Advance/Loan

Payment Schedule

EmplID:

KEG003

Mariana Perez Trabado

Advance/Loan Totals

Find | View All

First

1 of 1

Last

Sequence number:

1

Total Amount:

6,065.16

Remaining Amount:

6,065.16

Currency:

EUR

Loan Amortization Table

Customize | Find | View All

First

1-6 of 12

Last

Month	Extra Period	Year	Capital	Interest	Repayment	Salary in Kind	Paid
1	☐	2002	495.43	10.00	505.43	10.00	☐
2	☐	2002	496.26	9.17	505.43	9.18	☐
3	☐	2002	497.08	8.35	505.43	8.34	☐
4	☐	2002	497.91	7.52	505.43	7.52	☐
5	☐	2002	498.74	6.69	505.43	6.69	☐
6	☐	2002	499.57	5.86	505.43	5.86	☐

Payment Schedule page

Advance/Loan Totals

Sequence Number

Displays the sequence number that you entered on the Advance/Loan page.

Total Amount

Displays the total amount of the loan or advance that was made to the employee. If an employee has several loans, the system displays the details of each loan, the total loan amount, and automatically calculates the remaining loan amount to be repaid.

Remaining Amount

Displays the amount of the loan or advance that has not been repaid. This amount is automatically reduced per pay period, when the repayments are taken from the employee's salary.

Loan Amortization Table

Month

Records the month in which repayments were made. For example, if you selected 1/4/2004 as the Begin Date on the Advance/Loan page. The system displays 4 as the first repayment. In other words, the first repayment was made in April, the fourth month of the year.

Extra Period	This check box is selected automatically if a repayment is to be made in an extra pay period.
Year	The system automatically enters the year in which the repayment was paid.
Capital	Displays the capital amount of the loan repayment that the employee has to pay. This amount does not include the interest payment for the loan.
Interest	The system automatically calculates the interest payment that applies to the loan.
Repayment	The system automatically calculates the total loan or advance repayment for that month. This amount comprises the capital and the interest payments.
Salary in Kind	The system automatically calculates the difference between the cost of the loan at the statutory interest rate, and the interest rate that you defined on the Advance/Loan page. This information is used for tax purposes.
Paid	This check box is selected automatically when a loan or advance amount has been repaid.

Viewing Delivered Loan and Advance Elements

This section discusses:

- Delivered loan and advance earnings.
- Delivered loan and advance deductions.

Delivered Loan and Advance Earnings

Global Payroll for Spain uses these earnings to calculate payments for loans and advances:

Earnings	Description
DEV ADELANTO	Salary advance. Used for advance payments. Customer field 5 contains the label DEV ADLNT0. Only processed for the last segment in the period. No retro calculation.
DEV PRESTAMO	Loan. Used for loan payments. Customer field 5 contains the label DEV PRSTMO. Only processed for the last segment in the period. No retro calculation.
PRSTMO EX	In kind loan taxable excess. Shows the excess interest amount that results when the interest rate is lower than the statutory rate. Calculated by subtracting the loan interest amount from the statutory interest amount on a month by month basis.

Delivered Loan and Advance Deductions

Global Payroll for Spain uses these deductions to calculate repayments for loans and advances:

Deduction	Description
DD ADELANTO	Advance deduction. Used for repayment of advances. Customer field 5 contains the label DD ADELANTO. Only processed for the last segment in the period. No retro calculation.
DD PRST CAP	Loan capital deduction. Used for repayment of the capital portion of a loan. Customer field 5 contains the label DD PRST CAP. Only processed for the last segment in the period. No retro calculation.
DD PRST INT	Loan interest deduction. Used for repayment of the interest portion of a loan. This deduction takes its value from the variable AYP VR IMPTOT INT previously calculated in AYP FM IMPORTE called from DDPRST CAP. Only processed for the last segment in the period. No retro calculation.
LIQ ADLNT0	Deduction for terminated employees. Settles the outstanding advance amount.
LIQ PRSTMO	Deduction for terminated employees. Settles the outstanding loan amount.
PRSTMO EXX	In kind loan taxable excess. Shows the excess interest amount that results when the interest rate is lower than the statutory rate. This deduction is linked to PRSTMO EX and offsets it.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. 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 9

Setting Up Social Security Contributions

This chapter provides overviews of social security terms and concepts, contribution calculation, PeopleSoft Enterprise Human Resources data in social security calculation, and discusses how to:

- View and define social security ceilings, rates, and bases.
- Define the multiple employment funding base.
- Run social security reports.
- View delivered social security deductions.

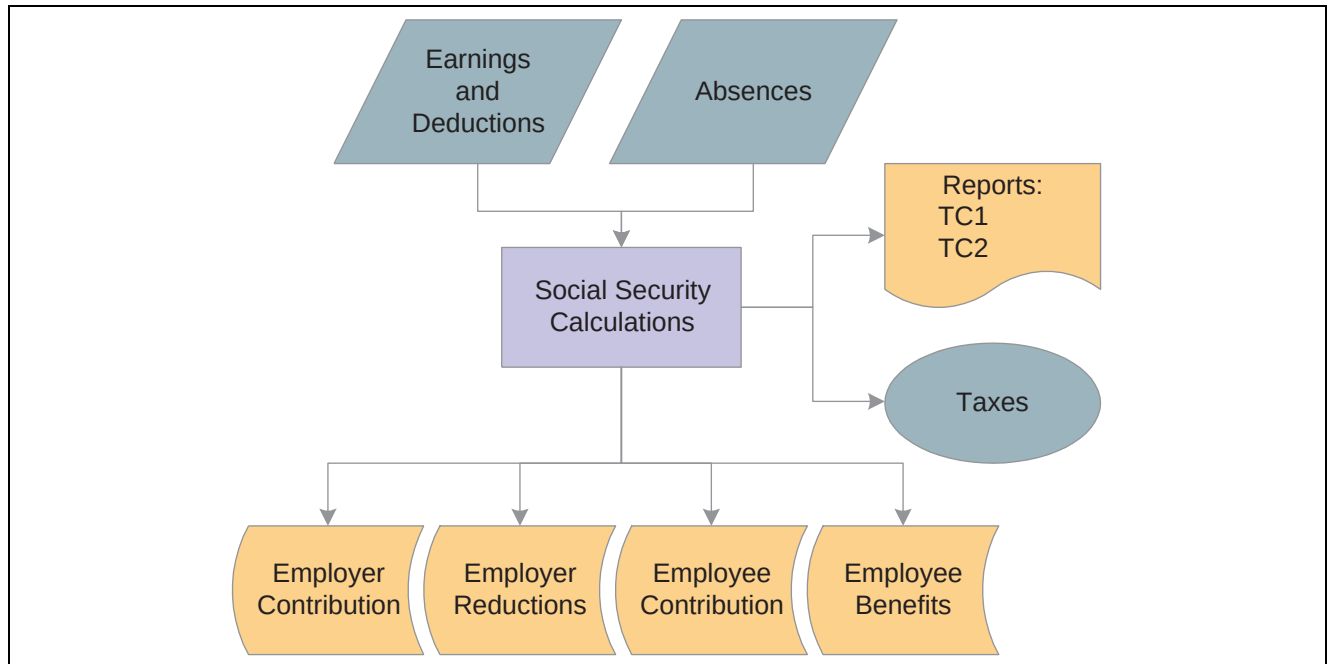
Understanding Social Security Terms and Concepts

This section discusses:

- Social security in the pay process flow.
- Bases.
- Percentages and rates.
- General and special schemes.
- Work groups.
- Minimum and maximum funding bases.
- Upper and lower ceilings.

Social Security in the Pay Process Flow

This diagram illustrates how social security processing fits into the overall pay process flow of Global Payroll for Spain. The social security process calculates the employer and employee contributions, the employer reductions, and generates data for the social security reports TC1 and TC2. The next step after social security processing is the tax calculation.



Social security in the pay process flow

Bases

Global Payroll for Spain calculates social security contributions and deductions as a percentage of a *funding base*, except in the case of trainees and apprentices, whose contributions and deductions are based on fixed rates. For employees with multiple jobs, the calculation is based on reduced maximum and minimum bases that you define on the Multiple Employment page.

Global Payroll for Spain delivers accumulators for these funding bases:

- Common Contingencies Base: Used to calculate the common contingencies contribution.
- Professional Contingencies Base: Used to calculate social security contributions for the following:
 - Temporary Disability (*Incapacidad Temporal (I.T.)*) and Permanent Disability, Death, and Survival Benefits (*Invalidez, Muerte, y Supervivencia, (I.M.S.)*).
 - (*A. T. & E. P.*).
 - Unemployment.
 - Professional training.
 - FOGASA (*Fondo de Garantía Salarial*).
- Structural Overtime Base: Used to calculate social security contributions for Structural Overtime.
- Non Structural Overtime Base: Used to calculate social security contributions for Non Structural Overtime.

Note. Global Payroll for Spain calculates the common contingencies and professional contingencies bases for trainees and apprentices for use in processing social security benefits. These bases are not required for calculating social security contributions.

Percentages and Rates

Global Payroll for Spain calculates social security contributions and deductions either as *percentages* of a funding base or on the basis of fixed *rates*, depending on the social security contribution ID assigned to the employee. The social contribution ID defines:

- Social security employee type.
- Contribution type.

For employees with a social security employee type of *regular*, the contribution type is *percentage*. For this type of employee, Global Payroll for Spain calculates contributions and deductions as a percentage of the common contingencies (CC) base, the professional contingencies (CP) base, or the structural and non-structural overtime bases. For employees whose social security employee type is trainee or apprentice, the contribution type is *rate*, which means that contributions and deductions are based on fixed rates. The exact rates or percentages are set by law and can vary from year to year.

Note. View and update the percentages/rates used in the social security calculation on the Contribution page.

General and Special Schemes

The social security system is divided into a general scheme and various special schemes. The general scheme applies to most employees working for others, while special schemes cover the self-employed and some categories of employees, such as sailors, those in the coal mining industry, and housekeeping employees. Currently, Global Payroll for Spain delivers rules only for the general scheme.

Grant holders (*becarios*) are integrated into the general scheme, but have special rules regarding social security calculation:

- They must be associated with the contribution group number 7.
- They must be assigned to the risk code 119.
- The common contingencies base is the minimum base for the general scheme.
- The professional contingencies base is the minimum base for the general scheme.

Becarios do not need to be associated with an official contract type, for purposes of generating the FAN flat file.

Note. Although Global Payroll for Spain delivers rules for only the general scheme, you can define rules for other schemes using the Scheme, Work Group, and Contribution pages.

Work Groups

All employees who contribute to social security are assigned to government-defined work groups based on their levels of education, professional skills, and job titles. Every year, the government establishes different minimum and maximum funding bases and ceilings for each work group and scheme.

Note. Define the values of the maximum and minimum bases and ceilings for the general scheme on the Scheme page.

Minimum and Maximum Funding Bases

For each work group, the government establishes a minimum and a maximum base to use in calculating the common contingencies funding base. This means that for an employee in a specific group, the social security funding base cannot be greater than or less than the maximum or minimum established for that group. For example, if an employee's earnings subject to social security contributions are so high that the calculated funding base exceeds the upper limit, the actual funding base must be reduced to the upper limit. In other words, social security contributions are based only on the portion of a payee's salary that is equal to or falls within the upper and lower limits for each group.

Note. Define the maximum and minimum funding bases for common contingencies on the Work Group page.

Upper and Lower Ceilings

Each year, the government establishes upper and lower ceilings for calculating the professional contingencies base. Just as in the case of the common contingencies contributions, social security contributions for professional contingencies are based only on the portion of a payee's salary that is equal to or falls within the upper and lower ceilings. The ceilings are the same for all work groups within a scheme.

Note. Define the upper and lower ceilings for professional contingencies on the Scheme page.

See Also

Chapter 9, "Setting Up Social Security Contributions," Base Calculation for Trainees and Apprentices, page 78

Chapter 9, "Setting Up Social Security Contributions," Viewing and Defining Social Security Ceilings, Rates, and Bases, page 85

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," (ESP) Setting Up Spanish Workforce Tables

Understanding Contribution Calculation

This section discusses:

- Social security calculation.
- Funding base calculation for regular employees.
- Funding base calculation for employees with multiple jobs.
- Base calculation for trainees and apprentices.
- Funding base normalization.
- How to retrieve calculation percentages and rates.
- Contribution calculation.

Social Security Calculation

Global Payroll for Spain calculates social security contributions by multiplying a base by a percent (in the case of regular employees) or by retrieving a fixed rate (in the case of trainees and apprentices).

In Global Payroll for Spain, the system:

- Calculates the social security funding base.
- Normalizes the funding base by comparing the calculated base with government-defined maximum and minimum values.
- Retrieves the percentage used to calculate the contributions of regular employees (or rates in the case of trainees and apprentices).
- Calculates contributions by multiplying a base by a percent (or by assigning a fixed rate in the case of trainees and apprentices).

Note. Global Payroll for Spain also calculates contributions of the pending vacation balance for terminated employees. This is discussed later in this PeopleBook.

See Also

Chapter 15, “Terminating Employees,” page 157

Funding Base Calculation for Regular Employees

This section discusses how the system calculates the four funding bases that are required to calculate employees’ social security contributions: common contingencies base, professional contingencies base, and bases for structural and non-structural overtime.

Note. This section discusses how the system deals with regular employees. The calculations are different for trainees, apprentices, or employees with multiple jobs.

See Chapter 9, “Setting Up Social Security Contributions,” Funding Base Calculation for Employees with Multiple Jobs, page 78.

See Chapter 9, “Setting Up Social Security Contributions,” Base Calculation for Trainees and Apprentices, page 78.

Calculating the Common Contingencies Base

The Common Contingencies Base is the sum of various *subbases* that comprise earnings for:

- Non-sick days base plus extra period proration.
- Days when the employee is absent with these types of absence: IT absence, AT absence, maternity absence, or absence for Risk During Pregnancy.
- Absence in which the employee contributes according to his earnings (*cotiza por lo que gana*).
- Absence in which the employee contributes according to the minimum base (*cotiza por la base minima*).

In addition to summing up various subbases to calculate the final amount of the common contingencies base, the system sets the value of the maximum and minimum bases to use in the normalization process when an employee has multiple jobs in different companies.

Calculating the Professional Contingencies Base

The calculation of the professional contingencies base is almost identical to that of the common contingencies base. Here are the key differences between the calculation for common contingencies base and the professional contingencies base:

- The common contingencies calculation uses the maximum and minimum bases for the employee's work group (as defined on the Work Group page), whereas the professional contingencies calculation uses the upper and lower ceilings defined on the Social Security Scheme page.
- The structural and non-structural overtime amount is added to the non-sick base for the professional contingencies base.
- Just as the common contingencies calculation uses a minimum hourly rate to calculate the funding base for part time employees, the professional contingencies calculation uses its own minimum hourly rate.

Calculating the Overtime Bases

Unlike the common and professional contingencies bases, the bases for structural and non-structural overtime do not undergo normalization and do not require any special calculations. They are used only as a basis for determining the employer and employee contribution for overtime.

See Also

Chapter 9, "Setting Up Social Security Contributions," Funding Base Normalization, page 79

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," (ESP) Setting Up Spanish Workforce Tables

Funding Base Calculation for Employees with Multiple Jobs

When an employee has multiple jobs in different companies, the total social security base must be distributed between jobs to prevent excess contributions being taken from the employee's paycheck.

To trigger the calculation of the base for multiple jobs:

- Specify the date (the effective date) on which the distribution of bases is to begin on the Multiple Employment page.
- Enter a percentage (supplied by Social Security) representing the proportion of the base that applies to each job on the Multiple Employment page. The system applies these percentages to the ceilings and bases used in the normalization process.

See Also

Chapter 9, "Setting Up Social Security Contributions," Defining the Multiple Employment Funding Base, page 91

Base Calculation for Trainees and Apprentices

Social security contributions for trainees and apprentices aren't calculated as a percentage of a funding base, but by means of fixed rates. Therefore, the system doesn't need to define a base in order to resolve the contributions or deductions of this category of employees. However, it still calculates both the Common Contingencies and Professional Contingencies bases for use in processing social security benefits.

Calculating the Common Contingencies Base

To calculate the common contingencies base for trainees and apprentices, Global Payroll for Spain calculates 75 percent of the base using either the minimum base (for full time employees whose contribution frequency is monthly or daily) or the minimum hourly rate (if the employee works part time).

Note. The maximum and minimum bases and the minimum hourly rate used in this calculation come from the Work Group page.

Calculating the Professional Contingencies Base

To calculate the professional contingencies base for trainees and apprentices, Global Payroll for Spain calculates 75 percent of the base using either the lower ceiling (for full time employees whose contribution frequency is monthly or daily) or the minimum hourly rate (in the case of part time employees).

Note. The lower ceiling and the minimum hourly rate used in this calculation come from the Work Group page.

Triggering Calculations for Trainees and Apprentices

To trigger the correct calculation for trainees and apprentices, define the contribution rates to apply on the Contribution page and link the employee to the correct Scheme and Social Security Contribution ID on the Contract Status/Content page.

See Also

[Chapter 9, “Setting Up Social Security Contributions,” Understanding PeopleSoft Enterprise Human Resources Data in Social Security Calculation, page 81](#)

[Chapter 10, “Calculating Social Security Benefits,” page 99](#)

Funding Base Normalization

This section discusses how Global Payroll for Spain compares an employee’s funding bases with the minimum and maximum amounts defined by the government, to calculate both professional and common contingencies contributions for regular employees.

Note. This section does not apply to trainees or apprentices, whose funding base is defined as a fixed rate.

The system calculates an employee’s social security contribution as follows:

1. Calculates all the subbases that contribute to the main funding base accumulator.
2. Sums all the subbases contributing to the social security funding accumulator—except the “contribution according to earnings” base.
3. To determine the *common contingencies* base, the system compares the sum calculated in Step 1 to the maximum and minimum bases (amounts) defined for each work group on the Work Group page.

To calculate the *professional contingencies* base, the system adds the amount obtained in Step 1 to structural and non-structural overtime and compares the result with the upper and lower ceilings defined on the Scheme page. If the amount is below the minimum base/lower ceiling, it sets the base used for calculating contributions equal to the minimum base/lower ceiling. If this amount is greater than the maximum base/upper ceiling, it sets the base used for calculating social security contributions equal to the maximum base/upper ceiling.

For part-time employees, the system uses a set of reference bases and ceilings derived from the statutory minimum hourly rate.

4. Adds the amount calculated in Step 3 to the amount “contribution according to earnings” base, once normalization (if applicable) and comparison has taken place. The result is the social security funding base for common and professional contingencies.

Example

This example illustrates how Global Payroll for Spain compares the common contingencies base.

Let's imagine that an employee has a calculated monthly base of 700 EUR, which is the sum of contributing earnings plus extra period proration amount. Assume that the employee has no absences in the current month, and has social security contributions that are processed monthly.

If you assume that the maximum and minimum bases for our employee are 2731.50 EUR and 799.80 EUR, respectively, you see that the amount of 700 EUR falls below the minimum base. So 799.80 EUR is defined as the funding base.

Reference Bases and Ceilings

Although social security processing is essentially the same for professional and common contingencies, the two contribution types employ a different set of reference bases or ceilings. When calculating the common contingencies base, the system uses the maximum and minimum bases defined on the Work Group page. When calculating the professional contingencies base, the system uses the upper and lower ceilings defined on the Scheme page. In addition, when processing part time employees, the system uses a set of reference bases/ceilings derived from the statutory minimum hourly rate.

This table identifies the system pages on which you view, update, or define the current bases and ceilings used to calculate contributions for full time employees, and the minimum hourly rates used to define the reference bases and ceilings for part time employees.

Contribution Type	View, Update, or Define Base/Ceiling on:	Comments
Common contingencies (full time employees)	Work Group Page	
Common Contingencies (part time employees)	Work Group Page	When processing part time employees, the system calculates the minimum base by multiplying the statutory minimum hourly rate by the real number of hours worked. The maximum base is the same as the maximum for full time employees.
Professional Contingencies (full time employees)	Scheme Page	
Profession Contingencies (part time employees)	Scheme Page	When processing part time employees, the system calculates the lower ceiling by multiplying the statutory minimum hourly rate by the number of hours worked. The upper ceiling is the same as for full time employees.

Note. The maximum bases, minimum bases, and the minimum hourly rates for common contingencies vary by scheme ID and contribution group. The upper ceiling, lower ceiling, and minimum hourly rate for professional contingencies vary by scheme ID alone.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," (ESP) Setting Up Spanish Workforce Tables

Retrieving Calculation Percentages and Rates

In the case of regular employees, once the base for calculating social security contributions has been defined, the system retrieves the correct percentage to apply to the base. In the case of non-regular employees (trainees and apprentices), the system retrieves the contribution rate.

Global Payroll for Spain uses arrays to retrieve the correct percentage or rate. The exact rate or percentage used to calculate each contribution is set by law and can vary according to the scheme ID, contribution ID, and effective date.

See [Chapter 3, “Defining Country Data,” Defining Statutory Rates, page 26](#).

Contribution Calculation

The final step in the social security process is to determine the actual amount of the contributions either by multiplying the correct percentage by the appropriate funding base accumulator (in the case of regular employees) or by assigning a fixed amount (in the case of trainees and apprentices). The contribution includes these employee and employer contributions:

Employee	Common contingencies, professional training, unemployment, structural overtime, non-structural overtime.
Employer	Common contingencies, professional training, unemployment, FOGASA, structural overtime, non-structural overtime, IT and IMS.

Understanding PeopleSoft Enterprise Human Resources Data in Social Security Calculation

Global Payroll for Spain uses a considerable amount of data from Human Resources (HR) to calculate social security contributions. This table provides a quick reference to the basic HR information used in social security processing. It lists the pages on which you must enter the required data, as well as the names of the specific fields containing the data.

Page	Navigation	Field(s)	Use
Job Information	Workforce Administration, Job Information, Job Data, Job Information	Contract Number	Each employee must be associated with a contract number. After the hiring process, you must go to the Contract Data page and enter the contract information there. On the Contract Data page, the contract number is associated with information used in the social security process, such as Contract Begin Date, Regimen ID (Scheme ID), and Social Security Contribution ID.
		Full/Part	Identifies whether the employee works full or part time. Depending on the value you enter in this field, Global Payroll for Spain uses the social security calculation method for either full or part time employees.

Page	Navigation	Field(s)	Use
		Social Security Risk Code (<i>epigrafe</i>)	The risk code or <i>epigrafe</i> is needed to calculate the A. T. & E. P. contribution for professional contingencies in the case of regular employees (contribution for work-related accidents and occupational disease). Note. If employees are associated to the 114 risk code, they will require some special setup. In addition to defining the 114 risk code on the Job Information page, you need to define more information on the Supporting Element Overrides page in Global Payroll. You need to set up the supporting element override for the 114 risk code by selecting the SS VR EPIG SECUND variable that includes the value of the secondary risk code and a specific effective date. See <i>PeopleSoft Enterprise Global Payroll 8.9 PeopleBook</i>, “Setting Up Overrides”.
Work Location	Workforce Administration, Job Information, Job Data, Work Location	SSN Employer	Associate employee’s with the employer’s Social Security Number.
Job Labor	Workforce Administration, Job Information, Job Data, Job Labor	Labor Agreement	Associate employees with a labor agreement.
		Employee Category	Each employee must be associated with a labor agreement and a category. These categories contain normal salary information and other information needed to process social security.
Labor Agreement Categories	Set Up HRMS, Product Related, Workforce Administration, Labor Administration, Employee Categorization	Scheme ID	See Scheme ID below.

Page	Navigation	Field(s)	Use
		Social Security Work Group	The social security work group code identifies the minimum and a maximum funding base, and the minimum hourly rate as defined by the government.
Contract Type Table	Workforce Administration, Job Information, Contract Administration, Define Contract Types	Reduction ID	Enter one of the reduction IDs you defined on the Reduction and Reduction Data pages in Global Payroll for Spain. In this way, the reduction ID is associated with a contract type.
Contract Status/Content	Workforce Administration, Job Information, Contract Administration, Update Contracts	Contract Begin Date	Define a contract begin date for each employee.
		Scheme ID	Associate each employee with a scheme ID. Although you define the social security calculation rule of each social security scheme on the ESP Social Security Scheme Table component, employees must be associated with a social security scheme by means of the Scheme ID field.
		Social Security Contribution	In Global Payroll for Spain, there may be different social security rate and percentage “sets” within a social security scheme. Each of these sets is identified by a contribution ID. Although you define the different social security contribution IDs and their corresponding rates or percentages using the Contribution page in Global Payroll for Spain, you must link each employee to a Social Security Contribution ID on the Contract Status/Content page.

Page	Navigation	Field(s)	Use
		Reduction ID	Use the Reduction ID field to assign reductions to individual employees. An employee also inherits reductions that are included in the contract type assigned to the employee.
Contract Type/Clauses	Workforce Administration, Job Information, Contract Administration, Update Contracts, Contract Type/Clauses	Contract Type	Define a contract type for each employee.

See Also

[Chapter 9, “Setting Up Social Security Contributions,” Understanding Contribution Calculation, page 76](#)

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, “Getting Started with Administer Workforce”

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

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, “Entering Additional Data in Human Resources Records”

Viewing and Defining Social Security Ceilings, Rates, and Bases

To view social security contribution elements, use the Contribution Elements ESP (GPES_SS_CONTRB) component. To define social security reduction and reduction data, use the Reductions ESP (GPES_SS_BONIF) component. To view reduction elements, use the Reduction Elements ESP (GPES_SS_BNF_DEF) component.

This section provides an overview of ceilings, rates, and other calculation values and discusses how to:

- View social security contribution elements.
- Define reductions.
- Define reduction data.
- View reduction elements.

Understanding Ceilings, Rates, and Other Calculation Values

To view and define ceilings, rates, and other calculation values:

1. View and define social security ceilings.

To view or update ceilings and the minimum hourly rate associated with the general scheme (delivered by Global Payroll for Spain), use the Scheme page in Human Resources. To define values for other schemes, enter the Scheme page in add mode and supply the required data.

2. View and define the maximum and minimum social security bases, as well as the minimum hourly rate.

Most common contingency bases are calculated in relation to a maximum and minimum funding base or are derived from a minimum hourly rate (in the case of part-time employees). To view or update the maximum base, the minimum base, or the hourly rate for the general scheme, use the Work Group page in Human Resources. If you are defining values for a different scheme, enter the component in add mode and supply the required data.

3. View and define rates used in the contribution calculation.

Once you have reviewed the ceilings and bases used to calculate social security contributions, use the Contribution page in Human Resources to view or update the contribution rates and percentages for the general scheme. If you are defining values for a different scheme, enter the component in add mode and supply the required data.

4. View key elements used in the social security calculation.

Once you have viewed or defined data on the Scheme, Work Group, and Contribution pages, use the Social Security Contribution page to obtain information on deductions, key accumulators, and variables used in the social security process.

5. View and maintain information related to contribution reductions.

In some cases, employers may be granted a reduction in the amount of their social security contributions if they hire older employees or employees with qualifying disabilities. Reductions are assigned to employees in two ways, either by assigning a reduction to a contract type or assigning it directly to the employee's contract data using the Contract Status/Content page. You can also define reductions at the Establishment level.

To set up and maintain the correct reduction percentage, as well as the duration of the reduction, use the Reduction and Reduction Data pages.

6. View key elements related to the employer's social security reduction.

Once you have viewed, modified, or entered new reduction information on the Reduction and Reduction Data pages, use the Reduction Elements page to obtain information on key accumulators used to calculate and store the amount of the employer reductions.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," (ESP) Setting Up Spanish Workforce Tables

Pages Used to View and Define Social Security Data

Page Name	Object Name	Navigation	Usage
Social Security Contribution	GPES_SS_CNTB_BSE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Elements ESP	Obtain information on key elements used in the social security process.
Reduction	GPES_SS_BNF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Reductions ESP	View and define the employer's social security reductions.
Reduction Data	GPES_SS_BNF_DTA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Reductions ESP, Reduction Data	View and define the employer's social security reduction data.
Reduction Elements	GPES_SS_BNF_DEF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Reduction Elements ESP	Obtain information on key accumulators used in the social security reduction process.

Viewing Social Security Contribution Elements

Access the Social Security Contribution page.

Social Security Contribution		
Social Security Contribution Set		
Find View All First 1 of 8 Last		
Contribution Set Description: Common Contingency		
Concept	Element Name	Description
Base:	SS AC BSE CC NRM S	Normalized CC Base
Employer Contribution:	SS AC ER CC S	ER Common Contingencies
Employee Contribution:	SS DD CC	SS Common contingencies
Percentage for FAN file:	SS VR TC PCT CC	Percentage for CC
Maternity Base:	SS AC BS CC MTRE S	Base CC for Maternity/Risk
Maternity Contribution:	SS VR CT CC MTR ER	Contribtn CC ER Maternity/Risk
Paid Vacations Contribution:	LIQ V SS CC	Vac trmntrn SS common Conting.

Social Security Contribution page

Base	The accumulator that stores the funding base used in the social security calculation.
Employer Contribution	The accumulator that stores the employer's contribution to social security.
Employee Contribution	The accumulator that stores the employee's contribution to social security.
Percentage for FAN file	The variable that stores the total contribution percentages (employee plus employer percent) that must be recorded in the TC reports.
Maternity Base	The accumulator that stores the employee's maternity base.
Maternity Contribution	The variable that stores the employer's contribution for maternity or pregnancy risk benefits.
Paid Vacations Contribution	The deduction that stores the paid vacation contribution.

See Also

[Chapter 9, "Setting Up Social Security Contributions," Understanding Contribution Calculation, page 76](#)

Defining Reductions

Access the Reduction page.

Reduction page

Reduction ID

The reduction ID identifies the specific reduction definition/rule that applies to an employee. When entering this page, select an ID and view (or modify) the existing data, or enter a new ID and define the reduction associated with that ID.

Reduction Type

The reduction type identifies the social security reduction to be applied to an employee depending on the employee's contract type or particular characteristics.

INEM (TC1 Box 209): Select if social security discounts are met by INEM.

INEM (TC1 Box 209) Catastrophe: Select if social security reductions due to an official declaration of a catastrophe are met by INEM.

SS (TC1 Box 601): Select if social security reductions are met by the Social Security agency.

Note. In the case of a catastrophe occurring to a company, the reduction is directly applied to all the contributions for the company.

See Also

Chapter 9, "Setting Up Social Security Contributions," Understanding Contribution Calculation, page 76

Defining Reduction Data

Access the Reduction Data page.

Reduction ID: 001

Reduction Find | View All First 1 of 1 Last

Effective Date: 01/01/1990 **Status:** Active **Type:** SS (TC1 Box 209)

Reduction Segments Customize | Find | View All | First 1 of 2 Last

	Concept:	From Month	To Month	*Percentage to Reduce
1	Common Contingency	1	24	50.00

Reduction Data page

Concept

Identify the type of contribution (common contingency, FOGASA, temporary disability, and on) to which the reduction defined in the Reduction Percentage and the From Month and To Month fields applies (see the following description).

From Month, To Month

Define a reduction with a limited duration. Use the From Month field to identify the first month of the reduction; use the To Month field to identify the last month of the reduction. The actual calendar month on which the reduction begins or ends is based on the contract begin date identified on the Contract Data page in Human Resources. For example, in the above exhibit, the value of the From Month field is 1 and the value of the To Month field is 999. This means that beginning with the month of the initial contract (let's say 1/1/1990), the reduction applies for 999 months. If the start date had been 4 and the To Month date had been 6, the reduction would not begin until April (three months after the contract begin date) and would end after the month of June (five months after the month that the contract started). If you enter 1 in the From Month field and 999 in the To Month field, the system assumes that the duration of the contract is unlimited.

Percentage to Reduce

View, modify, or define the percentage amount of the reduction that applies to the contribution type identified in the Concept field.

Viewing Reduction Elements

Access the Reduction Elements page.

Reduction Elements		
Social Security Reduction Set		
Find View All First 1 of 6 Last		
Reduction Set Description:	Common Contingency	
Concept	Element Name	Description
Employer Contribution:	SS AC ER CC S	ER Common Contingencies
Social Security Reduction:	SS AC BNF CC S S	CC Reduction - SS
INEM Reduction:	SS AC BNF CC I S	CC Reduction - INEM
Catastrophe Reduction:	SS AC BNF CC C S	CC Reduction - Catastrophe

Reduction Elements page

Employer Contribution	The accumulators that store the amount of the employer's contribution to social security for each contribution type, common contingency, permanent disability D & S, professional training, and FOGASA. To calculate the employer reductions, Global Payroll for Spain applies the reduction percentages defined on the Reduction Data page to the amount in this accumulator.
Social Security Reduction	The accumulators that store the employer reductions managed by social security for each contribution type (common contingency, permanent disability D & S, professional training, and FOGASA).
INEM Reduction	The accumulators that store the employer reductions managed by INEM for each contribution type (common contingency, permanent disability D & S, professional training, and FOGASA).
Catastrophe Reduction	The accumulators the employer reductions managed by INEM in case a catastrophe occurs to a company.

Defining the Multiple Employment Funding Base

This section provides an overview of multiple employment funding base and discusses how to enter multiple employment data.

Understanding the Multiple Employment Funding Base

In Global Payroll for Spain, you can calculate the social security contribution funding base for employees with multiple jobs. You define multiple employment funding bases using the Multiple Employment Data page.

Example: Applying Distribution Percentages to the Standard Bases and Ceilings

In this example, let's assume that an employee has two jobs with these characteristics:

- Hours and Salary for Job 1:
 - Hours Worked: 5 hours/day.
 - Contribution Group: 2.
 - Base Salary: 1.202,02 EUR/month.
 - Additional Salary: 291,49 EUR/month.
 - Overtime: 345,58 EUR in current month.
 - Number of Extra Periods: 0.
- Hours and Salary for Job 2:
 - Hours Worked: 3 hours/day.
 - Contribution Group: 3.
 - Base Salary: 294,50 EUR/month.
 - Additional Salary: 24,04 EUR/month.
 - Number of Extra Periods: 0 (including base salary).

Let's assume that the social security calculation generates these maximum and minimum common contingency bases to use in the normalization process:

Base	Standard Base Amount
Maximum Base	2731.50 EUR
Minimum Base	660.60 EUR

Let's also assume that the social security calculation generates these upper and lower professional contingencies ceilings to use in the normalization process:

Ceiling	Standard Ceiling Amount
Upper Ceiling	2731.50 EUR
Lower Ceiling	572.70 EUR

If the distribution percentage for Job 1 (provided by Social Security) is 75 percent, the maximum and minimum bases for common contingencies are recalculated as follows:

Base	Standard Base Amount	Recalculated Base
Maximum Base	2731.50 EUR	$2731.501 \times 75\% = 2048.625$ EUR
Minimum Base	660.60 EUR	$660.60 \times 75\% = 495.45$ EUR

And if the distribution percentage for Job 1 (provided by Social Security) is 75 percent, the upper and lower ceilings for professional contingencies are recalculated as follows:

Base	Standard Base Amount	Recalculated Base
Maximum Base	2731.50 EUR	2731.501 x 75% = 2048.625 EUR
Minimum Base	572.70 EUR	572.70 x 75% = 429.525 EUR

Note. The Maximum and Minimum Base percentages in these tables are defined on the Multiple Employment Data page.

Page Used to Define the Multiple Employment Funding Base

Page Name	Object Name	Navigation	Usage
Multiple Employment Data	GPES_MULT_EMP	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Multiple Employment Data ESP	Calculate the funding base of social security contributions for employees with multiple jobs.

Entering Multiple Employment Data

Access the Multiple Employment Data page.

Multiple Employment Data page

- Sector** Select *Public* or *Private*.
- Authorization Number** Enter the employee's social security authorization number used for multiple employment. This information will be included in the TC2 report that is sent to Social Security.
- Minimum Base Percent** Enter the percentage to be applied to:
- The Lower Ceiling used in the calculation of the professional contingencies base.

- The Minimum Base used to calculate the funding base for common contingencies.
- Maximum Base Percent** Enter the percentage to be applied to:
- The Upper Ceiling used in the calculation of the professional contingencies base.
 - The Maximum Base used to calculate the funding base for common contingencies.

Running Social Security Reports

This section provides an overview of social security reports and discusses how to:

- Create FAN files.
- Process TCs.

Understanding Social Security Reports

Global Payroll for Spain delivers two reports for social security:

- TC1.

The TC1 report provides a summary of the totals for all Social Security bases, contributions, benefits to refund, reductions, and discounts referred to for employees included in an employer Social Security number.

- TC2.

The TC2 report provides a list of employees included in an employer Social Security number with their respective Social Security bases, contributions, benefits to refund, reductions, and discounts.

In summary, the TC2 report is a list of employees with their respective Social Security bases and contributions and the TC1 report is a summary of the TC2 report.

There are two steps involved in generating these reports:

1. **Data Preparation:** To prepare data for the reports, the social security section SS SE PREPARAR TCS runs the formula SS FM TC WA, which sends data to the writable array SS TC WA during the regular payroll process. This writable array contains data used in the TC reporting process.
2. **Reporting Process:** To generate the reports, the reporting process reads the data in the writable array (see Step 1).

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Data Retrieval Elements,” Defining Writable Array Elements

Pages Used to Run Social Security Reports

Page Name	Object Name	Navigation	Usage
Create FAN File	GPES_RC_SS_TC2	Global Payroll & Absence Mgmt, Social Security/Insurance, Create FAN File ESP	Enter the data needed to create the FAN file that is submitted to Social Security.
TC1 Report	GPES_RC_SS1	Global Payroll & Absence Mgmt, Social Security/Insurance, TC1 Report ESP	Enter the data needed to process TCs.

Creating FAN Files

Access the Create FAN File page.

Create FAN File page

Company

Enter the company for which the FAN file is created.

Year/Month

Enter the date parameters for the FAN file.

Payment Type

Select the payment type for the report you want to generate for a specific month for the Employer Social Security numbers that are selected. Options are:

Complementary Retroactivity: To run the report for the deltas detected in previous months due to retroactivity.

Complementary: Tramitation Sal: To run the report for deltas due to the *tramitation* process. This is a legal process for resolving disputes between employers and terminated employees. Until this process is resolved, salary

paid to the employee is identified as “tramation salary” and employers must indicate in the TC1 report that the contributions are made during the tramation period.

Normal: To run the regular report for the current period.

Normal + Retroactivity: To include the regular payroll and the deltas for retroactivity.

Pay Type

Select *Regular* as the type of payment. This field identifies the type of company for social security purposes.

Out of Date

Define whether the payment is going to be made within the legal period or if it will be a delayed payment, outside of the legal period. Values are *Payment out of Period* and *Payment in Period*.

File Name

Enter the file name to be sent to Social Security. The file name needs to comply with the legal requirements. The file naming requirements state that the file extension must be .FAN and the file name must have 8 characters. The system will check if the file name follows the naming conventions, and show an error message if it's not named correctly.

Social Security Numbers to Process

The fields in this group box are similar to the fields on the TC1 Report page and are defined on the TC1 Report page.

See [Chapter 9, “Setting Up Social Security Contributions,” Processing TCs, page 96](#).

Processing TCs

Access the TC1 Report page.

TC1 Report

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

Run

Report Request Parameters

Company:

ACC

State of Accord

Year/Month:

2004

/

01 - January

Payment Type:

Normal

☐ Test

Load Data

Company Social Security Numbers

Customize | Find | View All |

First 1 of 1 Last

	Social Security Number	Description	Social Security Number Type	TC1 Generated	Payment Type	TC1 Run
1				☐		☐

TC1 Report page

Company	Enter the company for which the TC1 report is created.
Year/Month	Enter the date parameters for the TC1 report.
Payment Type	Select the payment type.
Note. This field is the same as the Payment Type field defined on the Create FAN File page.	
See Chapter 9, “Setting Up Social Security Contributions,” Creating FAN Files, page 95.	
Test	Select to run the report in test mode. When you select this check box, the report is printed and columns are completed with “XXXX” to show it is a test.
Load Data	Click to retrieve the social security numbers for the selected company.

Social Security Numbers to Process

The system populates this group box when you click the Load Data button.

Company Social Security Number	Displays the employer’s social security number that was assigned to the establishment on the Establishment Address page.
Social Security Number Type	Defines the contract type for the selected social security number, and can be one of these values: <i>Regular</i> , <i>Trainee</i> , or <i>Apprentice</i> . The social security number type is assigned to the establishment on the Establishment Address page in Human Resources.
TC1 Generated	The system automatically selects this check box if you have already run the TC1 report for the social security number
Payment Type	Displays the payment type for the social security number.
TC1 Run	Select this check box for each social security number you want to include in the report for the specified month.

Viewing Delivered Social Security Deductions

This section discusses delivered social security deductions.

Global Payroll for Spain defines employee contributions to social security as deductions with a calculation rule of Base* Percentage for regular employees. For trainees and apprentices the deductions are defined as a flat amount. The deductions that are used to calculate employee contributions due to vacations not taken are defined as a flat amount.

See [Chapter 9, “Setting Up Social Security Contributions,” Understanding Contribution Calculation, page 76.](#)

Global Payroll for Spain delivers these deductions for social security contributions:

Deduction	Description
SS DD CC	Employee deduction for common contingencies.
SS DD FRM PR	Employee deduction for professional training.
SS DD DSMPL	Employee deduction for unemployment.
SS DD HS X E	Employee deduction for structural overtime.
SS DD HS XNE	Employee deduction for non-structural overtime.
LIQ V SS CC	Vacation treatment for social security common contingency. Used for common contingencies contributions. Note. This deduction is used to calculate an employee's contributions due to vacations not taken at the time of termination
LIQ V SS DS	Vacation treatment for social security unemployment. Used for the unemployment contribution. Note. This deduction is used to calculate an employee's contributions due to vacations not taken at the time of termination
LIQ V SS FP	Vacation treatment for social security professional treatment. Used for the professional training contribution. Note. This deduction is used to calculate an employee's contributions due to vacations not taken at the time of termination

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. 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 10

Calculating Social Security Benefits

This chapter provides an overview of social security benefits and describes how to:

- Calculate benefits.
- Trigger benefits.
- View delivered benefit elements.

Understanding Social Security Benefits

This section discusses Spanish social security benefits and calculation of benefits.

Benefit Types

Employees in Spain are eligible to receive three types of benefits:

- Temporary Disability Benefits for Common Sickness and Non-Industrial Accidents (IT).

IT (*Incapacidad Temporal*) benefits are available to employees who have contributed to social security at least 180 days in the last five years before the leave date.

- Disability Benefits Due to Work Related Injuries (AT & EP).

AT & EP (*Accidentes de Trabajo y Enfermedades Profesionales*) benefits are available to workers who have suffered workplace injuries.

- Maternity/Pregnancy Risk.

Maternity and pregnancy risk benefits are available to employees who have contributed to social security at least 180 days in the last five years before the date of birth. Because the legal benefits are paid entirely by Social Security, the payment amounts are not calculated by Global Payroll for Spain. However, the system does calculate the common contingencies (CC) and professional contingencies (CP) bases for the days employees are absent for maternity or pregnancy risk. These bases are required to calculate complementary benefits that are paid by the employer.

Legal and Complementary Benefits

There are two types of benefit:

- Legal benefits known as *Subsidio IT* and *Subsidio AT*.
- Complementary benefits paid by the employer known as the *Prestación Complementaria IT*, *Prestación Complementaria AT*, *Prestación Complementaria MT*, and *Prestación Complementaria RE*.

Note. Employer complementary benefits are defined on the Complementary Benefit page. The system automatically calculates the portion of the benefits that is the legal benefits *Subsidio* and the portion that is paid by the employer *Prestación Complementaria*.

For maternity or risk during pregnancy benefits, the system calculates two elements - Subsidio MT and Subsidio RE - as part of the complementary benefits calculation.

See Chapter 5, “Working with Labor Agreements,” Defining Complementary Benefits, page 49.

Bases (*Base Reguladora Diaria*)

In Global Payroll for Spain, legal social security benefits are calculated as a percentage of a daily benefits base (*Base Reguladora Diaria*). The daily bases are derived from the CC and CP funding bases for social security. This table identifies the social security funding base from which the daily base for each benefit is derived:

Benefit	Social Security Base
IT (<i>subsidio IT</i>)	Common contingencies + Overtime average for the last 12 months.
AT & EP (<i>subsidio AT</i>)	Common contingencies + Overtime average for the last 12 months.
Maternity	Common contingencies + Overtime average for the last 12 months.
Risk during pregnancy	Common contingencies + Overtime average for the last 12 months.

With complementary benefits, employers can select from the following bases:

- Social security common contingencies base.
- Employees' gross daily salary.
- Any other user-defined daily accumulator.

You specify the base for complementary benefits on the Complementary Benefit page.

Percentages

The percentages used to calculate benefits are set both by the government (in the case of legally mandated benefits) and by employers (in the case of complementary benefits). The percentages used to calculate the IT benefit (*Subsidio IT*) vary depending on the number of days the employee is on leave, while the amount of the AT and EP benefit (*SUBSIDIO AT*) is currently set at 75 percent of the daily base (the *Base Reguladora Diaria*) for each day of leave. Maternity and risk during pregnancy are paid at 100 percent of the daily base (*Base Reguladora Diaria*).

Pago Delegado

Pago Delegado refers to the system whereby an employer pays IT or AT benefits to an employee, but is later reimbursed for these payments by Social Security. In other words, the company acts as the direct provider of benefits and is later repaid. In the case of IT, the employer can reimburse, as *pago delegado*, the social security benefits from the 16th day of sickness. In the case of AT, the employer has the right to reimburse from the first day of sickness. This reimbursement isn't a real refund, but rather a discount of the total amount to pay through the social security TCs, reflected in a special field on the TC1—the 201 box for IT and the 410 box for AT.

See Also

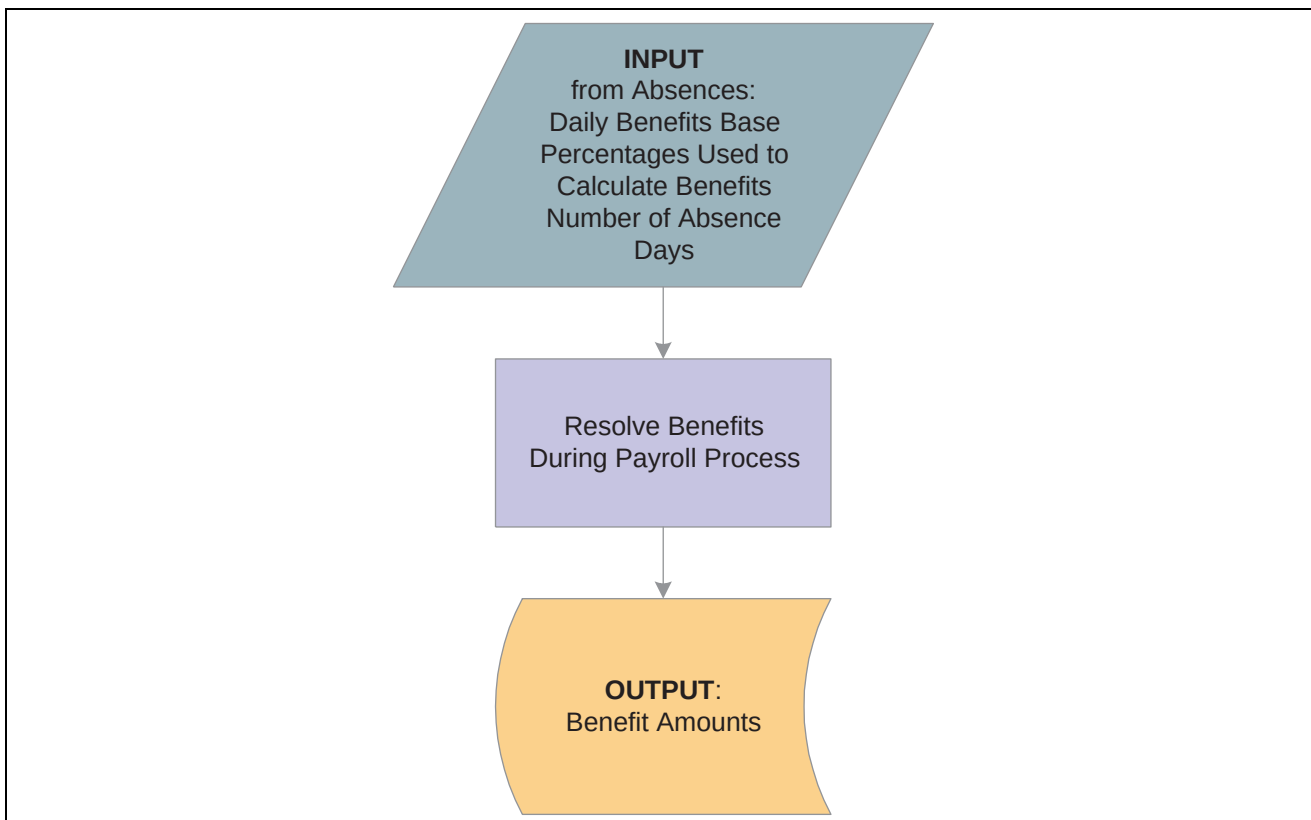
[Chapter 10, “Calculating Social Security Benefits,” Calculating Benefits, page 101](#)

[Chapter 9, “Setting Up Social Security Contributions,” page 73](#)

[Chapter 5, “Working with Labor Agreements,” Defining Complementary Benefits, page 49](#)

Social Security Benefits in the Pay Process Flow

This diagram illustrates how benefits processing fits into the overall pay process flow of Global Payroll for Spain.



Benefits in the pay process flow

As shown in the diagram, benefits preparation takes place during absence processing. The absence processing calculates the daily benefits base (*Base Reguladora Diaria*), the percentages to apply to the base, and the number of days the employee is on each type of leave. Then, during the payroll process, the benefits setup in absences are resolved.

Calculating Benefits

This section provides an overview of benefits calculation and discusses how to:

- Calculate legal benefits.
- Calculate complementary benefits.

Understanding Benefits Calculation

When payees are on temporary disability leave (IT), they are eligible for these benefits:

- The legally mandated benefit (*Subsidio*).

Global Payroll for Spain calculates legal benefits by multiplying the employee's daily base (*Base Reguladora Diaria*) by the number of leave days, and then applying a percentage to this base. The percent applied varies according to the benefit being calculated and the number of days the employee is on leave.

- A complementary benefit (*Prestación Complementaria*) defined by the employer. The calculation for complementary benefits depends on the Base you selected on the Complementary Benefits page.

Calculating Legal Benefits

The legal benefit is calculated by earning elements with a calculation rule of *Unit x Rate x Percent*. The correct percent varies depending on the benefit type and day of the leave (see tables in this section). The rate is the daily base for IT, AT or maternity or risk during pregnancy that is taken from the previous period without absence. For new employees hired during the month, the system calculates a theoretical daily base that would apply if the employee had worked for the whole month. The unit is the number of days that the employee is on leave and must be entered on the Absence Event Entry page.

Note. For IT benefits, employees are only eligible when they have contributed to Social Security for at least 180 days in the past five years. However, the system does not validate eligibility for this benefit. The person who enters the absence event must validate that the employee is eligible for the benefit.

IT Legal Benefit

For temporary disability leave (IT), the legally mandated benefit is defined as a percentage of the benefits base—with the percentage varying according to the number of day the employee is on leave. The current percentages (and the benefits base to which the percentages are applied) are shown in this table:

From Day in IT	To Day in IT	Percentage	Base
1	3	0	
4	20	60	CC Base
21	540	75	CC Base

There are two benefit phases. From day 4 to day 15 of the benefit, the employer is responsible for making payments to the employee. Beginning with day 16 and continuing to day 180, Social Security subsidizes the benefit. Although the company serves as the direct provider of the benefit during the entire benefit period, Social Security reimburses the company for any payments made after day 15 under a system known as *Pago Delegado*. This table shows who is responsible for the benefit paid during each phase:

From Day in IT	To Day in IT	Who Pays?
1	3	No benefits paid
4	15	Company
16	540	Social Security

AT Legal Benefit

For employees on disability leave for work related-injury, the current legally mandated benefit is defined as 75 percent of the benefits base throughout the entire benefit period. The current percentage, as well as the benefits base to which the percentage is to be applied, are shown in this table:

From Day in AT	To Day in AT	Percentage	Base
1	540	75	CP Base

By law, the Mutual Insurance Company is responsible for paying the AT benefit through the entire benefit period. Although the company acts as the direct provider of the benefit, Social Security reimburses the company for any payments made under a system known as *Pago Delegado*. This table shows who is responsible for the benefits paid:

From Day in AT	To Day in AT	Who Pays?
1	540	Social Security

Maternity Leave and Risk During Pregnancy Legal Benefits

Maternity and pregnancy risk benefits consist of 100 percent of the daily CC base. Social Security is responsible for paying benefits beginning with the first day of leave. As a consequence, this benefit is not processed by Global Payroll for Spain and these benefits never appear on the payslip. However, the system calculates legal benefits in order to calculate the complementary benefits for maternity and risk during pregnancy that are defined on the Complementary Benefits page.

This table summarizes the benefit amount and benefit period for maternity:

From Day in MATERNITY	To Day in MATERNITY	Amount
1	Depends on number of children born.	100 % of daily common contingencies base.

This table summarizes the benefit amount and benefit period for pregnancy risk:

From Day in Risk During Pregnancy	To Day in Risk During Pregnancy	Amount
1	No limits	100 % of daily common contingencies base.

Calculating Complementary Benefits

To define complementary benefits (*Prestaciones Complementarias*), set up the following on the Complementary Benefits page:

- Funding Base used to calculate complementary benefits. This could be:
 - Social Security Common Contingencies or Professional Contingencies base. This is the default base.
 - Employee's gross daily salary.
 - Any other daily accumulator that you have defined.

- Absence period.
- Total percentage to be paid for each period.

The complementary benefit uses an earning element with a calculation rule of *Unit x Rate x Percent*. The correct percent is retrieved by a formula based on the benefit percentages defined on the Complementary Benefits page. The rate is the daily base for IT, AT, maternity or risk during pregnancy, which is either based on the previous period without absence (if default base is used) or another base defined on the Complementary Benefits page. The unit is the number of days that the employee is on leave and must be entered on the Absence Event Entry page.

Then another earning (PRSTCN CMPIT, PRSTCN CMPAT, PRSTCN CMPMT, or PRSTCN CMPRE) gets the difference between the previous earning and the value corresponding to the Subsidio IT, Subsidio AT, Subsidio MT, or Subsidio RE.

See Also

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

[Chapter 13, “Working with Absence Rules,” page 141](#)

[Chapter 5, “Working with Labor Agreements,” Defining Complementary Benefits, page 49](#)

Triggering Benefits

Global Payroll for Spain triggers social security benefits when you enter a qualifying absence on the Absence Event Entry page.

See Also

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

[Chapter 13, “Working with Absence Rules,” page 141](#)

Viewing Delivered Benefit Elements

This table lists the earnings elements used to calculate an employee’s total benefit amount.

Earning Name	Element Function
SUBSIDIO AT	Calculates the legally mandated benefit for AT & EP (<i>Accidentes de Trabajo y Enfermedades Profesionales</i>).
SUBSIDIO IT	Calculates the legally mandated benefit for IT (<i>Incapacidad Temporal</i>).
PRSTCN CMPAT	Calculates the complementary benefits for workplace injury (AT).

Earning Name	Element Function
PRSTCN CMPIT	Calculates the complementary benefits for temporary disability (IT).
PRSTCN CMPMT	Calculates the complementary benefits for maternity leave.
PRSTCN CMPRE	Calculates the complementary benefits for risk during pregnancy.
SUBSIDIO MT	<i>Subsidio MT</i>
SUBSIDIO RE	<i>Subsidio RE</i>
PRSTCN CMP IT	Complementary IT. Used as an intermediate calculation for complementary benefits for temporary disability (IT).
PRSTCN CMP AT	Complementary AT. Used as an intermediate calculation for complementary benefits for workplace injuries (AT).
PRSTCN CMP MT	Complementary MT. Used as an intermediate calculation for complementary benefits for maternity leave.
PRSTCN CMP RE	Complementary RE. Used as an intermediate calculation for complementary benefits for risk during pregnancy.

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

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

CHAPTER 11

Calculating Taxes

This chapter provides an overview of tax calculation and discusses how to:

- Estimate the total annual income.
- Estimate the Social Security contribution.
- Calculate available deductions.
- Calculate the withholding percentage.
- Review and update system information.
- Enter payee tax data.
- Override employee withholding percentage.
- View results of tax calculations.
- Report results.
- Run the Tax Annual Deductions report.
- View delivered tax elements.

Understanding Tax Calculation

This section discusses:

- Tax calculation.
- IRPF calculation overview.
- IRPF in the pay process flow.

Tax Calculation

Global Payroll for Spain enables you to manage the official withholding tax, *Impuesto sobre la renta de las personas físicas* (IRPF). The withholding amount originates from employee income and reductions and depends on which tax regulations are applicable to an employee.

Spain does not have one single set of tax regulations. There are general state tax regulations and four regions with specific tax calculations. Each tax location is known as a Fiscal Territory (*Territorios Fiscales*). An employee is associated with one fiscal territory depending on where the employee is living and working. Global Payroll for Spain calculates the IRPF for all the fiscal territories:

- Hacienda Estatal (state territory).
- Hacienda Foral de Navarra.

- Hacienda Foral de Alava.
- Hacienda Foral de Guipuzcoa.
- Hacienda Foral de Vizcaya.

Note. The fiscal territories, Hacienda Foral de Navarra, Hacienda Foral de Alava, Hacienda Foral de Guipuzcoa, and Hacienda Foral de Vizcaya are known as *historical* territories.

Global Payroll for Spain provides the different calculation rules and setup data for each fiscal territory. Setup data is delivered using tax brackets and calculation variables. You can view and update the tax brackets and other tax data that Global Payroll for Spain delivers.

IRPF Calculation Overview

To calculate an employee's withholding percentage, the system:

1. Estimates the total annual income.
2. (State territory only) Estimates the social security contribution.
3. (State territory only). Calculates the available reductions.

These include deductions for dependents, any personal deductions due to age or disability, and any spousal garnishments.

4. (State territory only). Subtracts the social security contribution and the available reductions from the total annual income.

Note. The annual income for historical territories is reduced if needed by spousal garnishments, which will be the starting point for getting the IRPF percentage.

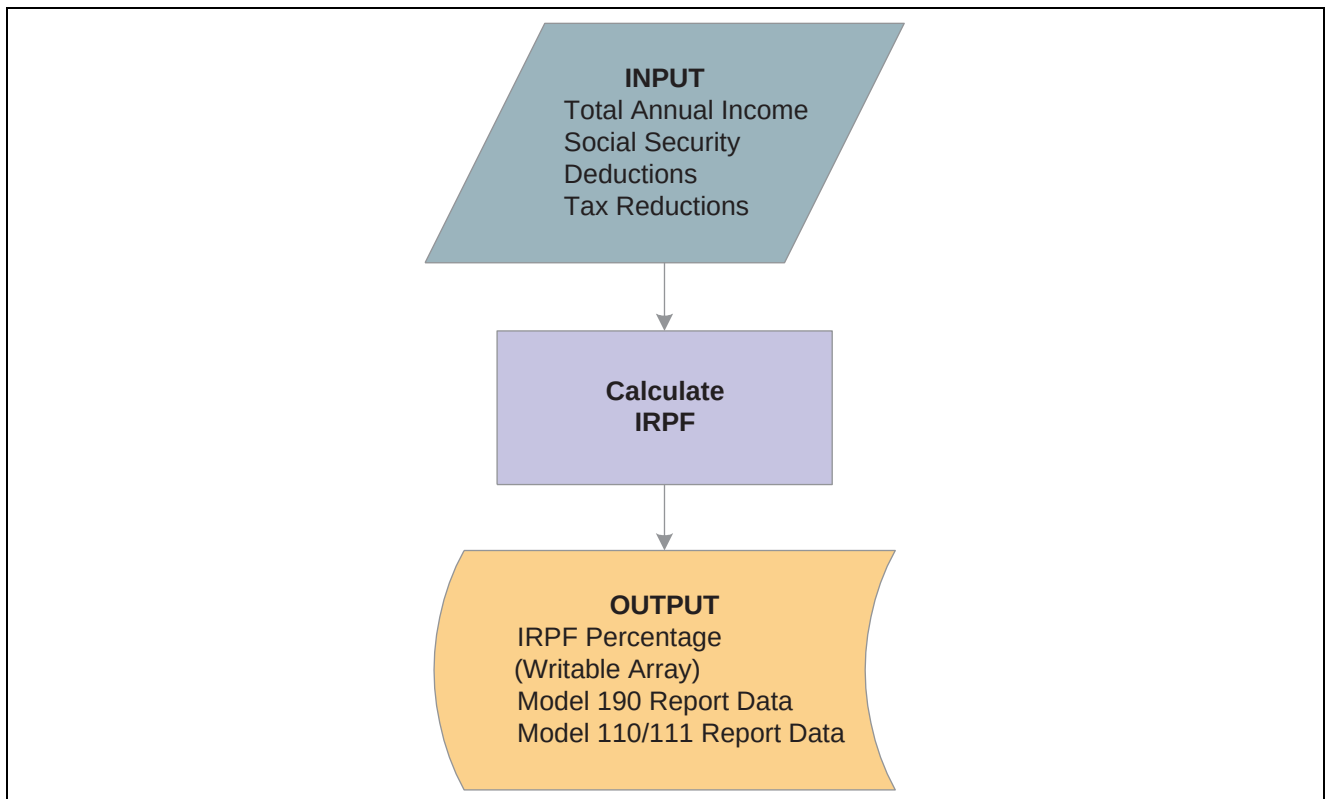
5. Calculates the withholding percentage.

The system generates the withholding percentage based on the previous steps. If needed, you may alter this percentage. You can only increase the withholding percentage; you can't enter a lower percentage than that calculated by the system.

See [Chapter 11, "Calculating Taxes," Reviewing and Updating System Information, page 114](#).

IRPF in the Pay Process Flow

This diagram illustrates how the IRPF calculation process fits into the overall pay process flow of Global Payroll for Spain.



IRPF process flow

Estimating the Total Annual Income

This section discusses:

- Estimated total annual income.
- Estimated fixed income.
- Estimated variable income.
- Estimated irregular income.
- Salary in kind.
- Taxable and non taxable income.

Estimated Total Annual Income

An employee's total annual income includes fixed income, variable income, and benefits income.

If you are calculating the withholding percentage for the first time, the system takes fixed income and benefits income amounts from the Compensation page and the annual benefits base rate on the Job Data page (JOB.ANNUAL_RT and JOB.ANNL_BENEF_BASE_RT on JOB_DATA). If there is no data on the Compensation page, the system uses the annual rate.

The variable income amount comes from last year's variable income which is derived from the TAX HR ING VAR A historical rule. For historical territories, information is retrieved from the TAX AC HT ING VAR accumulator for the previous year.

If the withholding percentage calculation is a normalization process, all incomes originate from the year-to-date accumulators plus the estimated incomes for the remainder of the year.

Estimated Fixed Income

The estimated fixed income varies if the employee has a net guarantee. For these employees, the estimated fixed income is derived from the net to gross process and the normalization process is run every month during the payroll process whether or not it's set up on the normalization schedule for the employee's pay entity and tax location.

For those employees who are not net-paid, the estimated fixed income comes from the sum of the annual rate and the annual base benefits (Annual Pay Rate field on the Compensation page and the Annual Benefits Base Rate on the Benefit Program Participation page). This sum is then prorated for the remainder of the year or contract.

See Also

Chapter 16, "Understanding Gross and Net Guarantee," page 169

Estimated Variable Income

The estimated variable income (TAX VR HC VAR A) originates from the previous year's variable incomes.

For the state territory (*Hacienda Estatal*), the system uses a historical rule (TAX HC ING VAR A) to sum up the variable income accumulators (TAX AC ING VAR SE) for each slice between the current pay end date of the previous year and the end of that year. For example, if you calculate the estimated variable income for March 2004, the historical rule totals every variable income accumulator slice from 31/03/2003 to 31/12/2003.

For the historical territories, the system calculates estimated variable income (TAX AC HT ING VAR) based on the income for the whole of the previous year.

Estimated Irregular Income

Irregular income occurs due to having a generation period over two years. Irregular income has special tax treatment since the whole income is added to the annual fixed income but at the same time, 40 percent of that amount is considered as a deduction as part of the tax calculation process, similar to the process described later in this chapter.

See Chapter 11, "Calculating Taxes," Calculating Available Deductions, page 112.

Salary In Kind

Different salary in kind benefits for an employee can contribute to social security bases and taxable income either entirely or partially. To know whether salary in kind is exempt or not, you have to compare the sum of all the earnings considered as salary in kind to the 20 percent Professional Minimum Salary, which is a statutory rate published by the government annually. If the sum of all the earnings don't exceed 20 percent, the salary in kind won't contribute as regular contributing earnings to the social security base and taxable income. If there is an excess over 20 percent, the excess amount should be added to the contributing earnings and taxable income. If there is more than one type of salary in kind earning, the individual excess will have to be calculated separately for each earning in proportion to its value. The exempted amount must be shown in the 190 Annual Tax report.

Examples of different earnings that are salary in kind include housing, loans with an interest rate below the legal interest rate, cars, insurance contributions, and pension plan contributions.

The withholdings referred to the salary in kind can be paid by the employer (withholdings in kind not passed on) or by the employee (withholdings in kind passed on). If a withholding is passed on, it will be discounted in the payroll for the employee as a tax deduction (deduction in kind) (IRPF SPCR). If a withholding is not passed on, the employer will pay the deduction to the tax institution. All the withholdings in kind must be shown in an element IRPF SPC (*Ingresos a cuenta efectuados*) or “In kind withholdings made.”

Taxable and Non Taxable Income

These sources of revenue are subject to IRPF:

- Base salary and complements.
- Entertainment allowance.
- Meals, lodging, and traveling expenses in excess of legal limits.

Example

You want to calculate the taxable annual income for the year 2004 for an employee hired on 01/01/1997 with this criteria:

1. Base Salary: 841,42 EUR/month.
2. Seniority: 24,04 EUR/month for each triennium.
3. Personal complement: 72,12 EUR/month.
4. Traveling expenses: 60,10 EUR/month.
5. Extra-periods: two extra periods containing base salary, seniority and personal complement.

The taxable annual income would be:

1. $841,42 \times 12 = 10.097,00$ EUR.
2. $24,04 \times 12 \times 2$ (2 trienniums from 01/01/1997 to 12/31/2004) = 576,97 EUR.
3. $72,12 \times 12 = 865,46$ EUR.
4. Traveling expenses are exempt and not added to the total.
5. $2 \text{ extra periods} \times \{\text{base salary} + (\text{seniority rate} \times \text{number of extra periods}) + \text{personal complement}\}$.
 $2 \times (841,42 + (24,04 \times 2) + 72,12) = 1.923,24$ EUR.

Total = $10.097,00 + 576,97 + 865,46 + 1.923,24 = 13.462,67$ EUR.

Estimating the Social Security Contribution

Once the taxable base has been calculated, the system subtracts the employee’s annual social security contribution, if the employee is associated with the state territory.

Note. For employees associated with one of the historical territories, the social security contribution is not used in the IRPF calculation.

The amount remaining after subtracting the annual social security contribution is the *Rendimiento neto del trabajo* (RNT). To calculate RNT, the system uses the social security contribution accumulator (TAX AC SS CT A) for the actual year-to-date contribution and estimates future contributions. These calculations are made in the formula TAX FM CT SS EST.

RNT is subject to deductions for salary level, disability, personal minimum deductions, family minimum deductions (dependents), and alimony.

The sum of the RNT and all of its deductions is the BASE.

Taxable Base - Employee's Social Security Contributions - Reductions over RNT - Personal Minimum Deductions - Family Minimum for Dependents Reductions – Spouse Support Garnishment = BASE.

See Also

Chapter 10, “Calculating Social Security Benefits,” page 99

Calculating Available Deductions

For employees associated with the state territory, the third step in the IRPF calculation is the calculation of deductions.

Note. This step does not apply to employees associated with any of the historical territories.

The system calculates the ART18 reduction, the personal minimum reduction, and the familiar minimum reduction.

The ART18 reduction is based on income level and disability. Both values are compared to ranges in the system to determine the reduction amounts using the formula TAX FM RD ART18.

The personal minimum reduction is based on age and disability. Both values are compared to values in the system to determine the reduction amounts using the formula TAX FM RD MN PERS.

The familiar minimum reduction is based on dependents, both children and adults. The system considers the total number of dependents, their ages, their degree of disability, and their level of dependency on the employee. The system calculates these deductions using the formulas TAX FM RD MN FAML and TAX FM RD FAM NUM.

Calculating the Withholding Percentage

This section discusses:

- Withholding percentage.
- Garnishment taxation.
- Normalization.

Withholding Percentage

Once the taxable net base has been calculated, the system can calculate the withholding percentage. The system employs different formulas, depending on the fiscal territory:

- For the state territory, the system uses the TAX FM CT IRPF EE formula to compare the taxable net base with the income ceilings, defined on the Tax Ceiling page, and generate the total contribution amount.

If the payee's income is lower than the government's annual minimum, the system applies a ceiling. This ceiling is 35 percent of the annual income minus a corresponding amount stored in ceiling brackets defined for the Fiscal Territories. You can view and update ceiling brackets using the Ceiling Brackets page.

- For historical territories, the system uses the formula TAX FM HT PCT EE to calculate the Withholding percentage. The formula compares the taxable net base with the Withholding Brackets for the historical territory. For disabled payees, the system adjusts the percentage, by subtracting the Disability Bracket percentage from the Withholding Bracket percentage.

Global Payroll for Spain delivers and maintains tax brackets. You can view and update tax brackets using the Withholding Segments page.

Payees can increase their percentage using the Tax Percentage Override page. However, if the override is lower than the calculated percentage, the system uses the higher amount. You cannot use the Override Tax Percentage page to reduce the tax percentage.

Garnishment Taxation

For the state territory, there are two garnishment types that affect tax calculations: child support and spousal support. For the historical territories, the only garnishment that affects tax calculation is the spouse support garnishment.

If a payee has a child support garnishment, the system estimates the annual value for this garnishment (or estimates the value for the remainder of the contract). Then, the system calculates separate contribution amounts for the garnishment and for the remainder of the taxable net base.

For example, assume a taxable net base of 22.625,19 EUR and an estimated annual garnishment amount of 2.704,55 EUR. The bracket calculations would be applied to 2.704,55 EUR and to 22.625,19 EUR (the sum of 22.625,19-2.704,55) generating two contribution amounts, TAX VR CT1 IRPF and TAX VR CT2 IRPF. The system then combines these amounts into TAX VR CT IRPF, which is used to calculate the tax percentage.

For the state territory, the system subtracts the spouse support garnishment annual estimation from TAX VR RNT as a special reduction.

For the historical territories, the system subtracts the spouse support garnishment from the annual income to calculate the taxable base.

Normalization

To avoid large differences between the estimated IRPF tax rate and the real tax contribution needed at the end of the year, the withholding percentage is calculated multiple times during the year. This process is called normalization. The percentage withholding normalization process accounts for incomes earned and taxes and contributions paid, as well as income, tax, and contribution estimates for the remainder of the contract period or year.

Global Payroll for Spain delivers a page where you can define the normalization schedule for IRPF calculation.

The Normalization Schedule page is read by the regular payroll process list to determine when to run the normalization process. The exception to this is that the process is always run for new hires in the month that they are hired and for all employees who are compensated on a net to gross basis. You may need more than one schedule if you have different tax calculation dates for different pay entities.

See Also

Chapter 11, “Calculating Taxes,” Reviewing Normalization Schedules, page 125

Reviewing and Updating System Information

To review tax ceilings, tax personal reductions, and tax family reductions, use the Calculation Variables ESP (GPES_TAX_VARIABLES) component. To review withholding segments, use the Withholding Segments ESP (GPES_TAX_BRKT_WHLD) component. To review ceiling brackets, use the Ceiling Bracket ESP (GPES_TAX_BRKT_CLNG) component. To review disability reductions, use the Disability Reduction ESP (GPES_TAX_BRKT_DSBL) component. To review fiscal territories and calculation data for the fiscal territory, use the Fiscal Territories ESP (GPES_TAX_LOCATN) component. To review the normalization schedule, use the Normalization Schedule ESP (GPES_TAX_CALENDAR) component. To set up garnishment elements, use the Garnishment Elements ESP (GPES_TAX_ELEMENTS) component. To review variable managers, use the View Variable Manager ESP (GPES_RATES) component.

This section provides an overview of system information and discusses how to:

- Review tax ceilings.
- Review personal tax reductions.
- Review family tax reductions.
- Review withholding segments.
- Review ceiling brackets.
- Review disability reduction brackets.
- Review fiscal territories.
- Review fiscal territory calculations.
- Review normalization schedules.
- Set up tax elements for garnishments.
- View variable managers.

Understanding System Information

Before the system calculates IRPF, ensure that the tax bracket and fiscal territories information is current. Also update the Normalization Schedule page to calculate withholding while running payroll. You can also run the IRPF percentage calculation separately by creating a specific calendar and calendar group for the IRPF percentage calculation.

Global Payroll for Spain provides the following information in accordance with government regulations:

- Fiscal Territories and data for tax calculations.
- Minimum annual contribution amounts.

- Total contribution per taxable base.
- Reduction amounts based on personal data (age and disability status), family data (number of dependents, disability status, and degree of dependency), and work situation (contract type and tax location).

Global Payroll for Spain enables you to calculate tax percentage independently or while running the payroll process. Use the Normalization Schedule page and the Fiscal Territories page to coordinate the tax calculation and payroll process.

Pages Used to Update System Information

Page Name	Object Name	Navigation	Usage
Tax Ceilings	GPES_TAX_VARIABLS1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Calculation Variables ESP, Tax Ceilings	Review the State Territory tax ceilings delivered by Global Payroll for Spain that define the minimum income required to pay tax.
Tax Personal Reductions	GPES_TAX_VARIABLS2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Calculation Variables ESP, Tax Personal Reductions	Review the State Territory personal reductions that are used in the tax calculation to reduce employees' tax amount.
Tax Family Reductions	GPES_TAX_VARIABLS3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Calculation Variables ESP, Tax Family Reductions	Review the State Territory family reductions that are used in the tax calculation for employees with dependents.
Withholding Segments	GP_BRACKET_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Withholding Segments ESP, Withholding Segments	Review tax rates that define the percentage of tax withheld from employees based on income. For the historical territories, the tax withheld also varies according to the number of dependent children.
Ceilings Brackets	GP_BRACKET_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Ceiling Bracket ESP, Ceilings Brackets	Review ceiling brackets that define the minimum income required to pay tax, depending on the number of dependents. These values are for the state territory only.
Disability Reduction	GP_BRACKET_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Disability Reduction ESP, Disability Reduction	Review disability reduction rates that define disabled employees' reductions on tax. These values are for the historical territories only.
Fiscal Territories	GPES_TAX_LOCATN1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Fiscal Territories ESP, Fiscal Territories	Set up a tax office location and link the tax location to a pay entity and a tax calendar.

Page Name	Object Name	Navigation	Usage
Calculation Data	GPES_TAX_LOCATN2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Fiscal Territories ESP, Calculation Data	Define data and check tax brackets used in tax calculations for the fiscal territory.
Normalization Schedule	GPES_TAX_CALENDAR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Normalization Schedule ESP, Normalization Schedule	Establish a schedule for the normalization process in a payroll calculation.
Garnishment Elements	GPES_TAX_ELEMENTS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Garnishment Elements ESP, Garnishment Elements	Set up the elements that store garnishment values that could be paid by employees. This data is considered during the tax calculation.
View Variable Manager	GPES_RATES	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, View Variable Manager ESP, View Variable Manager	Specify which elements will be displayed in a specific component. Global Payroll for Spain delivers data for the component GPES_TAX_VARIABLES, so the elements are shown on different pages in this component: GPES_TAX_VARIABLES1 (Tax Ceilings), GPES_TAX_VARIABLES2 (Tax Personal Reductions), GPES_TAX_VARIABLES3 (Tax Family Reduction).

Reviewing Tax Ceilings

Access the Tax Ceilings page.

Tax Ceilings
Tax Personal Reductions
Tax Family Reductions

Tax Ceilings
Find | View All
First 1 of 3 Last

*Effective Date: 01/01/2003
Status: Active

	Amount	Currency
Minimum Taxable Income	22,000.000	EUR
Minimum Ceiling Article 18th	8,200.000	EUR
Maximum Ceiling Article 18th	13,000.000	EUR
Maximum Income Reduction	3,500.000	EUR
Minimum Income Reduction	2,400.000	EUR

Tax Ceilings page

Ceilings

Review the tax ceilings that define the minimum income required to pay tax.

Reviewing Personal Tax Reductions

Access the Tax Personal Reductions page.

Tax Ceilings

Tax Personal Reductions

Tax Family Reductions

Tax Reductions

Find | View All

First 1 of 3 Last

Effective Date: 01/01/2003

Status: Active

+

-

Personal Reductions

	Amount	Currency
Employee Reduction	3400.000	EUR
Up 65 yrs Employee Reduction	800.000	EUR
33%-65% Disab Employee Reductn	2800.000	EUR
Up 65% Disab Employee Reductn	6200.000	EUR

Tax Personal Reductions page

Personal Reductions

Review the personal reductions that are used in the tax calculation to reduce employees' taxes.

Reviewing Family Tax Reductions

Access the Tax Family Reductions page.

Tax Ceilings
Tax Personal Reductions
Tax Family Reductions

Tax Reductions
Find | View All
First 1 of 3 Last

Effective Date: 01/01/2003
Status: Active

Family Reductions

	Amount	Currency
Under 3 yr Descendnt Reduction	1200.000	EUR
First Descendant Reduction	1400.000	EUR
Second Descendant Reduction	1500.000	EUR
Third Descendant Reduction	2200.000	EUR
Forth Descendant Reduction	2300.000	EUR
Numerous Family Reduction	600.000	EUR
Ascendant Reduction	800.000	EUR
Ascendant Assitance Reduction	1000.000	EUR
33-65% Disab Depndnt Reduction	2000.000	EUR
Up 65% Disab Depndnt Reduction	5000.000	EUR
Disab Depdnt Assitance Reductn	2000.000	EUR

Tax Family Reductions page

Family Reductions

Review the family reductions that are used in the tax calculation for employees with dependents.

Reviewing Withholding Segments

Access the Withholding Segments page.

Withholding Segments

Element Name: TAX BR TRAMOS ALA Withholding Bracket Alava

Bracket Data

Find First 1 of 2 Last

*Effective Date: 01/01/2002 31

Search Key columns are shown in blue while Return Column values are shown in black.

Withholding Bracket Alava

Customize | Find | View 100 | First 1-5 of 287 Last

Search Key Number of Descendants	Search Key Taxable Net Base	Return Column Withholding Bracket Alava		
0.000000	8340.00000	0.000000	+	-
0.000000	8800.00000	1.000000	+	-
0.000000	9310.00000	2.000000	+	-
0.000000	9890.00000	3.000000	+	-
0.000000	10540.0000	4.000000	+	-

Withholding Segments page

This page defines the tax rates for the Fiscal Territories. An employee's level of tax is determined by the employee's income.

Note. The fields on this page vary depending on the historical territory you select. For example, if you select the historical territory of *Alava*, fields pertaining to *Alava* will appear. The historical territories supported by Global Payroll for Spain include *Alava*, *Guipuzcoa*, *Navarra*, and *Vizcaya*.

Withholding Bracket Alava

If you select a historical territory, these fields appear:

Search Key Number of Descendants	The number of dependent children. An employee's children are considered as dependents if they are under the maximum age that is defined on the Fiscal Territory - Calculation Data page.
Search Key Taxable Net Base	Employee's annual income in Euros. The value in this field represents the top of the income range for the Withholding Bracket.
Withholding Bracket Alava	The percentage of tax withheld for employees whose income is in the range defined by the Taxable Net Base and who have the number of children defined in the Number of Descendants field.

Example

This table illustrates how Withholding Segments work:

Number of Descendants	Taxable Net Base	Withholding Bracket
0	8.340	0

Number of Descendants	Taxable Net Base	Withholding Bracket
0	8.800	1
0	9.310	2

Employees with no children would pay tax as follows:

- An employee who earns 8.340 EUR or less pays 0% tax.
- An employee earning 8.500 EUR pays 1% tax (for example).
- An employee earning 9.310 EUR pays 2% tax.

Reviewing Ceiling Brackets

Access the Ceiling Brackets page.

Ceilings Brackets

Element Name: TAX BR MN EXENTO Personal Situation Exemptions

Bracket Data

Find First 1 of 3 Last

*Effective Date: 01/01/2003

Search Key columns are shown in blue while Return Column values are shown in black.

Personal Situation Exemptions

Customize | Find | View All | First 1-5 of 8 Last

Search Key Family Situation	Search Key Number of Descendants	Return Column Personal Situation Exemptions	Currency		
1	1.000000	10750.0000	EUR	+	-
1	2.000000	12030.0000	EUR	+	-
2	0.000000	10600.0000	EUR	+	-
2	1.000000	11825.0000	EUR	+	-
2	2.000000	13135.0000	EUR	+	-

Ceiling Brackets page

This page defines the ceiling brackets for the state territory only. This page does not apply to the historical territories.

Personal Situation Exemptions

Search Key Family Situation

The family situation for the employee. Values are 1 - *General Situation*, 2 - *Less than 1 year relationship*, and 3 - *Special Relationship*.

Search Key Number of Descendants

The number of dependent children. An employee's children are considered as dependents if they are under the maximum age that is defined on the Fiscal Territory - Calculation Data page.

Return Column Personal Situation Exemptions

The amount for personal situation exemptions.

Reviewing Disability Reductions

Access the Disability Reduction page.

Disability Reduction

Element Name:

TAX BR MN EXENTO

Personal Situation Exemptions

Bracket Data

Find First 1 of 3 Last

*Effective Date:

01/01/2003

31

+

-

Search Key columns are shown in blue while Return Column values are shown in black.

Personal Situation Exemptions

Customize | Find | View All |

First 1-5 of 8 Last

Search Key Family Situation	Search Key Number of Descendants	Return Column Personal Situation Exemptions	Currency		
1	1.000000	10750.0000	EUR	+	-
1	2.000000	12030.0000	EUR	+	-
2	0.000000	10600.0000	EUR	+	-
2	1.000000	11825.0000	EUR	+	-
2	2.000000	13135.0000	EUR	+	-

Disability Reduction page

This page defines the reductions for disabled employees. This page does not apply to the state territory or the Navarra historical territory.

Note. The fields on this page are the same as those on the Ceiling Brackets page. For information about the fields on this page, see the documentation about the Ceiling Brackets page.

See [Chapter 11, “Calculating Taxes,” Reviewing Ceiling Brackets, page 121.](#)

Reviewing Fiscal Territories

Access the Fiscal Territories page.

Fiscal Territories
Calculation Data

Fiscal Territory: HE

Fiscal Territory Find | View All First 1 of 1 Last

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

***Description:** State Fiscal Territory
 Short Description: State

Normalization Schedule Customize | Find | View All | First 1-3 of 3 Last

Pay Entity	Description	Tax Calendar	Description		
GE001	System Test - Pay Entity 1	KE1	General Tax Calendar		
KE01	Pay Entity for company KE1	KE1	General Tax Calendar		
KE02	Pay Entity for company KE2	KE1	General Tax Calendar		

Fiscal Territories page

Effective Date Enter the effective date to track the history of the tax location.

Pay Entity Select the pay entities associated with the Fiscal Territory.

Tax Calendar Select the normalization schedule for the selected Pay Entity. This tells the system when to run the withholding percentage calculation for each Fiscal Territory during the payroll process. You can also run the calculation process separately whenever required.

Reviewing Fiscal Territory Calculations

Access the Calculation Data page.

Fiscal Territories		Calculation Data	
Fiscal Territory:	HE	State Fiscal Territory	
Calculation Data Find View All First 1 of 1 Last			
Effective Date:	01/01/2002	Status:	Active
*Currency Code:	EUR	Mileage Rate:	0.17
Maintenance Domestic:	26.66	Maintenance International:	53.34
Night Domestic:	49.04	Night International:	93.18
Maximum Dependent Age:	25		
Withholding Bracket:	TAX BR TBL IRPF Withholding Bracket State		
Ceiling Bracket:	TAX BR MN EXENTO Personal Situation Exemptions		

Calculation Data page

This page defines which brackets are used to calculate tax withholding percentages and various rates set by the Fiscal Territory. Global Payroll for Spain delivers the data for each Fiscal Territory. You can update the values as the tax regulations change.

Mileage Rate	The exempted amount per mile reimbursement for mileage.
Maintenance Domestic	The exempted daily amount reimbursement for domestic traveling maintenance.
Maintenance International	The exempted daily amount reimbursement for international traveling maintenance.
Night Domestic	The exempted daily amount reimbursement for domestic overnight stays.
Night International	The exempted daily amount reimbursement for international overnight stays.
Maximum Dependent Age	The maximum age of fiscal dependents.
Withholding Bracket	The bracket used to calculate employees' withholding tax percentage.
Ceiling Bracket	The ceiling bracket that defines the minimum income required to pay tax, depending on the number of dependents. This field is displayed for the state territory only. Global Payroll for Spain delivers the bracket TAX BR MN EXENTO with these values.

Note. The Ceiling Bracket field appears only if you selected the *State Fiscal Territory (HE)*.

Disability Bracket	The bracket used to calculate the reduction in tax that applies for a disabled employee. This field is not displayed for the state fiscal territory.
---------------------------	--

Note. The Disability Bracket field does not appear if you selected the *State Fiscal Territory (HE)*. It appears for all other fiscal territories.

Reviewing Normalization Schedules

Access the Normalization Schedule page.

Normalization Schedule

Tax Calendar: 04

Step Increase Table

Find | View

*Effective Date: 09/30/2004 

Status: Active

*Description:

Short Description:

Normalization Schedule

Customize | Find | View All | 

First 1-12 of 12 Last

	Month	Tax Calculation Run
1	January	☐
2	February	☐
3	March	☐
4	April	☐
5	May	☐
6	June	☐
7	July	☐
8	August	☐
9	September	☐
10	October	☐
11	November	☐
12	December	☐

Normalization Schedule page

Normalization Schedule

Tax Calculation Run

Select the month that you want the tax percentage to be calculated during the payroll calculation.

Setting Up Tax Elements for Garnishments

Access the Garnishment Elements page.

Garnishment Elements					
Garnishment Elements					
Customize Find View All First 1-4 of 4 Last					
	Element Utility	Element Name	Description		
1	Child Support	RETJ ALIM	Children support garnishment	+	-
2	Spouse Support	RETJ CNYG	Spouse support garnishment	+	-
3	Child Support	RETJ ALIM ND	Not Deduced Child Garnishment	+	-
4	Spouse Support	RETJ CNYG ND	Not Deduced Spouse Garnishment	+	-

Garnishment Elements page

Element Utility Define the type of garnishment element. Values are *Child Support* or *Spouse Support*.

Element Name Select the element that stores the garnishment value for an employee.

Viewing Variable Managers

Access the View Variable Manager page.

View Variable Manager

Component Name: GPES_TAX_VARIABLES

*Description: Tax Calculation Variables

Elements

Customize | Find | View All | First 1-8 of 20 Last

	Entry Type	Element Name	Description		
1	Variable	TAX VR ING MN DECL	Minimum Taxable Income	+	-
2	Variable	TAX VR TP MN ART18	Minimum Ceiling Article 18th	+	-
3	Variable	TAX VR TP MX ART18	Maximum Ceiling Article 18th	+	-
4	Variable	TAX VR RD XING MX	Maximum Income Reduction	+	-
5	Variable	TAX VR RD XING MN	Minimum Income Reduction	+	-
6	Variable	TAX VR RD XEE	Employee Reduction	+	-
7	Variable	TAX VR RD XEE65	Up 65 yrs Employee Reduction	+	-
8	Variable	TAX VR RD XEED33	33%-65% Disab Employee Reductn	+	-

View Variable Manager page

Entry Type Identify the type of element being used.

Element Name Select the element that will be shown in the component name.

Entering Payee Tax Data

This section provides an overview of payee tax data entry and discusses how to enter payee tax data details.

Understanding Payee Tax Data Entry

When employees are hired, they must indicate their personal status, such as whether they have fiscal dependents, spouses to support, or neither. This information is required by the government in order to calculate an employee's taxes.

Page Used to Define Payee Tax Data

Page Name	Object Name	Navigation	Usage
Maintain Tax Data	GPES_PAYEE_DATA	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data ESP, Maintain Tax Data	Enter information about employees and their dependents as it relates to payroll calculation.

Entering Payee Tax Data Details

Access the Maintain Tax Data page.

Maintain Tax Data

Maria Gonzalez Izquierdo **Person ID:** KE0002

Payee Data Find | View All First 1 of 1 Last

Effective Date: 09/30/2004

☐ **Disabled**

Fiscal Territory: State Fiscal Territory

***Relationship Type:** 1.- General relationship

***Family Situation:** 3.- Other situations

***Address Type:** HOME

☐ **Ceuta/Melilla**

☐ **Geographical Mobility**

☐ **Worklife Extension**

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

*Dependent ID	Name	Relation	Birthdate	Adoption Date	Disabled	Handicap Percent	Reduced Mobility	Dependency Percentage	Need Assistance
					☐		☐	50	☐

Maintain Tax Data page

Payee Data

In the Payee Data group box, define the details for an employee as they relate to tax calculation.

Effective Date

You must enter a new effective date every time any information related to tax calculation changes, including data that appears as display-only.

Disabled

Selected if you indicate the employee is disabled on the Disability page in Human Resources.

Handicap Percent	If the employee is disabled, the handicap percent appears. This information comes from the Disability page in Human Resources. See <i>PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce</i>, “Entering Additional Data in Human Resources Records,” Tracking Disabilities.
Help to Go to Work	Selected if you indicate that the employee needs help to go to work on the Disability page in Human Resources.
Fiscal Territory	Select the Fiscal Territory to which the employee pays tax. The Fiscal Territory you select affects the fields that are displayed on the page. Values are <i>Alava Fiscal Territory</i> , <i>Guipuzcoa Fiscal Territory</i> , <i>Navarra Fiscal Territory</i> , <i>State Fiscal Territory</i> , and <i>Vizcaya Fiscal Territory</i> .
Relationship Type	Define the contract type as agreed between the employee and the company: 1. - <i>General Relationship</i>: For all other situations. 2. - <i>Less 1 year relationship</i>: For contracts with a duration of less than 1 year. 3. - <i>Special Relationship</i>: For special contracts, such as those for non-employees (for example, for consultants).
Family Situation	This field is displayed if you select the <i>State Fiscal Territory</i> in the Fiscal Territory field. Select the family situation of the employee, as defined by the government: 1. - <i>With fiscal dependent</i>: If the employee has dependents to support. Some dependents are recognized by Hacienda as fiscal dependents. Qualifying someone as a fiscal dependent has an impact on an employee’s tax calculation. 2. - <i>With spouse to support</i>: If the employee has a spouse to support. 3. - <i>Other situations</i>: If the employee does not have fiscal dependents or a spouse to support.
Address Type	Select the address type to be used in tax reporting. Values are <i>HOME</i> and <i>MAIL</i> .
Ceuta/Melilla	Select if the employee lives in the cities of Ceuta or Melilla. Employees who reside in these two Spanish cities, which are located in Africa, get special tax treatment.
Geographical Mobility	Select if IRPF taxes will be reduced for the employee if the employee has geographical mobility limitations.
Worklife Extension	Select if IRPF taxes will be reduced for the employee if the employee qualifies for worklife extension status.
NIF Spouse	This field is displayed if you select the <i>State Fiscal Territory</i> in the Fiscal Territory field and 2 – <i>With spouse to support</i> for the Family Situation. Enter the spouse fiscal identification number.

Dependent Data

In the Dependent Data group box, define the details for an employee’s dependents as they relate to tax calculation.

Dependent ID	Select the dependent/beneficiary ID for the employee.
---------------------	---

Name	The name of the dependent.
Relation	The relation of the dependent to the employee.
Birthdate	The birth date of the dependent.
Adoption Date	Enter the date that a dependent is adopted.
Disabled	This field is displayed if you select the <i>State Fiscal Territory</i> in the Fiscal Territory field only. It displays disability information entered for the dependent on the Dependent Data page in Human Resources. This information is used in calculating an employee's taxes.
Handicap Percent	This field is displayed if you select the <i>State Fiscal Territory</i> only. Define the percentage of the handicap for the dependent. This information is used in calculating an employee's taxes.
Reduced Mobility	Indicates reduced mobility for the dependent.
Dependency Percentage	This field is displayed if you select the <i>State Fiscal Territory</i> only. Enter a percentage that indicates the level of dependency. For example, 100% means that the person is completely dependent on the employee.
Need Assistance	Indicates whether the dependent needs assistance or not.

Overriding Employee Withholding Percentage

This section provides an overview of employee withholding percentage overrides and discusses how to update tax percentages.

Understanding Employee Withholding Percentage Overrides

The system automatically calculates employees' withholding percentage. However, employees can choose to increase their percentage using the Override Tax Percentage page.

Note. If the override is lower than the calculated percentage, the system uses the higher amount. You cannot use the Override Tax Percentage page to reduce the tax percentage.

Page Used to Override the Withholding Percentage

Page Name	Object Name	Navigation	Usage
Override Tax Percentage	GPES_TAX_RSLT_OVRD	Global Payroll & Absence Mgmt, Payee Data, Taxes, Override Tax Percentage ESP, Override Tax Percentage	Change an employee's tax withholding percentage.

Updating Tax Percentages

Access the Override Tax Percentage page.

Override Tax Percentage

Maria Gonzalez IzquierdoEMPID: KE0002Empl Rc

Tax Percentage Override

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

	Effective Date	Status	Withholding percentage		
1	09/30/2004 31	Active		+	-

Override Tax Percentage page

Withholding percentage Enter the new withholding percentage.

Viewing Results of Tax Calculations

This section provides an overview of tax calculation results and discusses how to view IRPF calculation results.

Understanding Tax Calculation Results

Once the system has calculated the taxable income base, the annual tax contribution and the withholding percentage, view the results by pay group on the IRPF Calculation Results page.

Page Used to View IRPF Results

Page Name	Object Name	Navigation	Usage
IRPF Calculation Results	GPES_TAX_RSLT	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, IRPF Calculation Results ESP, IRPF Calculation Results	View the tax withholding percentage, the taxable income base, and the annual tax contribution for employees in the selected calendar group.

Viewing IRPF Calculation Results

Access the IRPF Calculation Results page.

IRPF Calculation Results					
Calendar Group ID:		GE8S1_0104	REGRESSION ENE 04		
Calendar ID:		GE8S1M0104	Pay Group:	GE8S1	Segment Number: 1
Payee IRPF Calculation Results					
		Customize Find View All 			
		First 		1-9 of 14 	
	EmplID	Name	Withholding percentage	Taxable Base	Tax Contribution
1	GE8S1_0001	Antonio Diaz Ruiz	38.00	242,085.60	91,992.53
2	GE8S1_0002	Jose Maria Perez Arias	13.00	42,908.64	5,578.12
3	GE8S1_0003	Antonia Martinez Anton	11.00	39,139.87	4,305.39
4	GE8S1_0004	Alicia Paloma Fernandez Civera		9,845.40	
5	GE8S1_0005	Alberto Lopez de La Cruz	7.00	30,405.60	2,128.39
6	GE8S1_0006	Ana Alonso Diaz	3.00	30,405.60	912.17
7	GE8S1_0007	German Luis Parra Dato	13.00	30,405.60	3,952.73
8	GE8S1_0008	Josefa Gloria Lopez Garcia	7.00	30,771.93	2,154.04
9	GE8S1_0009	Isabel Diaz Cruz	13.00	42,899.31	5,576.91

IRPF Calculation Results page

Payee IRPF Calculation Results

View the details of the IRPF calculation results, including employee ID, employee name, withholding percentage, taxable base, and tax contribution.

Reporting Results

To define reporting results for Process 111, Process 110, and Process 190, use the Processes ESP (GPES_TAX_SETUP) component.

This section provides an overview of tax reports, lists the common elements used in this section, and discusses how to:

- Run the Model 111/110 report.
- Run the Model 190 report.

Understanding Tax Reports

With Global Payroll for Spain, you can create these tax reports:

- Model 111 report (*Modelo de declaración de retenciones e ingresos a cuenta de grandes empresas*) used for large companies to declare employee deductions. This report is run every month.
- Model 110 report (*Modelo de declaración de retenciones e ingresos a cuenta*) used for companies to declare employee deductions. The report is required from companies with an annual turnover of less than 6 million EUR. This report is run every quarter.
- Model 190 report, an annual summary of deductions.

Note. The Model 110 report is for reporting to the Hacienda Estatal only. The report is not suitable for reporting to the other Fiscal Territories.

Common Elements Used in This Section

Fiscal Territory	Select the fiscal territory to which the report will be submitted.
Company	Select the company for which the report will be submitted.
Calendar Year	Select the reporting year.
Person ID	Select the ID for the person who sends the report.
File Name	Enter the flat file name and location.
Contact Name	Select the contact's name.
Contact Phone	Displays the contact's phone number.

Pages Used to Report Results

Page Name	Object Name	Navigation	Usage
Process 111 Setup	GPES_TAX111_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Processes ESP, Process 111 Setup	List the accumulators used to generate the Model 111 report. The 111 Model is a flat file containing monthly withholding data.
Process 110 Setup	GPES_TAX110_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Processes ESP, Process 110 Setup	List the accumulators used to generate the Model 110 report.
Process 190 Setup	GPES_TAX190_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Processes ESP, Process 190 Setup	List the accumulators used to generate the Model 190 report.
Create 111/110 Model File	GPES_RC_TAX_111	Global Payroll & Absence Mgmt, Taxes, Create 111/110 Model File ESP, Create 111/110 Model File	Select the parameters with which the system generates the Model 111 or Model 110 report. Use the Tax Process page to establish the reported elements.
Create 190 Model File	GPES_RC_TAX_190	Global Payroll & Absence Mgmt, Year-End Processing, Create 190 Model File ESP, Create 190 Model File	Select the run control parameters used to generate the 190 Model report.

Running the Model 111/110 Report

Access the Create 111/110 Model File page.

Create 111/110 Model File page

Note. Only fields that are unique to the Model 111/110 report are discussed here. Fields common to all tax reports are defined elsewhere in this chapter.

See [Chapter 11, “Calculating Taxes,” Common Elements Used in This Section, page 132.](#)

Model	Select the report you want to run: <i>Model 110</i> or <i>Model 111</i> . The model you select here determines whether the system displays a Quarter or Month field.
Month	This field is displayed if you select <i>Model 111</i> . Select the year and reporting month.
Quarter	This field is displayed if you select <i>Model 110</i> . Select the year and the quarter for the report.

Running the Model 190 Report

Access the Create 190 Model File page.

Create 190 Model File

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

Run

Report Request Parameters

*Fiscal Territory:

HE

State Fiscal Territory

*Calendar Year:

2004

Device CD:

FloppyDisk

File Name:

Sender Data

*Company:

ACC

State of Accord

Person ID:

0016

Name:

Raquel Andres

Phone:

Companies to process

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

Reporting Type

Contact Data

*Company	Description	Type of Statement		
AG	Department of Agriculture	Ordinary	+	-

Create 190 Model File page

Note. Only fields that are unique to the Model 190 report are discussed here. Fields common to all tax reports are defined elsewhere in this chapter.

See [Chapter 11, “Calculating Taxes,” Common Elements Used in This Section, page 132.](#)

Report Request Parameters

Device CD Select the device CD.

Reporting Type

Type of Statement The type of declaration: *Complement*, *Ordinary*, or *Substitute*.

Running the Tax Deductions Report

This section provides an overview of the tax deductions report and discusses how to:

- Run the Tax Deductions report.
- Select payees.

Understanding the Tax Deductions Report

Global Payroll for Spain provides an additional tax report, the Tax Deductions Report.

As an employer, you are obliged to issue the Annual Deductions certificate for every employee before the beginning of the income tax return period.

The report must include fiscal data on the employer and the employee, as well as all of the deductions for an employee, including annual social security deductions and annual tax deductions. Use this document to submit employee income tax returns.

The information in the Tax Deductions Report has the same data as the 190 Model, but for individual employees.

Use the tax process component to determine which accumulators will appear on this report.

See Also

Chapter 11, “Calculating Taxes,” Reporting Results, page 131

Pages Used to Run the Tax Deductions Report

Page Name	Object Name	Navigation	Usage
Tax Deductions Report	GPES_RC_TAX_10T	Global Payroll & Absence Mgmt, Year-End Processing, Tax Deductions Report ESP, Tax Deductions Report	Generate the Tax Deductions report (GPESTAX1). Word template able to mail merge with a flat file containing annual tax deduction information for each employee. (Winword).
Payee List	GPES_TAX010_SEC	Click the Payee List link on the Tax Deductions Report page. The Payee List link is only available if the <i>Listed Payees</i> option is selected on the Tax Deductions Report page.	Select the employees to include in the Tax Deduction report.

Running the Tax Deductions Report

Access the Tax Deductions Report page.

Tax Deductions Report

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

Report Request Parameters

*Company: AM Intl Dev and Coop Admin

*Fiscal Territory: HE State Fiscal Territory

*Calendar Year: 2004

Signature City:

Signature Date: 09/30/2004

Responsible ID: 0008

Payee Selection Option

☐ All Payees
☒ Listed Payees
[Payee List](#)

Tax Deductions Report page

Company	Select the company for which this report will be run.
Fiscal Territory	Select the fiscal territory to which the Company submits tax reporting information.
Calendar Year	Select the calendar year to report.
Signature City	Enter the city where the report was signed.
Signature Date	Enter the date that the report was signed.
Responsible ID	Enter the ID of the person who is responsible for signing the report.
Payee Selection Option	Select <i>All Payees</i> to include all the employees in the Company in the report. Otherwise, select <i>Listed Payees</i> and click the Payee List link to select the employees for the report.

Selecting Payees

Access the Payee List page.

Payee List

Payee List

Customize | Find |

First 1 of 1 Last

	EmplID	Name		
1	GEAC1_000;	Gema López Luengo		

Payee List page

EmplID (employee ID)	Select the employee that you want to run the Tax Deduction report for.
-----------------------------	--

Viewing Delivered Tax Elements

This section discusses:

- Delivered tax deductions.
- Delivered tax process lists.

Delivered Tax Deductions

This table lists the delivered tax deductions in Global Payroll for Spain:

Deduction	Description
IRPF	Salary taxes. This deduction is defined as $\text{Base} \times \text{Percent}$, where: Base is TAX AC DIN S Percent is TAX VR PCT IRPF
IRPF SPC	Salary in kind IRPF. This deduction is defined as $\text{Base} \times \text{Percent}$, where: Base is TAX AC SPC S Percent is TAX VR PCT IRPF
IRPF AFW	Tax to be forwarded. This deduction is calculated during a retroactivity process and is used to forward values to the current period.
IRPF EXT AFW	Exempt income to be forwarded.
IRPF SPC AFW	Salary in kind IRPF to be forwarded. This deduction is calculated during a retroactivity process and is used to forward values to the current period.
IRPF SPC EXA	Exempt in-kind to be forwarded.
IRPF SPC EXF	Exempt in-kind from previous years.
IRPF RTR	IRPF deduction for retro of periods in the current year.
IRPF SPC RTR	Salary in kind IRPF for retro of periods in the current year.
IRPF FWD	IRPF deduction for retro of periods in the previous year.

Deduction	Description
IRPF EXT FWD	Exempt income from previous years.
IRPF SPC FWD	Salary in kind IRPF for retro of periods in the previous year.
IRPF SPRC	IRPF in-kind employee.
IRPF SPCR AF	IRPF in-kind employee to be forwarded.
IRPF SPCR FW	IRPF in-kind employee from previous years.
IRPF SPCR RT	IRPF in-kind employee from current year.

Delivered Tax Process List

Global Payroll for Spain delivers the TAX PR CALC IRPF process list specifically for running the tax percentage calculation separately from the payroll process. The process list has a run type of IRPF_CALC.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. 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 12

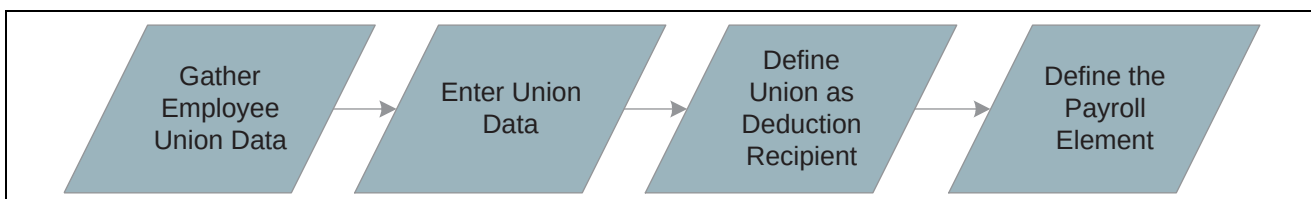
Paying Union Fees

This chapter discusses how to:

- Set up union fees.
- View delivered union fee deductions.

Setting Up Union Fees

Global Payroll for Spain enables you to pay your employees' union fees as part of the regular payroll processing cycle. Setting up your system to automatically pay union fees during the regular payroll processing cycle requires four steps:



Setup steps for paying employee union fees during payroll processing

To set up union fees:

1. Gather the employee's union data.

If employees want their union fees to be paid by the payroll process, the employee must provide the information necessary to set up the automatic payments. The employee must provide:

- Union code.
- Union date (the date on which the employee was first affiliated with the union).
- The employee's function in the union (if applicable)
- Union fee.
- Fee start and end dates (the initial date on which the fees should be paid through payroll and, if applicable, the date on which the payment of fees should stop). Unless an end date is specified, the system will continue to pay the union fees until an end date is provided.
- Exemptions or free working hours to partake in union activities (if applicable).

2. Enter union data.

Once you have the information about an employee's union affiliation, enter that information on the Job Labor page in the Job Data component, which you can find at Workforce Administration, Job Information, Job Data, Job Labor.

Note. The Fee Start Dt (fee start date) and Fee End Dt (fee end date) fields can be left blank. If Fee Start Dt is blank, then 01/01/1900 will be the default value. If Fee End Dt is blank, then 01/01/3000 will be the default value.

3. Define the union as the recipient of the deduction.

After associating an employee with a union, you must set up union fee deduction information. Define the union as a recipient of the deduction on the Recipient page, which can be found at Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Recipient. The Recipient page provides detailed information about the third-party recipient for a deduction. The Recipient page enables you to indicate who gets a deduction. This provides a direct relationship between the union and bank account into which the union fee deduction is deposited.

4. Define the payroll element.

The final step is to define the payroll element to use as the deduction (union fee) for the employee. Use the Assign Deduction Recipients page found at Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Add Deduction Recipients, Assign Deduction Recipients to do this. This associates an employee with an element name (the payroll element for the union fee) and a recipient (the union and, therefore, the appropriate bank account).

Union Fees Rules and Processing Flow

Once you have completed the preceding setup steps, the designated union fee to be paid by the employee is deducted during payroll processing and transferred to the identified union bank account. Section GEN SE DEDUCCIONES contains the necessary elements to perform the union fee deduction and occurs only during the regular payroll process (not during extra period processing).

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up Jobs”

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

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

Viewing Delivered Union Fee Deductions

Global Payroll for Spain delivers the deduction CUOTA SNDCL for union fees. This deduction takes the value of SIN VR IMPORTE DED (this variable gets its value from the array GEN AR PUESTO TRBJ) and contributes to accumulator GEN AC DEDUCCION S.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. 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 13

Working with Absence Rules

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

- Set up absences.
- Define user-defined (TAKE CONFIG) fields.
- View delivered absence elements.

Understanding Absence Rules

Global Payroll for Spain delivers rules for processing absences due to vacation, illness, maternity, work accidents, and other reasons. These rules are designed according to Spanish statutory requirements. You can modify many of these rules to reflect absence policies that are specific to your organization or to labor agreements that may be in force for your employees.

This section supplements the absence documentation provided in the *PeopleSoft Enterprise 8.9 Global Payroll PeopleBook*, which we recommend that you read before reading this chapter on Spanish-specific absence processing.

See Also

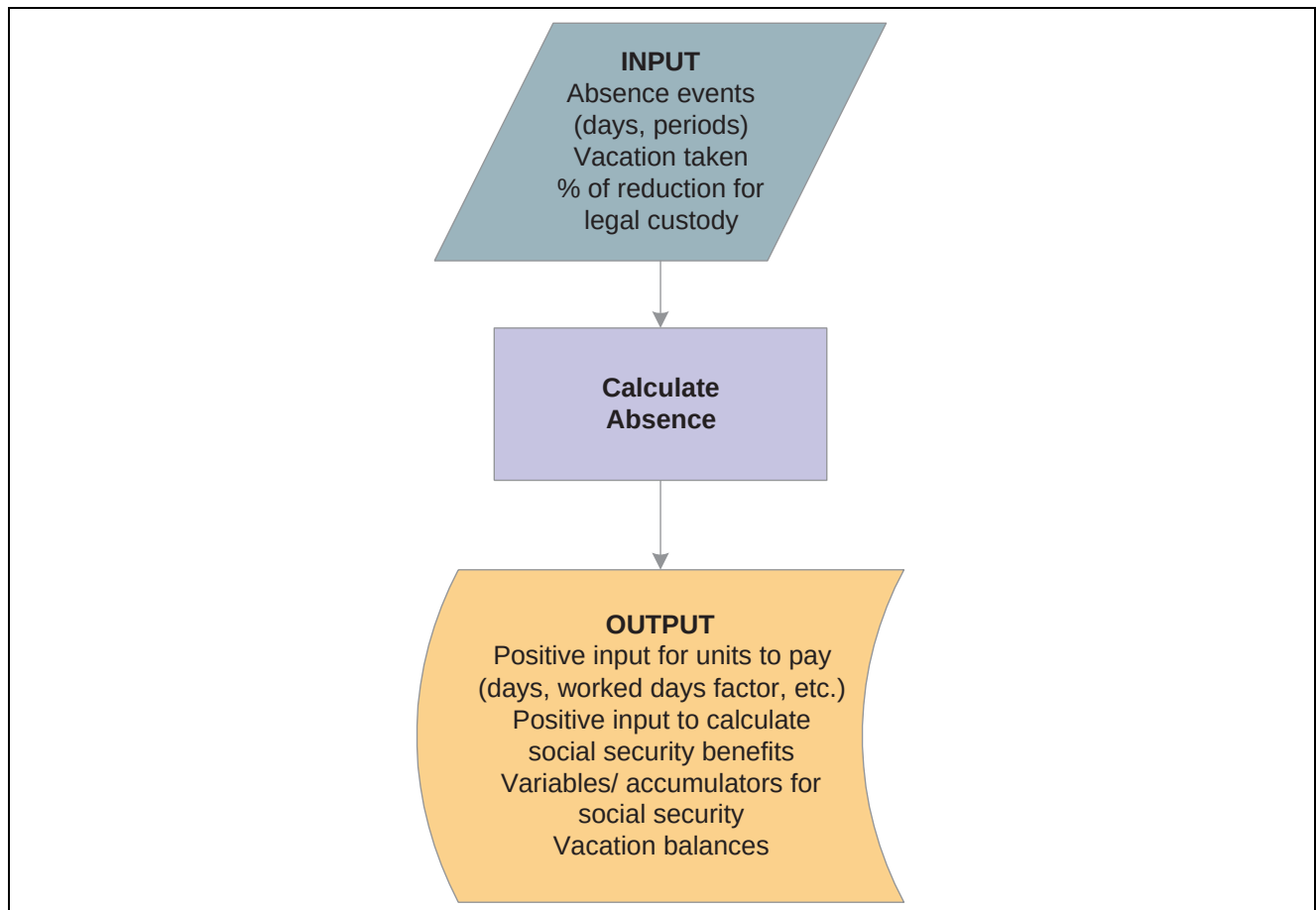
PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Understanding Absence Management”

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

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

Absences in the Pay Process Flow

This diagram illustrates how the absence functionality fits into the overall pay process flow of Global Payroll for Spain:



Absence process flow

Setting Up Absences

Before you can enter and process absences for Spain, you must complete various setup tasks.

To prepare for absence processing:

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

A list of the absence take and absence entitlement elements delivered with Global Payroll for Spain appears in this section. Sample values are delivered for many of these elements. You may want to replace some of these values with data that is specific to your organization.

4. Assign absence elements to payees and process lists.

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

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

Note. All of these steps are discussed in the Global Payroll core documentation.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Using Schedules”

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

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

Defining User-Defined (TAKE CONFIG) Fields

This section discusses:

- User-defined fields.
- TAKE CONFIG1.
- TAKE CONFIG2.
- TAKE CONFIG3.
- TAKE CONFIG4.

User-Defined Fields

The Calculation page that you use to define absence take elements includes four user-defined fields, which populate the system elements TAKE CONFIG1 through TAKE CONFIG4. The TAKE CONFIG fields provide additional instructions to the system during the absence process.

If you are defining your own absence take element, follow the same usage conventions for the user-defined fields to ensure that the system will function properly.

Note. The system elements TAKE CONFIG1 through TAKE CONFIG4 are used with many of the delivered formulas in Global Payroll for Spain.

TAKE CONFIG1

TAKE CONFIG1 identifies the effect on extra period payments. This table details the extra period effect according to the delivered values:

Delivered Value	Payroll Effect
00	Doesn't affect extra period payments
01	Reduces extra period payments

See Also

Chapter 14, “Calculating Extra Periods,” page 151

TAKE CONFIG2

TAKE CONFIG2 identifies the effect on vacation accrual. TAKE CONFIG2 instructs the system to add this absence take to the accumulator to accrue vacation. This table details the vacation accrual effect according to the delivered values:

Delivered Value	Vacation Accrual Effect
00	Accumulating
01	Not Accumulating

TAKE CONFIG3

TAKE CONFIG3 identifies the type of social security contribution. This table details the types of social security contributions according to the delivered values:

Delivered Value	Social Security Contribution Type
00	Normal
01	Not contributing
02	By days earnings
03	By minimum base

See Also

Chapter 10, “Calculating Social Security Benefits,” page 99

TAKE CONFIG4

TAKE CONFIG4 identifies the effect on seniority accrual. TAKE CONFIG4 instructs the system to add this absence take to the accumulator to accrue seniority. This table details the seniority accrual effect according to the delivered values:

Delivered Value	Seniority Accrual Effect
00	Accumulating
01	Not Accumulating

Viewing Delivered Absence Elements

This section discusses:

- Delivered absence entitlements.
- Delivered absence types.
- Delivered absence takes.
- Delivered absence process list.

Absence Entitlements

This table lists the delivered absence entitlements in Global Payroll for Spain.

Absence Entitlement	Description
VACACIONS	Vacations: The annual entitlement is defined in the Contract Data Table. The default vacation entitlement is populated from the Labor Agreement level. You can use the default or override it on the Contract Data page. A portion is assigned by corresponding days according to pay periods (1/365 of the total entitled days for payees with a daily pay frequency, 1/360 of the total entitled days for payees with a monthly pay frequency). This portion is 1/366 in a leap year. The vacation entitlement data is retrieved using the GEN AR PUESTO TRBJ array. The accumulator AUS AC VAC ANOANT stores vacation not taken at the end of the year and is generated during December's payroll process. Depending on your company's vacation policy, you should add the value of this accumulator to the affected elements for the new year.
PERM PAGADS	Additional paid time off (PTO): The additional PTO entitlement is for the entire year (or the proportional part of the year for new hires) given at the beginning of the year. Entitled days are stored in the Labor Agreement Table, and the system retrieves the additional PTO data using the GEN AR CONVENIO array. PTO that is not taken by the end of the year is lost.

See Also

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

Absence Types

The absence type is used to categorize the absence take and define the effect on payroll. This table lists the delivered absence types in Global Payroll for Spain:

Absence Type	Description
ABS	Unpaid absence
ACC	Industrial accident
DIS	Temporary disability
LEG	Legal custody
MAT	Maternity

Absence Type	Description
OTH	Other
RSK	Pregnancy risk
VAC	Vacation

Absence Takes

This table lists the delivered absence takes in Global Payroll for Spain, and the absence type associated with each absence take:

Absence Take	Absence Type	Description
AT/EP	ACC	Work related injuries
AUSENCIA EDUCACION	ABS	Leave of absence for education
CIERRE PATRONAL	ABS	Legal lockout
CRGO PBLICO OBLIG	OTH	Holding public office (obligatory)
CRGO PBLICO RPRSTV	OTH	Holding public office
CURSOS PRENATALES	OTH	Leave for attendance at prenatal classes
EXAMENES	OTH	Leave for going to exams
EXCEDENCIA FORZOSA	ABS	Forced extended leave of absence
EXCEDENCIA VOLUNTR	ABS	Voluntary extended leave of absence
FORMACION	OTH	Leave for training
FZA MAYOR TEMPORAL	ABS	Temporary circumstances (<i>temporal force majeure</i>)
GUARDA LEGAL	LEG	Legal custody (reduction in the timetable)

Absence Take	Absence Type	Description
HUELGA POR DIAS	ABS	Strike (by day)
HUELGA POR HORAS	ABS	Strike (by hours)
IT	DIS	Temporary disability
JORNADA REDUCIDA	LEG	Reduction of timetable for a particular interest
LACTANCIA	OTH	Leave for lactation
LIBERACION SINDCAL	OTH	Leave for doing union activities
MATERNIDAD	MAT	Maternity
MATRIMONIO	OTH	Leave for marriage
MATERNIDAD PARCIAL	MAT	Partial maternity
NACIMIENTO HIJO	OTH	Birth of own son
PARIENTES	OTH	Death, accident, or serious illness of relative (blood or affinity relation to the second degree)
PERM NO PAGADO HRS	ABS	Unpaid time off (by hours)
PERMISO DEBER	OTH	Leave for public and personal duty
PERMISO NO PAGADO	ABS	Leave for own matters (unpaid)
PERMISOS PAGADOS	OTH	Paid time off (PTO)
PRIVACION LIBERTAD	ABS	Deprivation of freedom (while there is no condemnatory sentence)
RAZON TECNC/ECONMC	ABS	Economic or technical reason
RIESGO EMBARAZO	RSK	Risk during pregnancy

Absence Take	Absence Type	Description
SUSPENSION	ABS	Suspension without pay and work
TRASLADO	OTH	Relocation (with or without residence change)
VACACIONES	VAC	Vacations

Note. For *Guarda Legal* and *Jornada Reducida* absence takes, the percentage of reduction must be specified in the EVENT CONFIG1 field as a decimal (percentage of reduction in decimals). For example, 50% = 0.5 and 40% = 0.4.

For the *Maternidad Parcial* absence take, the non working number of hours must be specified in the Partial Hours field, and you must ensure that you check it for All Days following the Details link.

You also need to create two triggers manually - one trigger for the partial maternity absence begin date and another trigger for the Partial Maternity absence end date. Use the Review Triggers page found in Global Payroll & Absence Mgmt, Absences and Payroll Processing, Prepare Payroll, Review Triggers to create these triggers.

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

Note. Absence take rules use earnings and deduction elements, elements that retrieve units for positive input, and elements that retrieve percent for positive input. The user-defined field system elements TAKE CONFIG1 through TAKE CONFIG4 are used in each of the absence take rule definitions.

See Also

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

[Chapter 13, “Working with Absence Rules,” Defining User-Defined \(TAKE CONFIG\) Fields, page 143](#)

Absence Process Lists

This table lists the delivered process list used in absence processing:

Process List	Description
ABSENTISMO PR	Contains the three delivered sections (AUS SE INICIO, AUS SE HORAS, AUS SE DIAS NO SS , AUS SE DIAS SS, AUS SE PROCESO and AUS SE GEN PI). This process list combines the entitlement and take processes.

Use ABSENTISMO PR as is, modify the list to meet your needs, or create your own process lists for absence processing.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. 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 14

Calculating Extra Periods

This chapter provides an overview of extra periods and discusses how to:

- Calculate extra periods.
- View delivered extra period elements.

Understanding Extra Periods

In Global Payroll for Spain, you define the details for the extra period payments as stated by the labor agreement on the Extra Period Definition page and the Extra Period Eligible Earnings page of the Labor Agreement component. These pages are discussed in another chapter in this PeopleBook.

See [Chapter 5, “Working with Labor Agreements,” Defining Extra Period Data, page 45](#) and [Chapter 5, “Working with Labor Agreements,” Defining Extra Period Earnings, page 48](#).

This chapter provides additional information about calculating extra periods.

In addition to the 12 pay periods in a year, employees are eligible for two or more extra period payments, as defined by their labor agreements. Typically, most employees get extra period payments in June and December. Two extra period payments are the statutory minimum; however, a labor agreement may set a higher number. The amount of the extra period payment is also defined in the labor agreement.

Extra period payments can be prorated or paid as a single payment. For example, the labor agreement can specify that the first extra period payment is to be paid every month and prorated as 1/12 of the total amount of the extra period payment. The labor agreement can also state that the second extra period payment is to be paid as a single payment in December.

Calculating Extra Periods

The base for calculating extra periods is defined in the labor agreement. For each extra period, you define the following:

- Payment period and contribution timeframe.

The payment period is the month when the extra period payment is paid to the employees. The contribution timeframe is the period over which an amount is withheld. The contribution timeframe is defined with the Period From and Duration fields on the Extra Period Definition page. Prorated extra periods are automatically paid monthly throughout the year.

- Earnings that are included in the extra period calculation, and the percentage of each earning.

Not all earnings contribute towards the extra period — only those on the Extra Period Eligible Earning page are included in the selected extra period. You can define extra period payments that are based on different earnings. For example, you might have two extra periods, one based on the employees' base salary and a second period based on the base salary plus the transportation earning.

- Whether the payment is prorated or paid as a single payment.

Prorated extra periods are always based on the compensation for the processing period. Extra period payments that are not prorated are calculated in one of two ways:

- Based on the employee's compensation during the payment period.

For example, if you define the extra period as January to June and the payment period is June, the system uses the employee's monthly compensation for June to calculate the extra period amount.

- Based on the employee's compensation for each month of the contribution timeframe.

For example, if you define the extra period as January to June, the system uses the employee's monthly compensation for the months January to June, to calculate the extra period amount.

- For employees whose salary is adjusted to gross or net, you need to define an overall extra period percentage.

This percentage is needed to get the target monthly salary from an annual amount. The annual amount is paid over twelve months plus the extra periods. You need to know if one extra period is equal to a regular payroll or just as part of it. If a labor agreement defines two extra periods, one defined at 100 percent and another defined at 50 percent, the factor used to find the monthly salary is $1/12 + 1.0 + 0.5$.

See [Chapter 16, "Understanding Gross and Net Guarantee," page 169](#).

Absence Processing

When the extra period is calculated, the system checks employees' absence history and reduces the extra period payment for certain types of absences taken during the contribution timeframe.

There are two different ways of managing the effect of absences in extra period payment, depending on the calculation method selected in the Calculation Options group box on the Extra Period Definition page.

- If you select *Proration Lump Sum*, the extra period payment is calculated during the regular payroll process but the withheld amount takes into account the unpaid days.
- If you select *Payment Period Compensation*, the system stores in an accumulator the absence days that should be subtracted from the extra period payment.

When processing the extra period, the process determines the daily rate within the extra period timeframe for each earning and multiplies it by the extra period timeframe days minus the unpaid days.

The system checks the Take Config1 field in the absence take definition to determine if the absence affects the extra period payment.

In the case of advanced extra periods (those extra periods with payment dates that are prior to the timeframe end date), you can have absences that occur after the extra period has been paid. Those absence days need to be deducted at some point. Global Payroll for Spain provides a variable, CLI VR PRC DTO XTR (extra period deduction process option). This means that, those absences that occurred between an extra period payment period and the extra period timeframe end date will be deducted in the next extra period process. Values for the CLI VR PRC DT XTR are PXTRA (default value - deduct from the next extra period process), or MENSUAL (deduct from the current regular period).

See [Chapter 13, "Working with Absence Rules," Defining User-Defined \(TAKE CONFIG\) Fields, page 143](#).

Example of a Calculation for Prorated Extra Periods

The labor agreement can specify that one of the extra period payments be prorated over the 12 regular payments during the year.

Note. Only one extra period payment can be prorated over the course of the year. If your requirements define more than one prorated extra period, you can use the Percent if Salary Adjustment field and the Earning Percent field to set that up.

Let's say that the labor agreement specifies three extra period payments a year: a flat amount to be paid in June and December and a prorated amount to be paid in 12 regular payments (monthly). The extra period payments are 1200 EUR each.

The prorated amount is calculated as follows:

$$1200/12 = 100 \text{ EUR per month}$$

In the case of the prorated amount, an element called *Prorated Extra Periods* appears in the monthly payslips with a value equal to 100 EUR. This amount is accumulated over the gross and the taxable base, but not over the social security base, because the value of extra periods is considered in the social security base through the extra period proration.

Prorated extra periods are calculated by summing all eligible earnings and dividing by the duration (the extra period timeframe), in days, to obtain a daily rate. For daily employees the duration is 365 or 366 days, and for monthly employees, it is 360. This daily rate is then multiplied by the working days in the month. A prorated extra period is paid as a unique earning.

Partial Payments for Extra Period Earnings

When employees join a company in the middle of an extra period timeframe, they are paid for only the portion of the timeframe that they work. The system calculates the partial payment for the extra period earnings using a formula (XTR FM PXTR DVNGDA). The formula calculates a factor by dividing the number of worked days (during the extra period timeframe) by the total number of days in the extra period timeframe.

The calculation of the factor depends on an employee's social security contribution group type. Depending on whether his contribution group type is calculated daily or monthly, the calculation varies. The following are some formulas:

- Daily contribution groups:

The timeframe is in calendar days. For example, for the timeframe from January to June, the calculation is the sum of all the calendar days in the months from January to June:

$$(31 + 28 + 31 + 30 + 31 + 30) \text{ divided by } 181.$$

In this example, the factor is $181/181 = 1$

Now, let's say that an employee is hired on January 15, rather than January 1. The timeframe is as follows:

$$(17 + 28 + 31 + 30 + 31 + 30) \text{ divided by the total number of days from January 1 to June 30 which is } (167/181).$$

In this example, the factor is $167/181 = .9226$.

- Monthly contribution groups:

Let's say that you have an employee who is on a monthly payroll and his hire date is January 15. In this case, the days that must be considered month by month are 30, and you must calculate the proration for that month (January) in which the employee has not worked fully. So the calculation is as follows:

$$(16 + 30 + 30 + 30 + 30 + 30) \text{ divided by } (30 * 6)$$

In this example, the factor is $166/180 = .9222$.

Viewing Delivered Extra Period Elements

This section discusses:

- Delivered extra period earnings.
- Delivered extra period deductions.
- Delivered extra period process lists.

Delivered Extra Period Earnings

This table lists the extra period earning delivered in Global Payroll for Spain:

Earning	Description
PXTRA PRTDA	Prorated extra period. The system calculates the extra period amount and then divides that amount by the number of days in a year (365 or 655 days for daily employees and 360 for monthly employees) to obtain the daily payment. To calculate the extra period amount, the system calculates the daily values of basic earnings considered in the extra period (provided by the labor agreement). The unit is the normal working days for the employee type (30 days for monthly employees or 28, 29, 30, or 31 for employees in a daily contribution group) minus any absence days that affect extra periods calculation.

Delivered Extra Period Deductions

This table lists the extra period deduction delivered in Global Payroll for Spain:

Deduction	Description
DTO PXTRA AUS	Absence on an extra period that has already been paid. Generated as part of the extra period calculation (XTR PR PAGA EXTRA), to deduct those absence days that affect extra periods (TAKE CONFIG = 01) that have already been paid. This only occurs when the payment date of the extra period is earlier than the allocation end date. This deduction is also generated during the termination process (GEN PR CALC NOM) to discount absence days that affected an extra period that has already been paid. This deduction can be overridden by payee or positive input, and subtracts from the employee's gross amount (GEN C DEV BAS S).

Delivered Extra Period Process Lists

This table lists the extra period process lists delivered in Global Payroll for Spain:

Section	Description
GEN PR CALC NOM	Regular payroll process. Regular payroll process including termination, salary adjustments, and prorated extra periods. For lump sum extra periods, the payroll process calculates the withheld amount and stores it in an accumulator that will be paid later in the extra period calculation.
XTR PR PAGA EXTRA	Extra period process. Extra period process. It only includes basic earnings sections, salary adjustments processing, and taxes.

Extra periods are calculated and processed in two ways, depending on the type of extra period. Prorated extra periods are calculated in the normal process list, and extra periods that are not prorated are calculated in a separate process list (XTR PR PAGA EXTRA). The type of extra period (prorated or not) is defined when you specify the extra period for the labor agreement.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. 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 15

Terminating Employees

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

- Process terminations.
- Run termination reports.
- View delivered termination elements.

Understanding Terminations

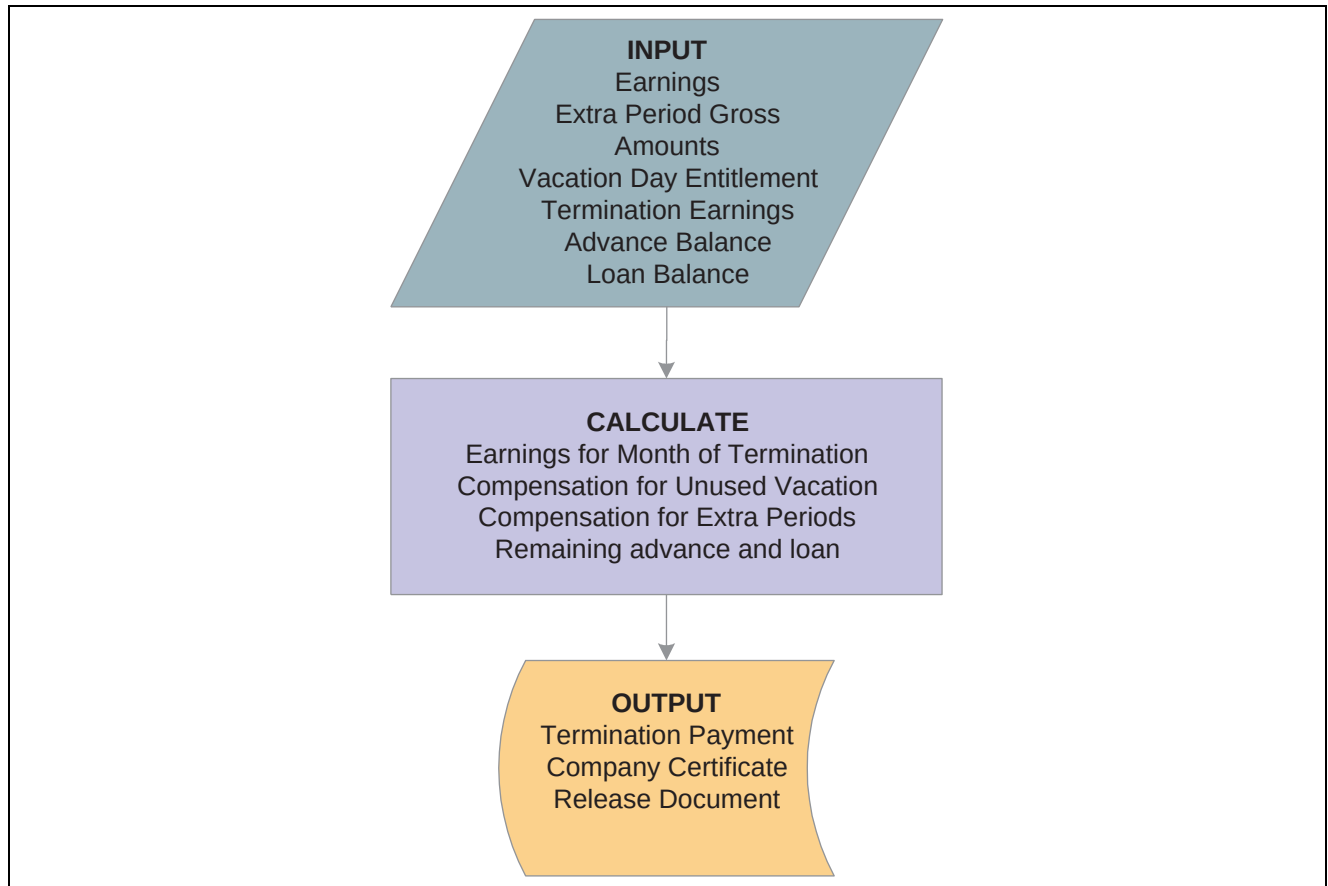
When an employee is terminated, the company pays the employee for any vacation days not taken, for days of the month worked, and for the proportion of the extra period payment earned. The company also subtracts the pending loans or advances repayments.

Terminations are calculated in the payroll and not as a separate process. To administer terminations, update the Labor Agreement component.

See [Chapter 5, “Working with Labor Agreements,” page 41](#).

Terminations in the Pay Process Flow

This diagram describes how terminations fit into the overall pay process flow of Global Payroll for Spain:



Terminations in the pay process flow

Processing Terminations

This section discusses:

- Termination pay calculation.
- Terminations and extra period processing.
- Vacation balance calculation for terminated employees.

Termination Calculation Pay

The final payment to an employee must include all money due to that employee. This compensation includes the regular salary, extra periods, unused vacation days, and unpaid overtime. The final payment must also consider any outstanding loans and advances.

To calculate termination pay, the system calculates:

1. The regular earnings and deductions that are due for the month of termination.
2. The compensation for the unused paid vacation days.

To do this, the system multiplies the daily rate (FNQ FM VAL D VAC) by the number of remaining paid vacation days.

3. The total compensation due if the employee had fully contributed to extra periods.

This calculation is needed to define eligible extra period earnings as a subset of the employee's monthly earnings.

4. The unpaid extra period earnings.

Employees must be paid for the extra pay periods to which they contributed during the year. To calculate the compensation amount, the system multiplies the daily rate by the number of days accrued until the termination date. The daily rate is calculated by taking into account the definition of the extra period. If an extra period has been paid in advance, the system generates an extra period earning with a negative value to deduct the amount paid to which the employee is not eligible.

5. The amount owed for loans and advances, independent of each other.

This amount is automatically deducted from the last payslip.

Note. Termination payments are calculated in the payroll and not as a separate process.

See Also

[Chapter 13, "Working with Absence Rules," page 141](#)

[Chapter 14, "Calculating Extra Periods," page 151](#)

[Chapter 8, "Working with Loans and Advances," page 65](#)

Terminations and Extra Period Processing

There are two ways in which the system processes termination when the termination is in a payment month that is an extra period:

- The terminated employee's pay is calculated during the extra payroll run, when the termination happened that month.
- The terminated employee is excluded from the extra period calculation and then the corresponding amount for extra periods is paid through the LIQ PXTR XXX earnings as part of the regular payroll calculation.

Note. Neither of these two ways substitute for the termination payroll. These choices to process termination pertain only to processing extra periods.

To allow for a flexible setup, Global Payroll for Spain provides the CLI VR FNQ P PXTRA variable (pay extra period in termination), with the default value of *N* (don't execute the extra period). This means that, by default, terminated employees will not be included in the extra period calculation during a payment month that is an extra period. The system also provides an informational message, stating that the employee was not included in the extra period calculation, because he or she is terminated in such a period. Values for the CLI VR FNQ P PXTRA are *Y* (pay the extra period payment) and *N* (don't pay the extra period payment).

In the case that an extra period is paid in advance (extra periods with a payment date earlier than the extra period timeframe end date) and in the case of the termination pay calculation, there may be different situations:

- The extra period was not paid, so pending extra periods are paid as part of the current period compensation, deducting the absence days affecting the extra period payment during the termination calculation.
- The extra period was already paid and the termination date is later than the extra period payment date but earlier than the extra period timeframe end date.

The extra period is paid but now those days paid in advance but not worked need to be discounted. The amount to be discounted can be calculated within the current compensation at termination time, or within the compensation paid at such an extra period.

This is designed to be open, setting the value of the variable CLI VR PD VLR PXTR (compensation paid to pay extra period). Values for this variable are *PAGADO* (paid extra period compensation) and *ACTUAL* (current period compensation). The default value is *PAGADO*.

- The extra period was already paid but there are absence days pending to be discounted (absence days that occurred after the payment date but before the extra period end date).

Those days will be discounted in the following extra period calculation (if you have it set up like this). Due to the termination, the absence days will be discounted in the termination pay.

Vacation Balance Calculation for Terminated Employees

Beginning in 2003, Social Security requires new treatment for vacations owed to terminated employees. The pending vacation days that the employee has at the time of termination must be distributed as part of the termination pay.

The vacation balance will be calculated depending on the type of vacation days agreed upon in the employee's contract data. The most common types of vacation days are natural days and work days. Natural days includes all days in a month, including weekends and holidays. Working days are the days that the employee actually works and don't include weekends and holidays. The vacation balance calculation is different for each vacation days type.

Note. There are also two other types of vacation days used in Spain – weeks or months. Calculation for all vacation types is discussed in this section.

Calculating Pending Vacation Balance for Natural Days Vacation Type

To calculate compensation due to a pending vacation balance for employees with the natural days vacation type, use this formula:

Daily rate * Vacation balance (natural days)

Calculating Pending Vacation Balance for Work Days Vacation Type

To calculate the work days vacation type, you need to first convert an employee's daily rate to a work days daily rate. After calculating the daily rate, you can get the amount to be paid for vacation not taken by multiplying the work days daily rate times the vacation balance.

The formula to calculate the work days daily rate is:

Work days rate = Daily rate * 360 / (Annual work hours by Labor Agreement / 8)

Note. This conversion rule is an example that considers the annual number of working days equal to Annual work hours by Labor Agreement / 8, since the most common work schedule is 8 hours per day. You can adapt this rule to your specific requirements, modifying the element FNQ FM CONV VAC D.

To calculate compensation due to a pending vacation balance for employees with the work days vacation type, use this formula:

Work days rate * Vacations balance (work days)

Calculating Pending Vacation Balance for Weekly or Monthly Vacation Type

If the employee has a weekly or monthly vacation type, these vacation types must first be converted to natural days. In the case of a weekly vacation type, the natural days is calculated by multiplying natural days by 7. In the case of a monthly vacation type, the natural days is calculated by multiplying natural days by 30.

Calculating Social Security Contributions for Pending Vacations

Depending on the type of vacation days, you can calculate the social security contribution of the pending vacation balance for a terminated employee.

Note. Social security contributions must be calculated based on natural days for reporting purposes. Employees who have a work days vacation type must have their work days converted to natural days before calculating social security contributions.

For employees with the natural days vacation type, use this formula:

Daily rate * Vacations balance (natural days)

For employees with the work days vacation type, use this formula:

Daily rate * (Work days balance / 360) * (Annual work hours by Labor Agreement / 8)

Distributing Vacation Pay for Terminated Employees

Once the pending vacation days have been calculated, the vacation pay has to be distributed to the terminated employee. In order to distribute the vacation pay, you need to see if the number of vacation days to pay is equal to, lower, or higher than the number of days from the day after the termination date to the last period day. For example, if an employee's last day is April 27 and the period end day is April 30, you need to see if the number of vacation days to pay is equal to, lower, or higher than 3 days.

If the number of vacation days to pay is equal to or lower than the number of days from the day after the termination date to the last period day, a calculation has to be run to get the Social Security base, contributions, and reductions (if applicable) that correspond to those days in the current month. This separate calculation will generate a complementary liquidation in the same month that the regular Social Security liquidation occurs. If this is the case, a new section in the TC2 report needs to be generated.

If the amount of vacation days to pay is higher than the number of days from the day after the termination date to the last period day, you need to go to the following month to continue contributing for those extra pending vacation days (the difference between the total number of pending vacation days and the days after the termination date and last period day). Another calculation has to be run that will generate another complementary liquidation.

Example of Vacation Pay Distribution

Here is an example of how vacation pay is distributed for a terminated employee:

Let's say that an employee has a vacation type of natural days, with a value of 24 natural days per year. The employee is terminated on April 27 and had taken 2 vacation days since the beginning of the year. The vacations entitlement up to the termination date is calculated as follows:

Assuming there are 30 days each in January, February, and March, and 27 days in April (up until the employee's termination), you get this result:

- $(30 + 30 + 30 + 27 / 360) \times 24$ (natural days) = 7.8 days
- Round out 7.8 days = 8 days (vacation entitlement)
- $8 - 2$ (vacation days taken) = 6 (vacation balance)

The vacation days are distributed as follows:

In the termination month of April, the employee will contribute 27 contributed days to Social Security and 3 vacation days to complete the maximum 30 contributed days for a monthly employee. The pending 3 vacation days will be contributed for May to complete all the pending vacation days.

Generating a Unique TC2 Report for Pending Vacation Balances

Because the distribution of pending vacation pay can affect more than one pay period, it is necessary to generate a unique TC2 report to show all the different periods. The code for complementary reports for pending vacations is L13.

See Also

Chapter 9, “Setting Up Social Security Contributions,” page 73

Chapter 13, “Working with Absence Rules,” page 141

Running Termination Reports

This section provides an overview of termination reports and discusses how to:

- Run the Company Certificate report.
- Create the Termination Letters report.

Understanding Termination Reports

In Global Payroll for Spain, you can create the two reports that are required for employees who terminate their contracts:

- Release document.
- Company certificate.

The release document establishes an employee's termination conditions, indicating the end date of the contractual relationship (the sign date) and the total termination compensation (including the respective monthly compensation). It must be signed by the employees to indicate that they agree to the termination conditions.

The release document can be printed only after the termination payment has been calculated (so that net to pay and the different components and amounts are included). The release document can be presented to the employee with the regular payslip. Thus, termination compensation can be included in the regular payslip or separately.

Even though the organization issues the release document, it is written in the employee's voice and includes the following information:

- Employee name.
- Company name.
- Hire and end date.
- Employee professional category.
- Total termination compensation, including social security contributions and tax deductions.

- Employee signature.

The company certificate may be issued to an employee by an organization at the end of the contractual relationship. The Social Security office uses it to calculate employee unemployment benefits.

Pages Used to Run the Termination Reports

Page Name	Object Name	Navigation	Usage
Company Certificate Report	GPES_RC_FNQ1	Global Payroll & Absence Mgmt, Termination Processing, Company Certificate Report ESP, Company Certificate Report	Run the Company Certificate (GPESFNQ1) report. This report shows the monthly social security contributions for the last 180 days. This report is sent to the government unemployment office to calculate the unemployment benefit.
Create Termination Letters	GPES_RC_FNQ2	Global Payroll & Absence Mgmt, Termination Processing, Create Termination Letters ESP, Create Termination Letters	Run the Create Termination Letters report (GPESFNQ2) that generates a release document for the employees listed.

Running the Company Certificate Report

Access the Company Certificate Report page.

Company Certificate Report

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

Report Request Parameters

Company Representative

Responsible ID: 0016 Raquel Andres

Employee Record Number: 0 Job Code:

As Of Date: 09/29/2004

Terminated Employees

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

	*Employee ID	Employment Record Number	Name		
1	B-CARR209	0	Leo Lenting		

Company Certificate Report page

Company Representative

- Responsible ID** Select the employee who is responsible for signing the document on behalf of the company.
- Employee Record Number** Select the employee record number for the responsible ID.
- Job Code** The system displays the job code that corresponds to the employee ID.
- As of Date** Enter the date that the termination goes into effect.

Terminated Employees

- Employee ID** Enter the ID for the employee being terminated. The system displays the employee name.
- Employment Record Number** Select the employee record number for the terminated employee.

Note. The report process calculates the pending vacation days for the terminated employee, as part of the termination calculation. As a result of this calculation, the process will insert the pending vacation days and the Social Security bases such as the Common Contingencies base and the Professional Contingencies base for those pending vacation days, into the Company Certificate report.

Creating the Termination Letters Report

Access the Create Termination Letters page.

Create Termination Letters

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

Report Request Parameters

Terminated Employees			Customize Find View All	First 1 of 1 Last
	Employee ID	Employment Record Number	Name	
1	GEAB1_0001	0	Antonio Diaz Ruiz	+ -

Create Termination Letters page

- Employee ID** Enter the ID for the employee for whom a termination/layoff letter will be created.
- Employee Record Number** Select the employee record number for the terminated employee.

Viewing Delivered Termination Elements

This section discusses:

- Delivered termination earnings.
- Delivered termination deductions.

Delivered Termination Earnings

Extra period termination earnings that are considered to be part of the termination process must be specified in the Termination Earning field on the Extra Period Definition page.

An employee who is entitled to extra periods in July and December, for example, would be paid the earnings LIQ PXTR JUL and LIQ PXTR DIC.

Note. Global Payroll for Spain delivers sample earnings that are defined as PeopleSoft Delivered/Not Maintained. If you want to create your own termination elements, first define them on the Earnings page and then list them on the Extra Period Definition page.

See [Chapter 5, “Working with Labor Agreements,” Defining Extra Period Data, page 45.](#)

Example of Termination Earnings Calculation

Let’s say that an employee has a total gross annual compensation of 50,000 EUR. The labor agreement specifies that the employee will receive two extra period payments; one will be paid on June 15 and the other on December 15. Your company has a monthly payroll, so in addition to the 12 regular payments, there are two other payments, making it a total of 14 payments in a year. To get the gross compensation for the monthly payment, you will calculate the following:

$$50,000 / 14 = 3571.43 \text{ EUR}$$

Let’s say that the employee joined the company on March 1 and that the timeframe for the June extra period is six months (from January to June). The extra period payment date is June 15. He will earn 4/6 times the gross compensation of the payment because he has been working for four months.

Remember that the payment date does not alter the result so the extra period calculation will take into consideration the days worked up to June 30, regardless of the payment date. For example, if the payment date is June 15 and the timeframe end date is June 30, the system calculates the days worked from May 15 to June 30.

The result for a monthly employee who joined the company in mid-May (using a month with 30 days) is:

$$((17+30) / 180) * 3571.43 = 0.261111 * 3571.43 = 932.54 \text{ EUR}$$

The result for a daily employee is:

$$((17+30) / 181) * 3571.43 = 0.259669 * 3571.43 = 927.39 \text{ EUR}$$

Now let’s take the example of an employee hired March 1 and terminated May 31.

If the employee is paid monthly, the result is:

$$((30 + 30 + 30) / 180) * 3571.43 = 0.5 * 3571.43 = 1785.72 \text{ EUR}$$

If the employee is paid daily, the result is:

$$((31 + 30 + 31) / 181) * 3571.43 = 0.508287 * 3571.43 = 1815.31 \text{ EUR}$$

This amount is paid through the earning element for the June extra period that's specified in the Termination Earnings field on the Extra Period Definition page.

Delivered Termination Earnings

This table lists the delivered termination earnings:

Earning	Description
LIQ PXTR JUL	July extra period termination. Used for July extra period termination payment. The execution of this earning is conditioned to generation control FNQ GC LIQ DEV.
LIQ PXTR SEP	September extra period termination. Used for September extra period termination payment. The execution of this earning is conditioned to generation control FNQ GC LIQ DEV.
LIQ PXTR DIC	December extra period termination. Used for December extra period termination payment. The execution of this earning is conditioned to generation control FNQ GC LIQ DEV.
VAC NDSFRTDS	Terminate vacation days. Used to store the amount of vacation days to which a terminating employee is entitled.

See Also

[Chapter 5, “Working with Labor Agreements,” Defining Extra Period Data, page 45](#)

[Chapter 5, “Working with Labor Agreements,” Defining Extra Period Earnings, page 48](#)

Delivered Termination Deductions

This table lists the delivered termination deductions:

Deduction	Description
LIQ ADLNT0	Advance termination. Used for advance termination payment. Customer field 5 contains label 'LIQ ADLNT0' (See FNQ FM AYP VAL).
LIQ PRSTMO	Loan termination. Used for loan repayments (Capital part) termination payment. Customer field 5 contains label 'LIQ PRSTMO' (See FNQ FM AYP VAL).
DTO PXTRA AUS	Absence on extra period already paid. This deduction is generated in case an advance extra period is paid, and then an absence occurs after the extra period has already been paid.

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

Understanding Gross and Net Guarantee

This chapter discusses:

- Gross and net guarantee overview.
- Gross to net calculation method.
- Net to gross calculation method.
- Extra period calculation.

Gross and Net Guarantee Overview

When you calculate an employee's total salary, it's important to consider some adjustments to the base salary that are specified in the employee's personal agreement. These adjustments may come from an employee's contract. Typically, employee compensation in Spain is defined by a labor agreement. However, you can define compensation in different ways using Human Resources.

For employees whose personal agreement defines a net or gross amount, the system compares the employee's contract with the compensation defined for the employee (usually in the labor agreement). If these two amounts are the same, no adjustment is necessary. This salary includes both base salary and complements.

Compensation Setup - Gross to Net

A gross to net adjustment is necessary when the annual gross salary stated in an employee's personal agreement is different from the gross salary reflected in the employee's labor agreement (if compensation is defined at the labor agreement level). This agreed value is stored in the Target Compensation Rate field on the Job Data - Compensation Page.

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "Increasing the Workforce".

The system calculates and displays the estimated difference between the negotiated gross and the sum of all earnings that the employee would receive by default based on his or her professional category, job code, or other defaulting criteria. This amount is known as the absorbable complement (*complemento absorbible*).

Compensation Setup - Net to Gross

This type of adjustment applies when an employee's personal agreement states a net amount. This agreed net amount is stored in the Target Compensation Rate field on the Job Data - Compensation Page.

The system calculates and displays an estimated absorbable complement as the difference between the targeted net compensation and the sum of all net earnings that the employee would receive by default based on his professional category, job code, or other defaulting criteria. The targeted compensation rate is the net guarantee to the employee.

Note. In both cases, we refer to the estimated absorbable complement because it doesn't consider seniority. The actual amount is calculated during the payroll process and is reflected in the earning element COMP ABRBLE.

Calculation - Gross to Net

The system calculates an absorbable complement as the difference between the negotiated gross and the sum of all basic earnings calculated for the employee during the payroll calculation (including, for example, seniority earnings).

Calculation - Net to Gross

The system uses an iterative process to calculate the gross amount from the net amount guarantee and an estimated gross amount. The difference between the calculated gross amount and the sum of all basic earnings calculated for the employee is assigned to the absorbable complement.

See Also

Chapter 4, "Understanding Basic Earnings," Base Salary, page 31

Gross to Net Calculation Method

To determine the absorbable complement for a gross to net calculation, the system:

1. Calculates the agreed monthly gross income based on the employee's gross guarantee.
The system retrieves the agreed gross from the Target Compensation Rate field on the Job Data - Compensation page and calculates the daily value, taking into account the number of regular and extra periods. If the Target Compensation Rate field is blank, the system uses the value in the Annual Rate field on this page.
2. Calculates the total earnings specified for the employee on the Job Data - Compensation page.
This calculation takes into account extra periods defined in the labor agreement and absences.
3. Calculates the difference between the agreed monthly gross amount (step 1) and the monthly gross amount calculated in (step 2).
The system calculates the difference using the daily value for both amounts and then multiplies the difference by the number of days worked. This amount is stored in the absorbable complement earning COMP ABRBLE.

Note. To specify that an employee's earnings must be adjusted gross to net, assign a supporting element override to variable GEN VR TIPO AJ SAL with a value of *BRUTO*.

Example

For this example, assume that the employee has these salary details:

Agreed annual income	40.334,00 EUR
Earnings defined in the labor agreement for the employee's professional category	Base salary: 750 EUR/month Complement: 500 EUR/month
Extra periods (defined in labor agreement)	Extra Period 1: Earnings: Base salary and Complement Earnings Pct: 100% Pct if Salary Adjustment: 100%
	Extra Period 2: Earnings: Base salary and Complement Earnings Pct: 100% Pct if Salary Adjustment: 100%

To calculate the absorbable complement, the system:

1. Calculates the agreed monthly income by dividing the annual value by the total number of payments in the year:

$$40.334,00 / 14 \text{ (12 months + 2 extra periods)} = 2.881,00 \text{ EUR per month}$$
2. Determines the monthly income based on the labor agreement:
 Total monthly income per labor agreement: $750,00 + 500,00 = 1.250,00 \text{ EUR/month}$.
3. Calculates the difference between the agreed monthly gross amount and the monthly gross amount according to the labor agreement:

$$2.881,00 - 1.250,00 = 1.631,00 \text{ EUR per month}$$

This is the amount of the monthly adjustment or absorbable complement that the employee receives in addition to the base salary and annual complement stated in the labor agreement. This amount is calculated as Unit * Rate, where the Unit is the number of worked days in the period. and the Rate is the monthly amount divided by 30 for monthly employees or the number of days of the payment period for daily employees.

Note. The system always includes extra periods in the gross to net calculations to obtain the annual gross.

Net to Gross Calculation Method

To calculate an employee's gross salary from an agreed net amount, the system needs the following information:

- All basic earnings that the employee receives based on professional category or the salary plan. This information is on the Job Data - Compensation page.
- The total number of periods.

- An estimate of the gross salary. This figure is used as the starting point for the iterative calculations. By default, the system calculates the estimated gross by annualizing the net amount and increasing the result by 30 percent to cover statutory deductions. You can override this percentage, to get a more accurate starting point for the calculation, by changing the value of the variable AJN VR TAX PCT EST. For example, to set the percentage to 20 percent, you would assign 1.20 to the variable.

Note. The net to gross process considers only social security and tax deductions. Other deductions, such as loans and advances, garnishments, and union fees, are not included in the calculation loop.

To obtain the annual gross salary, the system:

1. Calculates the estimated gross salary.
2. Calculates the net amount from the estimated gross.

To accomplish this, the system:

- Divides the estimated annual gross by the total number of periods to calculate all the monthly gross earnings.
 - Subtracts the tax deductions from the monthly gross. The system calculates the IRPF deduction for that income.
 - Subtracts the social security contribution from the monthly gross.
3. Determines the difference between the calculated net and the actual net.

The system uses this formula to calculate the difference:

Agreed Net – Calculated Net = Difference

If the difference is 0,05 EUR or less, the estimated gross amount is considered to be accurate and the calculation is complete. If not, the process continues to step 4.

4. Calculates a new estimated gross amount.

Using the difference calculated in Step 3 and the following formula, the system calculates a new estimated gross amount:

New Estimated Gross = Estimated Gross + Difference + (Difference * (1-(Calculated Net / Estimated Gross)))

5. Recalculates the net from the new estimated gross (repeat step 2).

The system repeats Step 2 to recalculate the net from the new estimated gross. Steps 2 through 5 are iterative and can occur up to five times. If the difference between the calculated net and the actual net (calculated in Step 3) is more than 0,05 EUR after five attempts, the system ends with the fifth calculation.

Note. This iterative process is required because changing the estimated gross can affect the seniority amount, the prorated extra period, the absorbable complement, and social security contributions. More importantly, the tax percentage can change producing a different deduction.

Note. To specify that an employee's earnings must be adjusted net to gross, assign a supporting element override to variable GEN VR TIPO AJ SAL with a value of *NETO*.

Note. The IRPF percent is calculated every month for net to gross employees, even if the corresponding normalization schedule doesn't set it up.

See [Chapter 11, “Calculating Taxes,” page 107](#).

Example

According to his contract, Jose earns a monthly net payment of 1,500,000 EUR. His labor agreement stipulates 14 periods per year. His company estimates his net salary to be 25,000,00 EUR annually. Following the steps shown above, the system:

- Calculates the estimated gross amount: $1500 \times 1.3 = 1950$ (Net amount increased by 30 percent).
- Resolves all basic earnings and calculates absorbable complement, taking into account the estimated monthly gross amount and the total of all basic earnings.
- Subtracts the tax deductions from the total monthly gross.

Assuming a tax rate of 12.12 percent, this deduction is 236,34.

- Subtracts the social security contribution from the monthly gross.

Assuming after calculating the social security base, the contribution is 53,30. The monthly net is $1950 - 236,34 - 53,30 = 1660,36$.

- Determines the difference between the calculated net and the actual net: $1660,36 - 1500,00 = 160,36$ EUR.
- Because the difference is greater than 0,05 EUR, the system calculates a new estimated gross and repeats this process until this value is within an accepted range of the actual net.

See Also

[Chapter 11, “Calculating Taxes,” page 107](#)

[Chapter 9, “Setting Up Social Security Contributions,” page 73](#)

Extra Period Calculation

With Global Payroll for Spain, you define the earnings that contribute to an extra period and the percentage of each earning. For example, you can define an extra period that consists of 100 percent of the monthly base salary and 50 percent of the employee’s monthly transport complement.

For employees whose salary is adjusted gross to net or net to gross, you also define the extra period value as a percentage of the agreed monthly salary. If you define the percentage as 100, the employee’s extra period is equal to the agreed monthly salary, regardless of the earnings defined in the extra period. If the extra period is 60 percent of the agreed monthly salary, the system calculates the absorbable complement based on this reduced monthly amount.

You define the percentage using the Percent if Salary Adjustment field on the Extra Period Definition page.

See [Chapter 5, “Working with Labor Agreements,” Defining Extra Period Data, page 45](#).

To calculate the absorbable complement for the employee’s extra period, the system:

1. Multiplies the agreed monthly salary by the percentage adjustment specified for the extra period (Percent if Salary Adjustment field on the Extra Period Definition page). This gives the gross extra period amount.
2. For each earning defined for the extra period, the system multiplies the earning amount by the percentage defined for that earning in the labor agreement (Earning Percent field on the Extra Period Eligibility Earnings page.).

3. Calculates the total of all the earnings calculated in step 2.
4. Calculates the difference between the extra period amount calculated in step 1, and the total earnings for the extra period calculated in step 3. This is the absorbable complement for the extra period.

Note. For net-to-gross adjustments, the calculation of extra periods is part of an iterative process. For each iteration, the resulting net amount is compared with the agreed net amount. If it does not match, a new gross salary is calculated and the resulting net amount recalculated until it matches the agreed net amount.

Calculation Example

This example explains how the system calculates the employee's salary and extra periods when the extra periods are not based on 100 percent of earnings:

Note. To make it easier to understand the calculation, this example uses monthly values. However, the system actually uses daily values in the calculations.

Agreed annual income	50.750,00 EUR
Earnings defined in the labor agreement for the employee's professional category	Base salary: 500 EUR/month Transport complement: 200 EUR/month
Extra periods (defined in labor agreement)	Extra Period 1: Earnings and Earnings Pct: Base salary 50%, Transport 40% Pct if Salary Adjustment: 50%
	Extra Period 2: Earnings and Earnings Pct: Base salary 100%, Transport 50% Pct if Salary Adjustment: 100%
	Extra Period 3: Earnings and Earnings %: Base salary 80% Pct if Salary Adjustment: 100%

To calculate the monthly agreed salary, the system divides the agreed annual salary by the total number of payment periods, taking into account the extra periods:

$$50.750 / 14,5 (12 + 0,5 + 1 + 1) = 3.500 \text{ EUR /month}$$

Next, the system calculates the monthly salary according to the labor agreement:

Total monthly income per labor agreement: $500 + 200 = 700 \text{ EUR/month}$.

The system then calculates the difference between the agreed monthly gross amount and the monthly gross amount according to the labor agreement:

$$3.500 - 700 = 2.800 \text{ EUR}$$

This is the amount of the monthly adjustment or absorbable complement that the employee receives in addition to the base salary and annual complement stated in the labor agreement.

To illustrate how the system calculates the extra periods for this employee, let's consider extra period 1 as an example:

1. First the system calculates the gross extra period amount by multiplying the agreed monthly salary by the percentage adjustment (50%) specified for the extra period:

$$3.500 * 0,5 = 1.750,00$$
2. Then the system calculates the value of all the earnings included in the extra period by multiplying the earning by the earning percentage:
 Base salary = 250 EUR ($500 * 0,5$) and Transport = 80 EUR ($200 * 0,4$)
3. The next step is to calculate the total of the earnings for the extra period: $250 + 80 = 330 \text{ EUR}$
4. Finally, the system calculates the absorbable complement by subtracting the total earnings (step 3) from the gross extra period amount calculated in step 1:

$$1.750 - 330 = 1.420,00 \text{ EUR}$$

Thus the employee's extra period is comprised of earnings for base salary and transport, and the absorbable complement.

This table summarizes the calculations of all extra periods for this employee:

Period	Earnings	Amount per Month	Earnings Percentage	Earnings Amount	Extra Period Amount
1	Base	500	50%	250	1.750 (250 + 80 + 1.420) = 50% of agreed monthly salary
	Transport	200	40%	80	
	Absorb. Complement			1.420	
2	Base	500	100%	500	3.500 (500 + 100 + 2.900) = 100% of agreed monthly salary
	Transport	200	50%	100	
	Absorb. Complement			2.900	

Period	Earnings	Amount per Month	Earnings Percentage	Earnings Amount	Extra Period Amount
3	Base	500	80%	400	3.500 (400 + 3.100)) = 100% of agreed monthly salary
	Absorb. Complement			3.100	

The employee's annual salary is summarized below:

Regular periods = $12 * 3.500 = 42.000$ EUR

Extra periods = $1.750 + 3.500 + 3.500 = 8.750$ EUR

Total Annual Salary = $42.000 + 8.750 = 50.750$ EUR

See Also

Chapter 5, "Working with Labor Agreements," Defining Labor Agreements, page 41

Chapter 14, "Calculating Extra Periods," page 151

CHAPTER 17

Managing Off-Cycle Payments

This chapter provides an overview of off-cycle processing and discusses how to:

- Record manual payments.
- Enter corrections.
- Make unscheduled payments.
- Issue advance payments.

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

See Also

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

Understanding Off-Cycle Processing

This section discusses:

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

The Off-Cycle Process

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

Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

1. Manual payments

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

2. Corrections

Corrections enable you to correct results of any finalized payroll. Examples include recalculation due a sickness not entered in the system on time or unpaid overtime.

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

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

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

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

- Selecting processing controls on the Manual Payments page.

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

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

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

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

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

Entering Corrections

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 is used to correct pay accumulators only. Absence accumulators will not be corrected.

Making Unscheduled Payments

The Unscheduled Payments page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used to make one-time payments that are processed outside of the on-cycle payroll. Examples include bonuses and expense reimbursements.

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

- 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.

Issuing Advance Payments

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, when an employee is terminating employment with a company and the termination payment needs to be paid immediately and not in the next on-cycle pay run. 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

Setting Up Payslips

This chapter discusses how to:

- Set up payslips.
- View payslips.
- Generate payslips.

Setting Up Payslips

To define payslips and sort keys, use the Templates ESP (GPES_PAYSLIP) component. To define which earnings and deductions, social security contributions, taxes, and totals to display on a payslip, use the Templates ESP (GPES_PAYSLIP) component.

This section lists the common elements used in this chapter and discusses how to:

- Set up a payslip.
- Set up sort keys.
- Select earnings and deductions for a payslip.
- Select social security contributions for a payslip.
- Select taxes for a payslip.
- Select totals for a payslip.

Common Elements Used in This Chapter

Payslip ID	The system automatically displays the payslip ID that you created or entered to access this page.
Element Print Order	Enter the order in which you want the element to appear on the payslip. If an element has the Element Print Order <i>1</i> , the element appears as the first element on the payslip.
Element Type	Specify whether the element is an <i>Earning</i> or a <i>Deduction</i> .
Element Name	Select the element that you want to appear on the payslip. If you selected the Element Type <i>Earning</i> , the system displays a list of the earnings that are defined in your system.
Take description from	You can use either the element description (that was created when the element was created), or you can create your own description, which appears on the payslip: <i>User Text</i> or <i>Element</i> .

Description	Description appears if you take the element description from the <i>User Text</i> . Enter your description of the element here.
Lines Before	Enter the number of empty lines you want to appear on the payslip before this element.
Lines After	Enter the number of empty lines you want to appear on the payslip after this element.

Pages Used to Set Up Payslips

Page Name	Object Name	Navigation	Usage
Payslip Setup	GPES_PSLIP_GRP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates ESP, Payslip Setup	Create a new payslip for the pay groups that you select. This includes defining how retroactivity and extra periods are managed, and selecting the SQR that defines the layout of the payslip.
Sort Keys	GPES_PSLIP_SORTKEY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates ESP, Sort Keys	Select the fields by which you want to sort the payslip. Sort the fields in ascending or descending order.
Earnings and Deductions	GPES_PAYSLIP_LINES	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates ESP, Earnings and Deductions	Select the earnings and deductions that you want to display on the payslip and define the spacing between earnings and deductions printed on the payslip.
Social Security Contribution	GPES_PAYSLIP_APORT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates ESP, Social Security Contribution	Select the social security contributions that you want to display on the payslip and define the spacing between the contributions printed on the payslip.
Taxes	GPES_PAYSLIP_IRPF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates ESP, Taxes	Select the tax deductions that you want to display on the payslip and define the spacing between the taxes printed on the payslip.
Totals	GPES_PAYSLIP_TOTAL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates ESP, Totals	Select the accumulators to print at the bottom of the payslip and define the spacing between the accumulators printed on the payslip.

Setting Up a Payslip

Access the Payslip Setup page.

Payslip Setup | Sort Keys | Earnings and Deductions | Social Security Contributions

Payslip ID: KE01

Description Find | View All First 1 of 1 Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Retro Type: Two Payslips

Payslip Layout: GPESPYS1 Payslip Report ☒ **Separate Extra Period**

Payslip Pay Groups			
	Pay Group	Description	
1	GEAB1	System Test - Pay Group AB 1	+ -
2	GEAC1	System Test - Pay Group AC 1	+ -
3	GEAF1	System Test . - Pay Group AFI	+ -

Payslip Setup page

Retro Type

Select from these options:

Multiple Payslips to generate a payslip for regular pay and separate payslips for each month that has retroactive pay.

Two Payslips to generate one payslip for regular pay and a second payslip for retroactive pay, if applicable.

Payslip Layout

Select the SQR that defines the layout of the payslip. The SQR defines features of the layout such as lines and colors printed on the payslip. PeopleSoft supplies sample SQRs that you need to modify for your organization.

Separate Extra Period

Select this check box to generate separate payslips for extra period payments. If you clear this check box, the system includes extra period payments in the same payslip as regular pay.

Pay Group

Select the pay groups that should receive the payslip.

Setting Up Sort Keys

Access the Sort Keys page.

Payslip ID: KE01

Description Find | View All First 1 of 1 Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Order Fields

Field Name 1:	COMPANY	Sort Key 1:	Ascending
Field Name 2:	LOCATION	Sort Key 2:	Descending
Field Name 3:	DEPTID	Sort Key 3:	Ascending
Field Name 4:		Sort Key 4:	
Field Name 5:		Sort Key 5:	

Sort Keys page

Field Name 1... Field Name 5 Select the element by which you want to sort the payslip.

Sort Key 1... Sort Key 5 Select whether you want to sort the elements in *Ascending* or *Descending* order.

Selecting Earnings and Deductions for a Payslip

Access the Earnings and Deductions page.

Earnings and Deductions		Absence Entitlements	
Definition Find View All First 1 of 18 Last			
*Country:	ALL All Countries	☒ Default Country + -	
Suffix Separator:	-		
Component Suffixes			
*Base:	BASE	*Percent:	PCT
*Rate:	RATE	*Unit:	UNIT
Accumulator Suffixes			
Calendar Period Accumulators		Fiscal Period Accumulators	
*Period to Date:	PTDA	*PTD Unit:	PTDU
*Month to Date:	MTDA	*MTD Unit:	MTDU
*Quarter to Date:	QTDA	*QTD Unit:	QTDU
*Year to Date:	YTDA	*YTD Unit:	YTDU
		*PTD Amount - Fiscal:	FPDA
		*MTD Amount - Fiscal:	FMDA
		*QTD Amount - Fiscal:	FQDA
		*YTD Amount - Fiscal:	FYDA
		*PTD Unit - Fiscal:	FPDU
		*MTD Unit - Fiscal:	FMDU
		*QTD Unit - Fiscal:	FQDU
		*YTD Unit - Fiscal:	FYDU
Arrears Component Suffixes		Arrears Accumulator Suffix	
*Payback:	PBCK	*Arrears: ARR	
*Amount Not Taken:	ANT		
*Add To Arrears:	ATAR		

Earnings and Deductions page

Note. The fields on this page are discussed in another section in this chapter.

See [Chapter 18, “Setting Up Payslips,” Common Elements Used in This Chapter, page 181.](#)

Earnings and Deductions Page: Description Tab

Access the Earnings and Deductions page: Description tab.

Payslip Setup
Sort Keys
Earnings and Deductions
Social Security Contributions

Payslip ID: KE01

Description
Find | View All
First 1 of 1 Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Payslip Body
Customize | Find | View All |
First 1-4 of 40 Last

Elements
Description
Spaces

	*Element Print Order	Take description from	Description		
1	100.00	Element	Base salary	+	-
2	110.00	Element	Seniority trienniums	+	-
3	130.00	Element	Seniority cuatrienniums	+	-
4	140.00	Element	Consolidated seniority	+	-

Earnings and Deductions page: Description tab

Note. The fields on this page are discussed in another section in this chapter.

See Chapter 18, “Setting Up Payslips,” Common Elements Used in This Chapter, page 181.

Earnings and Deductions Page: Spaces Tab

Access the Earnings and Deductions page: Spaces tab.

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[Payslip Setup](#) | [Sort Keys](#) | **Earnings and Deductions** | [Social Security Contributions](#) |

Payslip ID: KE01

Description [Find](#) | [View All](#) | First 1 of 1 Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Payslip Body [Customize](#) | [Find](#) | [View All](#) | | First 1-4 of 40 Last

Elements		Description	Spaces
*Element Print Order		Description	
1	100.00	Base salary	Lines Before: 0 Lines After: 1
2	110.00	Seniority trienniums	Lines Before: 0 Lines After: 1
3	130.00	Seniority cuatrienniums	Lines Before: 0 Lines After: 1
4	140.00	Consolidated seniority	Lines Before: 0 Lines After: 1

Earnings and Deductions page: Spaces tab

Note. The fields on this page are discussed in another section in this chapter.

See [Chapter 18, “Setting Up Payslips,” Common Elements Used in This Chapter, page 181](#).

Selecting Social Security Contributions for a Payslip

Access the Social Security Contributions page.

[Payslip Setup](#) | [Sort Keys](#) | [Earnings and Deductions](#) | **[Social Security Contributions](#)** | [D](#)

Payslip ID: KE01

Description [Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Payslip Contributions [Customize](#) | [Find](#) | [View All](#) | [First](#) ◀ 1-4 of 8 ▶ [Last](#)

	Elements	Description	Spaces	
	*Element	Print Order	Element Name	Concept:
1		100.00	SS DD CC	Common Contingency
2		200.00	SS DD DSMPL	Unemployment
3		300.00	SS DD FRM PR	Professional Training
4		400.00	SS DD HS X E	Structural Overtime

Social Security Contributions page

Note. Most of the fields on this page are discussed in another section in this chapter.

See [Chapter 18, “Setting Up Payslips,” Common Elements Used in This Chapter, page 181](#).

Concept Select the contribution type associated with the element: *Common Contingency, FOGASA, Nonstructural Overtime, Permanent Disability D&S, Professional Training, Structural Overtime, Temporary Disability and Unemployment.*

Selecting Taxes for a Payslip

Access the Taxes page.

Earnings and Deductions

Social Security Contributions

Taxes

Totals

Payslip ID: KE01

Description

Find | View All

First 1 of 1 Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Payslip IRPF

Customize | Find | View All

First 1-4 of 4 Last

	Elements	Description	Spaces
*Element Print Order	Element Name		
1	10.00	IRPF	
2	20.00	IRPF SPC	
3	30.00	IRPF RTR	
4	40.00	IRPF SPC RTR	

Taxes page

Note. The fields on this page are discussed in another section in this chapter.

See [Chapter 18, “Setting Up Payslips,” Common Elements Used in This Chapter, page 181.](#)

Selecting Totals for a Payslip

Access the Totals page.

Payslip ID: KE01

Description Find | View All First 1 of 1 Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Payslip Totals Customize | Find | View All | First 1-4 of 7 Last

Elements	Description	Spaces
*Element Print Order	Element Name	
1 10.00	PS AC SS BSE CC S	+ -
2 20.00	PS AC PRTA PXTRA S	+ -
3 25.00	SS AC BSE CC NRM S	+ -
4 30.00	SS AC BSE CP NRM S	+ -

Totals page

Note. The fields on this page are discussed in another section in this chapter.

See [Chapter 18, “Setting Up Payslips,” Common Elements Used in This Chapter, page 181.](#)

Viewing Payslips

If you purchased PeopleSoft Enterprise ePay, employees can view their payslips online using the Self-Service menu in HRMS. This feature is discussed in detail in the ePay PeopleBook.

See *PeopleSoft Enterprise ePay 8.9 PeopleBook*, “Managing Pay Information for PeopleSoft Enterprise Global Payroll,” Viewing Payslips Online.

Generating a Payslip

This section provides overviews of the payslip process and segmentation and payslips and discusses how to print payslips.

Understanding the Payslip Process

The Payslip page launches a Job (GPESPSLP) containing three processes in sequence:

1. The GPES_PAYSLIP Application Engine process gathers information and creates an intermediate table.

2. The Structured Query Report (SQR) GPESPYS1 prints the payslip report and provides self-service related information if ePay is licensed.
3. The GP_EPAY Application Engine process uses the payslip report and self-service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

Note. When running the GPESPSLP Job, the following Type and Format options can be used with ePay: *None* and *None* (defaults to Web and PDF), *Web* and *PDF*, or *File* and *PDF*. If using *File* and *PDF*, do not use a custom output destination from the Process Scheduler Request page.

See Also

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

Understanding Segmentation and Payslips

Segmentation occurs when employees’ details change during a payroll period and the change requires the system to recalculate certain elements (element segmentation) or all elements (period segmentation). When the system segments an employee’s pay, this affects payslips. PeopleSoft delivers an SQR that manages segmentation as explained in this table.

Note. You need to review how you want to manage segmentation and show the results in your organization’s payslips.

Employee Data Change	Segmentation Type	Impact on Payslip
Company	Period	A separate payslip is printed for each segment.
Compensation	Element	The system generates one payslip. Where an earning has multiple slices, each slice is listed on a separate line.
Risk Code	Element	The payslip doesn’t show separate slices.
CCC	Element	The system generates one payslip. For social security contributions and bases, each slice is listed on a separate line.

Employee Data Change	Segmentation Type	Impact on Payslip
Contract Data (contract type or contribution ID)	Element	The system generates one payslip. Social security contributions are listed on separate lines.
Fiscal Territory	Element	The system generates one payslip. IRPF deductions are only listed on separate lines.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Segmentation”

Pages Used to Print Payslips

Page Name	Object Name	Navigation	Usage
Payslip	GPES_RC_PAYSLIP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips ESP, Payslip	Run the Payslip Report (GPESPYS1) that prints a payslip summary for each employee selected.
Pay Entity List	GPES_RC_PSLP_PE	Click the Pay Entity List link on the Payslip page.	Print payslips for selected pay entities.
Pay Group List	GPES_RC_PSLP_PG	Click the Pay Group List link on the Payslip page.	Print payslips for selected pay groups.
Department List	GPES_RC_PSLP_DPT	Click the Department List link on the Payslip page.	Print payslips for selected departments.
Location List	GPES_RC_PSLP_LOC	Click the Location List link on the Payslip page.	Print payslips for selected locations
Payee List	GPES_RC_PSLP_PY	Click the Payee List link on the Payslip page.	Print payslips for selected payees.

Printing Payslips

Access the Payslip page.

Payslip

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

Report Request Parameters

Calendar Group ID:

Retro Processing: ▼

[Pay Entity List](#)

[Pay Group List](#)

[Department List](#)

[Location List](#)

[Payee List](#)

Payslip page

Before using this page, you must first have set up a payslip on the Payslip Setup pages and run the payroll process.

Calendar Group ID	Select the calendar group that you want to process. You can only select from calendar groups that have executed or finalized.
Retro Processing	Select one of these values: <i>Current Period Only:</i> To include only regular payroll calculations in the payslip. <i>Retro and Current Periods:</i> To include both regular and retroactive payroll calculation in the report. <i>Retro Periods Only:</i> To include only retroactive payroll activities in the payslip.
Pay Entity List	Click to select one or more pay entities for processing. The system displays the Pay Entity List page.
Pay Group List	Click to select one or more pay groups for processing. The system displays the Pay Group List page.
Department List	Click to select one or more departments for processing. The system displays the Department List page.
Location List	Click to select one or more locations for processing. The system displays the Location List page.
Payee List	Click to select one or more payees for processing. The system displays the Payee List page.

CHAPTER 19

Setting Up Banking and Garnishments

This chapter provides overviews of banking and garnishments and discusses how to:

- Process banking.
- Run banking reports.

Understanding Banking

This section discusses:

- Banking setup.
- IBAN setup.
- Bank processing.

Banking Setup

In Global Payroll, banking setup starts in the core application and continues with processing in Global Payroll for Spain. Before reading this chapter, it is strongly recommended that you read the banking feature in the Global Payroll core documentation.

Before running the banking process for Spain, you must set up basic banking information in the core application, such as:

- Defining bank information, such as bank name, address, and ID.
- Defining EFT formats.
- Identifying source banks and linking source banks to pay entities.
- Defining employee bank accounts and net pay election.
- Defining deposit schedules.
- Defining recipients.

After running payroll, funds are sent to the source bank along with instructions for payments. The bank needs the following information:

- The name of each employee who is going to be paid.
- The amount that each payee is to receive.
- The name of the banking institution where the wages are to be sent.

This information is extracted from the core application based on a list of payees corresponding to those in the selected payroll run. The system creates a file with lines for each payee, containing a name, the bank account number, and the payment amount. This file is sent to the bank, which then distributes the funds.

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”

IBAN Setup

The International Bank Account Number (IBAN) is an account number that uniquely identifies a bank account and is assigned according to ISO standards so that it can be used across national borders. PeopleSoft applications can include this information at the bank account level.

As of January 1, 2004, IBAN must be used for all transfers out of Spain and for special transfers.

Part of banking setup includes IBAN definition. To set up IBAN functionality, you must select the IBAN Enabled field on the IBAN Country Setup page. Once the IBAN feature is enabled, you will see the IBAN field on the Source Bank Account page and the Bank Account Information page.

Note. IBAN setup is discussed in the application fundamentals for HRMS PeopleBook.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, “Setting Up Banks and Bank Branches,” Setting Up IBAN Information.

Bank Processing

After you have set up banking information, you can run the banking process.

Note. The banking process is described in detail in this chapter.

See [Chapter 19, “Setting Up Banking and Garnishments,” Processing Banking, page 198](#).

Understanding Garnishments

This section discusses:

- Garnishments in Spain.
- Garnishment deductions for payees.
- Delivered garnishment deductions.

Garnishments in Spain

When a payee owes money to a third-party for court-ordered obligations, such as child support, the employer might be required to deduct part of what is owed before the payee receives payment. The deduction, known as a garnishment, is taken every month, according to national guidelines. The size of the deduction depends on the payee’s earnings and the number of dependents.

Garnishment Deductions for Payees

Use the Element Assignment by Payee page to assign a garnishment deduction to a payee to ensure that the garnishment is deducted from a payee's wages during payroll processing.

See Also

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

Delivered Garnishment Deductions

This table lists the delivered garnishment deductions:

Garnishment Deduction	Description
RETJ JUDCL	This deduction represents an amount, ordered by court, to be paid for any cause except child support (RETJ ALIM) or spousal support (RETJ CNYG).
RETJ CNYG	This deduction represents an amount, ordered by court, to be paid to a former spouse after a divorce settlement. This deduction affects the calculation of the tax withholding percentage and the net calculation.
RETJ ALIM	This deduction represents an amount, ordered by court, to be paid for child support. This deduction affects the calculation of the tax withholding percentage and the net calculation.
RETJ CNYG ND	This deduction represents an amount, ordered by court, that is paid (outside of payroll) to a former spouse after a divorce settlement. This deduction affects only the calculation of the tax withholding percentage.
RETJ ALIM ND	This deduction represents an amount, ordered by court, that is being paid (outside of payroll) for child support. This deduction affects only the calculation of the tax withholding percentage.

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

See Also

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

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

Processing Banking

This section provides an overview of the banking process and discusses how to create a flat output file for a bank.

Banking Process

Global Payroll performs the banking process in this way:

1. Payroll is finalized.

This provides the data for the banking process.

2. The core Banking Prep process is run.

The GP PAYMENT output table is populated. The GP status is set to *P* (prepared).

The GP PAYMENT table contains one entry for every net pay distribution from every payment included in a given calendar run. The GP PAYMENT table provides the basis on which a company pays its payees.

3. The core Banking Prep process is finalized.

The process sets the payment status for the selected payees to *F* (finalized) in GP PAYMENT.

4. The EFT generation process for Spain is run.

The EFT process selects the payees with a payment status of *F* (finalized) from GP PAYMENT and generates the flat file containing the transfers to be made. At the end of this process, the GP status is set to *T* (transferred).

Pages Used to Process Banking

Note. All the pages in this section, except the Create EFT Payment File page, are core banking pages and are discussed in the core Global Payroll documentation. In this section, the Create EFT Payment File is discussed in detail.

Page Name	Object Name	Navigation	Usage
Run Payment Prep Process	GP_PMT_PREPARE	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process	Run the core banking payment preparation process. This process populates the GP PAYMENT that you need to calculate and finalize the banking process. <i>See PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Banking Instructions," Running the Banking Process.</i>
View Net Pay	GP_PMT_NP_VIEW	Global Payroll & Absence Mgmt, Payment Processing, Review Payment by Cal Group, View Net Pay	For employee net pay, view payment status, the amounts that are going to be paid, and which payments are to be excluded.
View Deductions	GP_PMT_DED_VIEW	Global Payroll & Absence Mgmt, Payment Processing, Review Payment by Cal Group, View Deductions	For deductions, view payment status, the amounts that are going to be paid, and which payments are to be excluded.
Create EFT Payment File	GPES_RC_BNK5	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File ESP, Create EFT Payment File	Create a flat output file that is sent to the bank. The EFT file contains the payment details for each employee. It is sent to the bank, so funds can be transferred to employees' accounts. The file includes employee name, beneficiary name, the date, and amount of payment. You may also select whether to override an employee's payment. At the end of this process, the system updates GP_PAYMENT by setting field PMT_STATUS from <i>F</i> (finalized) to <i>T</i> (transferred). Note. Before using this page, first run the banking process in the core application.

Creating a Flat Output File for a Bank

Access the Create EFT Payment File page.

Create EFT Payment File

Run Control ID: GN2
[Report Manager](#)
[Process Monitor](#)

Run

Report Request Parameters

Pay Entity:	KE02	Pay Entity for company KE2
Source Bank ID:	KE02	BBVA
Account #:	0182 0001 35 8957849324	
Calendar Group ID:		
File Name:		

Create EFT Payment File page

Pay Entity	Enter the pay entity.
Source Bank ID	Displays the source bank ID from where the payments are withdrawn.
Account # (account number)	Displays the bank account number for the source bank.
Calendar Group ID	Select the calendar group for the payroll run.
File Name	Enter a name and location for the EFT file. Remember that the path is available on your server, but not on your desktop. If no file type is entered, the system automatically uses the .txt format. The system creates a file name related to your company name, such as FILE01GBI.TXT, to help you identify the files that are generated.

Running Banking Reports

This section lists the banking reports provided by Global Payroll for Spain.

Pages Used to Run the Banking Reports

Page Name	Object Name	Navigation	Usage
Missing Bank Accounts	GPES_RC_BNK1	Global Payroll & Absence Mgmt, Payment Processing, Missing Bank Account Rpt ESP, Missing Bank Accounts	Run the Missing Bank Account report (GPESBNK1) that lists those employees who have no bank account in the system. You can run the report for a selected pay entity or pay group.
Payee Bank Account	GPES_RC_BNK2	Global Payroll & Absence Mgmt, Payment Processing, Payee Bank Account Report ESP, Payee Bank Account	Run the Payee Bank Account report (GPESBNK2) that lists employees and their bank accounts for a selected pay entity or pay group.
Net Payment Report	GPES_RC_BNK3	Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report ESP, Net Payment Report	Run the Net Payment report (GPESBNK3) that lists all of the transfers with a payment date between the dates selected.
Pending Net Payment Report	GPES_RC_BNK4	Global Payroll & Absence Mgmt, Payment Processing, Pending Net Payment Report ESP, Pending Net Payment Report	Run the Pending Net Payment report (GPESBNK4) that lists all of the pending transfers from a selected date or transfers that were pending between two selected dates.

See Also

Appendix A, “Global Payroll for Spain Reports,” page 203

APPENDIX A

Global Payroll for Spain Reports

This appendix provides an overview of Global Payroll for Spain reports and lists summary table of all reports.

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

Global Payroll for Spain Reports: A to Z

This table lists Global Payroll for Spain reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details in the appropriate chapter of this PeopleBook.

Report ID and Report Name	Description	Navigation	Run Control Page
GPESBNK1 Missing Bank Accounts	Lists employees who have no bank account in the system. You can run the report for a selected pay entity or pay group.	Global Payroll & Absence Mgmt, Payment Processing, Missing Bank Account Rpt ESP, Missing Bank Accounts	GPES_RC_BNK1
GPESBNK2 Payee Bank Account	Lists employees and their bank accounts. You can run the report for a selected pay entity or pay group.	Global Payroll & Absence Mgmt, Payment Processing, Payee Bank Account Report ESP, Payee Bank Account	GPES_RC_BNK2
GPESBNK3 Net Payment Report	Lists all of the transfers with a payment date between the dates selected.	Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report ESP, Net Payment Report	GPES_RC_BNK3
GPESBNK4 Pending Net Payment Report	Lists all of the pending transfers from a selected date or transfers that were pending between two selected dates.	Global Payroll & Absence Mgmt, Payment Processing, Pending Net Payment Report ESP, Pending Net Payment Report	GPES_RC_BNK4
GPESBNK5 Create EFT Payment File	Creates the EFT file for the banking process.	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File ESP, Create EFT Payment File	GPES_RC_BNK5
GPESFNQ1 Company Certificate Report	Termination report: Reflects the monthly social security contributions for the last 180 days. Sent to the government unemployment office to calculate the unemployment benefit.	Global Payroll & Absence Mgmt, Termination Processing, Company Certificate Report ESP, Company Certificate Report	GPES_RC_FNQ1

Report ID and Report Name	Description	Navigation	Run Control Page
GPESFNQ2 Create Termination Letters	Termination report: Generates a release document for the employees listed.	Global Payroll & Absence Mgmt, Termination Processing, Create Termination Letters ESP, Create Termination Letters	GPES_RC_FNQ2
GPESGL01 GL Costing Report	Creates a report that shows the payroll cost distribution among the different cost centers. Required by the accounting department. (Crystal)	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, GL Costing Report ESP, GL Costing Report	GPES_RC_GL01
GPESPSLP Payslip	Prints a payslip summary for each employee selected.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips ESP, Payslip	GPES_RC_PAYSLIP
GPESSS01 TC1 Report	Prints a summary of the monthly contribution for each CCC.	Global Payroll & Absence Mgmt, Social Security / Insurance, TC1 Report ESP, TC1 Report	GPES_RC_SS1
GPES_SS_TC2 Create FAN File	Provides a list of employees included in an employer Social Security number with their respective Social Security bases, contributions, benefits to refund, reductions, and discounts.	Global Payroll & Absence Mgmt, Social Security / Insurance, Create FAN File ESP, Create FAN File	GPES_RC_SS_TC2
GPESTXDG Tax Deductions Report	Word template able to mail merge with a flat file containing annual tax deduction information for each employee. (Winword)	Global Payroll & Absence Mgmt, Year-End Processing, Tax Deductions Report ESP, Tax Deductions Report	GPES_RC_TAX_10T
GPES_TAX_111 Create 111/110 Model File	Generates the Model 111 or Model 110 report. Model 111 is generated monthly and Model 110 is generated quarterly.	Global Payroll & Absence Mgmt, Taxes, Create 111/110 Model File ESP, Create 111/110 Model File	GPES_RC_TAX_111
GPES_TAX_190 Create 190 Model File	Provides an annual summary of deductions.	Global Payroll & Absence Mgmt, Year-End Processing, Create 190 Model File ESP, Create 190 Model File	GPES_RC_TAX_190

Glossary of PeopleSoft Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

	PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
action template	In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.
address usage	In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.
adjustment calendar	In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.
administrative function	In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
admit type	In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.
agreement	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
analysis database	In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

	courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also <i>detailed business process</i> .
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
class	In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term. See also <i>course</i> .
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clearance	In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
cohort	In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>division</i> .
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.
collection rule	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
comm key	See <i>communication key</i> .
communication key	In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i>) can be created for background processes as well as for specific users.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
component interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.
condition	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
constituents	In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions. In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also <i>class</i>.
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

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

document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
fund	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called <i>donor pyramid</i> describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GL business unit	Abbreviation for <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also <i>business unit</i> .
GL entry template	Abbreviation for <i>general ledger entry template</i> . In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.
GL Interface process	Abbreviation for <i>General Ledger Interface process</i> . In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.
group	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
initiative	In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.
inquiry access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data. See also <i>update access</i> .
institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
integration	A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft application or an external application.
integration set	A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.
item	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
item shuffle	In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.
joint communication	In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.
keyword	In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI	An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
LMS	Abbreviation for <i>learning management system</i> . In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
mass change	In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution. See also <i>3C engine</i> .
match group	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
meta-SQL	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
need	In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package

	is based on the amount of financial need. The process of determining a student's need is called <i>need analysis</i> .
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	See <i>event</i> .
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also <i>division</i> and <i>cohort</i> .
portal registry	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
price list	In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule condition	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
price rule key	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product	A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.
product line	The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects	In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution. In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
rating components	In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i>. See <i>record input VAT flag</i>.
recname	The name of a record that is used to determine the associated field to match a value or set of values.
recognition	In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
regional sourcing	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
SCP SCBM XML message	Abbreviation for <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
serial genealogy	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry. It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements. In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
speed key	See <i>communication key</i> .
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
third party	A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.
3C engine	Abbreviation for <i>Communications, Checklists, and Comments engine</i> . In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for <i>Communications, Checklists, and Comments group</i> . In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
tuition lock	In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or <i>locked</i>) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
update access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data. See also <i>inquiry access</i> .
user interaction object	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This term refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
work order	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for <i>eXtended Process Integrator</i> . PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.
yield by operation	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
zero-rated VAT	Abbreviation for <i>zero-rated value-added tax</i> . A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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