PeopleSoft®

PeopleSoft Enterprise Global Payroll for Germany 8.9 PeopleBook

April 2005

PeopleSoft Enterprise Global Payroll for Germany 8.9 PeopleBook
SKU HRCS89MP1GPG-B 0405
Copyright © 1988-2005 PeopleSoft, Inc. All rights reserved.

All material contained in this documentation is proprietary and confidential to PeopleSoft, Inc. (“PeopleSoft”), protected by copyright laws and subject to the nondisclosure provisions of the applicable PeopleSoft agreement. No part of this documentation may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, including, but not limited to, electronic, graphic, mechanical, photocopying, recording, or otherwise without the prior written permission of PeopleSoft.

This documentation is subject to change without notice, and PeopleSoft does not warrant that the material contained in this documentation is free of errors. Any errors found in this document should be reported to PeopleSoft in writing.

The copyrighted software that accompanies this document is licensed for use only in strict accordance with the applicable license agreement which should be read carefully as it governs the terms of use of the software and this document, including the disclosure thereof.

PeopleSoft, PeopleTools, PS/nVision, PeopleCode, PeopleBooks, PeopleTalk, and Vantive are registered trademarks, and Pure Internet Architecture, Intelligent Context Manager, and The Real-Time Enterprise are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. The information contained herein is subject to change without notice.

Open Source Disclosure

PeopleSoft takes no responsibility for its use or distribution of any open source or shareware software or documentation and disclaims any and all liability or damages resulting from use of said software or documentation. The following open source software may be used in PeopleSoft products and the following disclaimers are provided.

Apache Software Foundation

This product includes software developed by the Apache Software Foundation (http://www.apache.org/). Copyright © 1999-2000 The Apache Software Foundation. All rights reserved.

THIS SOFTWARE IS PROVIDED “AS IS” AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE SOFTWARE FOUNDATION OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

OpenSSL

Copyright © 1998-2003 The OpenSSL Project. All rights reserved.

This product includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit (http://www.openssl.org/).

THIS SOFTWARE IS PROVIDED BY THE OpenSSL PROJECT “AS IS” AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE OpenSSL PROJECT OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

SSLeay

Copyright © 1995-1998 Eric Young. All rights reserved.

This product includes cryptographic software written by Eric Young (eay@cryptsoft.com). This product includes software written by Tim Hudson (tjh@cryptsoft.com). Copyright © 1995-1998 Eric Young. All rights reserved. THIS SOFTWARE IS PROVIDED BY ERIC YOUNG "AS IS" AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE AUTHOR OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Loki Library

Copyright © 2001 by Andrei Alexandrescu. This code accompanies the book:

Alexandrescu, Andrei. "Modern C++ Design: Generic Programming and Design Patterns Applied." Copyright © 2001 Addison-Wesley. Permission to use, copy, modify, distribute and sell this software for any purpose is hereby granted without fee, provided that the above copyright notice appear in all copies and that both that copyright notice and this permission notice appear in supporting documentation.

Helma Project

Copyright © 1999-2004 Helma Project. All rights reserved.

THIS SOFTWARE IS PROVIDED "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE HELMA PROJECT OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Helma includes third party software released under different specific license terms. See the licenses directory in the Helma distribution for a list of these license.

Sarissa

Copyright © 2004 Manos Batsis.

This library is free software; you can redistribute it and/or modify it under the terms of the GNU Lesser General Public License as published by the Free Software Foundation; either version 2.1 of the License, or (at your option) any later version.

This library is distributed in the hope that it will be useful, but WITHOUT ANY WARRANTY; without even the implied warranty of MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE. See the GNU Lesser General Public License for more details.

You should have received a copy of the GNU Lesser General Public License along with this library; if not, write to the Free Software Foundation, Inc., 59 Temple Place, Suite 330, Boston, MA 02111-1307 USA.

Contents

General Preface

About This PeopleBook Preface xvii

PeopleSoft Application Prerequisites xvii

PeopleSoft Application Fundamentals xvii

Documentation Updates and Printed Documentation xviii

Obtaining Documentation Updates xviii

Ordering Printed Documentation xviii

Additional Resources xix

Typographical Conventions and Visual Cues xx

Typographical Conventions xx

Visual Cues xxi

Country, Region, and Industry Identifiers xxii

Currency Codes xxii

Comments and Suggestions xxii

Common Elements Used in PeopleBooks xxiii

Preface

PeopleSoft Enterprise Global Payroll for Germany Preface xxv

PeopleSoft Enterprise HRMS Application Fundamentals xxv

PeopleBook Structure xxv

Global Payroll Documentation xxvii

Global Payroll Application Design xxvii

Global Payroll Documentation Structure xxvii

Documentation Roadmap xxviii

Chapter 1

Getting Started with Global Payroll for Germany 1

Global Payroll for Germany Overview 1

Global Payroll for Germany Business Processes 1

Global Payroll for Germany Integrations 3

Global Payroll for Germany Implementation 3

Chapter 2
Understanding Global Payroll for Germany.....5
Global Payroll for Germany.....5
Delivered Elements.....5
Creating Delivered Elements.....5
Element Ownership and Maintenance.....6
Naming Elements.....6
Functional Area Codes for Germany.....8
Element Type Codes (PIN_TYPE).....9
Suffixes for Germany.....10
Delivered Elements.....11

Chapter 3
Defining Country Data.....13
Understanding General System Setup.....13
Defining the Installation Table.....13
Defining Primary Permission List Preferences.....14
Defining Language Preferences.....14
Defining Currency.....14
Viewing Delivered Elements.....15
Setting Up Core Tables.....15
Setting Up Pay Groups.....16
Setting Up Pay Entities.....16
Setting Up Defaults.....17
Defining Triggers.....17
Selecting the Print Class.....17
Pages Used to Select Print Class.....18
Specifying a Print Class.....18
Viewing the Specifics of a Print Class.....19
Setting Up Default Types for Reporting.....19
Pages Used to Set Up Default Type for Reporting.....19
Entering Default Types for Reporting.....19

Chapter 4
Managing Social Insurance.....21
Understanding Social Insurance Data.....21
Understanding Flexible Worktime.....21
Viewing Delivered Elements.....23

Entering Social Insurance Data....24
Pages Used to Enter Social Insurance Data....24
Setting Up SI Data for Employees....25
Entering Additional Social Insurance Details for Employees....27
Entering Retiree Health Insurance Data....29
Setting Up Multiple Employments Data....30
Setting Up Flex Time Entry....30
Setting Up a Pay Entity Location....31
Reporting Social Insurance Contributions – GPDESI10....32
Setting Up Accident Insurance....33
Pages Used to Set Up Accident Insurance....33
Setting Up Accident Insurance Details....34
Setting Up Accident Insurance Address Information....34
Setting Up Contribution Groups....35
Common Elements in This Component....35
Pages Used to Set Up Contribution Groups....35
Defining Contribution Group Codes....35
Defining Rate Codes....38
Defining Group Rate Codes....38
Defining Coverage Types....39
Viewing Pension Insurance Providers....40
Page Used to View Pension Insurance Providers....40
Viewing Germany Pension Insurance Providers....40
Setting Up Social Insurance Providers....40
Pages Used to Set Up Social Insurance Providers....41
Entering Basic Social Insurance Provider Data....41
Entering Social Insurance Provider Bank Data....42
Viewing Social Insurance Contribution Rates Data....43
Viewing Social Insurance Refund Insurance Rates Data....44
Entering Pay Entity Social Insurance Data....44
Entering Pay Entity Social Insurance Refund Information....45
Setting Up Social Insurance Provider Rates....46
Pages Used to Set Up Social Insurance Provider Rates....46
Setting Up Social Insurance Provider Health Insurance Rates....47
Setting Up Social Insurance Provider Refund Insurance Rates....47
Defining Income Limits....48
Pages Used to Define Income Limits....49
Setting Up Income Limits Reference Amounts....49
Setting Up Income Limits for Health Insurance....50
Setting Up Income Limits for Nursing Care....51

Setting Up Income Limits for Old Age Pension Insurance.....52
Setting Up Income Limits for Unemployment Insurance.....53
Setting Up Rates for Nursing Care.....53
Setting Up Rates for Old Age Pension Insurance.....54
Setting Up Rates for Unemployment Insurance.....55

Chapter 5
Working with Taxes.....57
Understanding Taxes.....57
Viewing Delivered Elements.....57
Setting Up Taxes.....58
Pages Used to Set Up Taxes.....58
Entering Bank Details for Tax Offices.....58
Entering Tax IDs.....59
Entering Church Tax Rates and Distribution Information.....60
Setting Up Pay Entity Tax Data.....61
Entering Tax Data.....61
Pages Used to Enter Tax Data.....62
Entering General Tax Data for Employees.....62
Entering Employee Tax Card Data.....64
Entering Tax Card Data From Employee Carryover Balance Sheets.....65
Entering Data for Taxes on Company Cars.....66
Page Used to Enter Data for Taxes on Company Cars.....67
Entering Company Car Data.....67
Calculating Lump-Sum Taxes.....68
Understanding Statutory Regulations for Lump-Sum Tax.....68
Processing Cash Method Taxes.....69
Legal Requirements and Compliance.....69
Processing Annual Income Tax Calculations.....69
Annual Income Tax Adjustment.....69
Permanent Annual Income Tax Adjustments.....71
Income Tax on One-Time Payments.....73
Running the Tax Auditor Access Process.....74
Page Used to Run the Tax Data Extraction Process.....75
Running the Tax Data Extraction Process.....75

Chapter 6
Setting Up Garnishments.....77
Setting Up Garnishments.....77
Viewing Delivered Elements.....77
Pages Used to Set Up Garnishments.....78
Entering Basic Garnishment Information.....78
Entering Garnishment Detail.....80
Entering Garnishment Dependent Information.....80
Entering Garnishment Income Information.....81
Entering Bank Transfer Information.....82
Entering Garnishment Override Information.....83
Reviewing Garnishment Processing Results.....84
Page Used to View Garnishment Processing Results.....85
Viewing Garnishment Processing Results.....85
Calculating Interest in Garnishment Processes.....85

Chapter 7
Working with Absence Rules.....91
Understanding Delivered Absence Rules.....91
Viewing Delivered Elements.....94
Setting Up Absences for Germany.....94
Modifying Take Elements.....95
Viewing Delivered Elements.....100
Calculating Entitlement for Paid Vacation.....100
Defining Absence Entitlement Plans.....101
Pages Used to Define Absence Entitlement Plans.....102
Entering Entitlement Plan Names and Effective Dates.....102
Specifying the Number of Vacation Days.....102
Issuing Advance Payment for Vacations.....104
Entering Maternity and Educational Leave Data.....105
Page Used to Enter Maternity and Educational Leave Data.....106
Entering Maternity or Educational Leave.....106
Batch Processing.....107

Chapter 8
Managing Old Age Part-Time Employment.....109
Understanding Old Age Part-Time Employment.....109
Understanding Increase Models.....110

Understanding Part-time and Full-time....111
Increase Model Calculation Sequence....113
Understanding the Sick-Fill Calculation....114
Customer Setup Element Naming....115
Viewing Delivered Elements....115
Setting Up for Old Age Part-Time Processing....115
Old Age Part-Time Accumulator Element Naming Conventions....116
Old Age Part-Time Accumulators for Setup....118
Result Elements of the Calculation....120
Setting Up Old Age Part-Time Models....122
Pages Used to Set Up Old Age Part-Time Models....122
Defining Old Age Part-Time Model....123
Defining Old Age Part-Time Increase Model....123
Viewing Old Age Part-Time Minimum Net Calculation Parameters....124
Page Used to View Old Age Part-Time Minimum Net Calculation Parameters....125
Viewing the Calculation Parameters....125
Assigning an Old Age Part-Time Model to Employee....125
Page Used to Assign Model to an Employee....126
Assigning the Model to an Employee....126

Chapter 9
Managing Payroll Data....127
Entering Additional Payroll Data....127
Pages Used to Enter Additional Payroll Data....127
Specifying When to Print Payslips....127
Entering Additional Payee Information....128
Reporting on Employee Payroll Data....129
Pages Used to Report on Employee Payroll Data....129
Reporting Pay Balances – GPDETX03....129
Reporting the Payroll Register – GPDETX04....129
Viewing Delivered Elements....130

Chapter 10
Managing Off-Cycle Payments....131
Understanding Off-Cycle Processing....131
The Off-Cycle Process....131
Types of Off-Cycle Transactions....131
Viewing Delivered Elements....132

Recording Manual Payments....132
Manual Payments....132
Entering Corrections....133
Corrections....133
Making Unscheduled Payments....133
Advancing Payrolls....133

Chapter 11
Managing BVV Funds....135
Understanding BVV Funds....135
Understanding Registration....135
Understanding Tax Regulations....136
Setting Up Accumulators....136
Understanding Pay Elements....136
Viewing Delivered Elements....139
Processing Contribution Payments....139
Understanding Contribution Classes....139
Handling Interruptions of Employment and Withdrawals....139
Determining Contributions....141
Setting Up a BVV Provider Type....141
Pages Used to Set Up a BVV Provider Type....141
Setting Up BVV Provider Fund Types for Your Organization....142
Defining a BVV Reporting Record....143
Define BVV Bank Transfer Information....144
Displaying BVV Contribution Amounts for Contribution Classes....144
Entering BVV Employee Data....145
Entering Additional BVV Employee Data....146

Chapter 12
Managing DEUEV....149
Understanding DEUEV Processing....149
The DEUEV Reporting Process....150
Viewing Delivered Elements....150
Setting Up DEUEV Processing....150
Pages Used to Set Up DEUEV Processing....151
Setting Up Name Prefixes and Suffixes....151
Setting Up DEUEV Nationalities....151
Setting Up a Pay Group for DEUEV Participation....151

Viewing DEUEV Business Events Definitions.....152
Table of DEUEV Business Events.....154
Report Reasons and Descriptions.....159
Entering Employee Data Relevant to DEUEV.....162
Entering and Updating Employee Data.....162
Entering Job Data.....162
Social Insurance Data.....162
Running the DEUEV Report Process.....163
Pages Used to Run the DEUEV Report Process.....163
Running a DEUEV Daily Run Process.....163
Running a DEUEV Monthly Run Process.....164
Running a DEUEV Reporting Data Generation Process.....165
Checking the DEUEV Process.....165
Pages Used to Prepare for DEUEV Processing.....166
Viewing Recorded Triggers.....167
Viewing Reportable DEUEV Reports.....168
Viewing Reportable DEUEV Report Data.....170
Entering Selection Criteria for DEUEV Reports.....170
Viewing DEUEV Record Statistics.....172
Monitoring the DEUEV Processing Status.....172
Page Used to Check on DEUEV Processing Status.....172
Changing DEUEV Processing Currency.....173
Page Used to Change DEUEV Processing Currency.....173
Starting and Terminating the DEUEV System.....173
Pages Used to Start and Terminate the DEUEV System.....173
Viewing DEUEV Reported Events.....173
Pages Used to View DEUEV Reported Events.....175
Transferring DEUEV Reports Data to Disk or Tape.....175
Page Used to Transfer DEUEV Report Data to Disk or Tape.....176
Creating the DEUEV Disk.....176
Repeating Report Runs.....178
Rejected Reports.....178

Chapter 13
Defining Direct Insurance.....179
Understanding Direct Insurance.....179
Viewing Delivered Elements.....179
Identifying Types of Direct Insurance.....179
Setting Up Direct Insurance.....180

Entering Direct Insurance Data....181
Setting up an Earning for Direct Insurance....181
Calculation Rules for Direct Insurance....181
Assigning Accumulators for Direct Insurance....181
Assigning Recipients for Direct Insurance Deductions....181

Chapter 14
Calculating Net-to-Gross Payments....183
Understanding Delivered Net-to-Gross Elements....183
Viewing Delivered Elements....184
Setting Up Net-to-Gross Calculation for Earnings....184
Setting Up Net-to-Gross Payments for Earnings....185
Setting Up Net-to-Gross Payments....185
Assigning Net-to-Gross Earnings to Accumulators....186
Setting Up Gross Earnings....186
Assigning Gross Earnings to Accumulators....188
Processing Net-to-Gross Earnings....188
Adding Earnings to Element Groups....189
Adding Earnings to Sections....189
Setting Up Net-to-Gross Earnings for Reporting....190
Pages Used to Set Up Net-to-Gross Earnings for Reporting....191

Chapter 15
Setting Up Payslips....193
Understanding Payslips....193
Defining Payslips....193
Page Used to Set Up Payslip Messages....193
Designating the Payslip Message Data....193
PaySlip Message Examples....194
Generating a Payslip....195
Pages Used to Generate a Payslip....195
Running the GPDEAL01 – Payslip Report....195

Chapter 16
Setting Up Banking....197
Understanding Banking Setup....197
Viewing Delivered Elements....198

Setting Up Bank Information....198
Setting Up Defaults for Source Banks....198
Pages Used to Set Up Defaults for Source Banks....199
Entering Information at the Pay Entity Level....199
Entering Information at the Department Level....200
Entering Information at the Pay Group Level....201
Setting Up Banking Defaults for Payees....202
Pages Used to Set Up Banking Defaults for Payees....203
Viewing Bank Account Information for Payees....203
Assigning Payee Bank Accounts to Default Source Banks....204
Viewing Bank Account Information for Payees....205
Entering Data on Foreign Bank Transfers....205
Running Local Country Bank Processing....206
Pages Used in Local Country Bank Processing....207
Viewing Accumulators Assigned to Payment Types....207
Defining Files Created by the Bank Transfer Report....209
Reporting on Bank Transfers – GPDEBK01....210

Chapter 17
Managing Electronic Data Transfers....211
Understanding Electronic Data Transfers....211
Tax Statements (ELSTER)....211
Social Insurance....211
Disability Reports....212
Viewing Delivered Elements....212
Processing and Submitting Electronic Tax Returns....212
Pages Used to Process and Submit Electronic Tax Returns....213
Generating Tax Statements....213
Managing Tax Statement Results....215
Generating eTIN Numbers....216
Viewing Community Codes....216
Processing and Submitting Social Insurance Data....217
Page Used to Process and Submit Social Insurance Data....217
Generating SI Contribution Data....217
Generating Disability Reports....218
Understanding RehaDat Elan Output Files....218
Page Used to Generate Disability Reports....221
Generating Disability Reports....221

Appendix A
Understanding Error Processing.....223
Creating Error Messages.....223
Using Error-Handling Messages in Array Processing.....224
Message Formula Source Code.....224
Delivered Error Message Elements.....225
Error Message Formulas.....225
Error Message Variables.....227
Error Message Examples.....227

Appendix B
Global Payroll for Germany Reports.....229
Global Payroll for Germany Reports: A to Z.....229

Glossary of PeopleSoft Terms.....233

Index 255

About This PeopleBook Preface

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

This preface discusses:

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

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

PeopleSoft Application Prerequisites

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

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

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

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

PeopleSoft Application Fundamentals

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

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

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

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

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

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

Ordering Printed Documentation

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

- Web
- Telephone
- Email

Web

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

Telephone

Contact MMA Partners at 877 588 2525.

Email

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

See Also

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

Additional Resources

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

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

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

Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

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

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

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Cross-References

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

Country, Region, and Industry Identifiers

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

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

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

Country Identifiers

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

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

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

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

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

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

Common Elements Used in PeopleBooks

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

PeopleSoft Enterprise Global Payroll for Germany Preface

This preface discusses:

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

PeopleSoft Enterprise HRMS Application Fundamentals

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

See Also

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

PeopleBook Structure

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

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • Common elements that are used in the PeopleBook. For example, if a data field is used on multiple pages, it might be defined only once in this chapter rather than repeatedly throughout the book.

Chapters	Description
Getting Started with…	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level guide to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
Understanding…	This is an introductory chapter that broadly explains the product and the functionality within the product.
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. **Note.** There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.
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.

Chapters	Description
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.
Reports Appendix	(optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

Global Payroll Documentation

This section discusses:

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

Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

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

Global Payroll Documentation Structure

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

Core Documentation

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

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

Country Extension Documentation

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

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

Documentation Roadmap

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

What to Read When

You can approach the documentation in the following way:

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

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

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

  Technical readers who are interested in the technical design of the product should begin by reading the "Introducing the Core Application Architecture" section of the core documentation, as well as the 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 Germany

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

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

Global Payroll for Germany Overview

Global Payroll for Germany delivers elements, rules, pages, processes, and reports that work with the Global Payroll core application to form a complete payroll package for Germany. 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 Germany, you can calculate employer and employee social security contributions. You can process loans and advances. You can track absence and vacation balances for employees. With Global Payroll for Germany, you can calculate termination pay, generate payslips. and process banking for employees.

Global Payroll for Germany Business Processes

Global Payroll for Germany supports the following business processes:

- Taxes

  The system enables you to maintain and report a variety of tax data about your employees and tax regulations including information about tax offices, units, church tax, general employee tax data, tax card data, and employee carryover pages. Global Payroll for Germany also enables you to preform advanced calculations such as lump-sum taxes, cash method taxes, annual income calculations, as well as administer double taxation and global assignments.

  See Chapter 5, “Working with Taxes,” page 57.

- Social Insurance

  Global Payroll for Germany provides variables, formulas, earnings and deductions, and other rules to calculate and track all aspects of social insurance premium. The system calculates health insurance premiums, pensions insurance premiums, unemployment, and nursing care premiums. It also calculates and tracks average monthly remuneration to support the regular decision process and to identify employees subject to occasional revision. A set of social insurance reports helps you complete your social insurance business process.

  See Chapter 4, “Managing Social Insurance,” page 21.

- Old-Age Part-Time Employment

  This application calculates the statutory and voluntary gross increases, as well as statutory and voluntary difference amounts for pension insurance.

  See Chapter 8, "Managing Old Age Part-Time Employment," page 109.

- Absences

  PeopleSoft delivers pre-defined rules for processing absences. You may modify some of the absence rules and create new ones to reflect you organization's policies, the specific requirements of tariff contracts, work agreements, and employment contracts.

  See Chapter 7, "Working with Absence Rules," page 91.

- Payslips

  Global Payroll for Germany enables you to print payslips for monthly salaries and bonuses. Because the format of payslips varies greatly from one organization to another, we provide one format as an example. We also provide a template that enables you to customize the format to accommodate the payslip style your organization uses. You can also print a message on the payslip to an individual payee or groups of payees.

  See Chapter 15, "Setting Up Payslips," page 193.

- Banking

  Global Payroll for Germany supports electronic transfers from multiple organization accounts to multiple payee accounts. For each payee, you can define the distribution amounts to multiple banks separately for salary and bonus. We provide the direct deposit file in a common format used by all banks in Germany.

  See Chapter 16, "Setting Up Banking," page 197.

- Data Entry and Transfer Ordinance (DEUEV)

  This application gives you the tools for meeting all DEUEV reporting requirements. It tracks reportable business events, enables you to view events, and produces necessary DEUEV reports and data files.

  See Chapter 12, "Managing DEUEV," page 149.

- Garnishments

  Global Payroll for Germany helps you process all the employer tasks involved in handling garnishments. The system determines the correct garnishment amounts, generates the corresponding deductions, and creates bank transfer data.

  See Chapter 6, "Setting Up Garnishments," page 77.

- Direct Insurance

  Global Payroll for Germany enables you to manage data for the following types of direct insurance: capital life, term life, combined capital and term, retirement, pension insurance with capital options, accident and employment disability insurance with guaranteed premium fund, supplemental accident insurance combined with life insurance, employment disability insurance combined with life insurance, and variable life insurance.

  See Chapter 13, "Defining Direct Insurance," page 179.

- Pension Insurance Association of the German Banks and Banking Industry (BVV) Pension Funds

  The system enables you to create contribution statements using an electronic data interchange notification, report bank and retro payments, and process employee contributions to other types of insurance, such as supplemental insurance policies, voluntary insurance policies, and voluntary differential payments towards existing basic insurance policies.

See Chapter 11, “Managing BVV Funds,” page 135.

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

Global Payroll for Germany Integrations

Global Payroll for Germany 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 PeopleSoft Enterprise Global Payroll 8.9 PeopleBook.

See Also

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

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

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

Global Payroll for Germany 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 Enterprise Setup Manager for HRMS and Campus Solutions 8.9 PeopleBook.

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Understanding Global Payroll for Germany

This chapter introduces the main concepts in Global Payroll for Germany and discusses:

- Delivered elements.
- Naming elements.
- Delivered elements for Germany.

Global Payroll for Germany

Global Payroll for Germany is a "country extension" of the core Global Payroll application. It provides the payroll rules and elements needed to run a German payroll.

Delivered Elements

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

Creating Delivered Elements

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

The core application has the following characteristics:

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

Country extensions have the following characteristics:

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

See Also

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

Element Ownership and Maintenance

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

Understanding Element Ownership in Global Payroll

Global Payroll has the following five categories of element ownership:

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

See Also

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

Naming Elements

Understanding the naming convention developed for PeopleSoft-delivered elements can help you determine how an element is used, the element type, and even the functional area it serves. Depending on whether the element is a primary element, a component of a primary element, or a supporting element, one of the following naming conventions applies:

- Supporting elements.

- Primary elements.
- Component names (suffixes).

This section also discusses how the following are used in the names of German elements:

- Functional area codes for Germany.
- Element type codes (PIN_TYPE).
- Abbreviations in element names for Germany.

Supporting Elements

Global Payroll for Germany uses the naming convention DE FF NAME for arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, accumulators, sections, element groups, and generation control conditions. Following is an explanation of the components of the naming convention:

DE	Functional area code.
FF	Type of supporting element.
NAME	The description of the element.

For example, DE_TX_LSTYY is the formula that calculates the annualized tax according to the published flowchart.

Primary Elements

Global Payroll for Germany does not use type codes in primary element names. Global Payroll for Germany uses the naming convention FF NAME for earnings and deductions elements, which are primarily elements.

DE	Functional area code.
FF	Type of supporting element.
NAME	The description of the element.

For example, DE_TX_0003C is the estimated yearly income for regular bonus taxation.

Component Names (Suffixes)

When you create an earning or deduction element in Global Payroll, you must define the components that make up the element, such as base, rate, unit, and percentage. The system automatically generates the components and accumulators for the element based on the calculation rule or accumulator periods. The system also names the components and accumulators by appending a suffix to the element's name.

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

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

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

- Deduction arrears component suffixes.

See Also

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

Functional Area Codes for Germany

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

Functional Area Code	Description
A1	Level 1 statutory accumulators.
A2	Level 2 statutory accumulators.
A3	Level 3 statutory accumulators.
AB	Absences.
AL	General elements.
AZ	Old-age part time.
BK	Bank transfer accumulators.
BV	BVV pension funds.
CC	Company car taxation.
DD	Deductions.
DV	DEUEV elements.
EM	Error processing.
ER	Earnings.
FL	Flexible worktime.
GR	Garnishments.
KU	KUG (short time work).

Functional Area Code	Description
MT	Maternity.
OT	3b calculation.
RC	Rate code elements.
RP	Pay balance accumulators / Writable arrays.
SF	SFN premium calculation.
SI	Social insurance.
TX	Tax.
WR	Writable arrays.

Element Type Codes (PIN_TYPE)

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

Element Type Code	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date

Element Type Code	Description
DD	Deduction
DR	Duration
ER	Earnings
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HC	Historical Rule
PP	Previous Period Rule
PR	Process
PO	Proration Rule
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable

Suffixes for Germany

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

See Also

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

Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Germany. 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 for Germany system setup and discusses how to:

- Set up core tables.
- Select the print class.
- Set up default types for reporting.

Understanding General System Setup

This section provides general information about how to set up the delivered elements in Global Payroll for Germany. It also provides some notes and cautions about using and configuring the system.

In this section, we discuss how to:

- Define the installation table.
- Define primary permission list preferences.
- Define language preferences.
- Define currency.

Defining the Installation Table

When you first install PeopleSoft HRMS, you must complete the Installation Table to specify various defaults for your particular implementation of the system. The Installation Table component consists of several pages including the following:

- Products page, where you indicate the products that you're installing, such as Global Payroll.
- Country Specific page, where you enter country-specific installation information.

We strongly recommend that you read about the Installation Table in more detail in the PeopleSoft Human Resources documentation.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Installing PeopleSoft HRMS," Setting Up Implementation Defaults

Defining Primary Permission List Preferences

In PeopleSoft Human Resources, use the Primary Permission List Preferences component to set predefined tableset sharing, system-wide defaults, and settings for each of your primary permission lists. Based on the default values that you indicate for the options on the Primary Permission List Preferences Table, such as business unit, setID, currency, country, and company code, when an operator logs on to PeopleSoft HRMS, the system populates fields with the values that you specified here.

Use the Primary Permission List Preferences - Defaults page to define your company, country, and currencies. Use the Primary Permission List Preferences - Settings page to define your payroll system.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Setting Up Primary Permission List Preferences

Defining Language Preferences

PeopleSoft has built-in language preference capabilities. Regardless of your system's base language, you can view your PeopleSoft application in any supported language. There are two ways to set your language of preference:

- Using the Language Preferences page.
- Using the International Preferences page.

You can view a foreign language sign on page for each language supported by the system. Ensure that your browser accepts the language that you want to use. Once the setup is complete, you can select the Language Name button to view the sign-on page in a given language. The language that you select on the Language Preference page determines the language in which the whole application appears on your browser.

Once you're logged on to a PeopleSoft application, you can change your language preference at any time during your session on the International Preferences page. If you change your language preference here, the language code is not written to the database. It is only stored in PeopleTools memory for the duration of the current session.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Languages," Setting Language Preferences

Defining Currency

Defining currency in Global Payroll is a two-part process. First, in order to use multiple currencies within Global Payroll, you must set up and maintain the following tables:

- Currency Code Table.
- Currency Rate Type Table.
- Currency Exchange Rate Table.

Second, you must define the currency code and the currency rate type on the Primary Permission List Preferences - Defaults page.

Note. Global Payroll is designed to meet the changing currency requirements of the European Monetary Union (EMU). The system supports all currencies and enables multiple currency conversions. This flexibility ensures that as the EMU regulations change, you can still meet your needs.

Once you've set up your currency rate codes, rate types, and exchange rates, you can use them to control your input and output amounts.

Global Payroll uses a two-tiered approach to currency codes:

- Pay entity level.
- Element definition level.

All employees are assigned to pay groups. Each pay group is assigned to one pay entity. The currency entered on the Pay Entity Processing Details page in the core Global Payroll application affects all pay groups assigned to that pay entity. All processing for all employees associated with a pay entity occurs in the pay entity currency. The pay entity currency is also referred to as the *processing currency* in Global Payroll.

Online Currency Defaults

When defining a monetary type of element, such as an earnings or deduction, you must specify a currency code for any field with a monetary format.

Currency can be automatically determined by the primary permission list preference, the element definition, or pay entity.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Currencies"

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Introducing the Core Application Architecture," Currency in Batch Processing

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Introducing the Core Application Architecture," Online Currency Defaults

Viewing Delivered Elements

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

See Also

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

Setting Up Core Tables

There are several tables that you need to define in the core Global Payroll application first. This section discusses setup considerations for:

- Pay groups.
- Pay entities.
- Defaults.
- Triggers.

These pages are fully documented in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook.* Refer to that documentation for information about these pages.

Setting Up Pay Groups

Global Payroll uses a logical grouping, called Pay Group, to qualify individuals for payment. Typically, all individuals in a Pay Group have something in common that causes them to be processed at the same time in the payroll system.

Common examples of Pay Groups are salaried and hourly pay. You can assign a payee's default earnings and deductions based on Pay Group if you select this option at installation time. A Pay Group can be associated only with a single Pay Entity.

Each Pay Group has a default Eligibility Group associated with it. This is traditionally the default earnings and deductions for the Pay Group population. The default Eligibility Group that is associated with a Pay Group is used as the payee level default. You can override these defaults.

Pay Groups are ultimately associated with Pay Calendars to process a payroll. It is important to group payees who are paid with the same pay frequency—weekly, monthly, and so on—as well as payees who typically receive the same type of earnings and deductions.

See Also

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

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining the Organizational Structure," Defining Default Rounding, Proration, and Frequency Conditions for a Paygroup

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

Setting Up Pay Entities

Pay Entity defines the organization making payment to the payees. It also defines the type of currency to be used as the processing currency for every calculation.

Only one processing currency can be defined in Pay Entity. However, you can have multiple types of currency used as input and output. For example, you could enter your data in one type of currency and have 50 percent paid in one currency and 50 percent in another currency, regardless of the processing currency defined in Pay Entity.

The processing currency defined in Pay Entity is the currency that is used to generate reports.

A Pay Entity can be linked to one or more Pay Groups. However, each Pay Group is linked with only one Pay Entity.

You associate a specific country with each Pay Entity. This country designation is important for many features in Global Payroll such as the groups of calendars with a single calendar group ID, retro methods, and trigger definitions.

See Also

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

Setting Up Defaults

All of your payments are processed through source banks. Specify the classification criteria for your source banks when the system is installed. You have the following options:

- Pay entity.
- Department.
- Pay group.

See Also

Chapter 16, "Setting Up Banking," page 197

Defining Triggers

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

PeopleSoft delivers trigger definitions for basic PeopleSoft records. You will need to set up triggers for additional fields and modified or new records created during the implementation.

See Also

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

Selecting the Print Class

Each report has its own layout, design, and specification distinguished by a print class. Select a specific print class on the run control page before running a report.

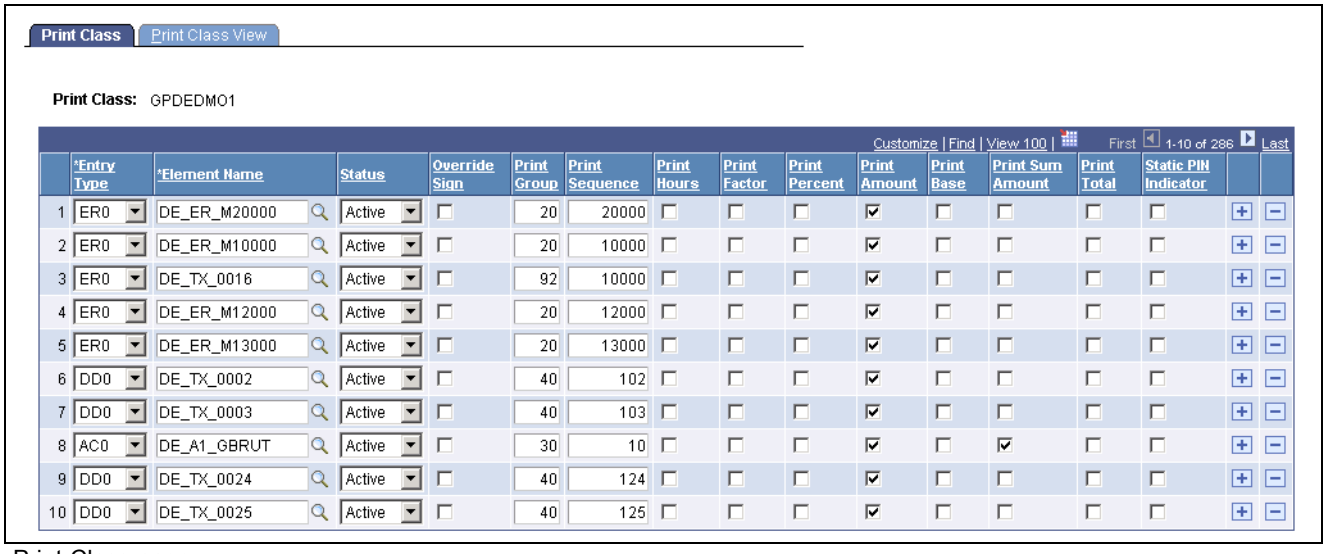
Pages Used to Select Print Class

Page Name	Object Name	Navigation	Usage
Print Class	GPDE_BL_PRINT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes DEU, Print Class	Assign specifications to a print class and select how an element appears in a printed report. PeopleSoft delivers some print classes, but you can also create your own.
Print Class View	GPDE_BL_PRNT_VW	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes, Print Classes DEU, Print Class View	View the specifics of a print class.

Specifying a Print Class

Here you define which elements are printed and in which block and order they are printed. For some reports you also define which components, like base or rate, are printed for an element.

Access the Print Class page.



Print Class page

Entry Type Values are *AC0, DD0,* and *ER0.*

Override Sign Changes the default sign of each element.

Print Group The group in which the element is printed on the report.

Print Sequence The sequence in which the element is printed on the report.

Print Hours When selected, the element prints as hours.

Print Factor When selected, the element prints as a factor.

Print Percent When selected, the element prints as a percent.

Print Amount When selected, the element prints as an amount.

Print Base	When selected, the element prints as a base.
Print Sum Amount	When selected, the element prints as a sum amount.
Print Total	When selected, the year-to-date total prints.
Static PIN Indicator	Select this option for fixed elements in the report.

Viewing the Specifics of a Print Class

Access the Print Class View page. This display-only page offers a display-only view of those fields on the Print Class page.

See Also

Chapter 3, “Defining Country Data,” Specifying a Print Class, page 18

Setting Up Default Types for Reporting

You must set up certain defaults for German reporting.

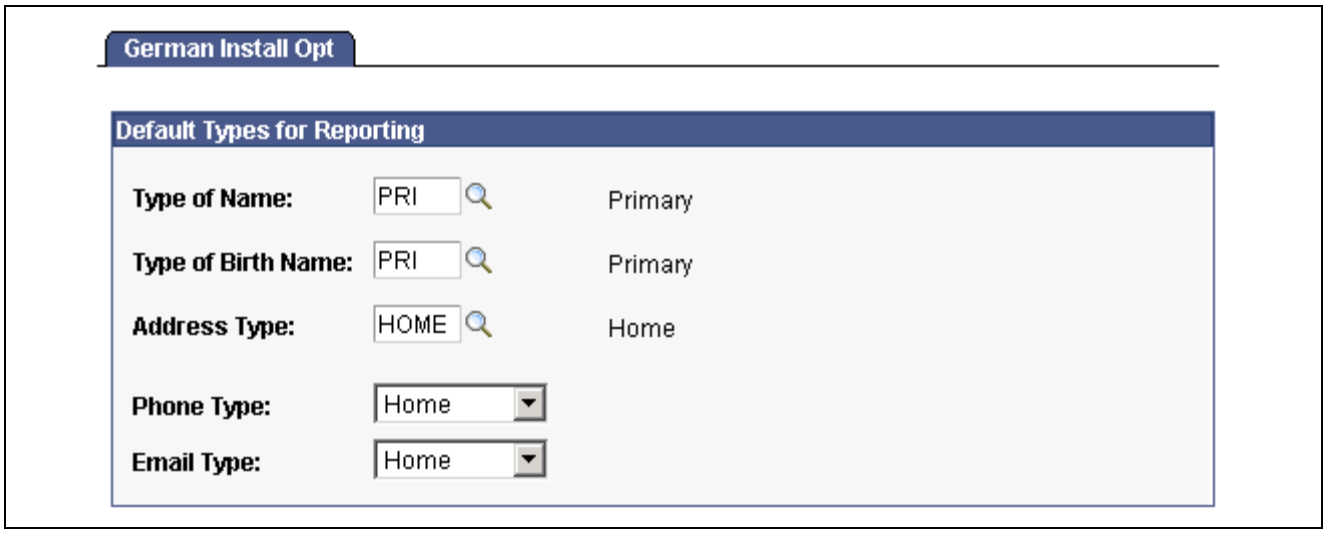
Pages Used to Set Up Default Type for Reporting

Page Name	Object Name	Navigation	Usage
German Install Opt (Option)	GPDE_AL_INSTALL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Installation Options DEU, German Install Opt	Set up default types for reporting.

Entering Default Types for Reporting

PeopleSoft Human Resources allows you to define different types of names and addresses. This page defines the one type of name/birth name and address that will be used for payroll and DEUEV reporting. In general, you should not need to modify this setup.

Access the German Install Opt page.



German Install Opt page

Phone Type Values are *Business, Campus, Cellular, Dormitory, FAX, Home, Main, Other, Pager 1, Pager 2,* and *Telex.*

Email Type Values are *Business, Campus, Dorm, Home,* and *Other.*

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Setting Up and Running Generic Reports"

CHAPTER 4

Managing Social Insurance

This chapter provides an overview of social insurance (SI) for Germany and describes how to:

- Enter social insurance data.
- Set up accident insurance.
- Set up contribution groups.
- View pension insurance providers.
- Set up social insurance providers.
- Set up social insurance provider rates.
- Define income limits.

Understanding Social Insurance Data

As an employer, you are legally required to maintain and report a variety of tax and social insurance data about your employees. You must register employees with the health insurance providers that they select, and you are responsible for control notifications. For example, you are responsible for control notifications if a new employee has not submitted a social insurance ID within three days of beginning work.

Enter employee social insurance data in the Social Insurance component, which consists of the Contributions, SI Details, and Retiree Health Insurance pages.

Social insurance consists of the following types of insurance: health, nursing care, retirement or pension, and unemployment. View the individual types by using the inner scroll arrows. You must enter all social insurance information before you can save your data.

Understanding Flexible Worktime

Global Payroll for Germany handles the calculations necessary to accommodate flexible worktime agreements between an employer and an employee. The only data that you need to supply the system is the effective date of the flexible worktime contract.

Flexible worktime functionality addresses the following payroll processing needs:

- Collecting savings for flexible worktime.

  Savings are input using earnings (one for monetary savings and another for time savings). These earnings contribute their amounts/hours, depending on the social insurance region, to corresponding accumulators.

- Collecting SI-Gross Space.

  The gross space is the amount between the contributed gross and the monthly limit for that social insurance branch.

- Calculation of social insurance contributions during the regular spending of flexible worktime earnings.

  When employees are spending their saved amounts in a freetime phase, then the amounts are used as the base for the calculation of contributions the same way as normal gross payment.

- Calculation of social insurance contributions for disruptive events (*Stoerfall*).

  If an employee does not use the saved amounts for freetime phases, but gets the amounts paid back partly or in full, then a disruptive event happens. In this case the amount is insured similar to a bonus, but the cumulated gross space of the whole flexible worktime period is used to determine the insurable gross, not only the gross space of the current year. A disruptive event also happens when the employee dies before he can make use of the freetime phase.

- DEUEV reporting.

  The existence of a disruptive event (*Stoerfall*) needs to be reported as a DEUEV event.

Understanding Flexible Worktime Element Naming Conventions

To clarify the identification of element functionality, most PeopleSoft-delivered elements used by the flexible worktime calculations process follow a specific naming convention.

Flexible Worktime Element Type	Element Name Format
Accumulator	DE_FL_A<code>
Savings *(Wertguthaben)*	DE_FL_W<code>
Gross Space *(Luft)*	DE_FL_L<code>
Earnings/Deduction	DE_FL_E<code>

The <code> portion of the element name is a three-digit code, followed by the letter E or S, followed by a final digit. Element names follow one of two specific <code> formats:

```
<owner><unit><region>E<usage>
<owner><unit><region>S<SI branch>
```

The following table details the meanings of the digits and letters in the <code> portion of an element name.

Digit/Letter	Purpose	Values
1 (first)	Owner/Calculation Type	0 = Calculation K = Customer P = PeopleSoft

Digit/Letter	Purpose	Values
2 (second)	Unit	0 = Not Applicable 1 = Units/Hours
3 (third)	Region	0 = Not Applicable 1 = East 2 = West
4 (fourth)	Earnings Type or Social Insurance Branch	E = Earnings Type S = Social Insurance Branch
5 (fifth)	Usage or SI Branch	If the fourth letter is an E: 0 = Amount/Balance 1 = Amount to save 2 = Freetime payback 3 = Stoerfall payback If the fourth is an S: 0 = Not Applicable 1 = Health Insurance 2 = Homecare Insurance 3 = Pension Insurance 4 = Unemployment Insurance

Examples

DE_FL_E001E2 = Freetime payback amount earning for the east region used in the calculation.

DE_FL_A012E3 = Stoerfall payback time in units accumulator for the west region used in the calculation.

Viewing Delivered Elements

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

See Also

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

Entering Social Insurance Data

This section discusses how to enter:

- Contributions.
- Social insurance details.
- Retiree health insurance details.
- Multiple employment details.
- Flex-time details.
- Pay entity locations.
- Report SI contributions.

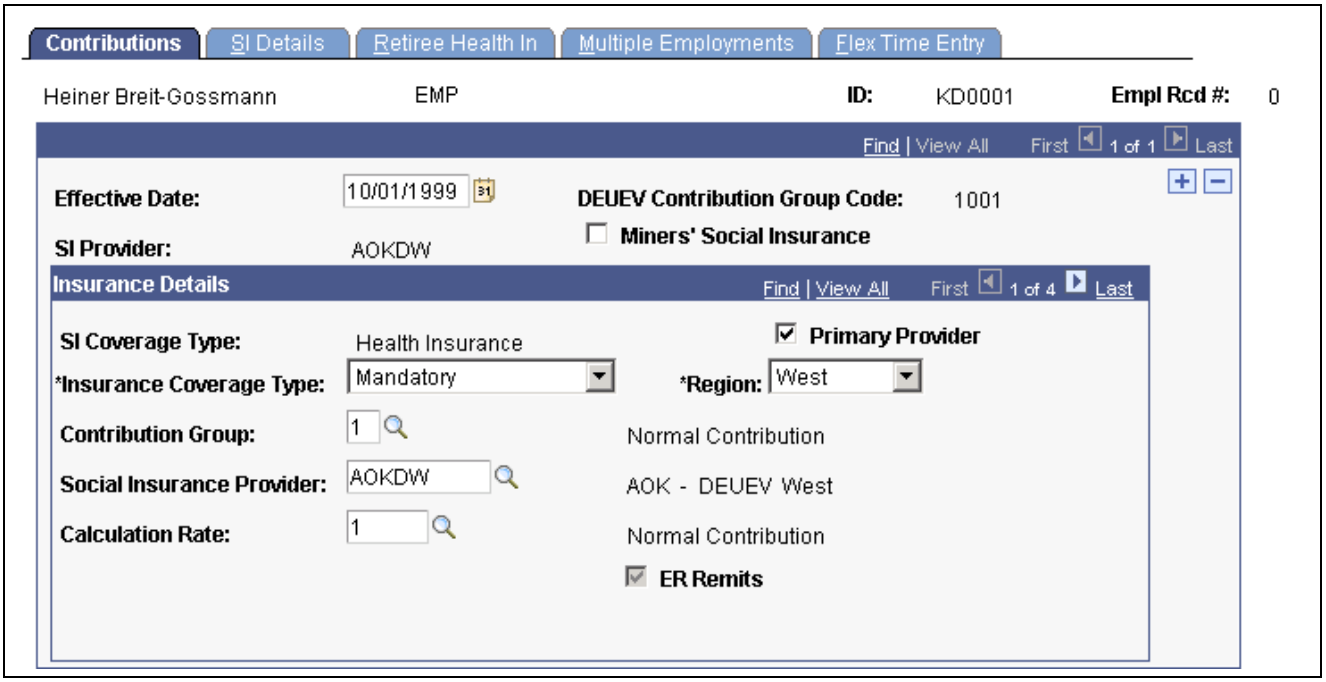
Pages Used to Enter Social Insurance Data

Page Name	Object Name	Navigation	Usage
Contributions	GPDE_SI_DATA1	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Contributions	View and set up income limits for individual types of social insurance. PeopleSoft delivers and maintains the Income Limits Table, but you can also change the data yourself if necessary.
SI Details (social insurance details)	GPDE_SI_DATA3	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, SI Details	Enter additional social insurance data.
Retiree Health In (retiree health insurance)	GPDE_SI_DATA4	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Retiree Health In	Enter retiree health insurance data.
Multiple Employments	GPDE_SI_MUL	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Multiple Employments	Check the employee as a multiple employed for DEUEV and he is able to enter the income (SI-able) from the additional employment.
Flex Time Entry	GPDE_FL_DATA	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data DEU, Flex Time Entry	Enter data for the flex time agreement between employer and employee.

Page Name	Object Name	Navigation	Usage
Pay Entity Location	GPDE_AL_PE_LOC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Location DEU, Pay Entity Location	Each location of a company has a reporting number for reporting social insurance contributions to the pension provider. Enter the social insurance reporting number of the paying entity location here. This information is used on the SI contribution report.
Compulsory Health Insurance	GPDE_RC_SI09	Global Payroll & Absence Mgmt, Social Security/Insurance, Compulsory Health Ins Report DEU, Comp. Health Ins	Helps employers to decide about the right health insurance contribution class (voluntary versus mandatory).
SI Contribution	GPDE_RC_SI10	Global Payroll & Absence Mgmt, Social Security/Insurance, SI Contributions Report DEU, SI Contribution	Summarizes all social insurance data relevant to all employees. It displays all the values that have been set for a specific organization.

Setting Up SI Data for Employees

Access the Contributions page.



Maintain Social Ins Data DEU - Contributions page

Note. Save the employee social insurance data only after you enter all the required data in the pages of this component.

Use the scroll arrows to select the individual types of social insurance types.

Effective Date The system automatically sets this field to the employee's hire date. You can override this and enter another effective date for processing the employee's social insurance contributions.

DEUEV Contribution Group Code The DEUEV contribution group code of the employee.

SI Provider (social insurance provider) The entity that provides the insurance coverage type that you specify as the primary provider. The value of this field remains the same for all social insurance types.

Note. The system populates this field for the coverage type *Health Insurance.* This field is clear if the employee is privately insured.

Miners' Social Insurance Select if the employee is a member of a miners' insurance association.

Insurance Details

SI Coverage Type (social insurance coverage type) The individual types of insurance.

Primary Provider Select to specify that the selected insurance provider is also the primary provider for social insurance contributions. The DEUEV reports will be sent to this provider.

Warning! If no social insurance provider has been assigned to the selected primary provider, the system issues a warning. Only one insurance type can be specified as the primary provider. It is possible, however, not to assign a primary provider to an employee.

Insurance Coverage Type Select your employee's coverage type: *Mandatory, None, Private,* or *Voluntary.*

If the employee's coverage type is *Mandatory* or *Voluntary,* the system enables you to specify the contribution group.

Region Select your employee's Region: *East* or *West.* The region of the primary health care provider is the default setting.

Contribution Group If the employee's Insurance Coverage Type is *Mandatory* or *Voluntary,* the system allows you to specify the contribution group.

Social Insurance Provider Select the health insurance provider that insures this employee.

Calculation Rate The calculation rate. This is a reference to the contribution rates of the provider.

Total Computed Cost This field becomes available for entry if you enter *Private* in the Insurance Coverage Type field. The value that you enter for Total Computed Cost must be greater than zero.

ER Remits If the employer pays health insurance contributions, select this check box. This option is available only if you select *Private* in the Insurance Coverage Type field.

Employer Contribution This field becomes available for entry if you enter *Private* in the Insurance Coverage Type field.

The value in this field must not be greater than the Total Computed Cost (*0* is a valid value).

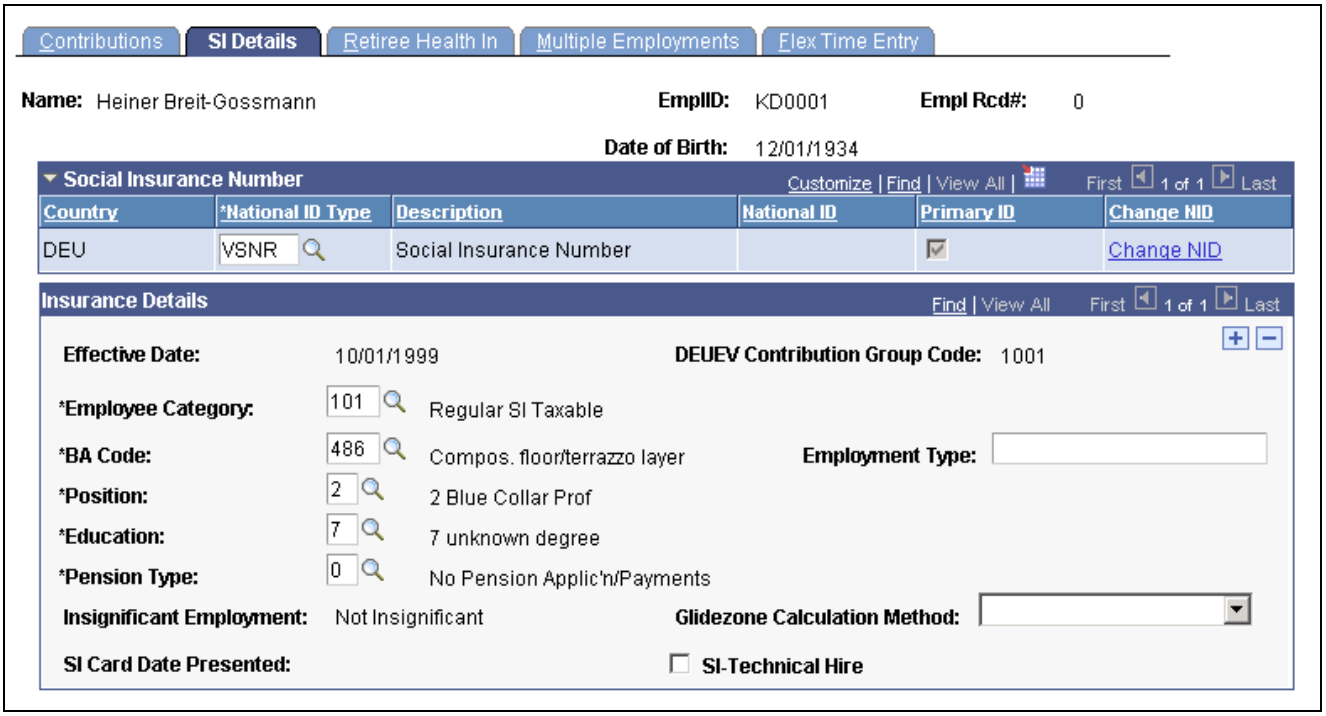
If the Total Computed Cost is greater than zero, the system calculates the value in the Employer Contribution field as follows:

Employee Contribution = Total Computed Cost − Employer Contribution

The value you enter here must not be greater than the Total Computed Cost (*0* is a valid value).

Entering Additional Social Insurance Details for Employees

Access the SI Details page.



Maintain Social Ins Data DEU - SI Details page

Note. You can save the employee social insurance data only after you enter all the required data in the pages of this component.

Date of Birth Populates from the employee's personal data.

Country Must be DEU.

National ID Type Select *VSNR* for German Social Insurance Number, or *EUVSNR* for European Social Insurance Number.

National ID Enter the employee's social insurance number.

Primary ID Check this field if the National ID has to be used for German DEUEV process.

EU Social Insurance Number Enter the employee's EU social insurance number.

Insurance Details

Effective Date Populates from the Contributions page.

DEUEV Contribution Group Code The DEUEV contribution group code of the employee.

Employee Category Enter the code applicable to the employee.

BA Code (German Federal Employment Services Office code) Select the employee's job code in accordance with the official codes of the German Federal Employment Services Office.

Employment Type Enter the employee's employment type. You can save the social insurance data only when you enter a value here and select a value in the Position field.

Position You can save the social insurance data only when you select a value here and in the Employment Type field. Select the employee's position:

- *0 Applicant.*
- *1 Blue Collar, non prof* (non-professional).
- *2 Blue Collar Prof* (blue-collar professional).
- *3 BC Master* (blue-collar master).
- *4 White Collar.*
- *5 Homeworker; domestic business.*
- *8 Part Time < 18 Hrs.* (18 hours).
- *9 Part Time >= 18 Hrs.*

Education Select the employee's education code in accordance with the official codes of the German Federal Employment Services Office:

- *0 N/A.*
- *1 General Secondary w/o Prof.*
- *2 General Secondary with Prof.*
- *3 Gen Univ Entr no Prof Train.*
- *5 Technical College Degree.*
- *6 University Degree.*
- *7 unknown degree.*
- *Gen Univ Entr w/Prof Train.*

Pension Type Enter the type of pension that the employee receives. This entry is used to classify employees.

Insignificant Employment If the Employee Category field is equal to 109, then *Insignificant employee* appears. Otherwise, *Not insignificant* appears.

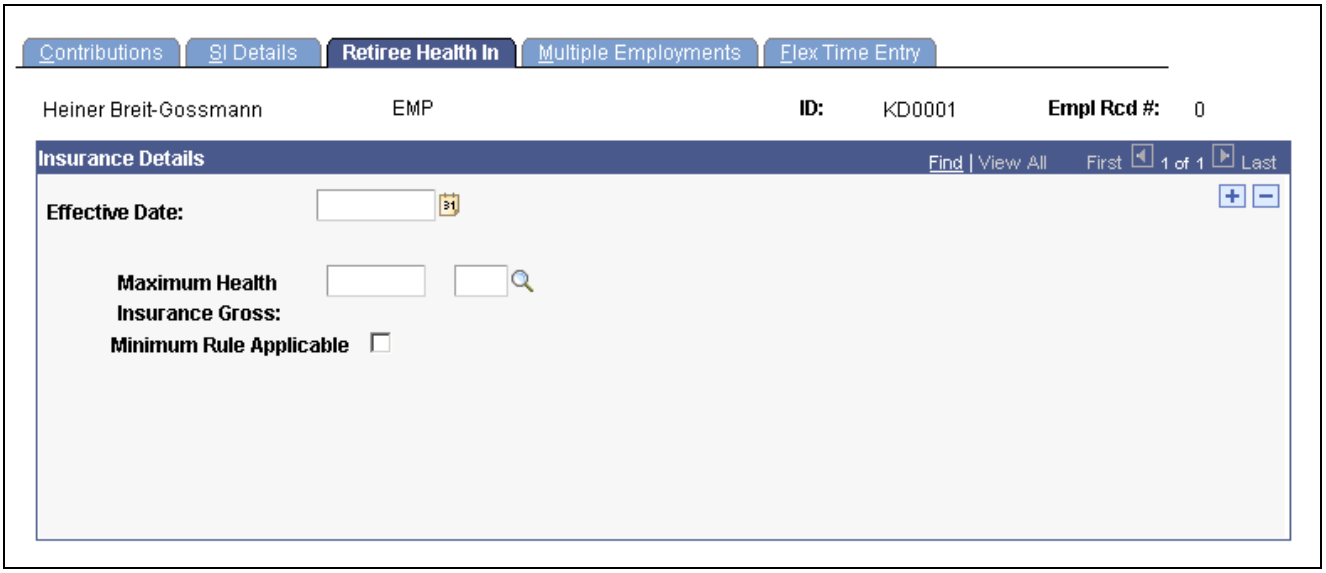
SI Card Date Presented Enter the date on which the employee submitted his or her SI card.

Glidezone Calculation Method Enter the method used to calculate SI contributions in cases where the employee belongs to the so-called Glidezone (between 400,- to 800,- Euro income). The employee contribution is calculated with a reduced percentage.

SI-Technical Hire Select this field if the emplid/empl_rcd belongs to an exiting employment. It is only created to calculate certain special cases for insignificant employed employees. (a additional connected DEUEV registration/message).

Entering Retiree Health Insurance Data

Access the Retiree Health In page.



Maintain Social Ins Data DEU - Retiree Health In page

Maximum Health Insurance Gross The maximum income limit. The health insurance provider notifies you of the amount of the contributory pension benefits. In order to allow the social insurance contribution recipient to make a correct contribution statement, the health insurance provider must also specify whether the pension recipient receives multiple pension payments and which contribution rate applies to the pension recipient's health insurance.

Minimum Rule Applicable Pension benefits are non-contributory if the pension benefits do not exceed a certain amount (low-income limit). The limit is 1/20 of the monthly base amount in accordance with § 18 of the Social Security Code IV. If the compensation for your employees is less than this limit, select this check box.

The contribution transfer process must be carried out for the health and nursing care contributions of retirees with mandatory health insurance. The contribution must be paid by each company based on the payments made in the respective company.

You do not have to pay contributions for retirees with voluntary insurance coverage. However, you must notify the social insurance provider of the amount of the pension benefits and any changes. For this reason, you must record these pension recipients and their contributions on the contribution statement. The pension recipients are assigned to a social insurance provider without contribution payments being made.

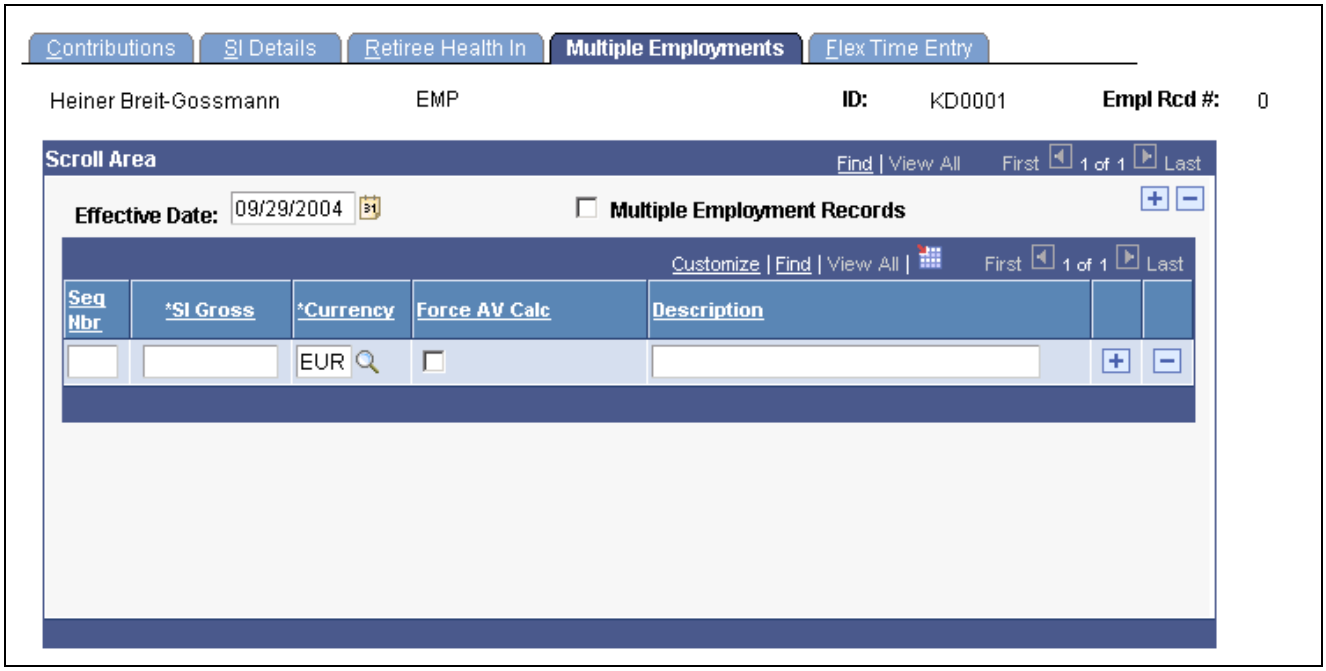
Because a third-party income can lead to the maximum contribution limit being reached, also consider other earnings in order to ensure correct contribution statements.

The maximum contribution limit (contribution payment limit) is the difference between the income limit for health and nursing care insurance and the gross pension of the statutory pension insurance.

Note. If pension benefits are paid in intervals of more than one month, they must be distributed in order to verify whether they are below the lower contribution limit. The low-income earner limit is not used if the pension benefits themselves exceed the limit, but the contributory portion is below the limit due to the Maximum Health Insurance Gross amount specified.

Setting Up Multiple Employments Data

Access the Multiple Employments page.



Maintain Social Ins Data DEU - Multiple Employments page

Effective Date Enter the effective date for multiple employment data. This is the date from which the data is valid for payroll calculation

Multiple Employment Records Select to indicate that there are multiple employments in other companies for this employee.

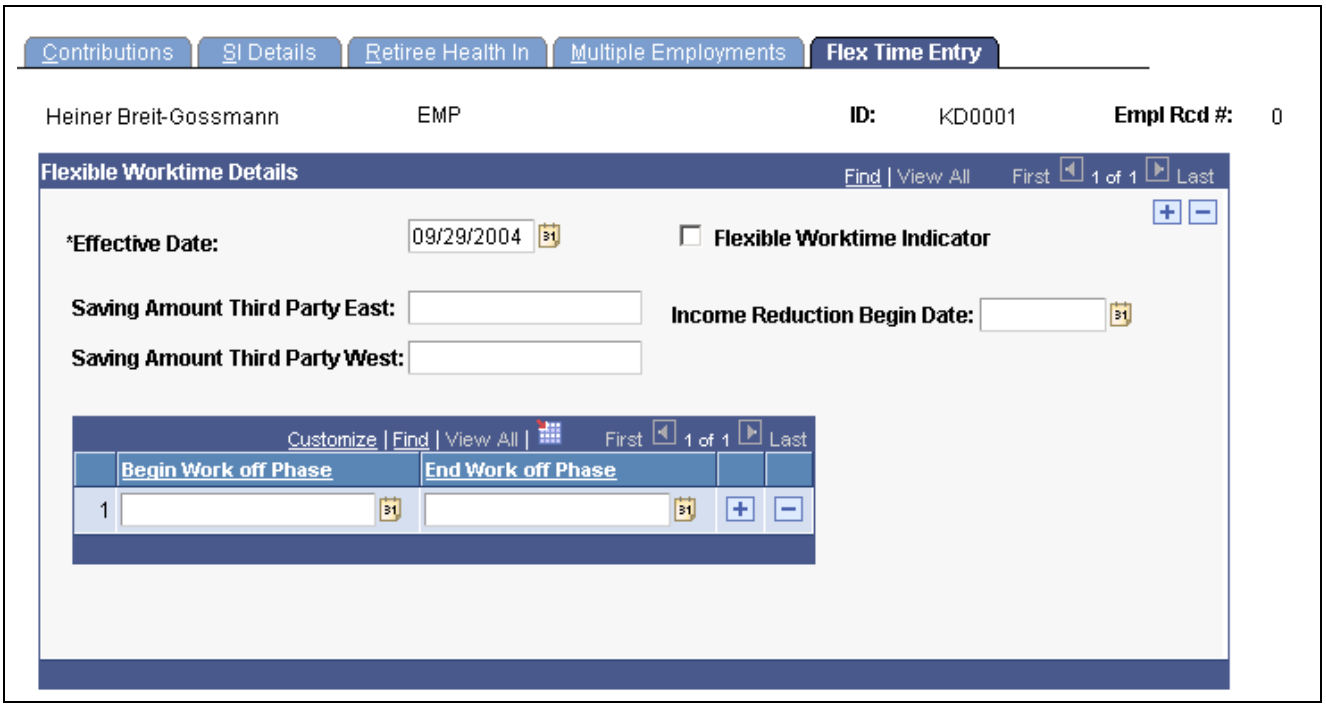
SI Gross Enter the social insurable gross from the other employments; one row for each employment.

Currency Select the currency.

Force AV Calc If this check box is selected, the entered SI-gross will be used for unemployment insurance calculation in every case (even when the entered amount is beyond 400,- Euro).

Setting Up Flex Time Entry

Access the Flex Time Entry page.



Maintain Social Ins Data DEU - Flex Time Entry page

Effective Date Enter the effective date for flexible worktime details.

Flexible Worktime Indicator Select if the employee has a flexible worktime contract as of the effective date. Deselect to indicate that the employee does not work with a flexible worktime contract anymore.

Saving Amount Third Party East Enter savings for flexible worktime from former employers for SI region East.

Income Reduction Begin Date Enter the date when the reduction of income happens the first time.

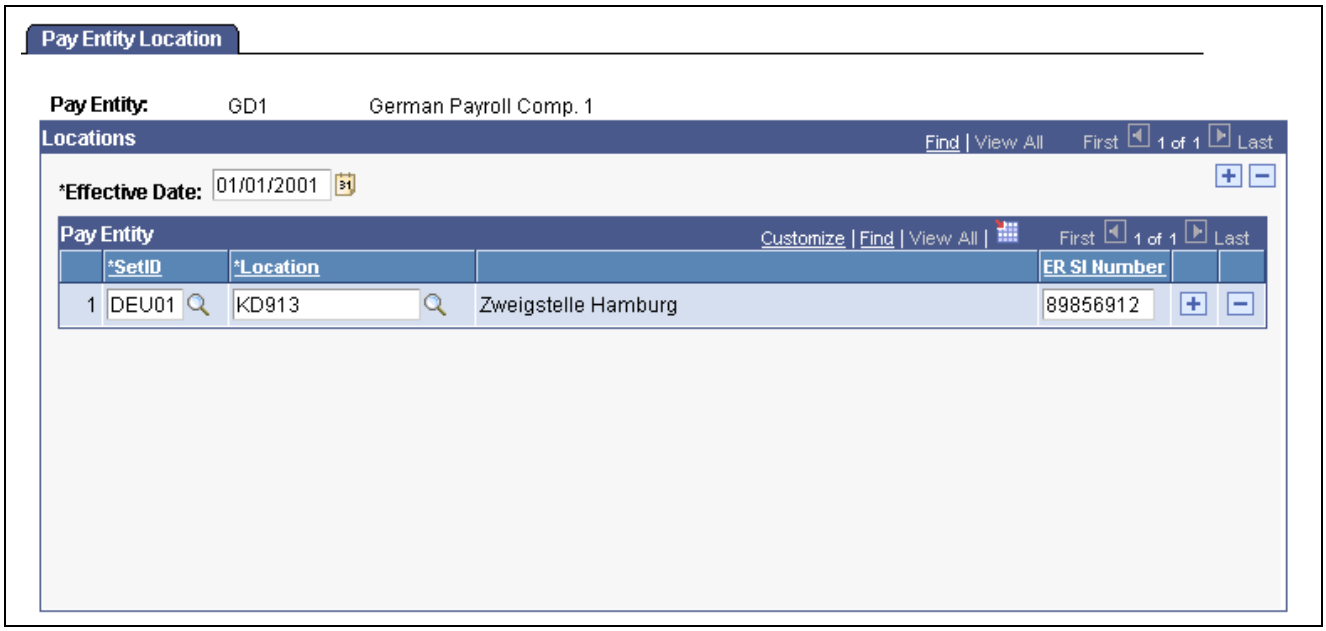
Saving Amount Third Party West Enter savings for flexible worktime from former employers for SI region West.

Begin Work off Phase Enter the beginning date of the work off phase (when employee starts free time span.)

End Work off Phase Enter the ending date of the work off phase (when employee come back from free time span.)

Setting Up a Pay Entity Location

Access the Pay Entity Location page.

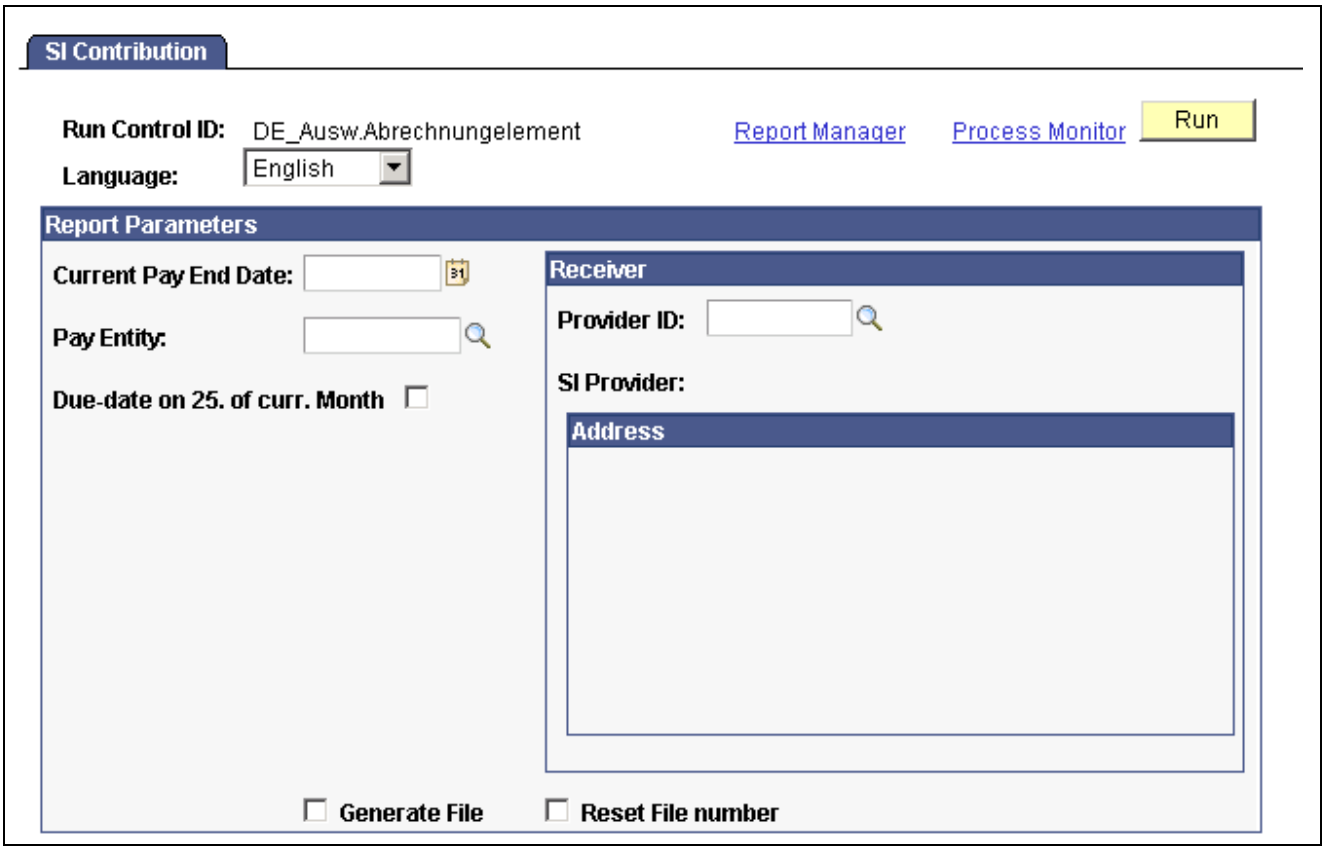


Pay Entity Location page

ER SI Number (employer social insurance number) Enter the social insurance reporting number.

Reporting Social Insurance Contributions – GPDESI10

Access the SI Contribution page.



SI Contributions Report DEU - SI Contribution page

Provider ID Once you select the provider ID, the system populates the Address group box.

Setting Up Accident Insurance

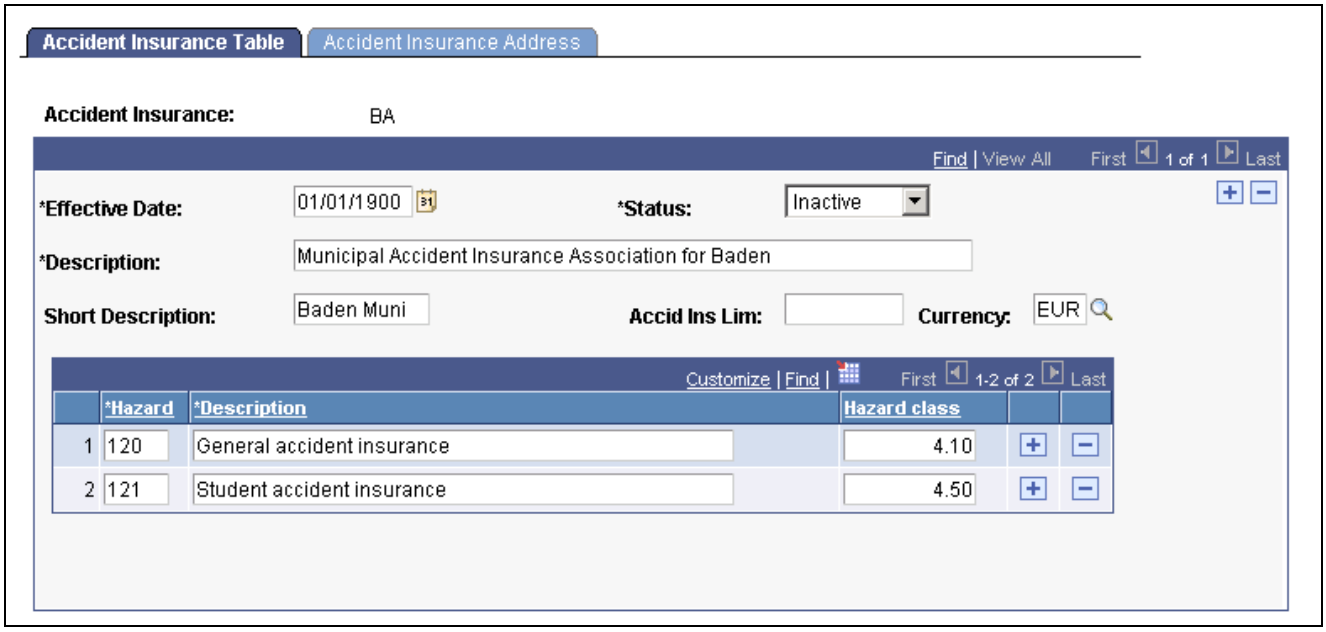
Use the Accident Insurance component to set up accident insurance information.

Pages Used to Set Up Accident Insurance

Page Name	Object Name	Navigation	Usage
Accident Insurance Table	ACCDT_INS_TABLE	Set Up HRMS, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Table	Set up your accident insurance details.
Accident Insurance Address	ACCDT_INS2_TABLE	Set Up HRMS, Product Related, Workforce Administration, Workforce Data DEU, Accident Insurance, Accident Insurance Address	Set up your accident insurance address information.

Setting Up Accident Insurance Details

Access the Accident Insurance Table page.



Accident Insurance Table page

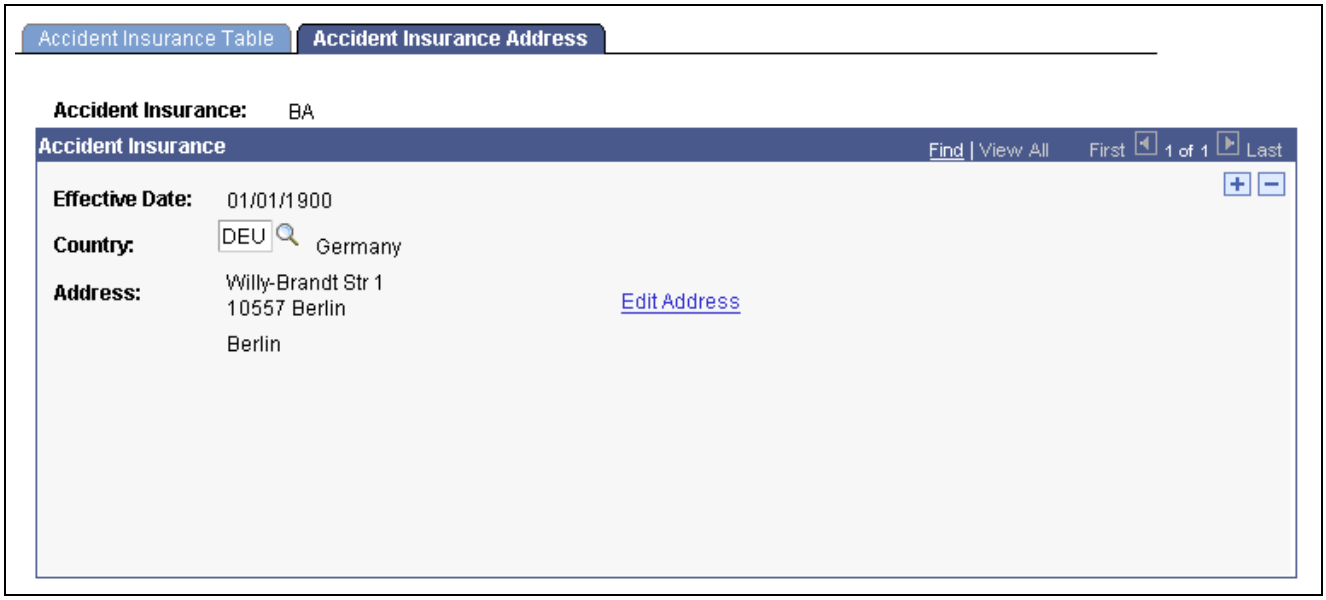
Accid Ins Lim (accident insurance limit) Enter the limit amount for the accident insurance.

Hazard Enter a hazard code.

Hazard Class Enter the accident insurance hazard class.

Setting Up Accident Insurance Address Information

Access the Accident Insurance Address page.



Accident Insurance Address page

Country Select the appropriate country. The remaining address fields comply with PeopleSoft standard address formats.

Setting Up Contribution Groups

Contribution groups are delivered and maintained by PeopleSoft.

Common Elements in This Component

SI Coverage Type (social insurance coverage type) The social insurance type that you selected to enter this page.

Coverage Type The type of calculation to be done for the employee.

Contribution Group The group defined on the Contribution Groups page.

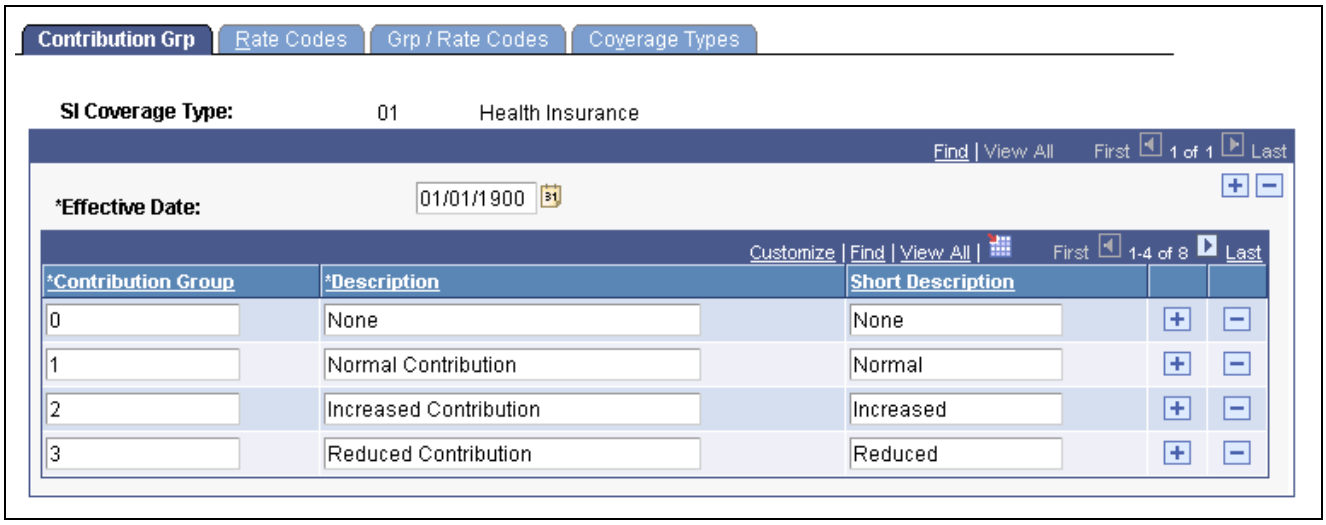
Set As Default Select if you want this set as the default.

Pages Used to Set Up Contribution Groups

Page Name	Object Name	Navigation	Usage
Contribution Grp (contribution group)	GPDE_SI_STATCD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Contribution Groups DEU, Contribution Grp	Define the contribution group codes for contribution statements. PeopleSoft delivers and maintains the Contribution Groups table.
Rate Codes	GPDE_SI_RATE_CD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Contribution Groups DEU, Rate Codes	View the possible calculation rate codes for each insurance type. PeopleSoft delivers and maintains the Contribution Groups Table.
Grp / Rate Codes (group / rate code)	GPDE_SI_STAT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Contribution Groups DEU, Grp / Rate Codes	View the relationship between the contribution group and the corresponding rate code.
Coverage Types	GPDE_SI_COV	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Contribution Groups DEU, Coverage Types	View the possible contribution groups for each coverage type. PeopleSoft delivers and maintains the Contribution Groups Table.

Defining Contribution Group Codes

Access the Contribution Grp page.



Contribution Grp page

The contribution groups vary based on the social insurance coverage type:

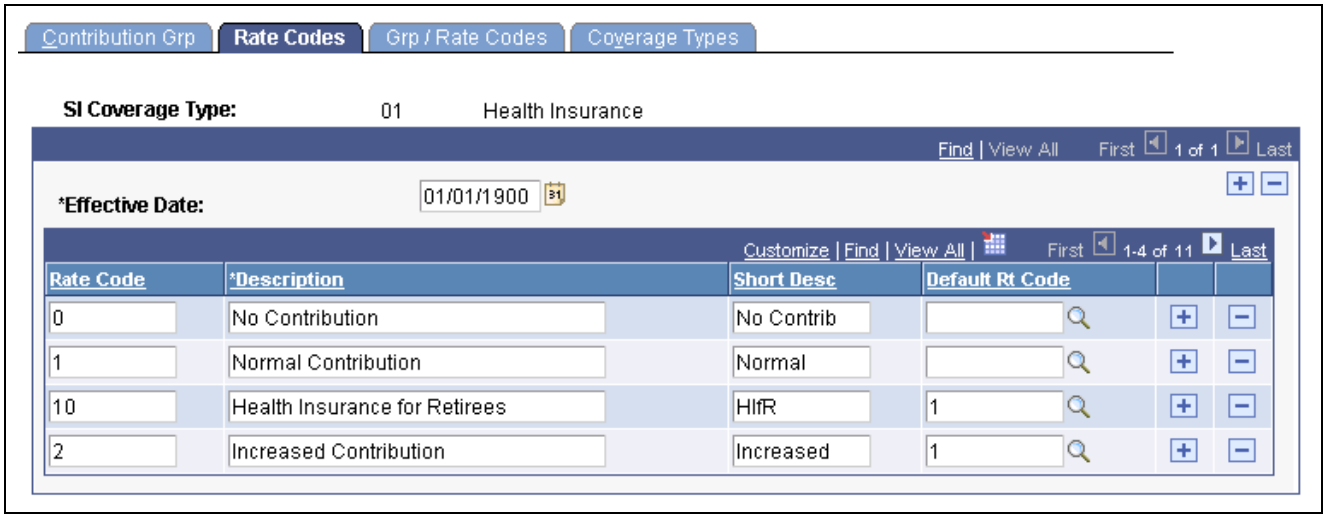
SI Coverage Type	Insurance Coverage Type	Contribution Group
Health insurance	0 – None	0 – No contribution (default)
	1 – Mandatory	1 – Normal contribution (default)
		2 – Increased contribution
		3 – Reduced contribution
		4 – Farmers health insurance
		5 – Employer's contribution to farmer's health insurance
		6 –Insignificant employee contribution
	2 – Voluntary	0 – No contribution (default)
		9 – Voluntary contribution
	3 – Private	0 – No contribution (default)
Nursing care insurance	0 – None	0 – No contribution (default)

SI Coverage Type	Insurance Coverage Type	Contribution Group
	1 − Mandatory	0 − No contribution (default)
		1 − Full contribution
		2 − Half contribution
	2 − Voluntary	0 − No contribution (default)
		1 − Full contribution
		2 − Half contribution
	3 − Private	0 − No contribution (default)
Old age pension insurance	0 − None	0 − No contribution (default)
	1 − Mandatory	1 − Blue collar full contribution (default)
		2 − White collar full contribution
		3 − Blue collar half contribution
		4 − White collar half contribution
		5 − Lump sum for insignificant blue collar worker
		6 − Lump sum for insignificant white collar worker
	2 − Voluntary	Illegal (default)
	3 −Private	0 − No contribution (default)
Unemployment insurance	0 − None	0 − No contribution (default)
	1- Mandatory	1 − Full contribution (default)

SI Coverage Type	Insurance Coverage Type	Contribution Group
		2 – Half contribution
	2 – Voluntary	Illegal
	3 – Private	Illegal

Defining Rate Codes

Access the Rates Codes page.



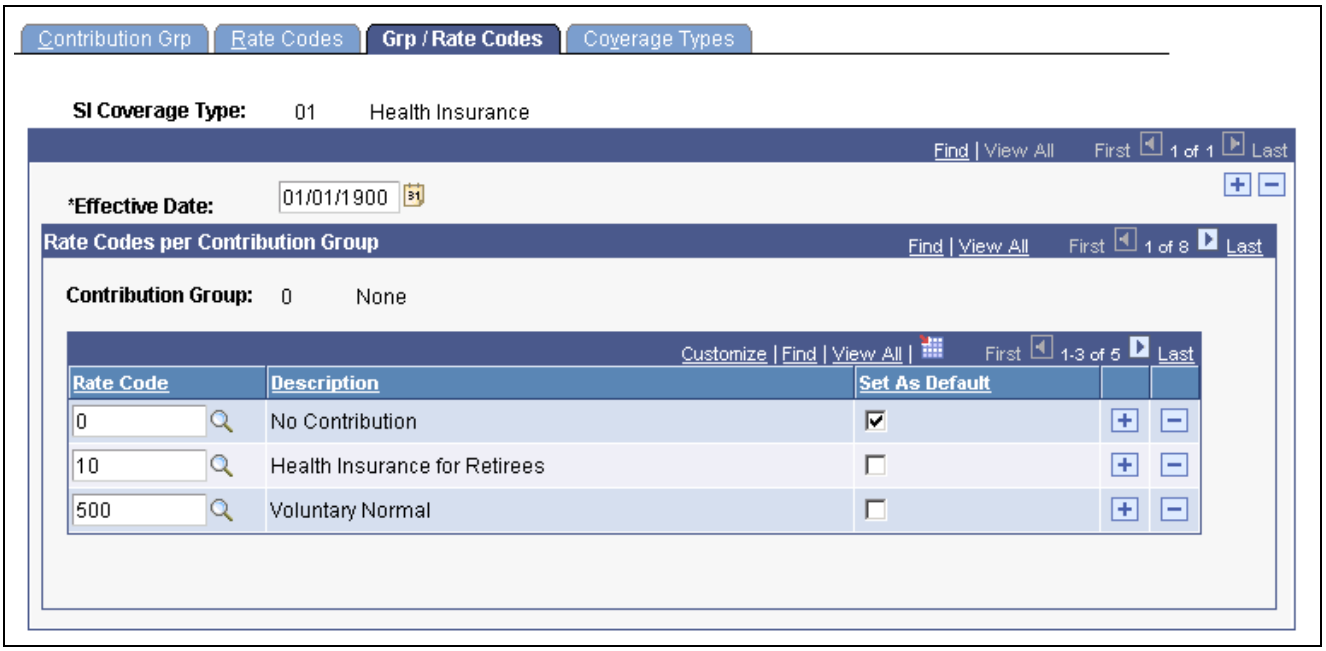
Rate Codes page

Rate Code The rate codes defined on this page will be used in the definition of the contribution rates for the various SI Coverage Types and for the Health Insurance providers.

Default Rt Code (default rate code) When the actual values for a contribution rate are entered, the system will calculate a default for the rate code in the Rate Code field based on the value for the rate code entered here.

Defining Group Rate Codes

Access the Grp / Rate Codes page.



Grp / Rate Codes page

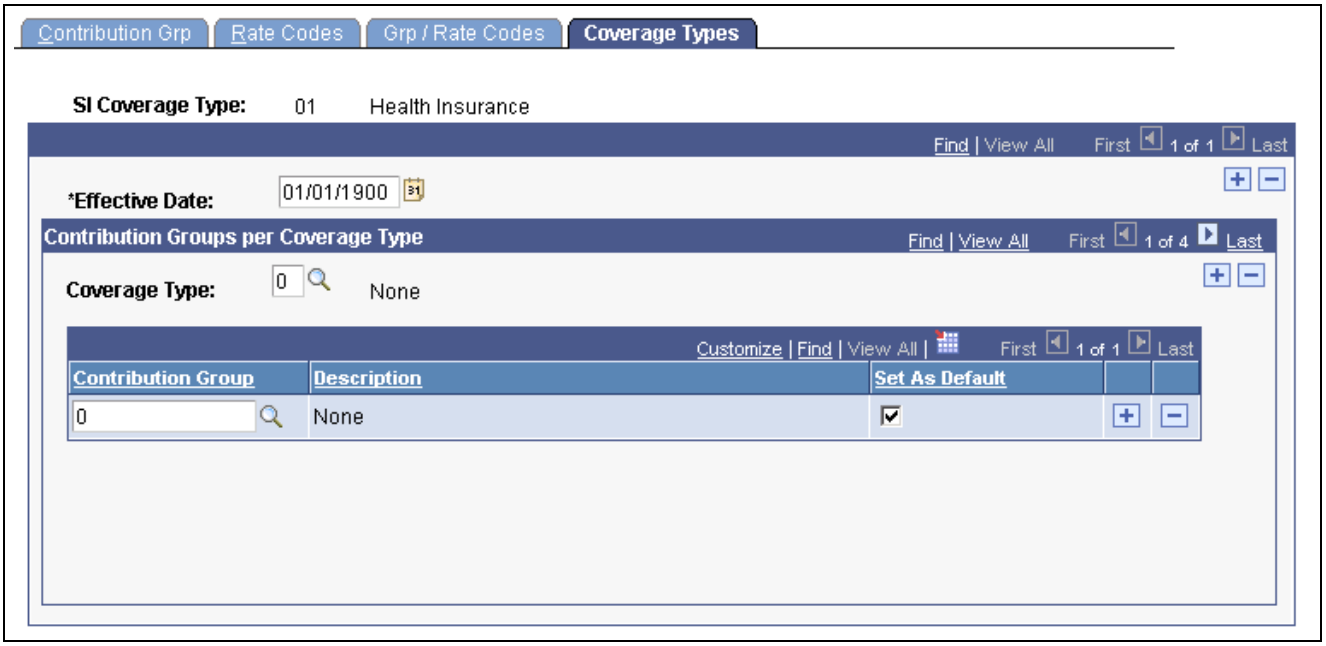
Contribution Group The group defined on the Contribution Groups page.

Rate Code Rate code for the calculation of contributions.

Set As Default Select if you want this set as the default.

Defining Coverage Types

Access the Coverage Types page.



Coverage Types page

Viewing Pension Insurance Providers

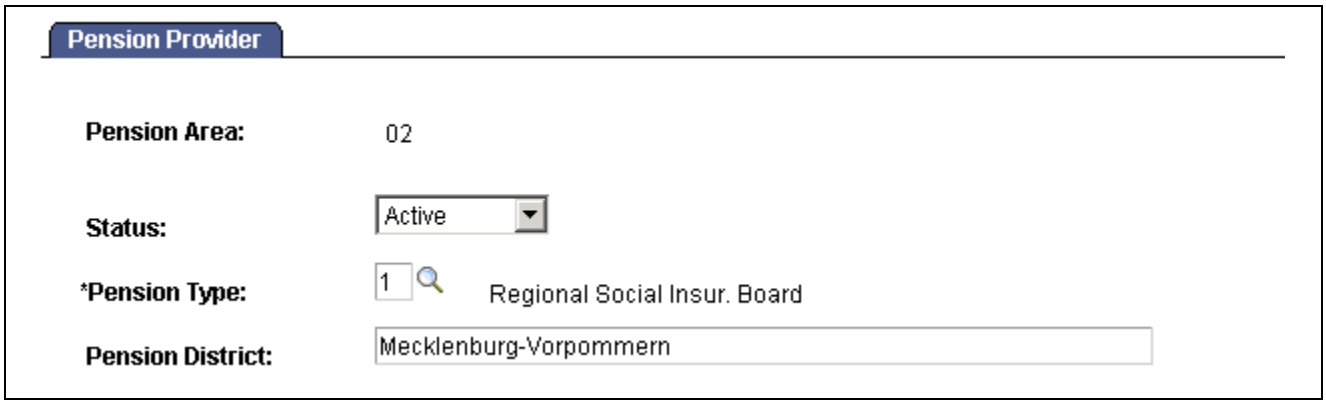
You can view all of your pension providers.

Page Used to View Pension Insurance Providers

Page Name	Object Name	Navigation	Usage
Pension Provider	GPDE_SI_P_PROVDR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Pension Ins Providers DEU, Pension Provider	Lists all pension insurance providers in Germany. The table is updated regularly by PeopleSoft. You can update the table yourself if necessary.

Viewing Germany Pension Insurance Providers

Access the Pension Provider page.



Pension Provider page

Pension Area The ID that you selected when you accessed the page.

Pension Type Enter the pension insurance provider.

Pension District Enter the associated district.

Setting Up Social Insurance Providers

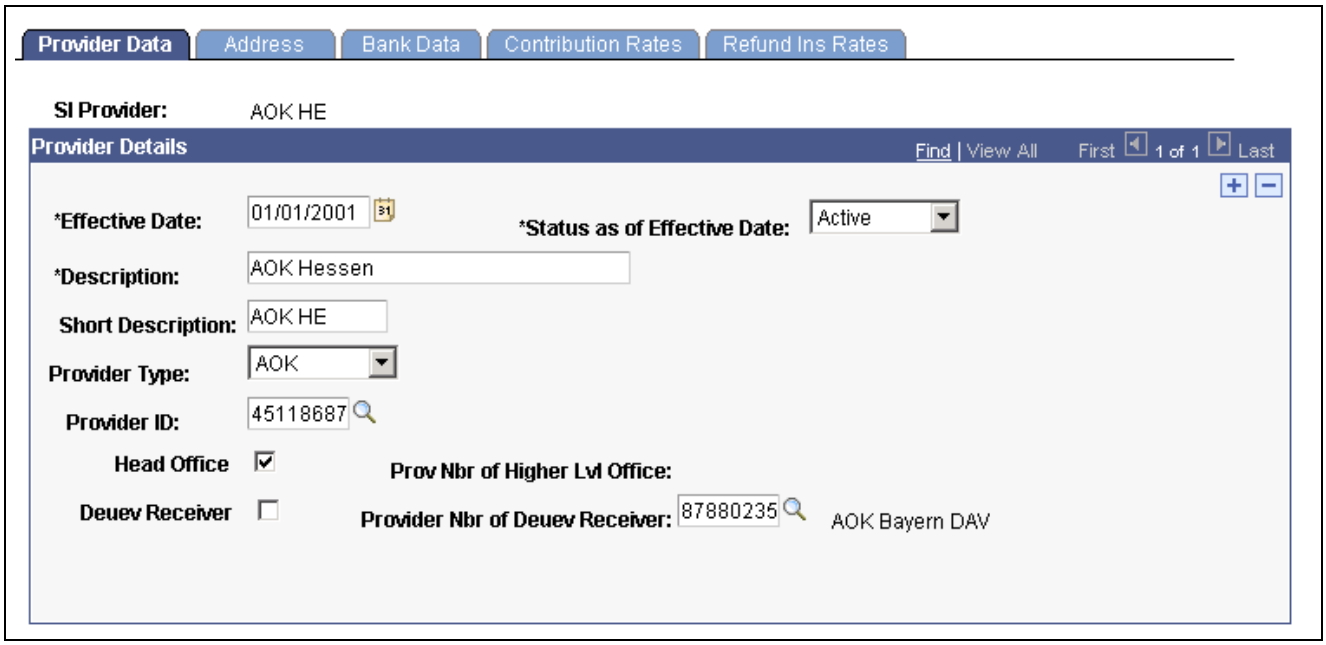
Use the Social Insurance Providers component to set up employee social insurance providers.

Pages Used to Set Up Social Insurance Providers

Page Name	Object Name	Navigation	Usage
Provider Data	GPDE_SI_PROV	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Insurance Providers DEU, Provider Data	Set up basic information about social insurance providers.
Insurance Providers DEU - Address	GPDE_SI_PRV_ADR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Insurance Providers DEU, Address	Set up address information for social insurance providers.
Insurance Providers DEU - Bank Data	GPDE_SI_PRV_BNK	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Insurance Providers DEU, Bank Data	Set up bank data for social insurance providers.
Insurance Providers DEU - Contribution Rates	GPDE_SI_HRT_DISP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Insurance Providers DEU, Contribution Rates	View and modify contribution rates for social insurance providers.
Refund Ins Rates (refund insurance rates)	GPDE_SI_RFRT_DISP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Insurance Providers DEU, Refund Ins Rates	View and modify refund insurance rates for social insurance providers.
Pay Entities DEU - SI Data (social insurance data)	GPDE_AL_PE_SID	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, SI Data	Enter social insurance data for a pay entity.
Pay Entities DEU - Refund Ins Data (refund insurance data)	GPDE_AL_PE_RFND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Refund Ins Data	Enter refund insurance data for this pay entity.

Entering Basic Social Insurance Provider Data

Access the Provider Data page.



Provider Data page

Provider Type Select the type of health insurance provider based on the classification due to DEUEV.

Provider ID Enter a provider ID. This number is defined by you and signifies an internal logical order. You can select your own number (for example, 0001, 0002, and so on).

Head Office Select if this is the head office for the provider.

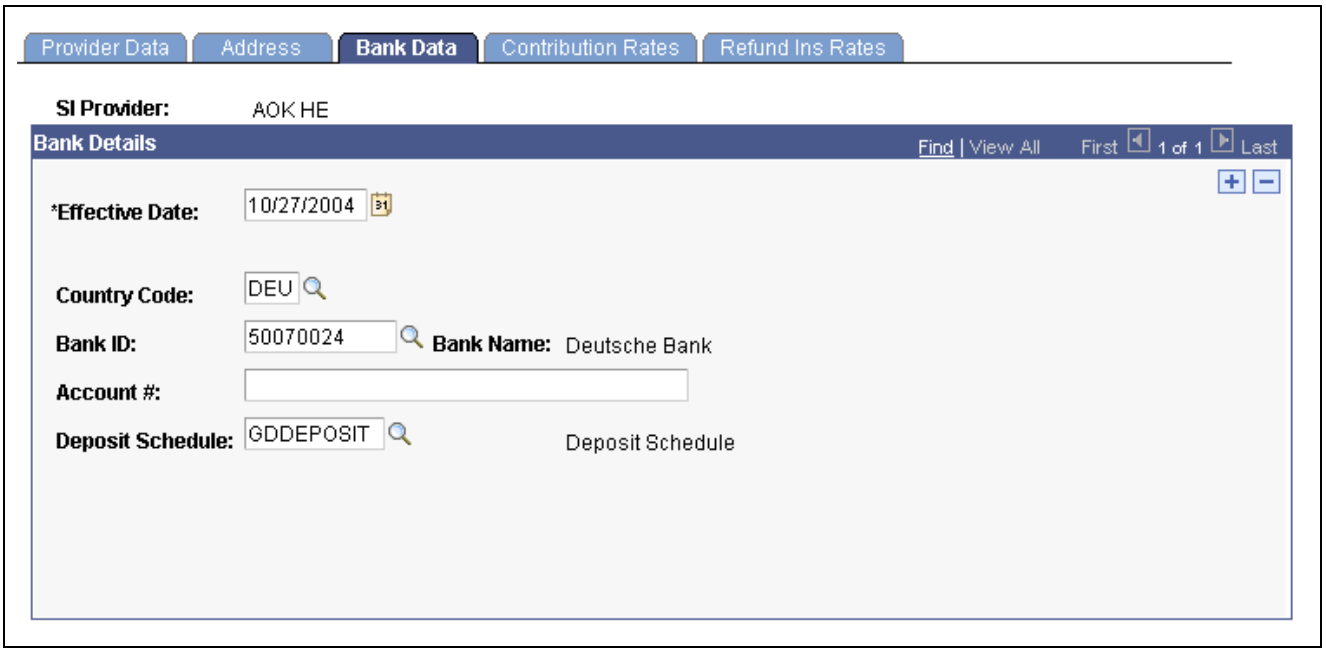
Deuev Receiver Select if this provider is a DEUEV receiver.

Prov Nbr of Higher Lvl Office (provider number of higher level office) Select the provider number of the higher level office.

Provider Nbr of Deuev Receiver (provider number of DEUEV receiver) Select the provider number of the DEUEV receiver.

Entering Social Insurance Provider Bank Data

Access the Insurance Providers DEU - Bank Data page.



Insurance Providers DEU - Bank Data page

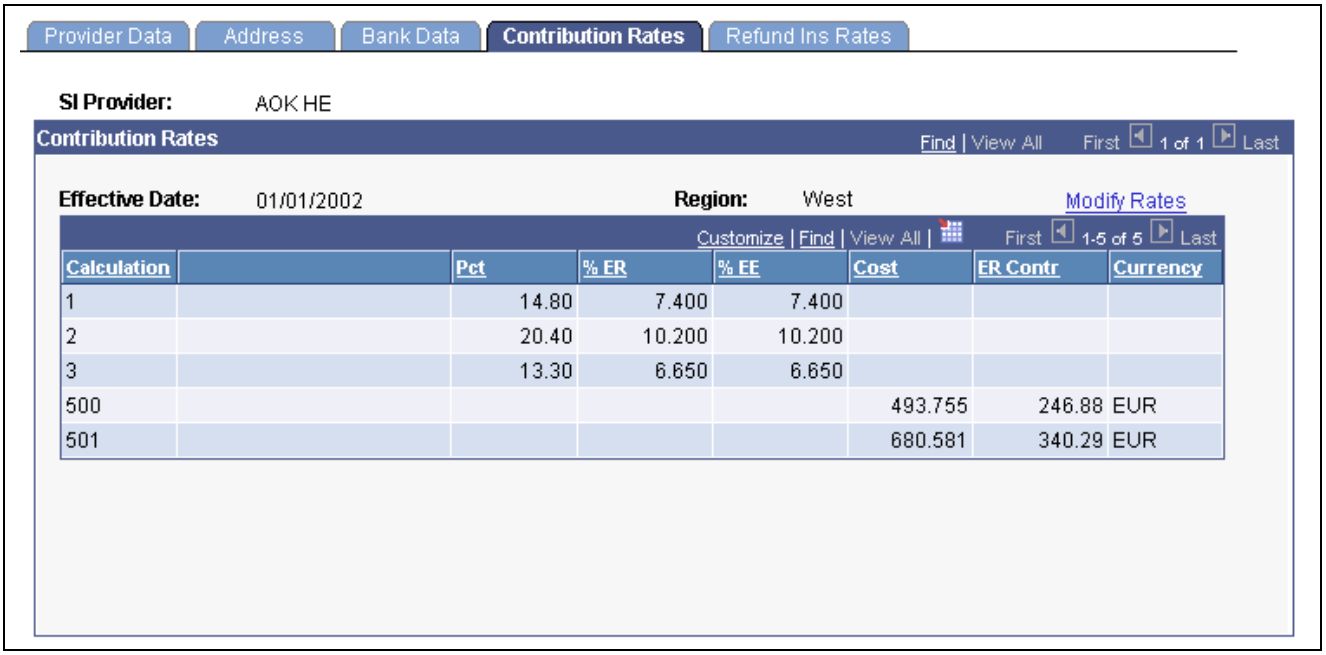
Bank ID Select the bank ID for the provider.

Account # Enter the provider's bank account number.

Deposit Schedule Select the bank deposit schedule for the provider.

Viewing Social Insurance Contribution Rates Data

Access the Insurance Providers DEU - Contribution Rates page.

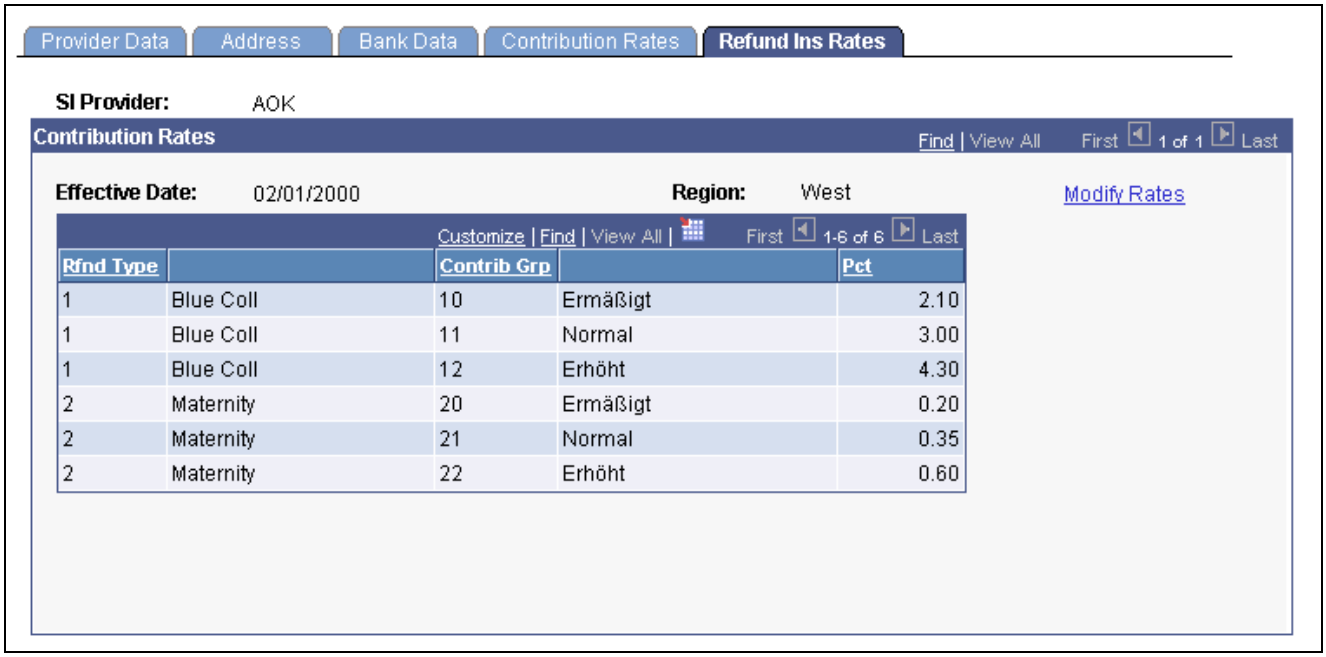


Insurance Providers DEU - Contribution Rates page

When you access this page, the contribution rates for the social insurance provider appear. Select the *Modify Rates* link to access the Health Rates page in the Insurance Provider Rates component, and modify the rates.

Viewing Social Insurance Refund Insurance Rates Data

Access the Pay Entities DEU - Refund Ins Rates page.

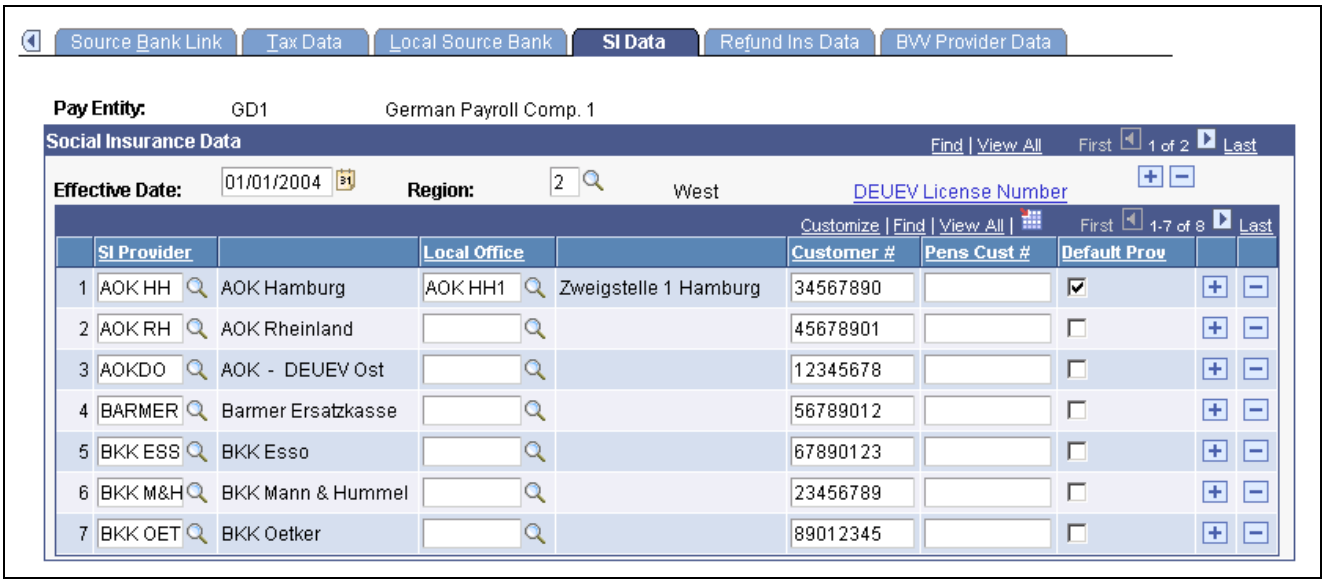


Pay Entities DEU - Refund Ins Data page

When you access this page, the refund insurance rates for the social insurance provider appear. Select the *Modify Rates* link to access the Refund Insurance Rates page in the Insurance Provider Rates component, and modify the rates.

Entering Pay Entity Social Insurance Data

Access the Pay Entities DEU - SI Data page.



Pay Entities DEU - SI Data page

Local Office Select the local office of the social insurance provider.

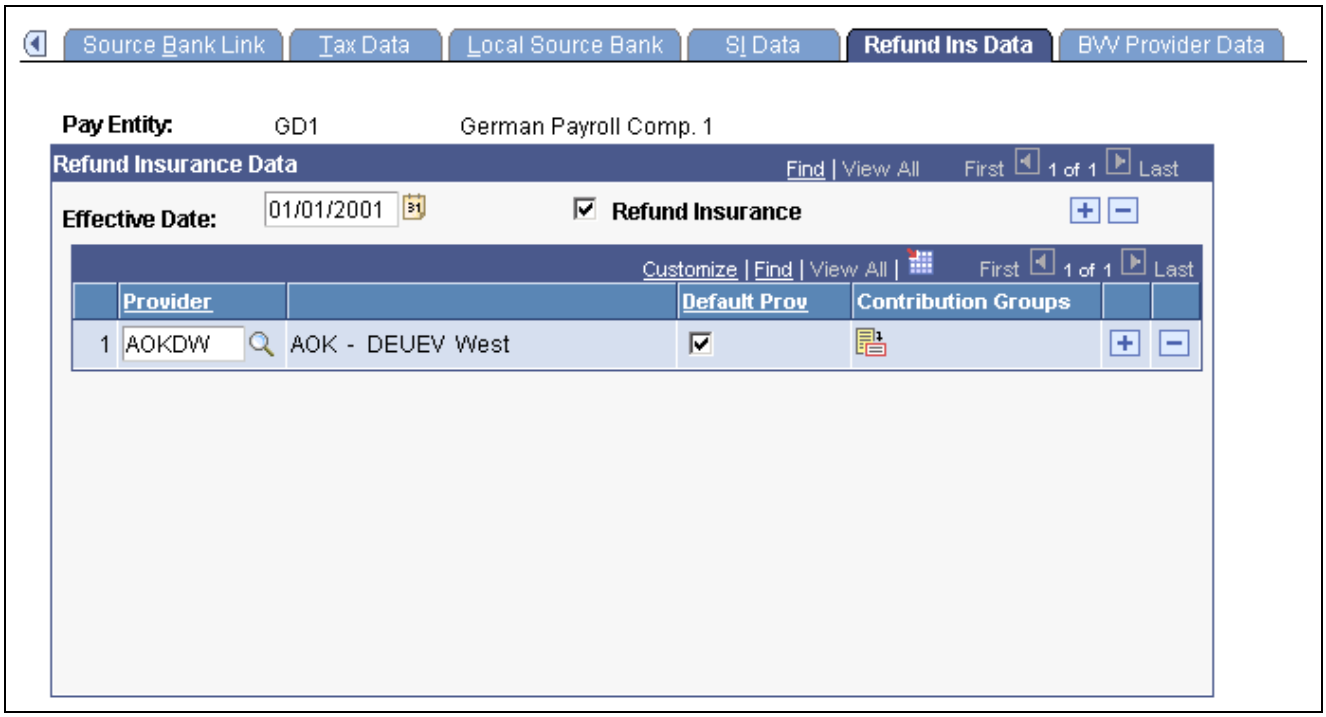
Customer # Enter the customer number.

Pens Cust # (pension customer number) Enter the pension customer number.

Default Prov (default provider) Select if this social insurance provider is the default provider for this pay entity.

Entering Pay Entity Social Insurance Refund Information

Access the Pay Entities DEU - Refund Ins Data page.



Pay Entities DEU - Refund Ins Data page

Select the Refund Insurance check box if refund insurance has to be paid for the employer. If you select this option, there must be at least one entry in the Provider field, one of which must be the default provider. Each provider must list *Blue Collar Worker* and *Maternity* among their contribution groups.

Setting Up Social Insurance Provider Rates

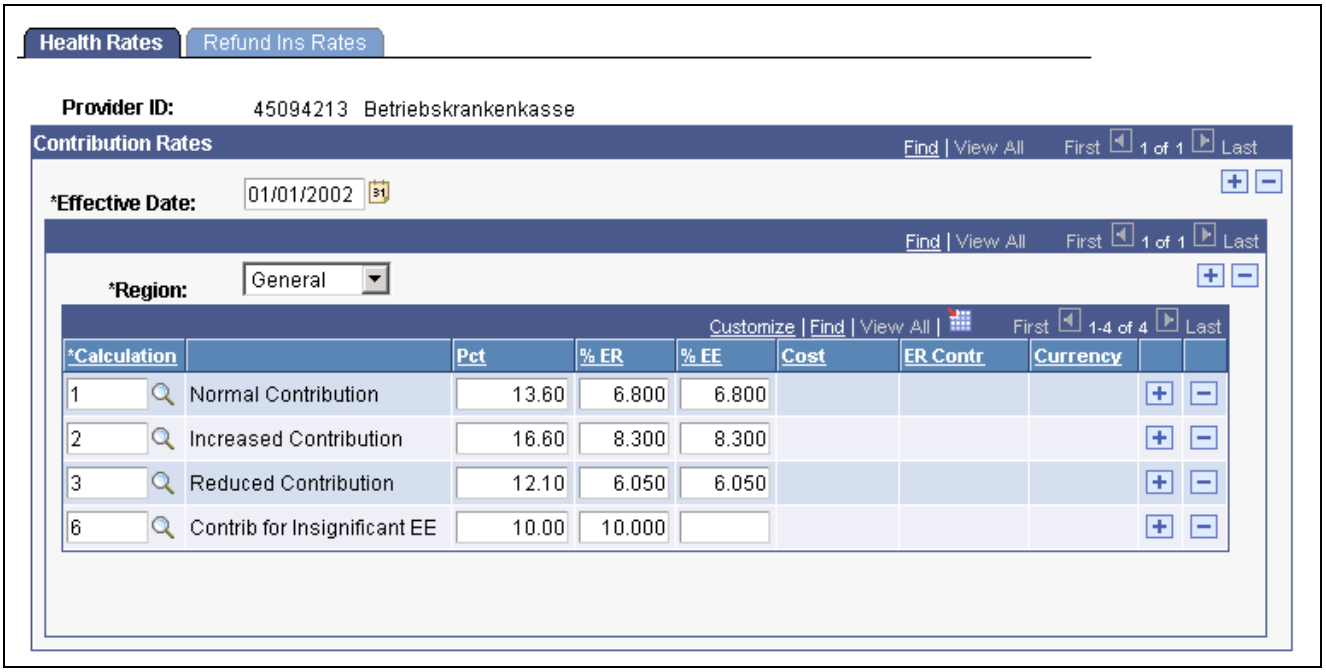
Use the Social Insurance Provider Rates component to set up your social insurance provider rates.

Pages Used to Set Up Social Insurance Provider Rates

Page Name	Object Name	Navigation	Usage
Insurance Provider Rates DEU - Health Rates	GPDE_SI_HLTH_RT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Insurance Provider Rates DEU, Health Rates	Use to set up social insurance provider health insurance rates.
Insurance Provider Rates DEU - Refund Ins Rates (refund insurance rates)	GPDE_SI_RFND_RT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Insurance Provider Rates DEU, Refund Ins Rates	Use to set up social insurance provider refund insurance rates.

Setting Up Social Insurance Provider Health Insurance Rates

Access the Insurance Provider Rates DEU - Health Rates page.



Insurance Provider Rates DEU - Health Rates page

Region Select *General* if the rates are used in the east or west SI regions. Select *East* if the rates are used in the east SI region. Select *West* if the rates are used in the west SI region.

Calculation The relationship between the calculation rate codes for health insurance and the rate of the provider.

Pct (percent) The full percentage for the calculation rate code.

% ER (percentage employer) The portion of the percentage the employer has to pay.

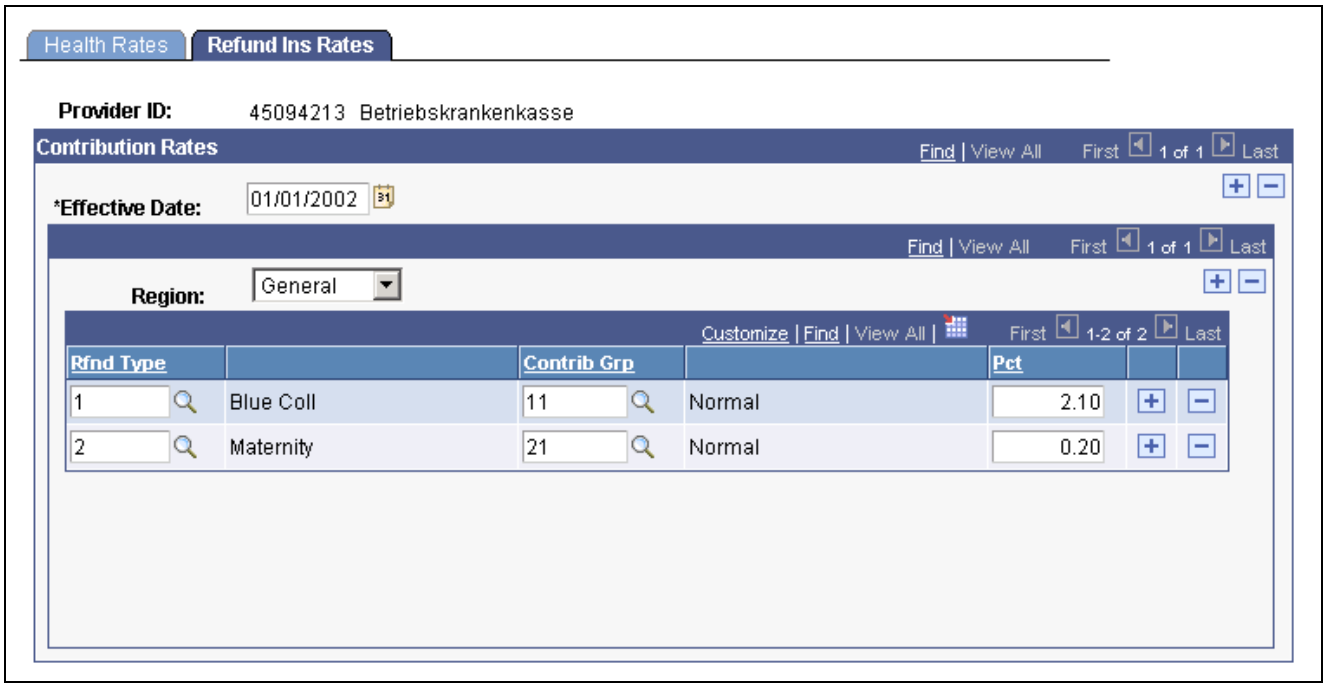
% EE (percentage employee) The portion of the percentage the employee has to pay.

Cost The full amount of health insurance if the calculation rate is 500, 501, or 600.

ER Contr (employer contribution) The employer's portion of the full amount of health insurance if the calculation rate is 500, 501, or 600.

Setting Up Social Insurance Provider Refund Insurance Rates

Access the Insurance Provider Rates DEU - Refund Ins Rates page.



Insurance Provider Rates DEU - Refund Ins Rates page

Region Select *General* if the rates are used in the east and west SI region, *East* if the rates are used in the east SI region, or *West* if the rates are used in the west SI region.

Rfnd Type (refund type) Type of refund insurance to which the employer contributes.

Contrib Grp (contribution group) Contribution group to which the employer pays the contribution for refund insurance.

Pct (percentage) The full percentage for the calculation.

Defining Income Limits

Set up income limits for these types of insurance: health, nursing care, old age pension, and unemployment.

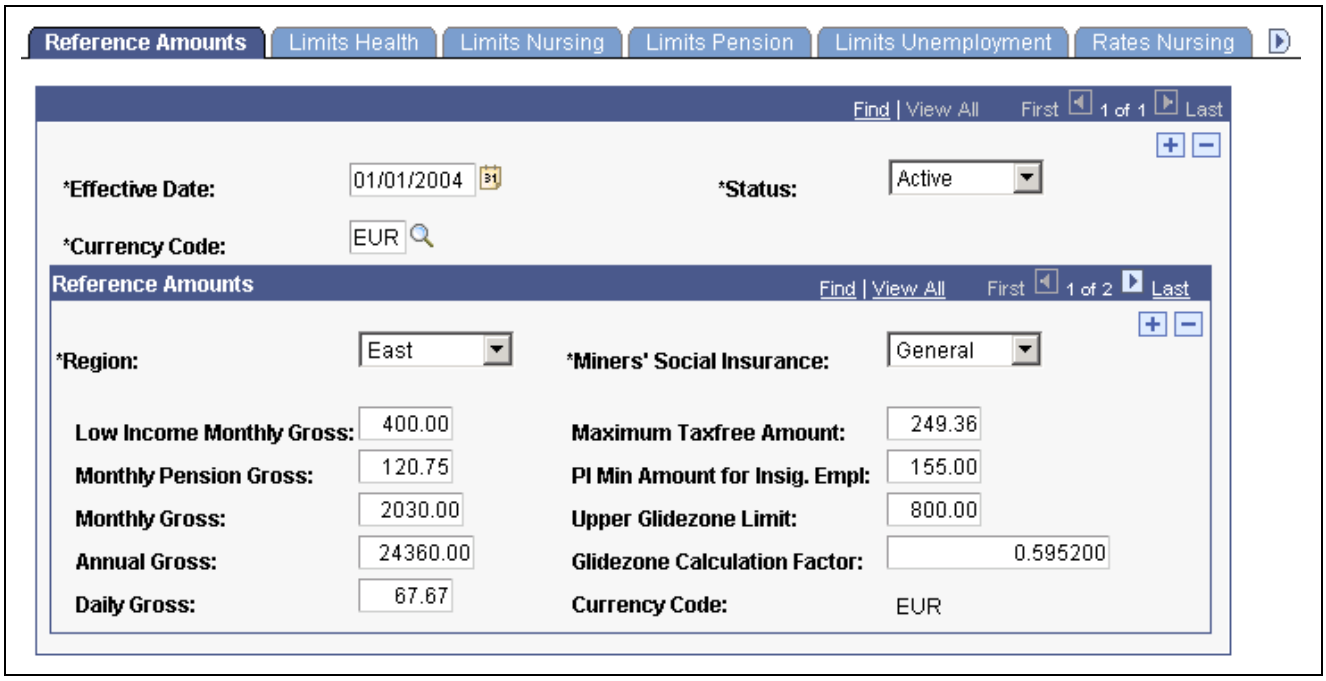
Note. PeopleSoft delivers and maintains the Income Limits table, but you can also change the data yourself if necessary.

Pages Used to Define Income Limits

Page Name	Object Name	Navigation	Usage
Reference Amounts	GPDE_SI_REF_AMT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Income Limits DEU, Reference Amounts	Use to define certain reference amounts for the various income limits for insurance.
Limits Health	GPDE_SI_LIMITS_01	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Income Limits DEU, Limits Health	Use to view and set up income limits for health insurance.
Limits Nursing	GPDE_SI_LIMITS_02	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Income Limits DEU, Limits Nursing	Use to view and set up income limits for nursing care insurance.
Limits Pension	GPDE_SI_LIMITS_03	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Income Limits DEU, Limits Pension	Use to view and set up income limits for pension care insurance.
Limits Unemployment	GPDE_SI_LIMITS_04	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Income Limits DEU, Limits Unemployment	Use to view and set up income limits for unemployment insurance.
Rates Nursing	GPDE_SI_RATES_02	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Income Limits DEU, Rates Nursing	Use to define nursing care insurance contribution rates. PeopleSoft delivers and maintains these tables.
Rates Pension	GPDE_SI_RATES_03	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Income Limits DEU, Rates Pension	Use to define old age pension insurance contribution rates. PeopleSoft delivers and maintains these tables.
Rates Unemployment	GPDE_SI_RATES_04	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Income Limits DEU, Rates Unemployment	Use to define unemployment insurance contribution rates. PeopleSoft delivers and maintains these tables.

Setting Up Income Limits Reference Amounts

Access the Reference Amounts page.



Reference Amounts page

Region In this field, *East* indicates the new German states (*neue Bundesländer*) and *West* indicates the old states (*alte Bundesländer*). *General* indicates that the input is valid for both east and west SI regions.

Low Income Monthly Gross Applies to low-income earners and is prescribed by law. Enter a new value if this amount changes.

Monthly Pension Gross Base Value for Pension is required for retiree health insurance.

Monthly Gross Monthly average income.

Annual Gross Yearly average income.

Daily Gross Daily average income.

Miners' Social Insurance Select *Miner* if the input data are only relevant for the miners' insurance association; select *Non Miner* if not. Select *General* if the input data is relevant for miners and non-miners.

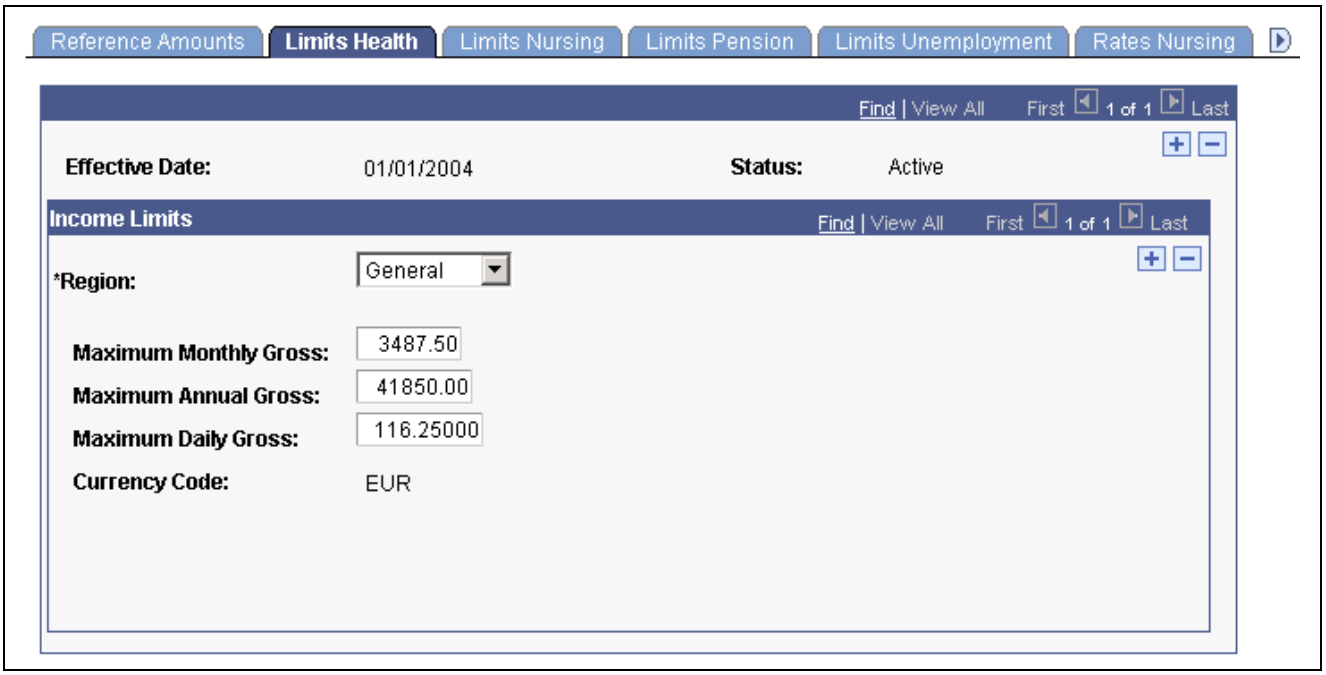
Maximum Taxfree Amount The highest nontaxable contribution that the employer can make to private health insurance.

PI Min Amount for Insig. Empl Minimum limit to calculate pension insurance contribution if the employee is an insignificant employee and wishes to be insured in the pension insurance.

Note. An insignificant employee is defined as someone who is not a regular employee.

Setting Up Income Limits for Health Insurance

Access the Limits Health page.



Limits Health page

Region In this field, *East* indicates the new German states *(neue Bundesländer)* and *West* indicates the old states *(alte Bundesländer)*. *General* indicates that the input is valid for both east and west SI regions.

Maximum Monthly Gross The monthly gross income limit prescribed by law for this limit type. If any changes occur in these amounts, enter them in the respective field.

Maximum Daily Gross The daily pay income limit prescribed by law for this limit type.

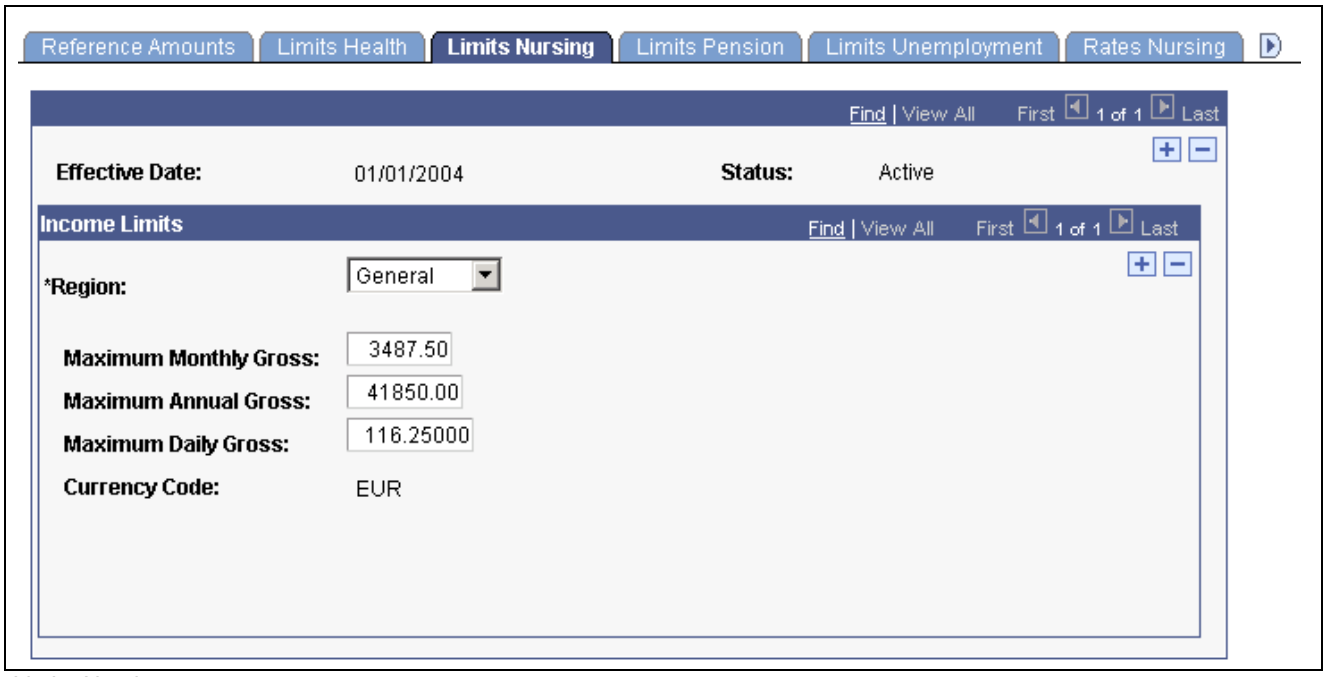
Note. Change health insurance data at the employee level in the Social Insurance component.

See Also

Chapter 4, "Managing Social Insurance," Entering Social Insurance Data, page 24

Setting Up Income Limits for Nursing Care

Access the Limits Nursing page.



Limits Nursing page

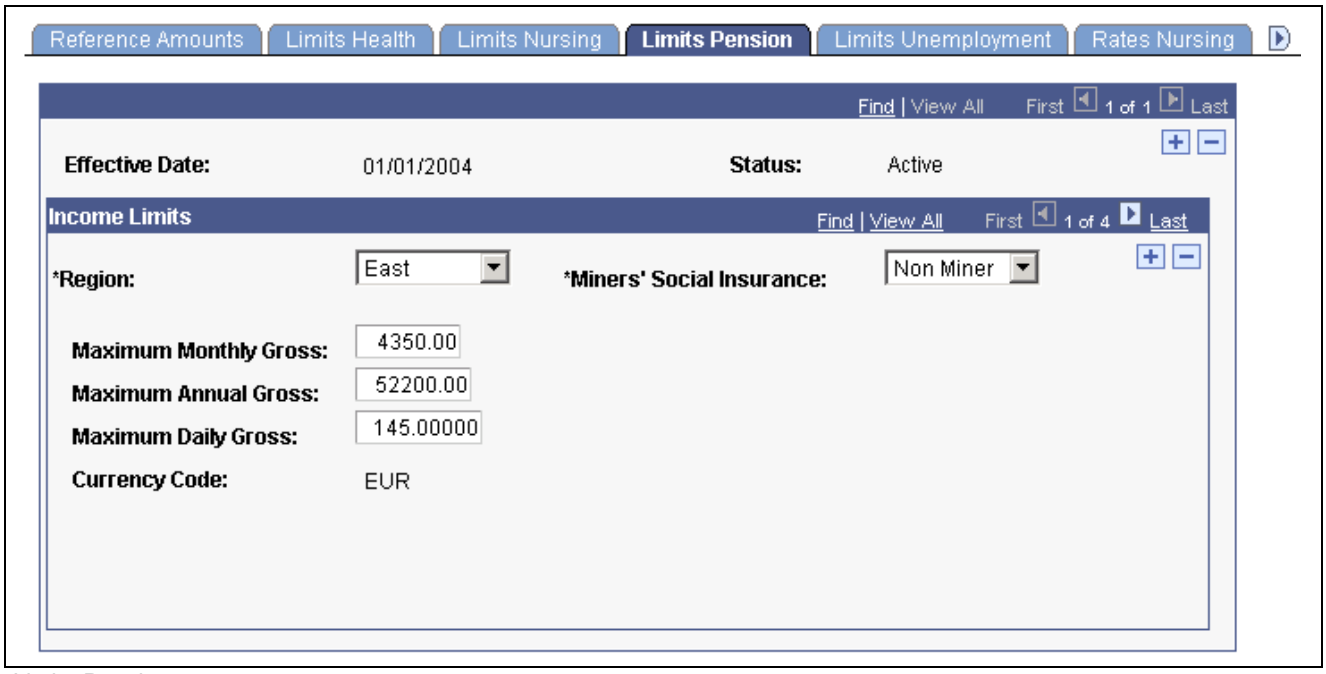
The fields on this page are identical to those on the Limits Health page.

See Also

Chapter 4, "Managing Social Insurance," Setting Up Income Limits for Health Insurance, page 50

Setting Up Income Limits for Old Age Pension Insurance

Access the Limits Pension page.



Limits Pension page

Miners' Social Insurance Select *Miner* if the input data are only relevant for the miners' insurance association; select *Non Miner* if not. Select *General* if the input data is relevant for miners and non-miners.

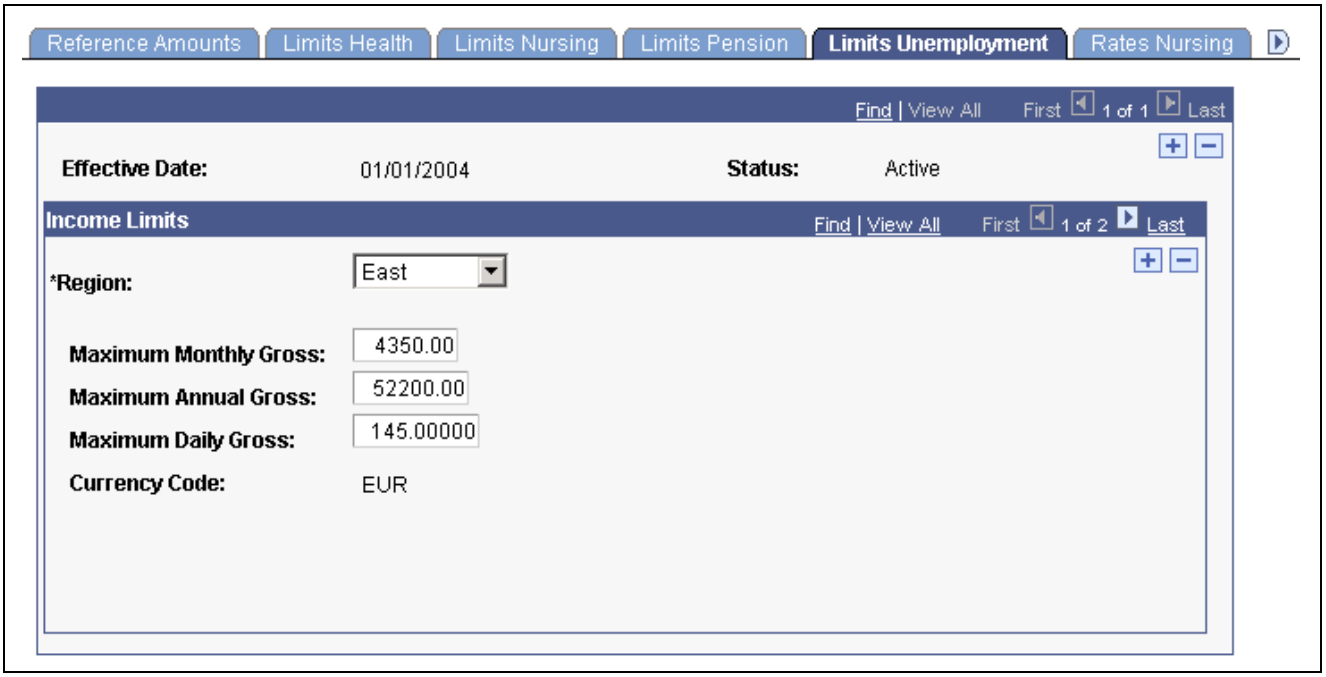
The remaining fields on this page are identical to those on the Limits Health page.

See Also

Chapter 4, "Managing Social Insurance," Setting Up Income Limits for Health Insurance, page 50

Setting Up Income Limits for Unemployment Insurance

Access the Limits Unemployment page.



Limits Unemployment page

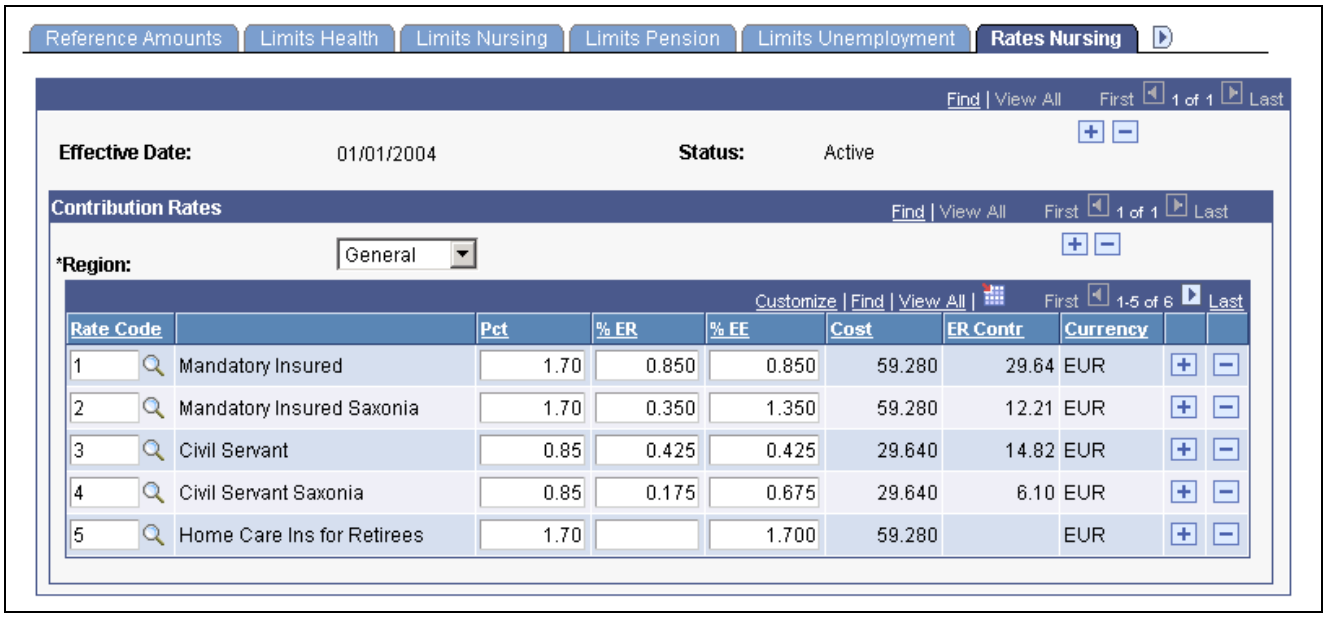
The fields on this page are identical to those on the Limits Health page.

See Also

Chapter 4, "Managing Social Insurance," Setting Up Income Limits for Health Insurance, page 50

Setting Up Rates for Nursing Care

Access the Rates Nursing page.



Rates Nursing page

Region — In this field, *East* indicates the new German states *(neue Bundesländer)* and *West* indicates the old states *(alte Bundesländer*). *General* indicates that the input is valid for both east and west SI regions.

Rate Code — The relationship between the calculation rate codes for the SI branch and the rate.

Pct (percentage) — The full percentage for the calculation rate code. 50% of the value entered in this field will be entered as a default into the fields %ER and %EE, respectively.

% ER (percentage employer) — The employer's percentage for the calculation rate code. It defaults to 50% of the value that has been entered in the Pct field. You can change this value. The fields %ER and %EE must add up to the value entered in the field Pct. If this field is changed, the value in %EE will be adjusted accordingly.

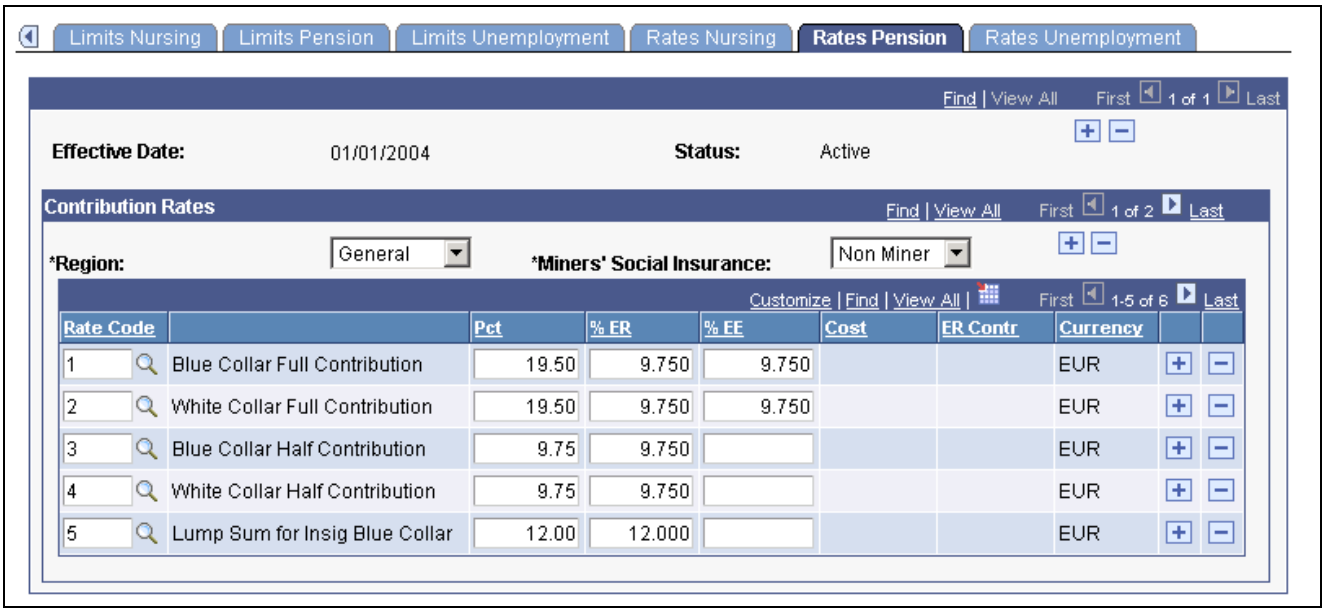
% EE (percentage employee) — The employee's percentage for the calculation rate code. It defaults Pct - %ER. You can change this value. The fields %ER and %EE must add up to the value entered in the field Pct. If this field is changed, the value in %ER will be adjusted accordingly.

Cost — This is the actual cost for the calculation rate code. It is calculated by the system by multiplying the income limit for Nursing Care Insurance in the selected region with the percentage entered in the Pct field.

ER Contr (employer contribution) — This is the employer's cost for the calculation rate code. It is calculated by the system by multiplying the income limit for Nursing Care Insurance in the selected region with the percentage entered in the %ER field.

Setting Up Rates for Old Age Pension Insurance

Access the Rates Pension page.



Rates Pension page

Miners' Social Insurance Select *Miner* if the input data are only relevant for the miners' insurance association; select *Non Miner* if not. Select *General* if the input data is relevant for miners and non-miners.

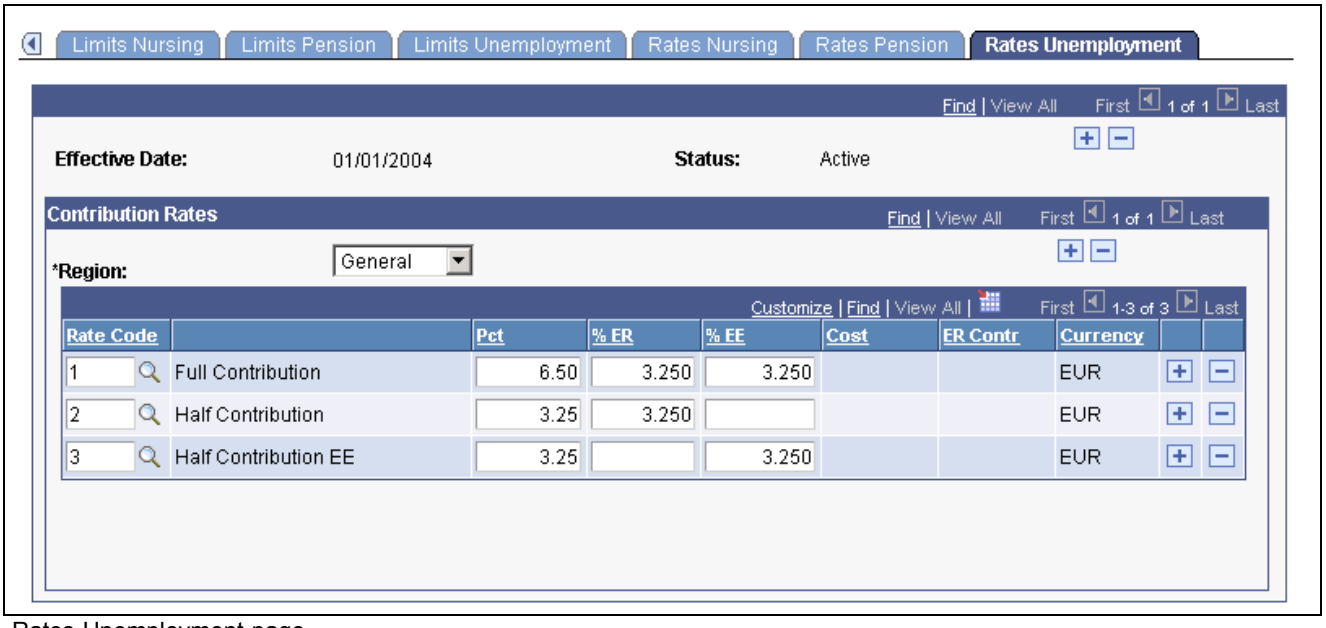
The remaining fields on this page are identical to those on the Rates Nursing page.

See Also

Chapter 4, "Managing Social Insurance," Setting Up Rates for Nursing Care, page 53

Setting Up Rates for Unemployment Insurance

Access the Rates Unemployment page.



Rates Unemployment page

The fields on this page are identical to those on the Rates Nursing page.

See Also

Chapter 4, “Managing Social Insurance,” Setting Up Rates for Nursing Care, page 53

CHAPTER 5

Working with Taxes

This chapter provides an overview of taxes and describes how to:

- Set up taxes.
- Enter tax data.
- Calculate lump-sum taxes.
- Process cash method taxes.
- Process annual income tax calculations.
- Run the tax data extraction process.

Understanding Taxes

As an employer, you are legally required to maintain and report a variety of tax data about your employees. To do this, Global Payroll for Germany offers these tables:

- Tax offices.
- Tax units.
- Church tax setup.
- Tax (General Tax Data, Tax Card Data, and Employee Carryover pages).

Global Payroll for Germany also enables you to perform more advanced calculations, such as lump-sum taxes, cash method taxes, annual income tax calculations, as well as administer double taxation and global assignments.

Viewing Delivered Elements

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

See Also

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

Setting Up Taxes

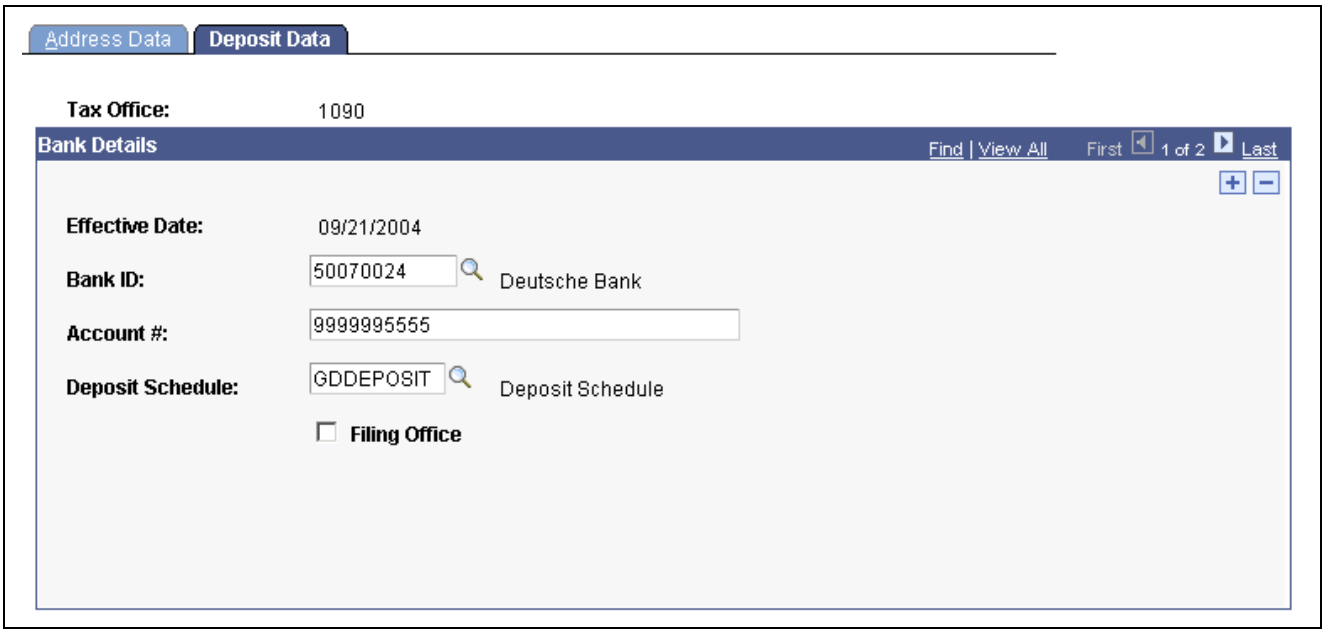
PeopleSoft delivers much of the setup information needed to calculate taxes in the system. In the Tax Office component, PeopleSoft delivers address data information, but you must enter and maintain deposit data information. You also must provide the data on the Tax Units page. PeopleSoft delivers and maintains the Church Tax Table, so you are not required to enter any information on the Church Tax page.

Pages Used to Set Up Taxes

Page Name	Object Name	Navigation	Usage
Tax Offices DEU — Address Data page	GPDE_TX_FIN_OFFC1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Offices DEU, Address Data	Enter address information for a tax office. PeopleSoft delivers and maintains the Tax Offices table that contains the addresses of all tax offices in Germany. You can modify the data yourself if necessary. **Important!** PeopleSoft delivers and maintains the Tax Offices table. Although you can modify this table if necessary, carefully consider the impact of all changes.
Tax Offices DEU — Deposit Data	GPDE_TX_FIN_OFFC2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Offices DEU, Deposit Data	Enter banking details for the tax office. The data on this page is not maintained by PeopleSoft; you must update this information when necessary.
Tax Units DEU — Tax Unit	GPDE_TX_UNIT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Units DEU	Enter your company's tax ID into the system.
Church Tax	GPDE_TX_CHURCH	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Church Tax DEU	Enter church tax rates and distribution information. PeopleSoft delivers and maintains the Church Tax table; you can modify the data yourself if necessary.
Pay Entities DEU — Tax Data	GPDE_AL_APYENTITY1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Tax Data	Enter tax data for the pay entity.

Entering Bank Details for Tax Offices

Access the Tax Offices DEU — Deposit Data page.



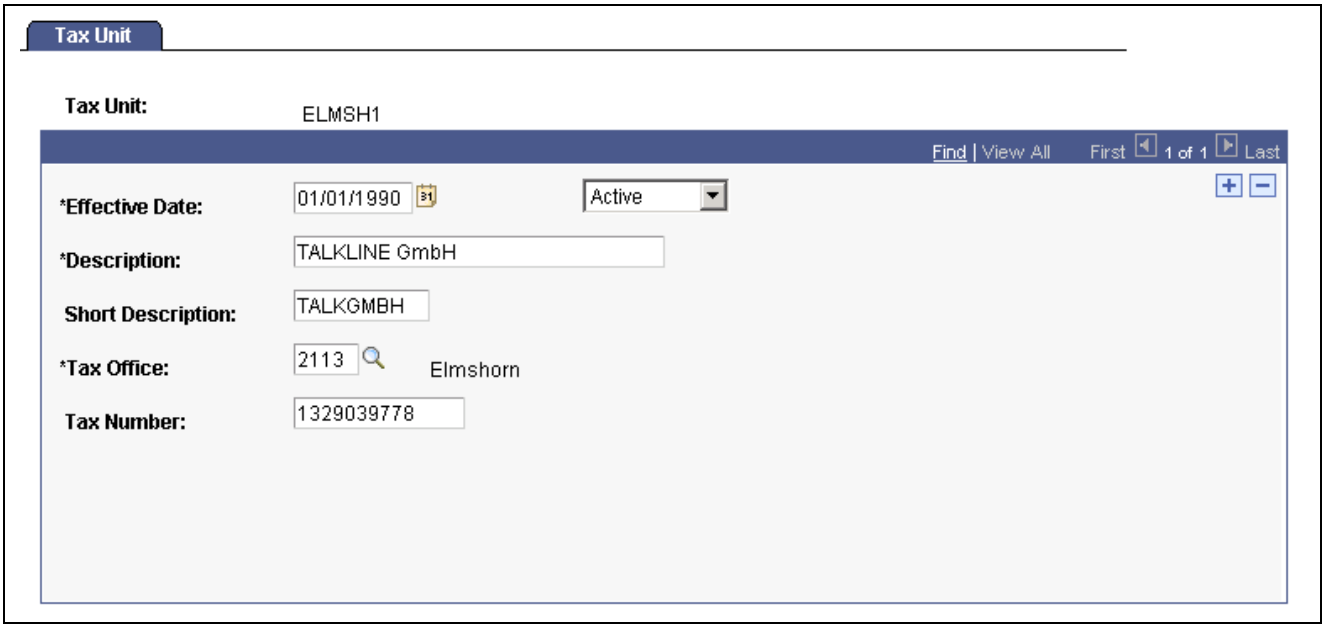
Tax Offices DEU — Deposit Data page

Deposit Schedule Specify the date of deposit.

Filing Office Select this check box if the tax office is a filing office for your company.

Entering Tax IDs

Access the Tax Units DEU — Tax Unit page.



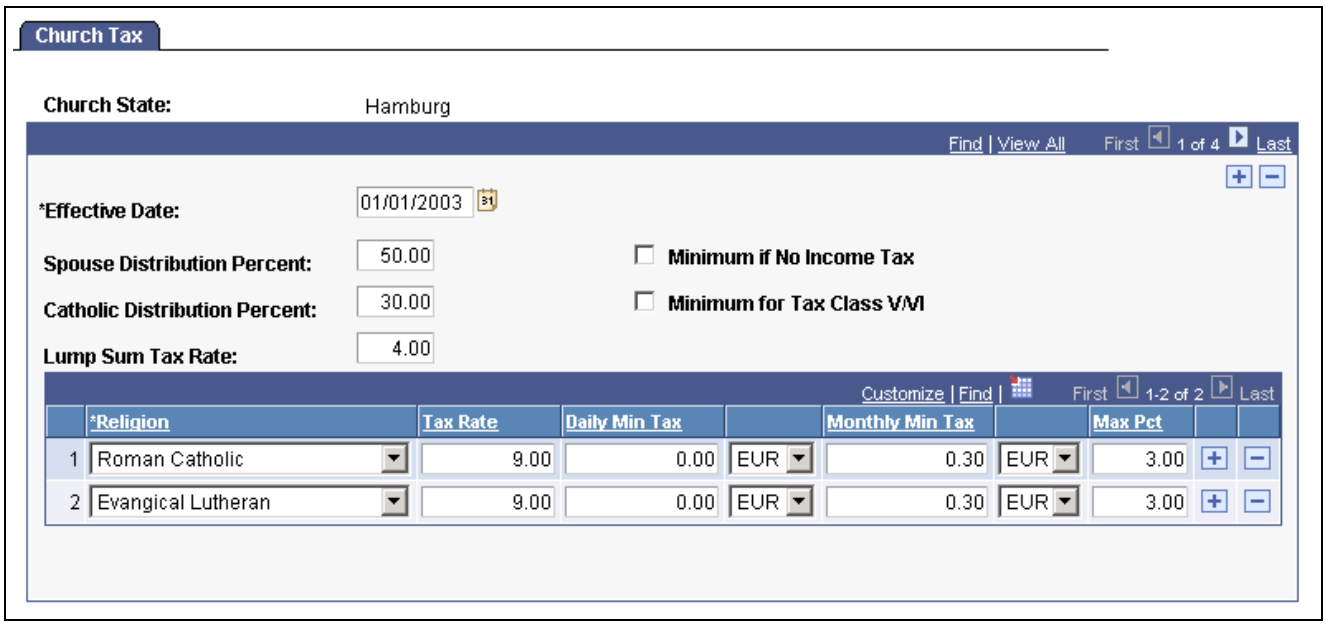
Tax Units DEU — Tax Unit page

Tax Office Select a tax office.

Tax Number Enter the employer's tax number.

Entering Church Tax Rates and Distribution Information

Access the Church Tax page.



Church Tax page

This table is maintained by PeopleSoft.

Spouse Distribution Percent — The portion of church tax that is to be deducted for the church affiliation of the spouse.

Catholic Distribution Percent — For lump-sum tax types, this field displays the portion of church tax that is to be paid to the Roman Catholic Church. The remainder is directed to the Protestant Church.

Lump Sum Tax Rate — If income tax is deducted in a lump sum for all employees, church tax is calculated according to the special tax rates for lump-sum income tax. In this case, this field displays the church tax lump-sum rate.

Minimum if No Income Tax — Select this check box if the church state requires that a minimum church tax be deducted even if no income tax is payable. Do not select this option unless the church state provides for a minimum church tax rate.

Minimum for Tax Class V/VI — Select this option if a minimum rate is to be deducted automatically for tax classes V and VI. Do not select this option unless the church state provides for a minimum church tax rate.

Tax Rate — The church tax calculation factor.

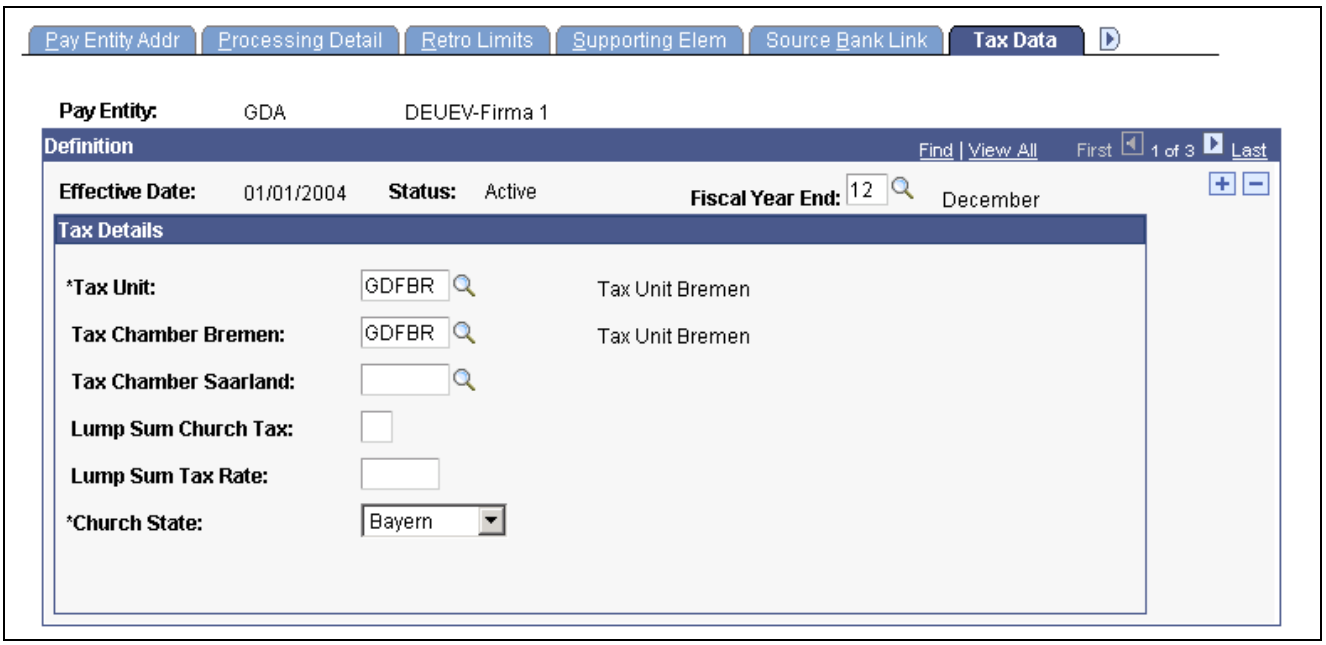
Daily Min Tax (daily minimum tax) — The minimum daily tax rate, if the church state regulates this amount.

Monthly Min Tax (monthly minimum tax) — The minimum monthly tax rate, if the church state regulates this amount.

Max Pct (maximum percentage) — The church tax ceiling, if the church imposes a maximum percentage.

Setting Up Pay Entity Tax Data

Access the Pay Entities DEU — Tax Data page.



Pay Entities DEU — Tax Data page

Fiscal Year End Select the end of your company's fiscal year.

Tax Unit Select your tax unit.

Tax Chamber Bremen Select the tax unit where the tax office is referenced, which receives the chamber tax Bremen.

Tax Chamber Saarland Select the tax unit where the tax office is referenced, which receives the chamber tax Saarland.

Lump Sum Church Tax This amount is deducted only if the employee belongs to a religion. If the employee does belong to a religion, enter *Y.*

Lump Sum Tax Rate Enter an individual lump sum rate for the employer.

Church State Enter the church state of the employer.

Entering Tax Data

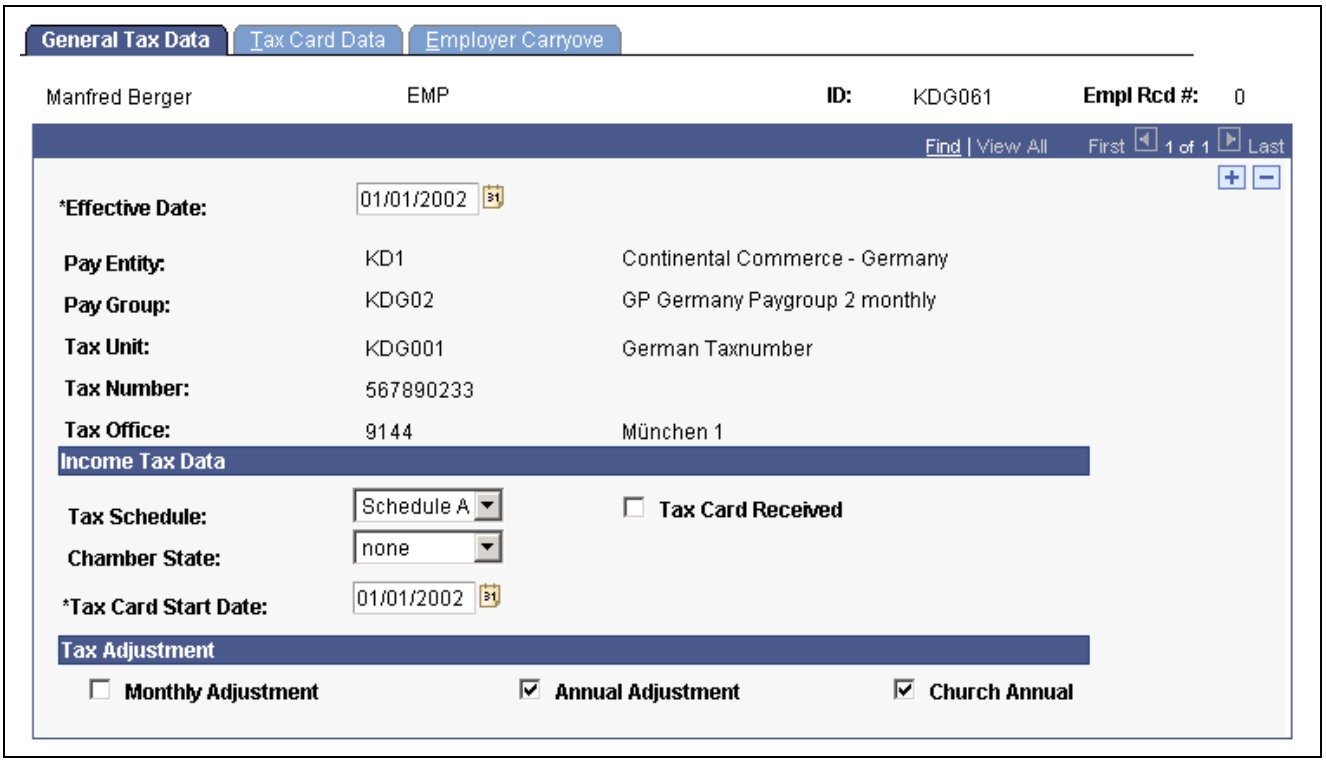
Enter the tax data of your employees in the Taxes component, which consists of the General Tax Data, Tax Card Data, and Employer Carryover pages.

Pages Used to Enter Tax Data

Page Name	Object Name	Navigation	Usage
General Tax Data	GPDE_TX_DATA1	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, General Tax Data	Enter general tax data for an employee.
Tax Card Data	GPDE_TX_DATA2	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data	Enter an employee's tax card data.
Employer Carryover	GPDE_TX_CARD_CO	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Employer Carryover	Enter the tax card data from an employee's carryover balance sheet. Regardless of how many balance sheets an employee has, enter only the totals on this page. This information is then used during the payroll process to calculate tax adjustment and estimated yearly gross.
Tax Statement	GPDE_RC_TX01	Global Payroll & Absence Mgmt, Taxes, Tax Statement Report DEU, Tax Statement	Statutory report that you must deliver to the authorities biannually as part of tax declaration.
Tax Registration	GPDE_RC_TX05	Global Payroll & Absence Mgmt, Taxes, Tax Registration Report DEU, Tax Registration	Prints for the relevant period the necessary information to be sent to the revenue office.

Entering General Tax Data for Employees

Access the General Tax Data page.



General Tax Data page

Effective Date The current date when you enter a new record.

Income Tax Data

Tax Schedule Select either *Schedule A* or *Schedule B*. This refers to Tax Table A or Tax Table B, respectively.

Tax Card Received Select this option if the employee is using an official, government-issued tax card.

Chamber State If an employee works in Bremen or Saarland, a special chamber tax must be paid. Select the chamber state: *Bremen, Bremen BC, N/A,* or *Saarland.*

Tax Card Start Date Enter the date that you want to print as the employment start date on the tax card label. This date must be within the same year as the effective date.

When you enter a new record, the Effective Date field displays the current date. If no card exists for the current year, the current date is entered here. If a tax card already exists for the current year, the start date of this card is entered in the new Tax Card Start Date field.

Tax Adjustment

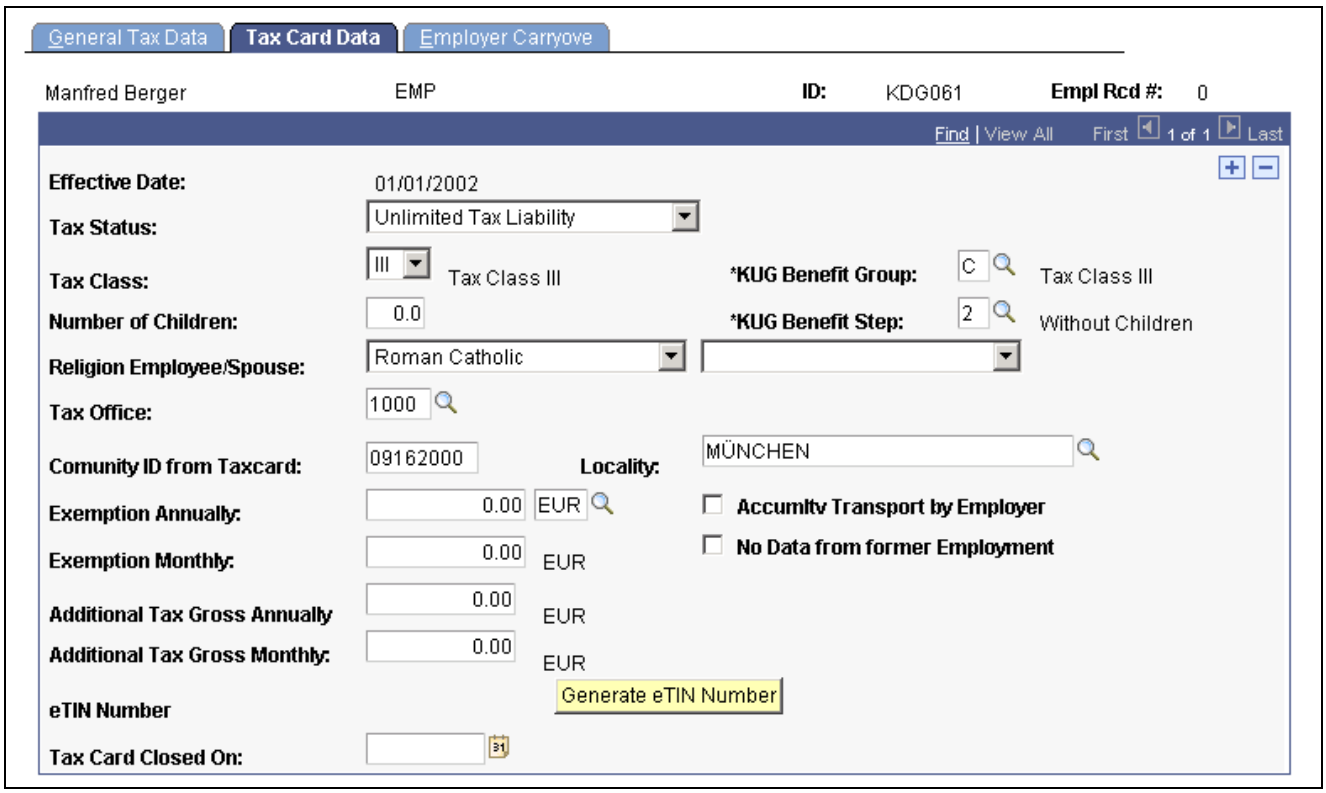
Monthly Adjustment Select this option to adjust taxes monthly for your employee.

Annual Adjustment Select this option to adjust the wage tax for the employee at the end of the year.

Church Annual Select this option to adjust the church tax when adjusting the annual adjustments. When selecting this option, you must also select the Annual Adjustment option.

Entering Employee Tax Card Data

Access the Tax Card Data page.



Tax Card Data page

Number of Children Enter the number of children for deduction purposes.

Religion Employee/Spouse Select the religion of the employee and the spouse. This is used in conjunction with information on the Church Tax page to determine the applicable church tax rate.

***KUG Benefit Group** The KUG benefit group is determined in accordance with the German employment promotion act (Arbeitsförderungsgesetz).

***KUG Benefit Step** The KUG benefit step is determined in accordance with the German employment promotion act *(Arbeitsförderungsgesetz)*.

Tax Office Select the code of the appropriate tax office.

Community ID from Taxcard Enter the community ID for the municipality that issued the tax card. The ID is printed on the tax card.

Locality Enter the municipality that issued the tax card.

Exemption Annually Enter the employee's annual tax exemption.

Exemption Monthly Enter the employee's monthly tax exemption.

Accumultv Transport by Employer Check this box if your company offers an accumulative transport of employees to the plant or company.

No Data from former Employer Check this box if the employee does not give the earned salary from former employment. From 2004 on the employee is not required to tell the current employer this information.

Additional Tax Gross Annuallyand**Additional Tax Gross Monthly** Enter data from the employee's tax card. The amounts are filled in the appropriate fields on front page of the tax card called *Hinzurechnungsbetrag* monthly and yearly.

Generate eTIN Number A specific Tax identification number is generated automatically (using employee's name and birth date.

Tax Card Closed On The closing date for the tax card. Retroactive changes are taxed according to the cash method if the tax card has already been closed. In this case, the field already contains a date.

If the Tax Card Closed On field displays a date, the remaining fields on the Tax Card Data and General Tax Data pages are display-only. Delete the date if you want to reactivate these fields.

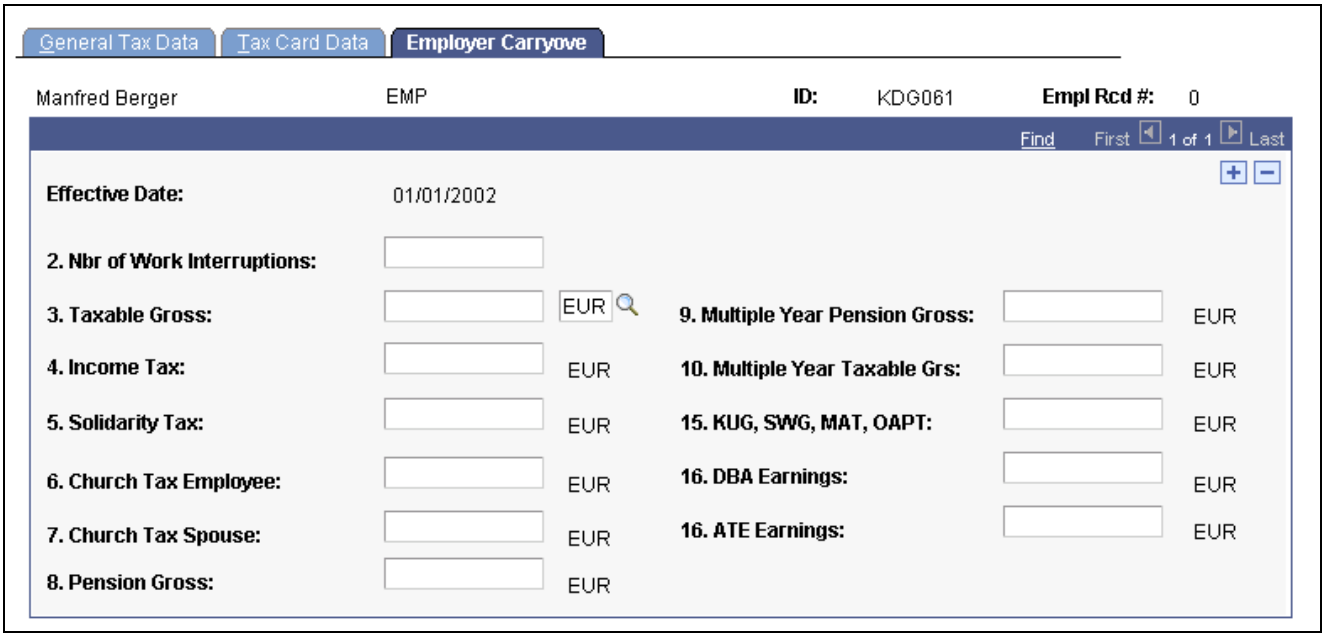
If this field has no date at the end of the year, you can enter the tax card data in the tax card of the next year using the New Tax Card report.

See Also

Chapter 5, "Working with Taxes," Entering Church Tax Rates and Distribution Information, page 60

Entering Tax Card Data From Employee Carryover Balance Sheets

Access the Employer Carryove page.



Employer Carryove page

Note. This page has to be filled out if the employment starts mid year and the employee hands over to the employer the necessary salary information from the former employment(s).

Carryover Currency	Enter the currency code for the amounts entered on this page.
2. Nbr of Work Interruptions (number of work interruptions)	Enter the number of work interruptions from the carryover balance sheet.
3. Taxable Gross	Enter the taxable gross from the carryover balance sheet.
4. Income Tax	Enter the income tax from the carryover balance sheet.
5. Solidarity Tax	Enter the solidarity tax from the carryover balance sheet.
6. Church Tax Employee	Enter the church tax paid for the employee from the carryover balance sheet.
7. Church Tax Spouse	Enter the church tax paid for the spouse, if applicable, from the carryover balance sheet.
8. Pension Gross	Enter the pension gross from the carryover balance sheet.
9. Multiple Year Pension Gross	Enter the multiple year pension gross from the carryover balance sheet.
10. Multiple Year Taxable Grs (multiple year taxable gross)	Enter the multiple year taxable gross from the carryover balance sheet.
15. KUG, WAG, MAT, OAPT (KUG, WAG, *Kurzarbeitergeld*, *Winterausfallgeld*, maternity earnings, old page part-time)	Enter the KUG, WAG, maternity, and old age part-time earnings from the carryover balance sheet.
16. DBA Earnings	Enter the DBA earnings from the carryover balance sheet.
16. ATE Earnings	Enter the ATE earnings from the carryover balance sheet.

The fields of the Employer Carryover page correspond to the numbered lines on the tax card.

Entering Data for Taxes on Company Cars

In Germany, many employees are given a company car by their employers. German law stipulates that this advantage has to be taxed.

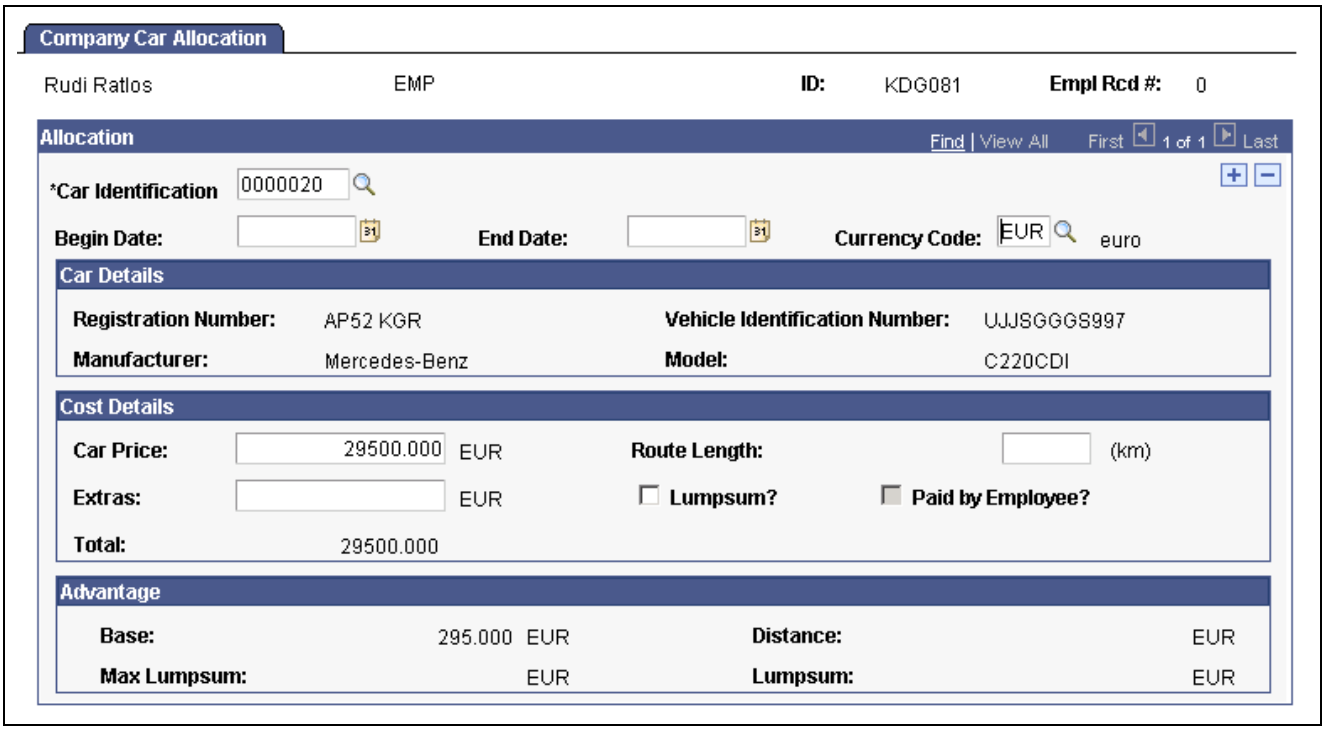
If you want to calculate the tax advantage for a company car, input data about the car at the employee level. On the basis of this data, the taxable advantage resulting from the use of the company car is calculated.

Page Used to Enter Data for Taxes on Company Cars

Page Name	Object Name	Navigation	Usage
Company Car Allocation	GPDE_CAR_ALLOC	Global Payroll & Absence Mgmt, Payee Data, Taxes, Calculate Company Car Tax DEU, Company Car Allocation	Use to enter data to calculate the tax advantage for a company car given to an employee.

Entering Company Car Data

Access the Company Car Allocation page.



Company Car Allocation page

Car Identification Enter the car identifier.

Start Date/End Date Enter the dates for which this information is valid.

Car Details

Based upon the Car Identification code, this group box displays pertinent details about the car.

Costs Details

Car Price Enter the price of the car.

Extras Enter the price of any car extras.

Total The total of Car Price and Extras appears.

Route Length (km) Enter the distance, in kilometers, between the employee's homes and the work location.

Lumpsum? Select if the employer is paying the lumpsum tax for the travel between the work location and home location. For the lumpsum taxation, the average number of days the employee travels into the office for each month is set to *15*.

Advantage

This group box displays calculated information used in the tax calculation.

Calculating Lump-Sum Taxes

In certain cases, you can calculate employee income tax independently of specific job characteristics by means of a lump-sum tax rate. This section provides an overview of the most important statutory regulations regarding lump-sum taxation and provides concrete examples of how lump-sum taxes are calculated.

Understanding Statutory Regulations for Lump-Sum Tax

In certain cases, the government allows you to tax income according to a lump sum. When income is taxed at a lump-sum rate, a certain percentage of an employee's pay is paid to the tax office, regardless of that employee's specific pay criteria. In such cases, the income tax table is not used. Applying a lump-sum tax to an employee's income reduces the amount of work necessary and also often reduces the tax amount the employee pays. As an employer, you are responsible for paying income and church taxes.

You can establish *fixed* lump-sum tax rates for certain earnings, such as:

- Temporary employment: 25 percent.
- Low-income employment (part-time work): 2 percent.
- Travel allowances: 15 percent.
- Direct life insurance: 20 percent.
- Meal allowances: 25 percent.
- Company events: 25 percent.
- Convalescence allowances: 25 percent.

For these kinds of earnings, you can process income taxes *without applying* to the tax office.

In certain cases, you can also process other earnings (one-time payments of up to EUR 1000 per year) according to specially defined lump-sum tax rates. These rates are approved by the tax office on request. This also applies to income taxes changed by the tax office following an external income tax audit.

Church tax must always be paid, even if income is taxed at a lump-sum rate. The base used for assessing church tax is the lump-sum income tax. The tax office can waive claims for church tax if the employer can prove that some or all of the employees concerned are not members of the taxable churches.

In certain cases, a lump-sum income tax assessment can trigger exemptions for social insurance payments. For example, travel allowances, direct life insurance, meal allowances, company events, and convalescence allowances are exempt from social insurance.

The calculation is done if certain earnings are assigned to the different lump sum accumulators (DE_A3_K2024 to DE_A3_K2514).

Processing Cash Method Taxes

An employee may often receive earnings that are related to a much earlier pay period. Because these earnings are subject to statutory tax and social insurance requirements, deductions must be made accordingly.

If certain payments cannot be taxed in the year in which they were earned (because the tax card for that year has already been closed), the payment and its tax portion are carried over into the following year.

Global Payroll provides you with the pay elements and the calculation rules for processing such payments according to the cash method.

Legal Requirements and Compliance

Whether taxes can be assigned to the period in which they were incurred depends on whether an employee's tax card has already been closed. However, social insurance contributions that are paid later are always credited to the pay period in which the entitlement to the earnings originated.

Tax Deductions

Earnings are normally taxed (income tax, church tax, solidarity tax) in the year in which they are paid to the employee. The taxable portion of those earnings is calculated for each pay period (calendar month) and deducted from the employee's pay.

Earnings, such as overtime, merit bonuses, and expenses, however, are usually paid later. Similarly, entitlements that arise at the end of the year cannot usually be paid and taxed until the new year. However, you can assign these amounts to the year in which they were earned only if the employee's tax card has not yet been closed. Tax cards are generally closed during the first quarter of the following year in order to allow employees to file their income tax returns.

New payment amounts arising for a year for which the appropriate tax card has already been closed cannot be included in the closed year. Such amounts are carried over into the current calendar year (with an open tax card).

Social Insurance Contributions

Social insurance contributions for retrospectively paid earnings are also transferred to the DEUEV Provider later, but are credited to the pay period (month) in which the earnings entitlement arose. Here, the cash method cannot be applied; instead, the *incurred payment method* is applied, and the amounts are assigned to the month and year in which they are earned. The corresponding report to the DEUEV provider can be processed using the DEUEV function within Global Payroll. Be sure to comply with the March Clause.

Processing Annual Income Tax Calculations

Global Payroll uses three income tax calculations that cover the entire calendar year. These sections provide explanations of the system requirements for these three processes, as well as some calculation examples.

Annual Income Tax Adjustment

This section provides the most important information on how annual income tax adjustments are processed by Global Payroll.

Purpose of the Annual Income Tax Adjustment

Over the course of a calendar year, there may be times when too much tax is paid because of varying incomes or because of an entry of an exempt amount on the tax card sometime during the year. The annual income tax adjustment process corrects this problem.

Annual Income Tax Adjustment by the Employer

Employers who employ at least ten persons on December 31 must perform annual income tax adjustments. In accordance with §42 b EstG, other employers are entitled but not obliged to perform these tax adjustments.

Employees Eligible for Annual Income Tax Adjustments

Employers can perform an annual income tax adjustment only for employees to whom these conditions apply:

- The employee is subject to unlimited income tax.
- The employee is a resident in the country or has habitual abode there.
- The employee was employed without interruption in the adjustment year.
- The employee was employed on December 31, or is receiving pension benefits from the employer.

The employer may not perform annual income tax adjustments in these cases:

- If requested by the employee.
- The employee is taxed according to tax class V or VI in the adjustment year or in part of the adjustment year.
- The employee was taxed for a part of the adjustment year according to tax class III or IV.
- Payments to the employee were interrupted, and for this reason had the capital letter *U* entered in his or her payroll balance, or a previous employer entered the capital letter *U* on the employee's tax card.
- The employee is taxed in the adjustment year partially in accordance with the general income tax table and partially in accordance with the special income tax table.
- The employee received earnings with tax concessions in accordance with the Global Assignment Decree (ATE) or which are tax-exempt in accordance with the Double Taxation Agreement (DBA).

Annual Income Tax Adjustment with PeopleSoft Payroll

The annual income tax adjustment is automatically performed as a part of the normal payroll calculation in December. Thus, the current pay period for the annual income tax adjustment is December.

The following employees are excluded from the annual income tax adjustment:

- Employees for whom the Annual Income Tax Adjustment check box on the General Tax Data page has been manually cleared.
- Employees in tax class V or VI in the current tax year (or part of the year).
- Employees in the tax class III or IV in a part of the current tax year.
- Employees with additional benefits (short-time work, additional maternity allowance, or old age part-time increase amounts).
- Employees who have the capital letter *U* entered in their tax cards.
- Employees who were not processed for the entire year using the General or Special Income Tax Table.
- Employees with earnings in accordance with a Double Taxation Agreement (DBA) or Global Assignment Decree (ATE).

The calculation rules determine the applicable taxable gross and the tax data from the balance table for the months January through November and include the data from the current pay period (December).

The taxable gross consists of regular earnings and other taxable earnings. Tax-exempt pension amounts, old-age relief payments, and the tax-exempt amounts entered in the tax card are included in their entirety in the process.

Church tax and solidarity tax must also be adjusted whenever the annual income tax adjustment is made for an employee. If the employee stops paying church tax in the course of the adjustment year and this is indicated on the tax card, the church tax annual adjustment can be closed.

These pay elements are generated for payback amounts:

- DE_TX_J001, income tax payback.
- DE_TX_J019, church tax payback.
- DE_TX_J023, solidarity tax payback.

The annual adjustment is performed only in December and is not rerun for retro payments.

Permanent Annual Income Tax Adjustments

This section provides an overview of permanent annual income tax adjustments in Global Payroll for Germany and provides an example.

Purpose of the Permanent Annual Income Tax Adjustment

The term *permanent annual income tax adjustment* describes a special process in the taxation of regular pay during the course of the calendar year.

In this process, the *regular* income tax deduction is made using the *annual income tax table*.

Thus, excess taxes that can result from fluctuating income are permanently adjusted. This process has nothing to do with an actual *annual income tax adjustment.*

Employees Eligible for Permanent Annual Income Tax Adjustments

Income tax for *regular* pay can be determined according to the anticipated annual pay with the annual income tax table if the following apply:

- The employee is subject to unlimited income tax.
- The employer has the employee's tax card.
- The employee has been employed without interruption since the beginning of the calendar year.
- The letter *U* is not entered in the employee's pay balance or tax card.
- The employee has not received short-time work (KUG) or bad-weather allowances, maternity benefits, or compensation for income loss.
- The employee has not received earnings with tax concessions in accordance with the Global Assignment Decree (ATE) or earnings that are tax-exempt in accordance with the Double Taxation Treaty (DBA) during the adjustment year.
- The employee has not been transferred from the general income tax table to the special tax table, or vice-versa.
- Cases in which the employee cannot perform a permanent annual income tax adjustment essentially coincide with cases in which the employee cannot perform an annual income tax adjustment at the conclusion of the calendar year end.

Permanent Annual Income Tax Adjustment with Global Payroll

These employees are excluded from the permanent annual income tax adjustment:

- Employees for whom the Permanent Annual Income Tax Adjustment option on the page General Tax Data has been manually cleared.
- Employees with additional benefits (short-time pay, additional maternity allowance, old age part-time increase amounts.)
- Employees who have the capital letter *U* entered in their tax cards. (The capital letter *U* entered by the previous employer is currently not supported.)
- Employees who were not processed for the entire year using the general or special income tax table.
- Employees with earnings in accordance with the Double Taxation Agreement (DBA) or Global Assignment Decree (ATE).

The calculation rules determine the appropriate taxable gross amount and the tax data for previous months and include the data from the current pay period.

Calculation Example

Pay Period	Regular pay	Tax Days	Tax
January	7000	30	
February	6000	30	
March	7000	30	
April	9000	30	
Sums 01 through 03	20000	90	3163
Sums 01 through 04 (See auxiliary calculation)	29000	120	4928
April			1765

Auxiliary calculation:

Anticipated annual gross	29000	:120 * 360 =	87000
Tax on anticipated gross:			14784

Anticipated annual gross	29000	:120 * 360 =	87000
Tax on 01 − 04	14784	:360 * 120 =	4928
Tax 04		4928 - 3163 =	1765

Income Tax on One-Time Payments

Carryovers according to the tax card are included to determine accrued pay (January through July).

This table illustrates an example of calculated income tax for a one-time payment made in August 1999.

Pay Period	Regular Pay	One- Time Payment
January	9429.73	
February	9429.73	7396.27
March	9429.73	
April	9429.73	
May	9429.73	
June	9429.73	
July	9429.73	1438.10
August	9840.73	10118,25
Total January - July:	66008.11	

Total January - July:	=	66008.11		
9840.73 * 5 (anticipated)	+	49203.65		
	+	7396.27		

Total January - July:	**=**	**66008.11**		
	+	1438.10		
	=	124046.13	Annual tax, tax class 3	26596
	+	10118.25		
	=	134164.38	Annual tax	30180
Tax 04			Difference (tax on bonus)	3584

Running the Tax Auditor Access Process

This section provides an overview of the Tax Auditor Access process and describes how to:

- Work with the Tax Auditor Access process.
- Run the Tax Data Extraction process.

Since January 2002, the GDPDU (Guidelines for Data Access and Verifiability of Digital Data) have been the standards by which tax auditors get access to tax-relevant data in payroll systems (Paragraph 146/147) Employers have to archive tax-relevant data in machine-readable format and make the data available to tax auditors on request.

For these tax auditing purposes, it is necessary to generate formatted data files of tax-relevant payroll information in accordance with Paragraph 146/147. Global Payroll for Germany provides a generic XML description file and CSV data files for companies to use when submitting tax information to government tax audit agencies. Global Payroll for Germany provides a run control page with To and From dates, from which you can generate the XML file. The process extracts both current and archived data.

Working with the Tax Auditor Access Process

The following steps describe the Tax Auditor Access process:

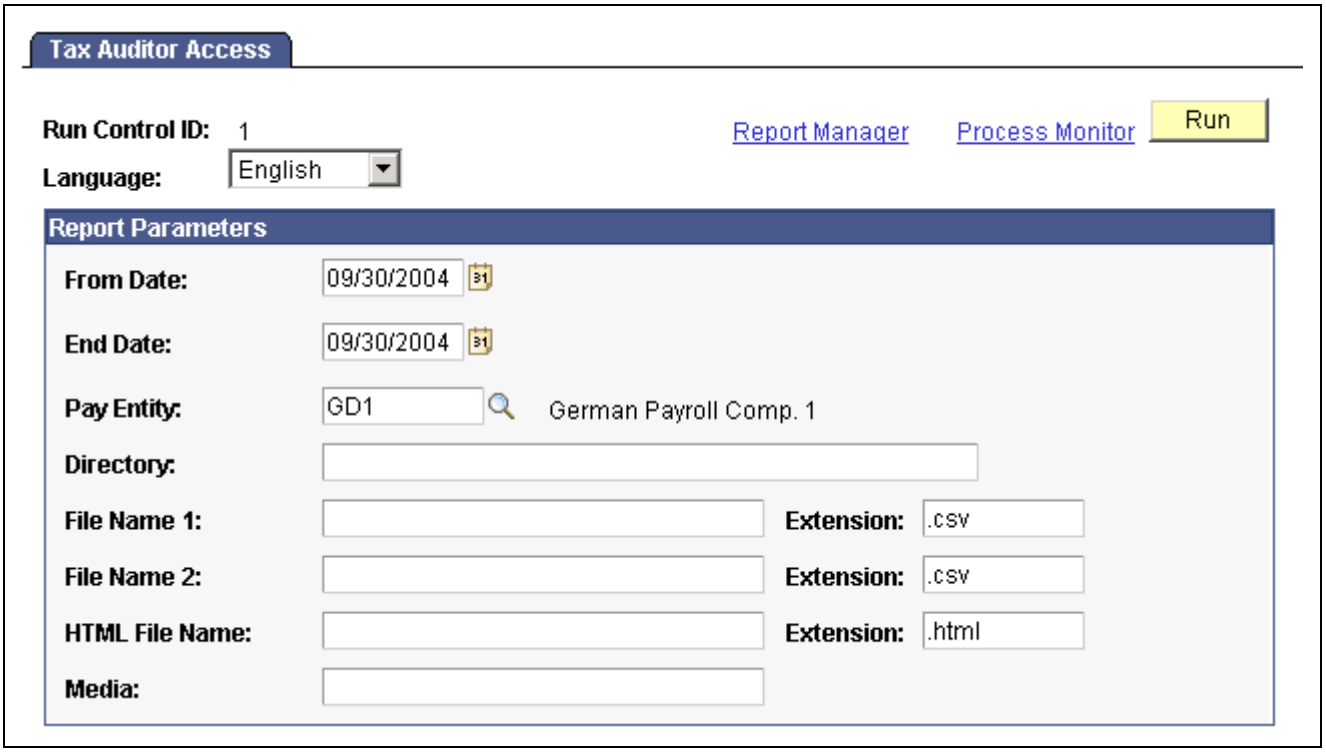
1. Navigate to the Tax Auditor Access page, found in Global Payroll, Taxes, Tax Auditor Access DEU.
2. Enter run control information, such as date range, file output, and requests that the file be created.
3. Click the Run button.
4. The files are created according to run control parameters.

Page Used to Run the Tax Data Extraction Process

Page Name	Object Name	Navigation	Usage
Tax Auditor Access	GPDE_TA_RUNCTL	Global Payroll & Absence Mgmt, Taxes, Tax Auditor Access DEU, Tax Auditor Access	Use this page to define tax auditing report parameters and generate the XML/CSV files that will be submitted to the government.

Running the Tax Data Extraction Process

Access the Tax Auditor Access page.



Tax Auditor Access page

From Date and **End Date** Enter the begin and end dates for the data you want to generate.

Pay Entity Select the pay entity for which the report will be generated.

Directory Enter the directory in which you want to store this file. The system stores this data separately from payroll and Human Resources data. Eventually, you can store the data on a CD and transmit it to the tax audit. You can also export data at regular intervals and archive it on CD or DVD for future access.

File Name 1 and **File Name 2** Enter the file names for the tax data that you will send to the auditor. File 1 contains detailed payroll results and File 2 contains detailed tax methods used for the earnings and deductions.

Extension Enter the file extension type. The standard file type is CSV.

HTML File Name Enter the name of the file. The index file will be used by the tax auditor software to interpret the structure of File 1 and File 2.

Extension	Enter the index file extension type. The standard file type is XML.
Media	Enter the type of media, such as diskette or CD with which you will send the file to the tax auditor.

CHAPTER 6

Setting Up Garnishments

When an employee owes money to certain third parties, that person's salary might be garnished. As the employer, you're required to pay part of the employee's salary to the garnisher. Global Payroll for Germany helps you process all the employer tasks involved in handling garnishments. The system determines the correct garnishment amounts, generates the corresponding deductions, and creates bank transfer data.

This chapter provides an overview of garnishments and tells you how to:

- Set up garnishments.
- Review garnishment processing results.
- Calculate interest in garnishment processes.

Setting Up Garnishments

In this section, we discuss how to:

- Define garnishment priority and basic garnishment information.
- Define garnishments in more detail.
- Enter information about dependents.
- Define garnishment disposable income and priority distribution percentage.
- Enter bank and transfer instructions for a garnishment.
- Enter instructions for overriding an element.

Viewing Delivered Elements

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

See Also

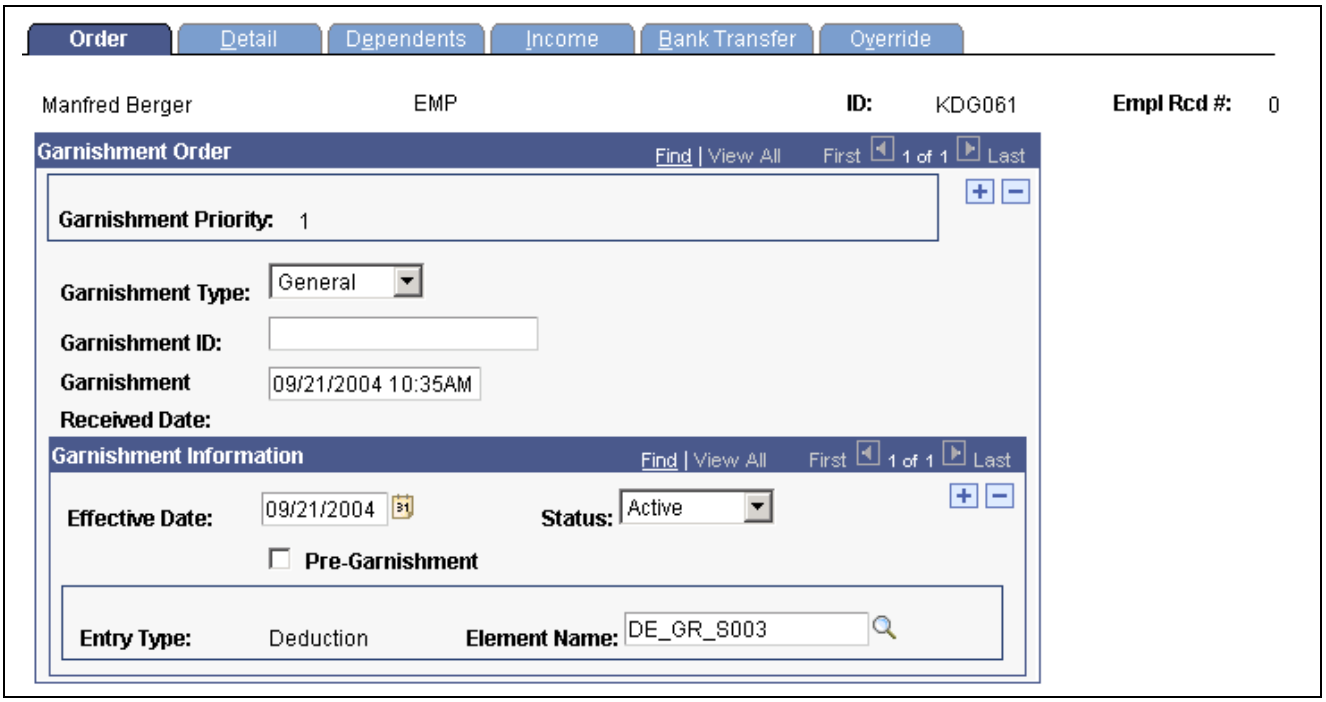
PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Viewing Delivered Elements and System Data," Viewing the Delivered Elements

Pages Used to Set Up Garnishments

Page Name	Object Name	Navigation	Usage
Assign Garnishments DEU - Order	GPDE_GR_EE1	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Order	Define garnishment priority and basic garnishment information.
Assign Garnishments DEU - Detail	GPDE_GR_EE2	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Detail	Define garnishments in more detail.
Assign Garnishments DEU - Dependents	GPDE_GR_EE3	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Dependents	Enter information about dependents.
Assign Garnishments DEU - Income	GPDE_GR_EE4	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Income	Define garnishment disposable income and priority distribution percentage.
Assign Garnishments DEU - Bank Transfer	GPDE_GR_EE5	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Bank Transfer	Enter bank and transfer instructions for a garnishment.
Assign Garnishments DEU - Override	GPDE_GR_EE6	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments DEU, Override	Enter instructions for overriding an element.

Entering Basic Garnishment Information

Access the Assign Garnishments DEU - Order page.



Assign Garnishments DEU – Order page

Garnishment Order

Garnishment Priority The priority of this garnishment in relation to other garnishments you might have set up for an employee. The lower the number, the higher the priority. So, the system processes a garnishment with a priority of 1 before a garnishment with a priority of 5.

Garnishment Type Specify whether the garnishment concerns a *General* order or a *Support* order.

Garnishment Received Date The system populates this field with a time stamp.

Garnishment Information

Effective Date The first valid payroll date.

Pre-Garnishment Select if you haven't received the garnishment order but your company wants to initiate a pre-garnishment deduction. In accordance with § 845 Section 2 of the German Code of Civil Procedure, a pre-garnishment is permitted for a maximum of 4 weeks. Thereafter, you must convert the pre-garnishment to a garnishment or rescind it.

To convert a pre-garnishment to a garnishment, clear this field. If you haven't received the garnishment order after 4 weeks, change the status to *Inactive.* The employee is reimbursed for the deducted pay.

Entry Type Enter the entry type for the garnishment element. The default is *Deduction.*

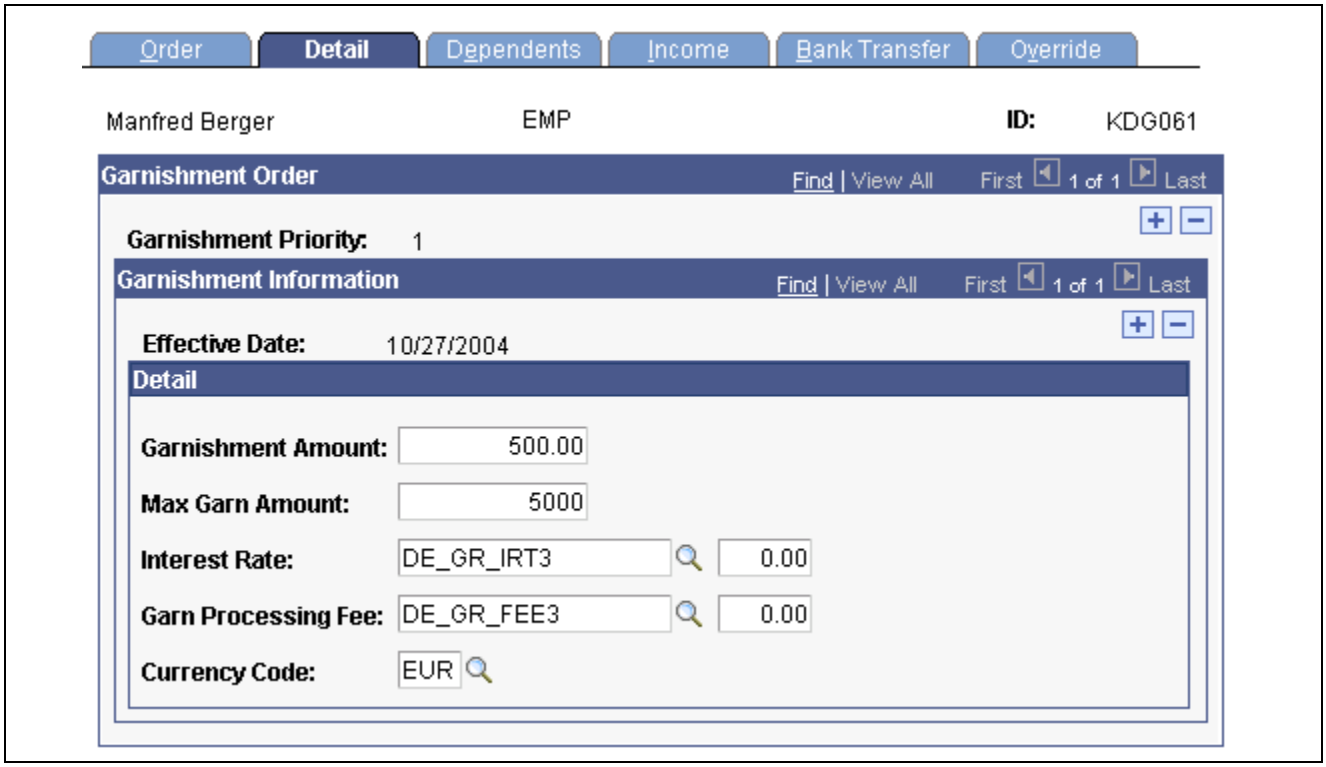
Element Name Enter the garnishment element name. The prompt lists all garnishment sample deduction elements that PeopleSoft delivers. Be aware that the assignment of the deduction is unique.

For example, a company receives two different court orders for an employee. The first has priority 1, and the assigned garnishment deduction element is DE_GR_G001. For the second court order, you'd have to assign a deduction element that isn't equal to DE_GR_G001.

It's very important to follow this approach to ensure that the process works correctly.

Entering Garnishment Detail

Access the Assign Garnishments DEU - Detail page.



Assign Garnishments DEU – Detail page

Detail

Garnishment Amount Enter the amount that's to be deducted from the payee's earnings monthly.

Max Garn Amount (maximum garnishment amount) If the garnishment order specifies a maximum monthly amount, enter that amount.

Interest Rate Enter the garnishment interest rate deduction element and the percentage.

Garn Processing Fee (garnishment processing fee) Enter the garnishment processing fee deduction element and the amount.

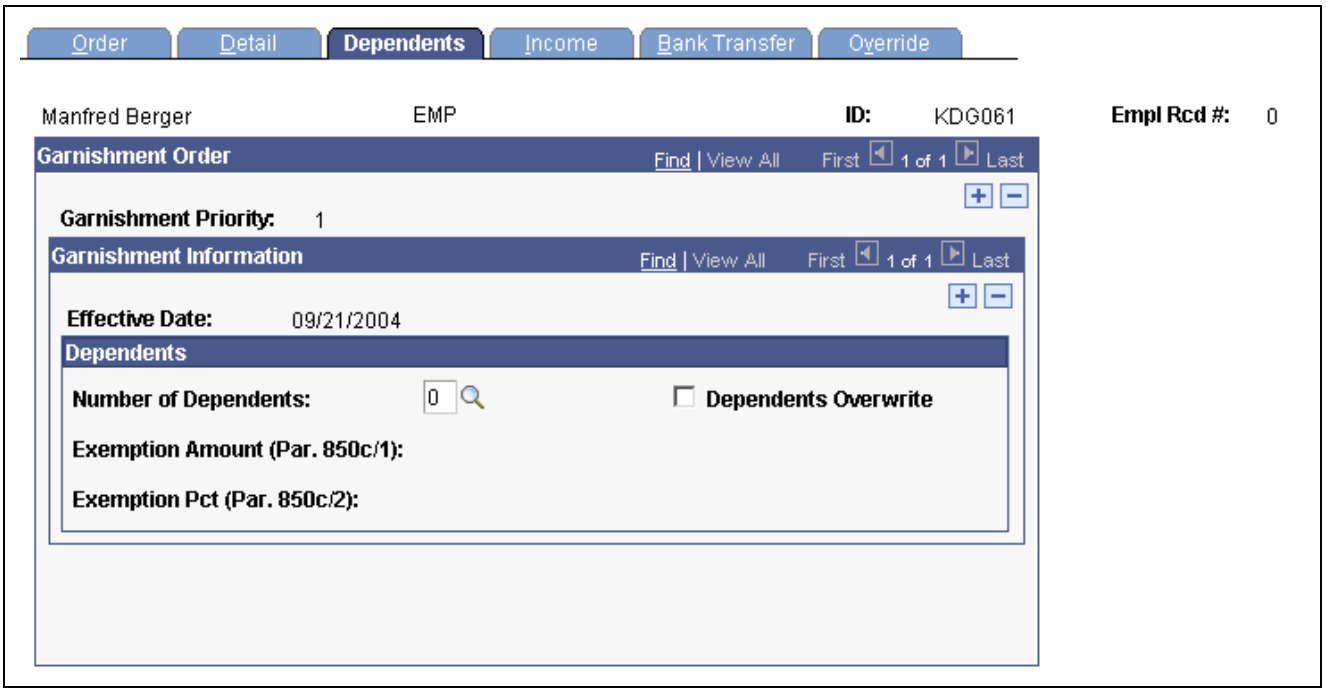
Entering Garnishment Dependent Information

Access the Assign Garnishments DEU - Dependents page.

In the Dependents group box, enter the number of dependents declared in the garnishment order. Based on that number, legal amounts and percentages appear.

Warning! PeopleSoft delivers and maintains the Garnishment Dependents Table. Although you can modify this table, carefully consider the impact of changes.

Access the Assign Garnishments DEU - Dependents page.



Assign Garnishments DEU – Dependents page

Dependents

Number of Dependents Select the number of dependents specified by the garnishment order. Choose from the prompt that lists the number of dependents, the exemption amount, and the percentage.

Dependents Overwrite This check box applies only to property garnishments. To override the exemptions, select this check box.

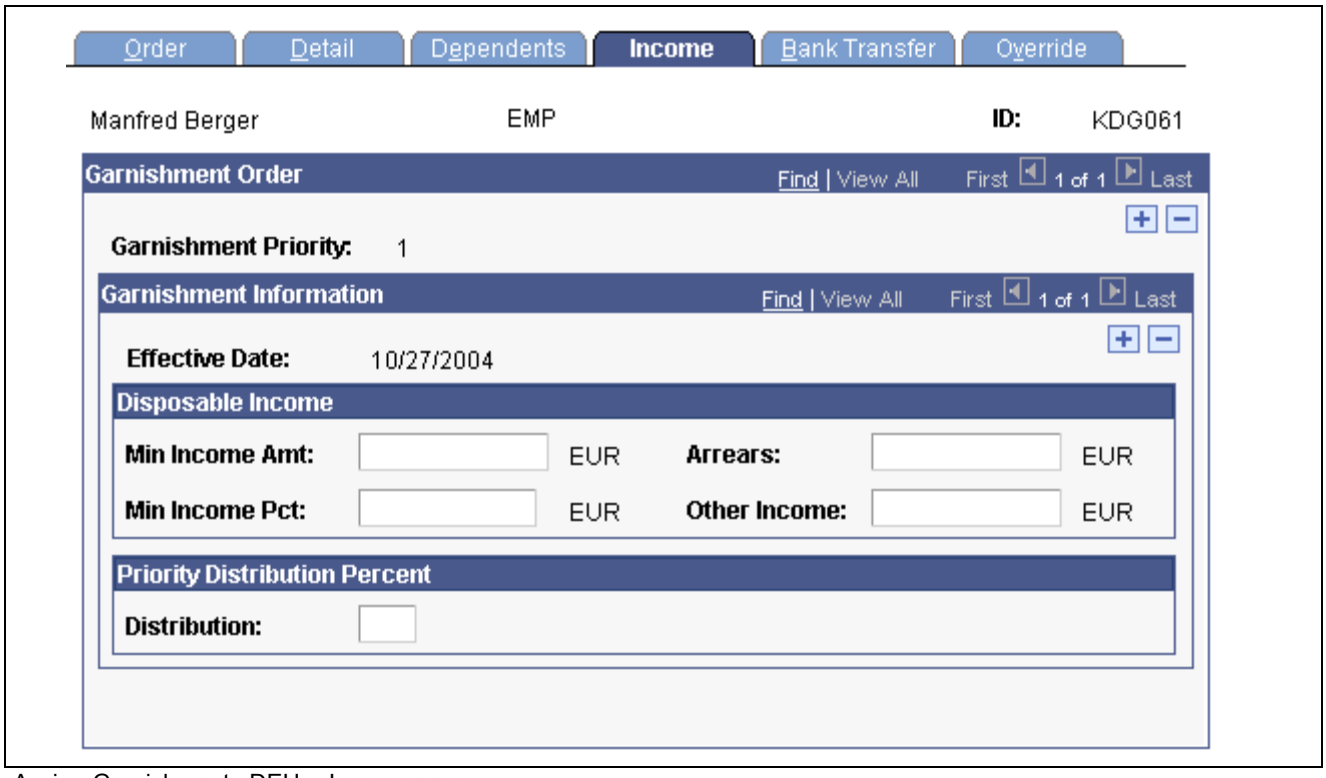
Exemption Amount (Par. 850c/1) (exemption amount paragraph 850c/1) This field appears if the garnishment type is General and Dependents Overwrite is selected.

Exemption Pct (Par. 850c/2) (exemption percentage paragraph 850c/2) This field appears if the garnishment type is General and Dependents Overwrite is selected.

Entering Garnishment Income Information

Access the Assign Garnishments DEU - Income page.

Enter the court-specified amounts that differ from the garnishment amounts specified in the German Code of Civil Procedure.



Assign Garnishments DEU – Income page

Disposable Income

Min Income Amount (minimum income amount) Enter the minimum income established by the courts.

Min Income Pct (minimum income percentage) If the courts have specified that a percentage of total income is to be paid for support garnishments, enter this percentage.

Arrears If arrears have accrued, enter the amount.

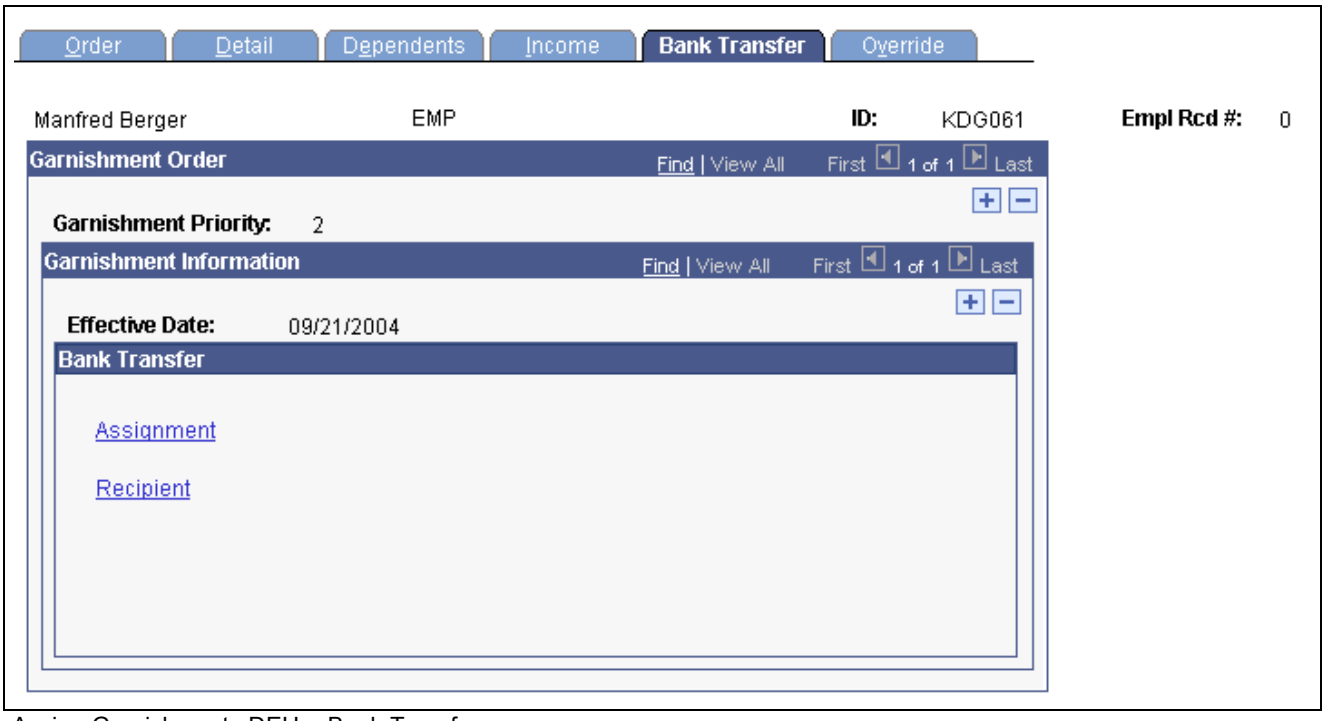
Other Income Enter the minimum income set by the courts, if applicable.

Priority Distribution Percent

If different garnishments exist simultaneously, you can use the Distribution field to specify the percentage of the total garnished amount to be paid for this garnishment order. The distribution percentage is not legally stipulated.

Entering Bank Transfer Information

Access the Assign Garnishments DEU - Bank Transfer page.



Assign Garnishments DEU – Bank Transfer page

Bank Transfer

Assignment Click this link to define garnishment payment assignment information.

Recipient Click this link to define garnishment payment recipient information.

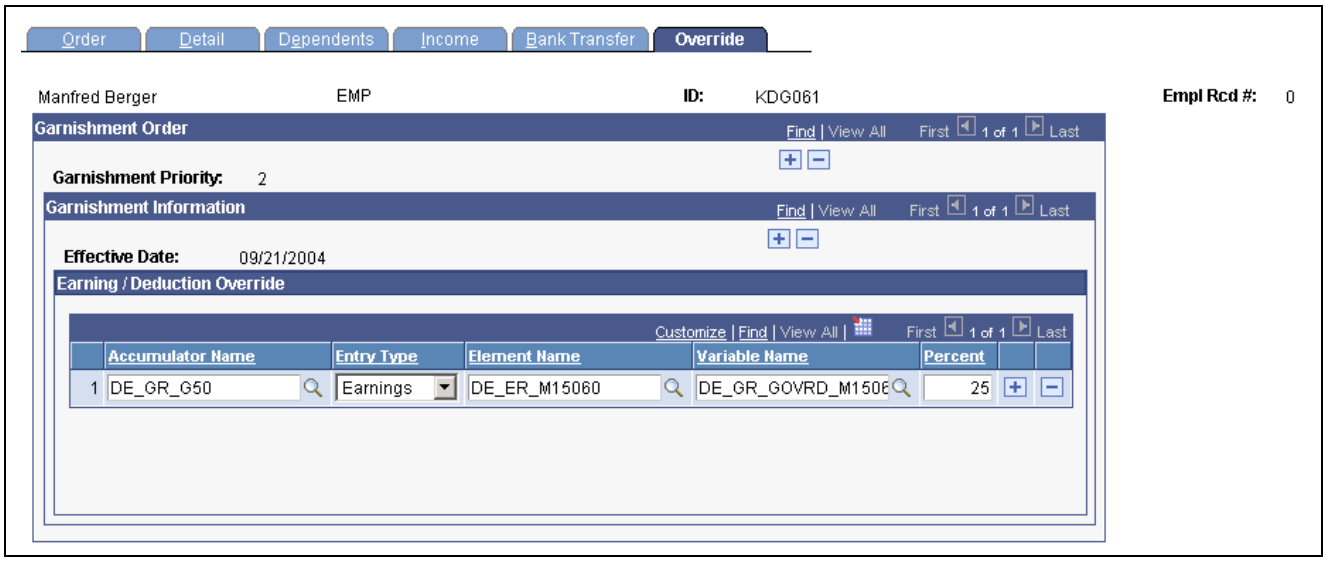
See Also

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

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Banking Instructions," Assigning Recipients to Deductions and Payees

Entering Garnishment Override Information

Access the Assign Garnishments DEU - Override page.



Assign Garnishments DEU – Override page

The German Code of Civil Procedures specifies the maximum percentage of earnings that can be deducted. When you enter an employee's earnings, specify the deductible percentage for each earnings type. You can override the deductible percent of an earning/deduction amount. The percentage applies only to individual garnishments; otherwise, the legal percentage rates apply that are specified in the Earnings Table and the Deductions Table for individual pay elements.

To override the garnishment percentage for an earnings element, select the element name and enter the garnishment percentage. Add new rows to override further earnings.

To override the garnishment percentage for a deduction, select the entry type and enter the garnishment percentage for the deduction in the Percent field. Add new rows to override further deductions.

Earning/Deduction Override

Accumulator Name Select the appropriate accumulator.

Entry Type Select *Earnings* or *Deduction.*

Element Name and Variable Name Select the appropriate element and variable.

Percent Enter the percentage.

Reviewing Garnishment Processing Results

In this section, we discuss how to view the status of a garnishment.

Page Used to View Garnishment Processing Results

Page Name	Object Name	Navigation	Usage
Garnishment/Rslt (garnishment / results)	GPDE_GR_RSLT	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Garnishment Results DEU, Garnishment/Rslt	After defining and calculating a garnishment, view the status of a garnishment.

Viewing Garnishment Processing Results

Access the Garnishment Rslt page.

The fields display data based on the garnishment type. If the garnishment type is General, the page displays Slice Begin Date, Slice End Date, Garnishment Amount, Element Name, General Garn (general garnishment), Already Paid GG (already paid general garnishment), and General Rest. If the garnishment type is Support, the page displays Slice Begin Date, Slice End Date, Garnishment Amount, Arrears, Element Name, Support Garn (support garnishment), Already Paid SG (already paid support garnishment), and Support Rest.

Garnishment Amount Total amount that the employee owes the debtor.

Arrears Total amount to be paid by the employee besides the garnishment amount. Arrears occur only if the garnishment type is Support.

General Garn (general garnishment) Calculated amount for a general garnishment.

Support Garn (support garnishment) Calculated amount for a support garnishment.

General Rest The difference between the total amount that the employee owes the debtor and the payments made for the general garnishment.

Support Rest The difference between the total amount that the employee owes the debtor and the payments made for the support garnishment.

Calculating Interest in Garnishment Processes

In this section, we discuss how to calculate interest in garnishment processes.

PeopleSoft supports the four garnishment-related element categories:

Category	Description
GR_A	Garnishment - Accumulator
GR_D	Garnishment - Deduction

Category	Description
GR_I	Garnishment - Interest Rate
GR_P	Garnishment - Fee

The element categories are used to classify the garnishment deduction elements. PeopleSoft delivers the following sample deduction elements for garnishments:

Deduction Elements	Description
DE_GR_G001 − DE_GR_G010	General Garnishment
DE_GR_S001 − DE_GR_S010	Support Garnishment

The sample garnishment deduction elements are assigned to the category GR_D.

Every deduction of category GR_D is assigned to only one accumulator that's keyed by the garnishment priority. PeopleSoft delivers the following sample accumulators for garnishment:

General Garnishments

Accumulator	Member
DE_GR_G001_AC	DE_GR_G001
DE_GR_G002_AC	DE_GR_G002
DE_GR_G003_AC	DE_GR_G003
DE_GR_G004_AC	DE_GR_G004
DE_GR_G005_AC	DE_GR_G005
DE_GR_G006_AC	DE_GR_G006
DE_GR_G007_AC	DE_GR_G007
DE_GR_G008_AC	DE_GR_G008

Accumulator	Member
DE_GR_G009_AC	DE_GR_G009
DE_GR_G010_AC	DE_GR_G010

Support Garnishments

Accumulator	Member
DE_GR_S001_AC	DE_GR_S001
DE_GR_S002_AC	DE_GR_S002
DE_GR_S003_AC	DE_GR_S003
DE_GR_S004_AC	DE_GR_S004
DE_GR_S005_AC	DE_GR_S005
DE_GR_S006_AC	DE_GR_S006
DE_GR_S007_AC	DE_GR_S007
DE_GR_S008_AC	DE_GR_S008
DE_GR_S009_AC	DE_GR_S009
DE_GR_S010_AC	DE_GR_S010

To use your own garnishment deduction elements, set up a new deduction of the category GR_D and assign it to a new accumulator that's keyed by the garnishment priority number DE_GR_SEQ.

The national court order defines exactly what percentage of earnings is attachable. The garnishment type determines the percentage. General Garnishments have two percentages: 100 and 50. Support Garnishments have three: 100, 75, and 50. The identification of attachable and unattachable earnings must include up to a maximum of the percentage defined by the accumulators. PeopleSoft delivers the following set of statutory accumulators:

Accumulator	Description
DE_GR_G50	Garnishment General 50%
DE_GR_S50	Garnishment Support 50%
DE_GR_S75	Garnishment Support 75%
DE_GR_AL100	Garnishment 100%

A court can overwrite this partitioning. Assume that for a general garnishment, a bonus is attachable by 50 percent and the court order determines, for this case, a percentage of 65. This change is valid only for this specific garnishment case. Therefore, every member is assigned to a variable that's predefined with a fixed percentage.

Example

Accumulator	Member	Earning	Percentage
DE_GR_AL100	DE_ER_M10000	DE_GR_OVRD_M10000	100%
DE_GR_AL100	DE_ER_M10001	DE_GR_OVRD_M10001	100%
DE_GR_AL100	DE_ER_M25000	DE_GR_OVRD_M25000	100%
DE_GR_AL100	DE_ER_M27000	DE_GR_OVRD_M27000	100%

The predefined percentage of the variables can be overridden by the garnishment setup. It's valid only for this payee and garnishment.

Additional Deductions Used for Garnishments

Deduction	Description
DE_GR_FEE1 - DE_GR_FEE10	Processing Fee DD 1 - Processing Fee DD 10
DE_GR_IRT1 - DE_GR_IRT10	Interest Rate DD 1 - Interest Rate DD 10

Additional Accumulators Used for Garnishments

Accumulator	Description
DE_GR_TX_SI	Taxes and Social Insurance
DE_GR_SPAID_AC	Support Garnishment Already Paid
DE_GR_GPAID_AC	General Garnishment Already Paid
DE_GR_S001_AC - DE_GR_S010_AC	Support Garnishment DE_GR_S001 - DE_GR_S010
DE_GR_G001_AC - DE_GR_G010_AC	General Garnishment DE_GR_G001 - DE_GR_G010

Arrays Used for Garnishments

Array	Description
DE_GR_EE	Garnishment Payee Data
DE_GR_EE_OVRD	Individual Pye Garn E/D Ovrd
DE_GR_REFERENCE	Reference Table for Garnishment

PeopleSoft delivers the DE_GR_CALC_SEC section to handle garnishment calculation.

CHAPTER 7

Working with Absence Rules

PeopleSoft delivers predefined rules for processing absences. We've designed these rules to comply with German laws and tariffs. You can modify some of the absence rules and create new ones to reflect your company policies, the specific requirements of tariff contracts, work agreements, and employment contracts.

This chapter provides an overview of absence rules and describes how to:

- Set up absences for Germany.
- Modify take elements.
- Calculate entitlement for paid vacation.
- Define absence entitlement plans.
- Issue advance payment for vacations.
- Enter maternity and educational leave data.

Note. This chapter supplements the absence documentation provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*. Before you begin reading about German absence functionality, read "Understanding Absences" to familiarize yourself with how Global Payroll handles absence processing.

See Also

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

Understanding Delivered Absence Rules

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

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

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

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

Absence Reason	Take Element	Units	Earnings Units Paid	Earnings Units Unpaid	Priority
Vacation	DE_AB_M60	D2	D2B	D2U	300
Vacation unpaid	DE_AB_M30			D1	300
Sick	DE_AB_M10	D3	H2B	H2U	100 KUG
Curing	DE_AB_M15	D3	D1		100 KUG
Sick unpaid	DE_AB_M11			H2	100
Paid absence	DE_AB_M55		H2		400
Educational leave	DE_AB_M78			D1	100
Military service < 3days	DE_AB_M70	D1	D1		200
Military training	DE_AB_M75			D1	200
Military service	DE_AB_M76			D1	200
Instead of military service	DE_AB_M77			D1	200
Not excused unpaid	DE_AB_M50			H1	150
Unpaid	DE_AB_M56			H1	150
Training leave	DE_AB_M69	D1	H1		500
Maternity	DE_AB_M79			D1	100
Legal strike	DE_AB_M20			H1	300
Work accident	DE_AB_M16	D3	H1B	H1U	100

Absence Reason	Take Element	Units	Earnings Units Paid	Earnings Units Unpaid	Priority
Work accident unpaid	DE_AB_M17			H1	100
Travel accident	DE_AB_M18	D3	H1B	H1U	100
Travel accident unpaid	DE_AB_M19			H1	100
Bummelei unpaid	DE_AB_M40			H1	200
KUG normal	DE_AB_M90		H2		100
KUG sick	DE_AB_M91		H2		100
Marriage	DE_AB_ MB001		D2		700
Marriage of the children	DE_AB_ MB002		D2		700
Golden anniversary of parents	DE_AB_ MB003		D2		700
Childbirth of wife	DE_AB_ MB004		D2		700
Death of spouse	DE_AB_ MB005		D2		700
Death of parents, children, and other relatives	DE_AB_ MB006		D2		700
Moval active job	DE_AB_ MB007		D2		700
Moval because of job	DE_AB_ MB008		D2		700

Absence Reason	Take Element	Units	Earnings Units Paid	Earnings Units Unpaid	Priority
Job anniversary 25, 40, 50	DE_AB_ MB009		D2		700
Childcare	DE_AB_ MB020		D2		700

Delivered Entitlement Elements

Global Payroll for Germany delivers four entitlement elements:

- DE_AB_VACA: vacation.
- DE_AB_SICK: sick time.
- DE_AB_WACC: work accident.
- DE_AB_TACC: travel accident.

Entitlement for vacations is frequency-based; entitlement for sickness and accidents is defined per absence.

See Also

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

Viewing Delivered Elements

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

See Also

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

Setting Up Absences for Germany

Before you can enter and process absences, you must complete various setup steps. We describe the general setup steps under Absence Set Up and Management Tasks in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*. Following are the specific steps applicable to Global Payroll for Germany:

To prepare Global Payroll for Germany for absence processing:

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

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

2. Define holiday schedules.

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

3. Define or modify entitlement and take elements.

   Use the predefined absence entitlement and absence take elements delivered with Global Payroll for Germany, modify some attributes of these elements, or create your own absence elements. In this chapter, we list the delivered absence elements and describe the attributes you can change.

4. Create entitlement plans.

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

5. Assign entitlement plans to payees.

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

6. Assign absence elements to payees and process lists.

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

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

Modifying Take Elements

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

The following earnings codes and count formulas affect social insurance, tax, and DEUEV calculations; you cannot change them.

Earnings Code	Formulas Related to Earnings Code
DE_SI_0012_RE (social insurance reduction days)	DE_AB_SIRED_1DAY reduces with the first unpaid day. DE_AB_SIRED_1MON reduces after one month unpaid. For unpaid absences, these formulas calculate the number of social insurance (SI) reduction days. Payroll also considers SI reduction days for new hires and terminations within a month. Depending on the absence take, SI days must be reduced with the first unpaid day or after a waiting period of 30 days.
DE_TX_NOI (work interruptions)	DE_AB_UDAYS_COUNT Counts the number of at least five consecutive days a payee is absent without pay (referred to as a work interruption).
DE_AB_DEU_AB* (DEUEV stop reason)	DE_AB_DEUEV_GEN DEUEV Beginning of work interruption
DE_AB_DEU_AN* (DEUEV start reason)	DE_AB_DEUEV_GEN1 DEUEV End of work interruption

Note. The Take Config 1 field associated with the absence take element stores the reason code for a DEUEV interruption. The count formulas assign the DEUEV reason to the units of the earnings code.

Changing Count Formulas

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

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

Suffix Description	Meaning	Examples
B or U included in suffix B = paid *(bezahlt)* U = unpaid *(unbezahlt)*	These count formulas can be used only when an entitlement element is associated with the take element (for example, work accidents). If the entitlement balance covers only part of a day's absence, the system generates the correct number of units for paid earnings and unpaid earnings for the same day.	DE_AB_COUNT_D1B or DE_AB_COUNT_D1U
BAL	Use these formulas as day count formulas. The formula DE_AB_COUNT_HOLRED is used by these count formulas to reduce units for public holidays.	DE_AB_COUNT_BAL or DE_AB_COUNT_D3BAL

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

Description	Day Count	Earnings Units	Formula Name
Count workdays: Counts scheduled days including holidays.	X	X	DE_AB_COUNT_D1
Count workdays paid: Counts scheduled days including holidays. Can be used if earnings code is for a paid absence. Considers system element PIN DAY COUNT PD.		X	DE_AB_COUNT_D1B
Balance count schedule days: Counts scheduled days including holidays, then uses the formula DE_AB_COUNT_HOLRED to reduce units for public holidays.	X		DE_AB_COUNT_D1BAL

Description	Day Count	Earnings Units	Formula Name
Count workdays unpaid: Counts scheduled days including holidays. Can be used if earnings code is for an unpaid absence. Considers system element PIN DAY COUNT UNP.		X	DE_AB_COUNT_D1U
Count work days without public holiday: Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.)	X	X	DE_AB_COUNT_D2
Count work days without public holiday paid: Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.) Can be used if earnings code is for a paid absence. Considers system element PIN DAY COUNT UNP.		X	DE_AB_COUNT_D2B
Count work days without public holiday unpaid: Scheduled days without holidays (counts if holiday type = space). Can be used if earnings code is for an unpaid absence. Considers system element PIN DAY COUNT UNP.		X	DE_AB_COUNT_D2U
Calendar days	X	X	DE_AB_COUNT_D3
Calendar days + reduction of holiday: Calendar days reduced by the units for public holiday with formula DE_AB_COUNT_HOLRED.	X		DE_AB_COUNT_D3BAL

Description	Day Count	Earnings Units	Formula Name
Scheduled hours: Scheduled hours with holiday (ignores holiday type).	X	X	DE_AB_COUNT_H1
Scheduled hours + reduction of holiday: Scheduled hours with holiday (ignores holiday type) reduced by the units for public holiday with formula DE_AB_ COUNT_HOLRED.	X		DE_AB_COUNT_ H1BAL
Scheduled hours paid: Scheduled hours with holiday (ignores holiday type). Can be used if earnings code is for a paid absence.		X	DE_AB_COUNT_H1B
Scheduled hours unpaid: Scheduled hours with holiday (ignores holiday type). Can be used if earnings code is for an unpaid absence.		X	DE_AB_COUNT_H1U
Scheduled hours without public holiday: Scheduled hours without holiday (counts if holiday type = space).	X	X	DE_AB_COUNT_H2
Scheduled hours without public holiday paid: Scheduled hours without holiday (counts if holiday type = space). Can be used if earnings code is for a paid absence.		X	DE_AB_COUNT_H2B
Scheduled hours without public holiday unpaid: Scheduled hours without holiday (counts if holiday type = space). Can be used if earnings code is for an unpaid absence.		X	DE_AB_COUNT_H2U

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

Example of Count Formula DE_AB_COUNT_H1B (Scheduled Hours Paid)

(filler)

```
IF SCHED HRS  >  0
THEN
IF PARTIAL HOURS  >  0
THEN
PARTIAL HOURS * (DAY COUNT PD / DAY COUNT) to formula
ELSE
SCHED HRS * (DAY COUNT PD / DAY COUNT) to formula
ENDIF
ENDIF
```

Viewing Delivered Elements

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

Calculating Entitlement for Paid Vacation

PeopleSoft delivers the formula DE_AB_VAC_ENTCALC1, which you can use to calculate entitlement for paid vacation. The formula calculates entitlement monthly and prorates entitlement when a payee works less than a full month. It automatically increases entitlement for new hires and grants entitlement annually for existing employees.

The formula does the following:

1. Calculates entitlement for the current month, taking calendar segmentation into account. It prorates entitlement based on calendar days and stores the result in the month-to-date accumulator DE_AB_VAC_ENTMONTH.
2. Calculates entitlement for the remaining months of the calendar year and stores the result in the variable element DE_AB_TEMP2.
3. For the last slice or segment in the calendar, the formula does the following:
   - Calculates the new annual entitlement by taking the entitlement for the current month (DE_AB_VAC_ENTMONTH) and adding to it the entitlement for the previous month (stored in the year-to-date accumulator DE_AB_MONSUM) and entitlement for the remaining months of the year, until year-end or the payee's termination date (DE_AB_TEMP2).
   - Determines whether the calculated annual entitlement represents a new entitlement (January or a new hire) or an adjustment to the previous month's calculation.

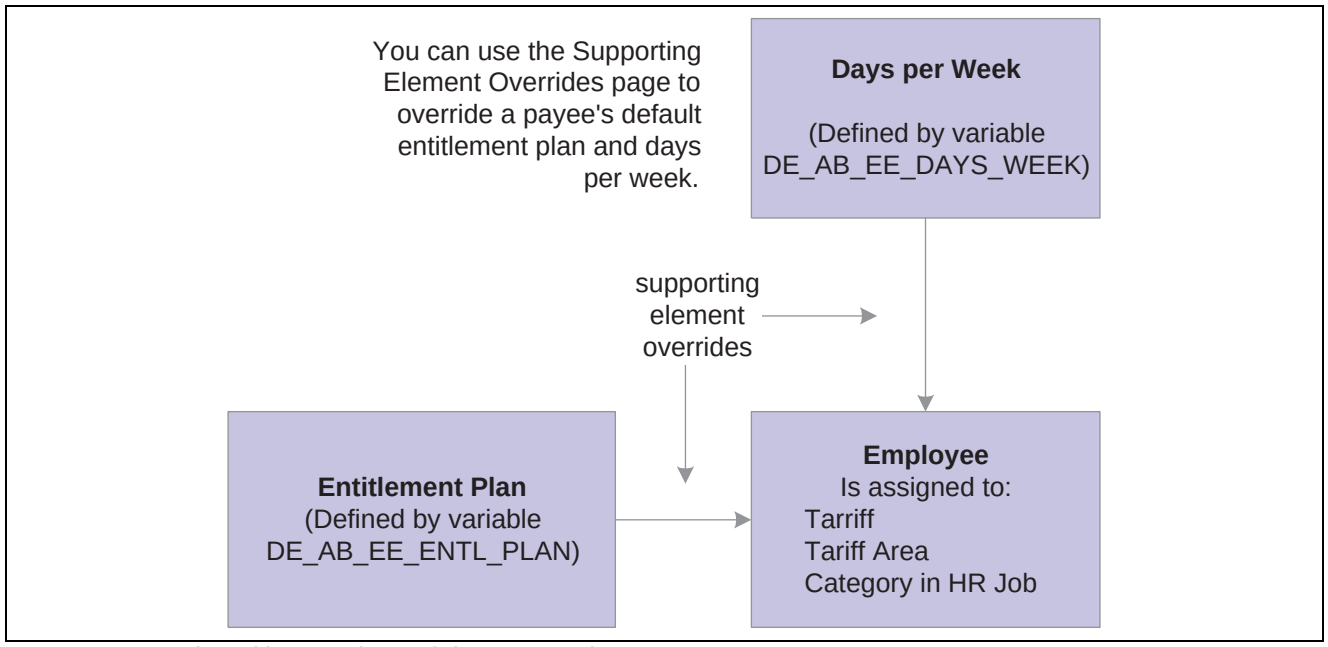
Defining Absence Entitlement Plans

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

Assigning Entitlement Plans to Payees

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

If you do not associate an entitlement plan with a payee (through use of the Supporting Element Overrides page), vacation entitlement for the payee is automatically set to 25 (as calculated by the formula DE_AB_VAC_ENTFORM). Entitlement for sickness, work, and travel accident is automatically set to 44.44 (as calculated by the per absence entitlement formula DE_AB_ENTFORM_PA).



Defining a payee's entitlement plan and days per week

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

To override a payee's default entitlement plan:

1. Access the Payee Supporting Element Overrides page for the payee.
2. On the Elements/Dates tab, complete the Element Type and Element Name fields.

   In the Element Type field, select *Variable*. In the Element Name field, select DE_AB_EE_ENTL_PLAN.
3. On the Values tab, enter the name of the entitlement plan that you want to assign to the payee.

Adjusting an Employee's Number of Workdays per Week

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

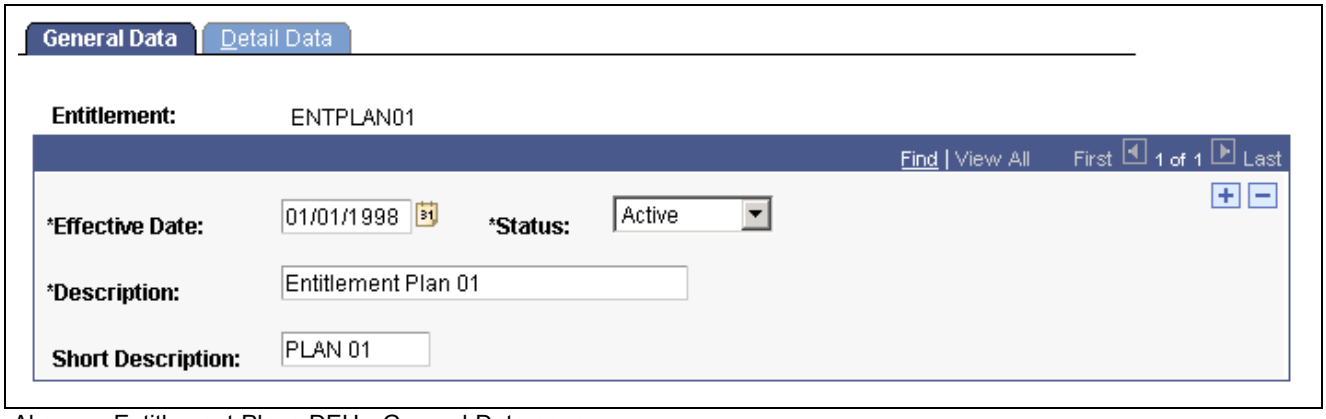
The number of workdays per week comes from the Tariff Factor Table. You can use the variable element DE_AB_EE_DAYS_WEEK to override this number for individual employees. Use the Supporting Element Overrides page to enter the override amount for the variable.

Pages Used to Define Absence Entitlement Plans

Page Name	Object Name	Navigation	Usage
Absence Entitlement Plans DEU - General Data	GPDE_AB_ENTITLEMNT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlement Plans DEU, General Data	Enter the name of the entitlement plan and the plan's effective date.
Absence Entitlement Plans DEU - Detail Data	GPDE_AB_ENTITLEDE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlement Plans DEU, Detail Data	Specify the number of vacation days to award to employees based on their age, length of service, or other vacation entitlement. First define the entitlement elements and formula elements that calculate entitlement for the plan.

Entering Entitlement Plan Names and Effective Dates

Access the Absence Entitlement Plans DEU - General Data page.

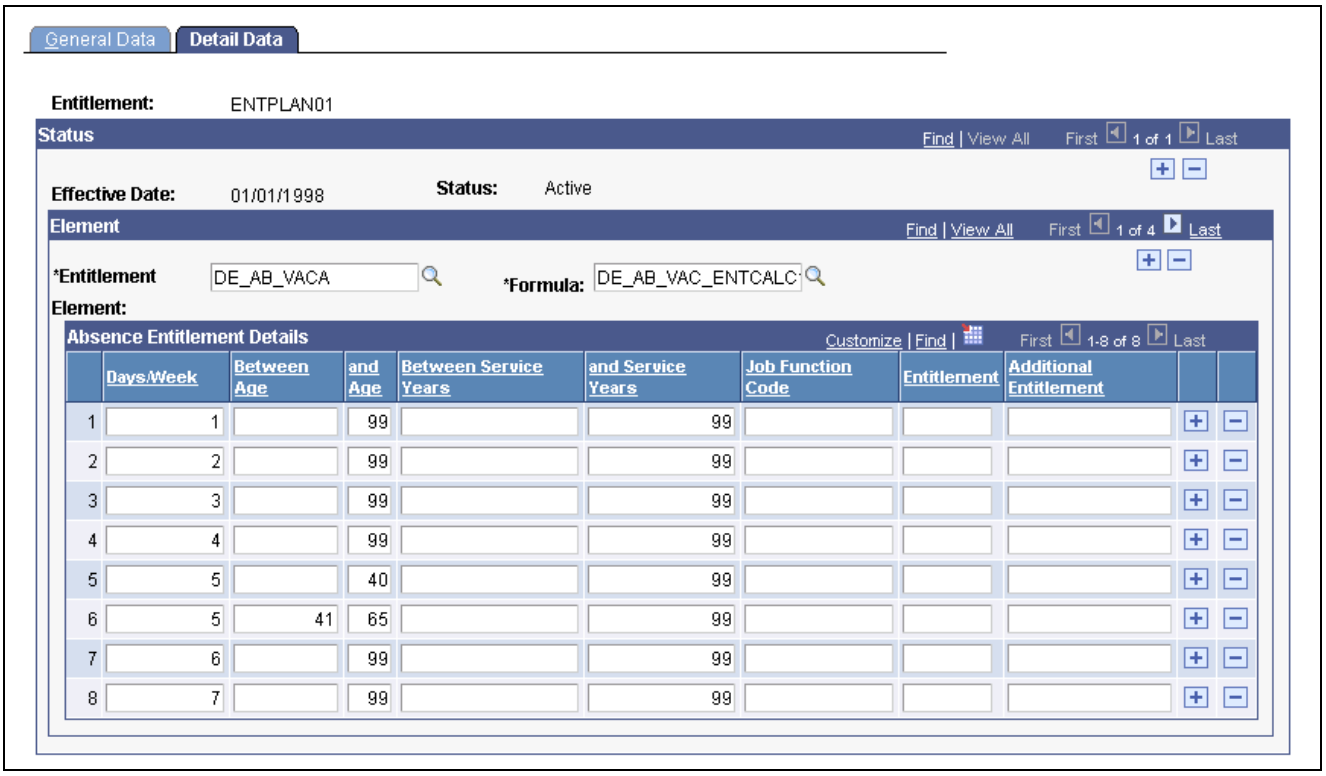


Absence Entitlement Plans DEU - General Data page

Entitlement The entitlement plan name that you entered to access this page.

Specifying the Number of Vacation Days

Access the Absence Entitlement Plans DEU - Detail Data page.



Absence Entitlement Plans DEU - Detail Data page

Entitlement The entitlement plan that you entered to access this page.

Element

Entitlement Select the entitlement element that you want to associate with this entitlement plan.

Formula Select the formula element that calculates entitlement for the element named in the Entitlement field.

To calculate entitlement for paid vacation, use the formula element named DE_AB_VAC_ENTCALC1 delivered with Global Payroll for Germany. The formula automatically prorates entitlement for payees who leave or join the company mid-period.

If the entitlement element is resolved per absence (for example, sickness, travel or work accident), leave the field blank.

Absence Entitlement Details

Days/Week Enter the number of workdays per week that corresponds to the entitlement amount. For example:

Five days/week results in vacation entitlement of 30 days/year.

Four days/week results in vacation entitlement of 24 days/year.

Between Age If entitlement in your plan varies according to age, enter the age from which an employee is eligible.

When calculating entitlement, the system uses the end of the calendar year to determine a payee's age. For example, assume the pay period is January 2000 and you are paying an employee who was born December 31, 1950. The system considers the age of this employee to be 50 years—not 49 years.

and Age If entitlement in your plan varies according to age, enter the age until which an employee is eligible.

The age you enter in this field represents the payee's age as of December 31 of the current year.

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

The number of years you enter in this field represents years of service as of December 31 of the current year.

and Service Years If entitlement in your plan varies according to the length of service, enter the maximum number of years of service allowed for this entitlement.

The number of years you enter in this field represents years of service as of 31 December of the current year.

Job Function Code Enter the job function code to which the plan applies. (Job function code is not used by the delivered lookup formulas.)

Entitlement Enter the number of units of entitlement that you want to grant to the payee.

Additional Entitlement Enter an additional entitlement amount in this field. (Additional entitlement is not considered by the delivered formulas, such as DE_AB_VAC_ENTCALC1 for paid vacation or DE_AB_ENTFORM_PA for sickness, work accident, and travel accident.)

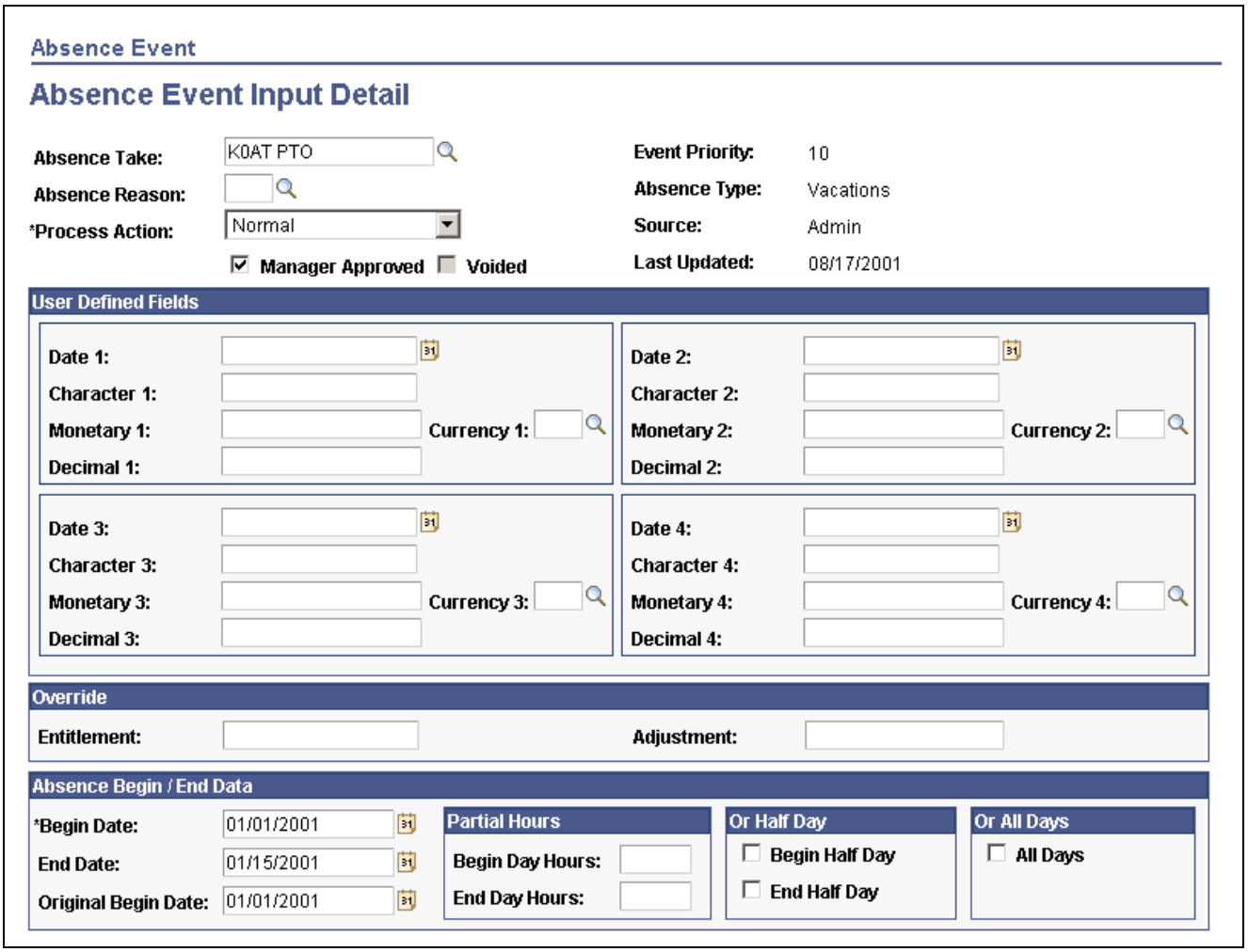
See Also

Chapter 7, "Working with Absence Rules," Calculating Entitlement for Paid Vacation, page 100

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," Entering German Nation DEUEV Codes

Issuing Advance Payment for Vacations

Use the Absence Event Entry page to record actual absences. To grant a payee advance payment for a vacation, enter the payment amount and a date in the User Defined fields on the Absence Event Input Detail page when you record the absence.



View of the Absence Event Input Detail page when entering a request for advance payment

Enter the date for which you want to generate positive input in the Date field in the first row. Enter the payment amount in the Monetary field and select the currency code. If the vacation falls within more than one pay period, for example July 31 to August 5, the date you enter determines the pay period in which the advance payment is processed. For example, a date of July 31 causes the positive input to be generated for July; a date of August 5 causes the positive input to be generated during the August payroll.

Entering Maternity and Educational Leave Data

Women are entitled to maternity leave six weeks before and three weeks after the birth of a child (the protection period). A woman or man can take an extended leave of absence (educational leave) of up to three years following the maternity leave. The employer must send a letter to the employee to ask how long the educational leave will be.

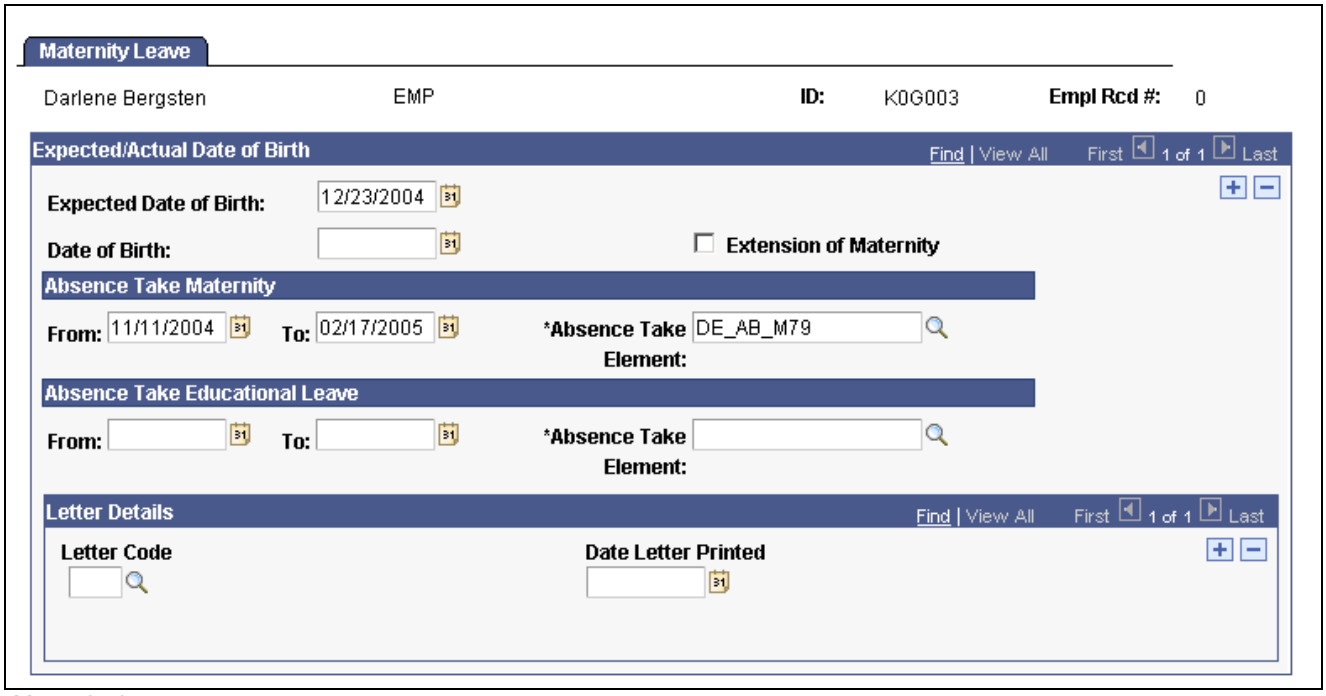
Use the Maternity Leave page to record the details of a maternity leave or educational leave.

Page Used to Enter Maternity and Educational Leave Data

Page Name	Object Name	Navigation	Usage
Maternity Leave	GPDE_AB_EE_MATERN	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Maternity Leave DEU, Maternity Leave	Enter data for a maternity or educational leave.

Entering Maternity or Educational Leave

Access the Maternity Leave page.



Maternity Leave page

Expected Date of Birth Enter the child's expected birth date.

Date of Birth Enter the child's date of birth. When you enter this date, the system recalculates the end date of the protection period.

Absence Take Maternity

From Enter the begin date of the maternity leave.

To Enter the end date of the maternity leave.

Absence Take Enter the take element for the maternity leave.

Absence Take Educational Leave

From Enter the begin date of the educational leave.

To Enter the end date of the educational leave.

Absence Take Enter the take element for the educational leave.

Letter Details

Letter Code Select the code for the letter you want to send to the employee.

Date Letter Printed Enter the date on which you want to print the letter.

Batch Processing

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

- Tariff, tariff area, and employee category for the payee.
- Entitlement plan and workdays associated with Tariff tables.
- Entitlement plan and workdays for payee, if different from Tariff table.
- Disability data.
- Entitlement from entitlement plan.

Absence Process List and Sections

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

The sections within DE AB ABSENCE are:

- DE_ABS_INIT: Initializes section. Executes multiple counts in preparation for absence calculations. For example, counts scheduled days, scheduled hours, and public holidays (days and hours).
- DE_ABS_ENTITLEMENT: Calculates entitlement.
- DE_ABS_TAKE: Calculates take.
- DE_ABS_TERM_SECT: Calculates vacation pay-off for terminated payees.
- DE_ABS_GEN_PI: Generates positive input for earnings and deductions.

Note. PeopleSoft delivers a separate process list, DE MT PRCLST, for maternity leave.

CHAPTER 8

Managing Old Age Part-Time Employment

This chapter provides an overview of old age part-time employment calculations and describes how to:

- Set up for old age part-time processing.
- Set up old age part-time models.
- View old age part-time minimum net calculation parameters.
- Assign an old age part-time model to an employee.

Understanding Old Age Part-Time Employment

Old Age Part-Time (OAPT) is defined in the *Altersteilzeitgesetz* and is required when employees request it of German companies. OAPT requires the calculation of payroll increases and grosses. Global Payroll for Germany calculates the statutory and voluntary gross increases, as well as statutory and voluntary difference amounts for pension insurance.

Through old age part-time work, an employee who qualifies for OAPT can work half-time for up to five years and receive half of the normal payments during this time. In addition to this, the employer must pay the following:

- At least 20 percent of the part-time salary as a tax-free gross increase.
- At least 70 percent of the former full-time net (minimum net increase).
- Pension insurance contributions for the difference between old age part-time gross and 90 percent of full-time gross (difference amount for pension insurance).

Voluntary increases can use a different calculation base and can apply a different mode for the social insurance limit.

Gross Increase

If you are using a voluntary gross increase in your calculations, you can either add an additional percentage or specify a total gross increase.

The relevant part-time gross consists of recurring and one-time earnings depending on the following conditions:

If	Then
Recurring earnings are above the social insurance limit.	Use the recurring earnings only.

If	Then
Recurring earnings are below the social insurance limit, but recurring earnings plus the bonus exceed the social insurance limit.	Use the social insurance limit.
Recurring earnings plus the bonus are below the social insurance limit.	Use the sum of recurring earnings and the bonus.

Minimum Net Increase

If the part-time gross plus the gross increase is less than 70 percent of the fictitious full-time net, then the employer has to pay the difference as the minimum net increase.

Difference Amount for the Pension Insurance

In addition to gross increases, you must increase the gross used to calculate pension insurance and pay the contributions for this increased amount. By law, 90 percent of the full-time contributions must be paid. This means you must pay the difference between what the employee actually pays and the 90 percent of what they paid when working full time. If you want, you may pay more than this amount.

Note. The system provides no processes to evaluate whether an employee can participate in an old age part-time program. You, as the payroll administrator, must decide whether the necessary requirements have been met (for example, reducing work time by half, three years of full-time employment before old age part-time employment, at least 55 years old, and so on). Note also that the system does not verify whether the conditions for entitlement to reimbursement of these increases by the employment office (for example, hiring unemployed persons or taking on employees when they finish their vocational training, and so on) have been satisfied.

Understanding Increase Models

This section explains absolute increases and relative increases.

Absolute Increases

The absolute increase is calculated without looking at other increases.

The current implementation allows absolute increases only for the gross increases.

The statutory gross increase is always an absolute increase. The voluntary model gross increases can be set to absolute mode by deselecting the ’subtract previous increases’ option.

Relative Increases

The relative increase fills a gap between a previously calculated amount and a goal amount.

For example, if an employee gets a net of EUR 1000, but he should for some reason get a minimum net of EUR 1200, then the gap is EUR 200 and the resulting (relative) increase is EUR 200.

Another example is an employee who is entitled to a statutory increase of EUR 200. In this example, the company agreement in voluntary increase model 1 could result in a total increase of EUR 240. If the company increase is a total increase, it means that the company will take into account the payment out of the statutory increase (EUR 200) and add only the difference of EUR 40.

If the increase would have been an absolute increase, then the employee would be entitled to the statutory increase of EUR 200 and the voluntary increase of EUR 240 resulting in a total of EUR 440.

Understanding Part-time and Full-time

The main issue for the old age part-time calculation is the availability of the part-time and full-time components of the relevant payments.

During the normal payroll process only the part-time pay is directly available. To calculate the full-time amount for the part-time amounts, the following methods are employed.

Part-time Accumulators

The elements in an accumulator for part-time are set up the usual way.

Type	Element	Percent	Description
Earning	DE_ER_M10000	100	Salary
Earning	…	…	…

Full-time Accumulators

The elements in an accumulator for full-time are set up so that the percentage field is used to specify a full-time factor which is defined as the number that converts the part-time amount to a full-time amount. Typically the factor will be the reciprocal of the part-time percentage.

Since the factor has to be expressed as a percentage, the value has to be multiplied by 100.

There are predefined variables for the most common cases.

Variable	Description
DE_AZ_P_VZ	Earning reduced by part-time percentage.
DE_AZ_P_AAJ	Earning prorated by old age part-time period in the current year (for example, vacation pay).
DE_AZ_P_AVJ	Earning prorated by old age part-time period in the previous year (for example, Tantieme).

Variable	Description
DE_AZ_P_VZ_ARB	Special case: Earning reduced by part-time percentage, but paid only during a worktime phase. Resolves to the full-time factor during a worktime period, 0 otherwise.
DE_AZ_P_TZ_ARB	Special case: Earning not reduced, but paid only during a worktime phase. Resolves to 100% during a worktime period, 0 otherwise.

Variables to calculate the full-time amount for a fixed percentage, such as 65%, can be easily created by assigning them the value. For example, (1/65%) * 100 = 10000/65.

Type	Element	Percent	Percent	Description
Earning	DE_ER_M10000	Variable	DE_AZ_P_VZ	Salary
Earning	…	…	…	…

Relationship Between Corresponding Full-time and Part-time Accumulators

Normally, each earning in the part-time accumulator also has to be in the corresponding full-time accumulator.

There may be exceptions when the full-time amount is calculated differently than the part-time amount; for example, when a fixed statutory limit is applied that only affects the full-time amount but not the part-time amount.

An example is the tax free amount for company shares *(Vermögensbeteiligung)*, which is half of the amount used for the shares but with a fixed maximum. If a percentage of the income is used for shares, then the limit can be exceeded in the full-time calculation, but not in the part-time calculation.

For cases similar to this you can define one earning for part-time and a different earning for full-time and place the full-time element in the full-time accumulator and the part-time element in the part-time accumulator.

Using this method allows you to easily handle elements with a complicated, non-linear relationship.

Dedicated Accumulators for the Increases

To allow a maximum of flexibility for the bases of the different increases, each increase has dedicated accumulators for recurring earnings and one-time earnings a well as part-time and full-time amounts, where applicable.

Each model (statutory, voluntary 1, and voluntary 2) has a separate set of accumulators.

Example Accumulator	Description
DE_AZ_A_K02	Customer Setup (K) statutory model (0) minimum net increase (2).
DE_AZ_A_K12	Customer Setup (K) voluntary model 1 (1) minimum net increase (2).
DE_AZ_A_K22	Customer Setup (K) voluntary model 2 (2) minimum net increase (2).

This is necessary for situations such as when tariff contracts can contain clauses where one-time payments may or may not be used for one or more increases.

Also, some earnings are considered in the calculation of the difference amounts for pension insurance, but may not be used for the other increases.

If one-time payments should not be considered for the minimum net increase of voluntary increase model 1, then do not place these earnings in the following accumulators.

Example Accumulator	Description
DE_AZ_A_K12	Customer Setup (K) voluntary model 1 (1) minimum net increase (2).
DE_AZ_A_K12_12	Part-time (1) one-time earnings (2) (leave this accumulator empty).
DE_AZ_A_K12_22	Full-time (2) one-time earnings (2) (leave this accumulator empty).

Accumulator Exception for Pension Insurance

For the calculation of the difference amounts for pension insurance, there is only the statutory set of accumulators available because there is no freedom of choice regarding what elements have to be used in the voluntary calculation, but only which percentage (> 90%) will be applied.

Increase Model Calculation Sequence

The increases are always calculated in the following logical sequence:

- Statutory
- Voluntary increase model 1 (if applicable)
- Voluntary increase model 2 (if applicable)

When calculating statutory difference amounts for pension insurance, the formulas are only looking at previous difference amounts which were a result of statutory calculation, although the year-to-date contributed gross would contain voluntary increases as well.

Therefore, the calculation results for the statutory increases should return the same values for an employee who has a statutory model only, as well as for an employee who has additional voluntary models.

If there is a corresponding increase available to the employee in all increase models (for example, the minimum increase), then the increases will be calculated so that the later calculations will fill the gaps between the previous calculation and the current calculation goal.

The calculation sequence is also reflected in the order of the sections.

Understanding the Sick-Fill Calculation

When an employee in old age part-time is unpaid sick, then the statutory increases and the statutory difference amount will be less than normal because they are based on his earnings.

However, law stipulates that the increases and difference amounts for the employee should be the same as normal during this time. The differences in the increases are paid by the employer on behalf of the unemployment office (BA). However, one-time earnings should not be considered.

Calculation of the Loss of Income

First the loss of income due to unpaid absence is determined.

There are two accumulators for this purpose. One defines the earnings that can be reduced at all. The other defines the unreduced base amounts of the same earnings. Only recurring earnings may be specified.

The difference between the two accumulators is the loss of income for old age part-time due to unpaid absence.

Accumulator	Description
DE_AZ_A_K04_11	Reducible Payment Amounts.
DE_AZ_A_K04_1A	Bases of Reducible Payments. (Enter the AutoAssign components named xxx_BASE instead of the earnings named xxx.)

To find the share of unpaid sickness among the unpaid absence, another two accumulators are available where you may specify units of unpaid sickness and units of unpaid absence.

Accumulator	Description
DE_AZ_A_K04_0B	Time Units Unpaid Sickness.
DE_AZ_A_K04_0C	Time Units Unpaid Total.

Time units can be days or hours, but must be of the same type.

The income loss due to sickness is determined by dividing unpaid sickness by unpaid absence and multiplying the result by the loss of income determined in the previous step.

The full-time loss is determined by dividing the part-time loss by the old age part-time percentage.

Hypothetical Unreduced Calculation

After the preceding steps have been accomplished, the amount of loss is added to the calculation bases, where applicable, and the calculation of the increases and difference amounts is repeated.

This is a hypothetical/fictitious calculation because no sickness is assumed for the month and the full social insurance limit is applied.

Variable naming for the hypothetical calculation is done by introducing another owner code of ’H’ because all the other naming codes are potentially needed again.

This way DE_AZ_B_000_00 of the regular calculation becomes DE_AZ_B_H00_00 for the hypothetical calculation.

Similarly, for the sick-fill difference, another owner code of ’S’ is introduced and the variable DE_AZ_B_000_00 of the regular calculation becomes DE_AZ_B_S00_00 for the difference.

Results

The sick-fill amounts are the differences between the hypothetical results and the actual results.

As example of the statutory gross increase would be DE_AZ_B_S01_63 = DE_AZ_B_H01_63 - DE_AZ_B_001_63.

Generally, however, the amounts for the gross increase and the minimum net increase have to be adjusted in such a way that the hypothetical (H) result for the sum of these increases is not exceeded. This could happen if the reduced minimum net increase is greater than the unreduced minimum net increase.

Customer Setup Element Naming

All customer-controlled accumulators for the old age part-time earning setup have names beginning with DE_AZ_A_K. The corresponding sample accumulators are named DE_AZ_A_P.

All available predefined factors for the accumulation percentage start with DE_AZ_P.

Viewing Delivered Elements

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

See Also

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

Setting Up for Old Age Part-Time Processing

This section provides procedures for setting up old age part-time processing.

To set up your system for old age part-time processing:

1. Define your old age part-time increase models on the Old Age Part-Time Increase Model page.
2. Define your old age part-time models on the Old Age Part-Time Model page.

These are the models that you are going to assign to individual employees.

3. Set up your accumulators.

   The accumulators used for old page part-time processing follow a specific naming convention, so it is easy to determine the function of each accumulator.

4. Assign individual employees to an old age part-time model.

Old Age Part-Time Accumulator Element Naming Conventions

To make the identification of accumulators and other element functionality clear, all PeopleSoft-delivered accumulators used by old age part-time processing follow a specific naming convention.

Accumulators are categorized according to whether they are part-time values, full-time values, of fictitious values. Full-time values include part-time elements with a factor/percentage, variable percentages, and predefined factors available for full-time amounts (such as standard proration and proration by old age part-time period).

A three-digit code is included in the accumulator element name to classify the calculation. The first digit identifies the element owner. The second digit identifies the type/accumulator group. The third digit identifies the calculation purpose.

A two-digit code is included in the accumulator name to classify the amount type. The first digit identifies the timecode/type. The second digit identifies the amount specification.

PeopleSoft-delivered accumulators used for old age part-time processing abide by follow the naming convention where <class> represents the three-digit code and <amount-type> represents the two-digit code; for example, DE_AZ_A_<class>_<amount-type>.

Calculation Classification

Digit	Purpose	Values
1 (first)	Owner/Calculation Type	0 = Calculation. K = Customer. P = PeopleSoft (delivered samples). H = Hypothetical calculation for Sick-Fill. S = Calculation results for Sick-Fill.

Digit	Purpose	Values
2 (second)	Type/Accumulator Group	0 = Statutory. 1 = Voluntary Model 1 (for example, tariff). 2 = Voluntary Model 2 (for example, company agreement).
3 (third)	Calculation Purpose	0 = Other. 1 = Gross Increase. 2 = Minimum Net. 3 = Difference amount for pension insurance. 4 = Input parameters for sick-fill.

Amount Type Classification

Digit	Purpose	Values
1 (first)	Time Code/Type	0 = Other. 1 = Part-Time. 2 = Full-Time. 3 = Difference amount. 4 = Contribution (for difference amount). 5 = Base (of an increase). 6 = Increase.
2 (second)	Amount Specification	1 = Recurring gross. 2 = One-Time gross. 3 = Total gross. 4 = Net pay (tax and SI-free). 5 = Overtime. 6 = March Clause. 7 = Calculated net. 8 = Minimum net. 9 = Total net. A = Unprorated amount (BASE). B = Time units unpaid sick. C = Time units unpaid total.

Examples

DE_AZ_A_101_11 = Customer setup for statutory gross-increase (101) for recurring part-time gross (11).

DE_AZ_A_103_21 = Customer setup for statutory difference amount for pension insurance (103) for recurring gross full-time (21).

DE_AZ_A_122_22 = Customer setup for voluntary model 2 minimum net increase (122) for one-time gross full-time (22).

Old Age Part-Time Accumulators for Setup

The following table lists the accumulators for old age part-time setup.

Accumulator	Description
DE_AZ_A_K01_11	Part-time gross statutory gross increase.
DE_AZ_A_K01_12	Part-time gross once statutory gross increase.
DE_AZ_A_K02_11	Part-time gross recurring statutory minimum net.
DE_AZ_A_K02_12	Part-time gross once statutory minimum net.
DE_AZ_A_K02_21	Full-time gross recurring statutory minimum net.
DE_AZ_A_K02_22	Full-time gross once statutory minimum net.
DE_AZ_A_K02_14	Part-time tax and SI-free statutory.
DE_AZ_A_K03_11	Part-time gross recurring statutory difference amount.
DE_AZ_A_K03_12	Part-time gross once statutory difference amount.
DE_AZ_A_K03_21	Full-time gross recurring statutory difference amount.
DE_AZ_A_K03_22	Full-time gross once statutory difference amount.
DE_AZ_A_K03_15	Part-time overtime pay statutory.
DE_AZ_A_K11_11	Part-time gross vol. 1 gross increase.
DE_AZ_A_K11_12	Part-time gross once vol. 1 gross increase.
DE_AZ_A_K12_11	Part-time gross recurring vol. 1 minimum net.
DE_AZ_A_K12_12	Part-time gross once vol. 1 minimum net.
DE_AZ_A_K12_14	Part-time tax and SI-free vol. 1.
DE_AZ_A_K12_21	Full-time gross recurring vol. 1 minimum net.
DE_AZ_A_K12_22	Full-time gross once vol. 1 minimum net.

Accumulator	Description
DE_AZ_A_K21_11	Part-time gross vol. 2 gross increase.
DE_AZ_A_K21_12	Part-time gross once vol. 2 gross increase.
DE_AZ_A_K22_11	Part-time gross recurring vol. 2 minimum net.
DE_AZ_A_K22_12	Part-time gross once vol. 2 minimum net.
DE_AZ_A_K22_14	Part-time tax and SI-free vol. 2.
DE_AZ_A_K22_21	Full-time gross recurring vol. 2 minimum net.
DE_AZ_A_K22_22	Full-time gross once vol. 2 minimum net.
DE_AZ_A_K04_0B	Time units unpaid sickness.
DE_AZ_A_K04_0C	Time units unpaid total.
DE_AZ_A_K04_11	Reducible payment amounts.
DE_AZ_A_K04_1A	Bases of reducible payments.
DE_AZ_A_K03_11AP	Work phase only recurring pay 100%.

Result Elements of the Calculation

The following are the result elements of the calculation.

Gross Increases (Earnings)

Earning	Description
DE_AZ_001	OAPT statutory gross increase.
DE_AZ_002	OAPT statutory minimum net increase.
DE_AZ_011	OAPT vol.1 gross increase.
DE_AZ_012	OAPT vol.1 minimum net increase.

Earning	Description
DE_AZ_021	OAPT vol.2 gross increase.
DE_AZ_022	OAPT vol.2 minimum net increase.
DE_AZ_S01	OAPT fill stat gross increase.
DE_AZ_S02	OAPT fill stat minimum increase.

Difference Amounts for Pension Insurance (Accumulators)

Accumulator	Description
DE_AZ_003_31	OAPT statutory difference amount recurring pay.
DE_AZ_003_32	OAPT statutory difference amount onetime pay.
DE_AZ_003_36	OAPT statutory difference amount March clause.
DE_AZ_013_31	OAPT voluntary 1 difference amount recurring pay.
DE_AZ_013_32	OAPT voluntary 1 difference amount onetime pay.
DE_AZ_013_36	OAPT voluntary 1 difference amount March clause.
DE_AZ_023_31	OAPT voluntary 2 difference amount recurring pay.
DE_AZ_023_32	OAPT voluntary 2 difference amount onetime pay.
DE_AZ_023_36	OAPT voluntary 2 difference amount March clause.

Employer Contributions (Deductions)

Deduction	Description
DE_AZ_003_41	Pension insurance contribution statutory increase recurring pay.
DE_AZ_003_42	Pension insurance contribution statutory increase one-time pay.

Deduction	Description
DE_AZ_003_46	Pension insurance contribution statutory march clause.
DE_AZ_013_41	Pension insurance contribution vol. 1 increase recurring pay.
DE_AZ_013_42	Pension insurance contribution vol. 1 increase one-time pay.
DE_AZ_013_46	Pension insurance contribution vol. 1 March clause.
DE_AZ_023_41	Pension insurance contribution vol. 2 recurring pay.
DE_AZ_023_42	Pension insurance contribution vol. 2 one-time pay.
DE_AZ_023_46	Pension insurance contribution vol. 2 March clause.
DE_AZ_S03_41	Fill of pension insurance contribution statutory increase.

Setting Up Old Age Part-Time Models

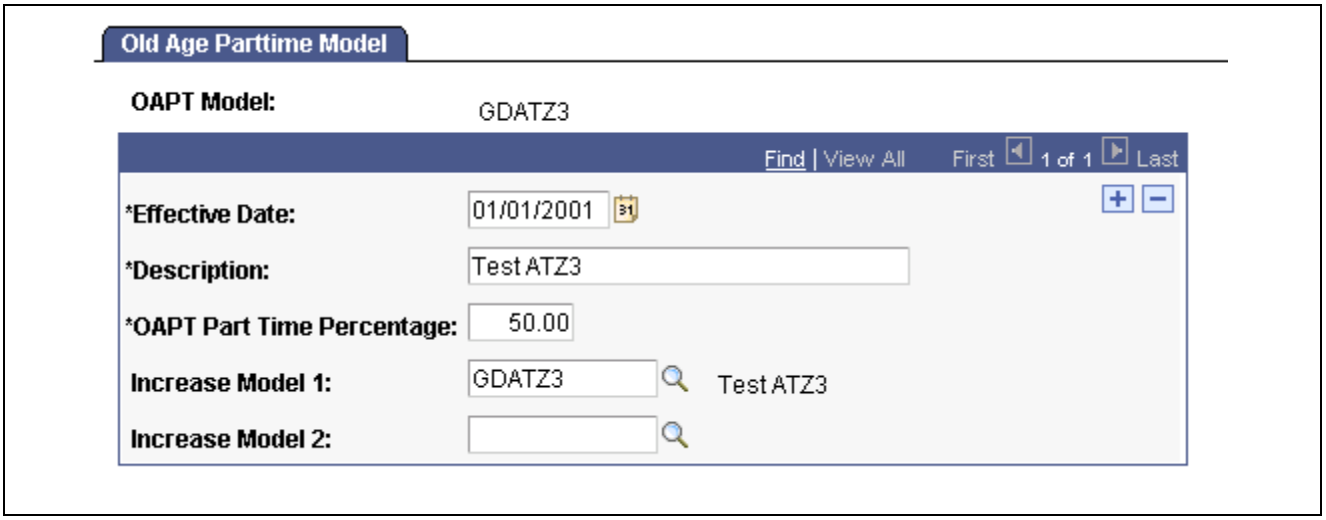
Before assigning an old age part-time model to an employee, you must define the models, increase models, and minimum net calculation parameters.

Pages Used to Set Up Old Age Part-Time Models

Page Name	Object Name	Navigation	Usage
Old Age Parttime Model	GPDE_AZ_MDL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Old Age Part-Time Model DEU, Old Age Parttime Model	Use to define your old age part-time models.
Old Age Parttime Increase Mod. (Model)	GPDE_AZ_IMDL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Old Age Part-time Inc Mod DEU, Old Age Parttime Increase Mod	Use to define your old age part-time increase models.

Defining Old Age Part-Time Model

Access the Old Age Parttime Model page.



Old Age Parttime Model page

The model defined on this page is the summary of the increase parameters. The model may include references to one or two voluntary increase models (defined on the Old Age Part-Time Increase Model page). The statutory increases are always calculated and not visible as a model. If you want to use a statutory model only, then you do not need to specify any increase models.

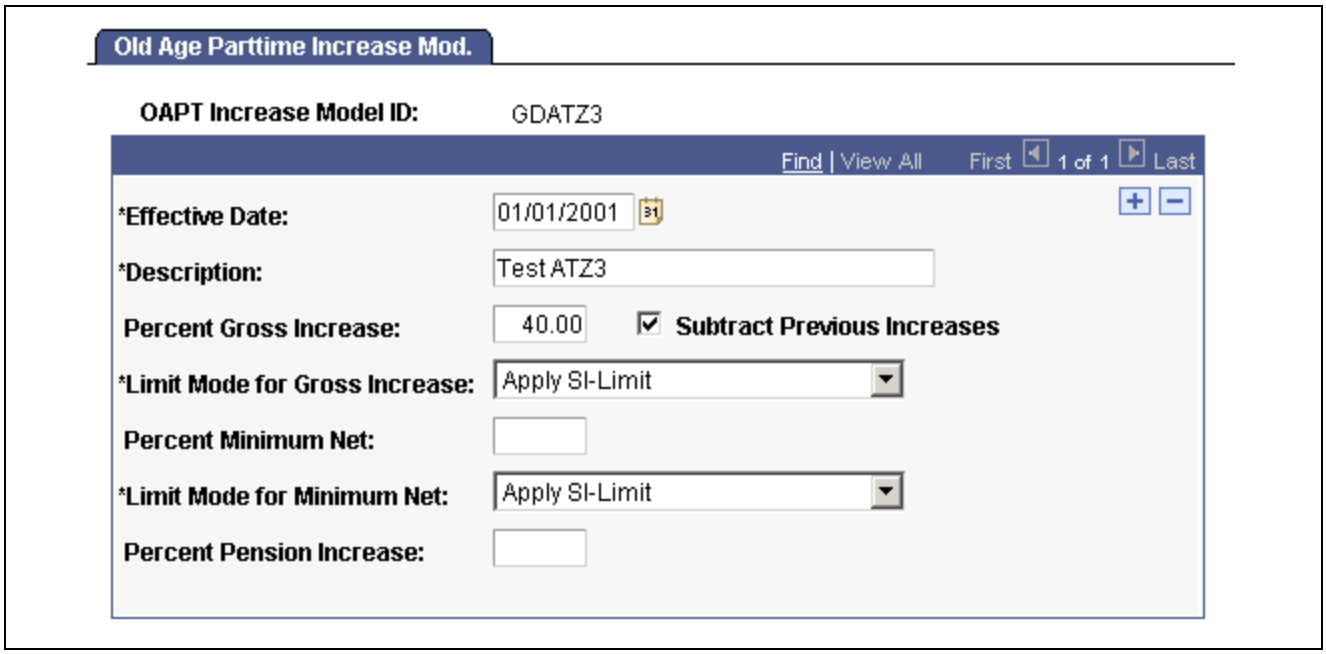
OAPT Part Time Percentage This is the percentage of OAPT time that the employee works. If the employee works half time in OAPT, this is 50 percent.

Increase Model 1 Select the OAPT Increase Model ID defined on the Old Age Part-time Increase Model page (for example, tariff).

Increase Model 2 Select the OAPT Increase Model ID defined on the Old Age Part-time Increase Model page (for example, company).

Defining Old Age Part-Time Increase Model

Access the Old Age Part-time Increase Mod. page.



Old Age Parttime Increase Mod. page

Percent Gross Increase Percent of additional gross increase, if any.

Subtract Previous Increases Select to subtract previous increases.

When selected the increases of the statutory model or a previous voluntary model is taken into account and only the difference is generated.

If not selected, then the increase will be added on top of previous increases.

No additional increase will be calculated if Percent Gross Increase is left empty.

Limit Mode for Gross Increase Select the monthly social insurance limit mode to be used for gross increases. Values are *Apply SI-Limit, Ignore SI-Limit,* and *Statutory Limit Method.*

Percent Minimum Net Enter the percentage for a voluntary minimum net that is higher than the statutory percentage or refers to a different base.

No additional increase will be calculated if the field is left empty.

Limit Mode for Minimum Net Select the monthly social insurance limit mode to be used for full-time or part-time gross of minimum net calculation. Values are *Apply SI-Limit, Ignore SI-Limit,* and *Statutory Limit Method.*

Percent Pension Increase Additional increase percentage for pension insurance.

No additional difference amount will be calculated if the field is left empty.

Note. When bonus, tax-free amounts, and so forth. should be ignored for some increases, then the corrections have to be made to the respective accumulators.

Viewing Old Age Part-Time Minimum Net Calculation Parameters

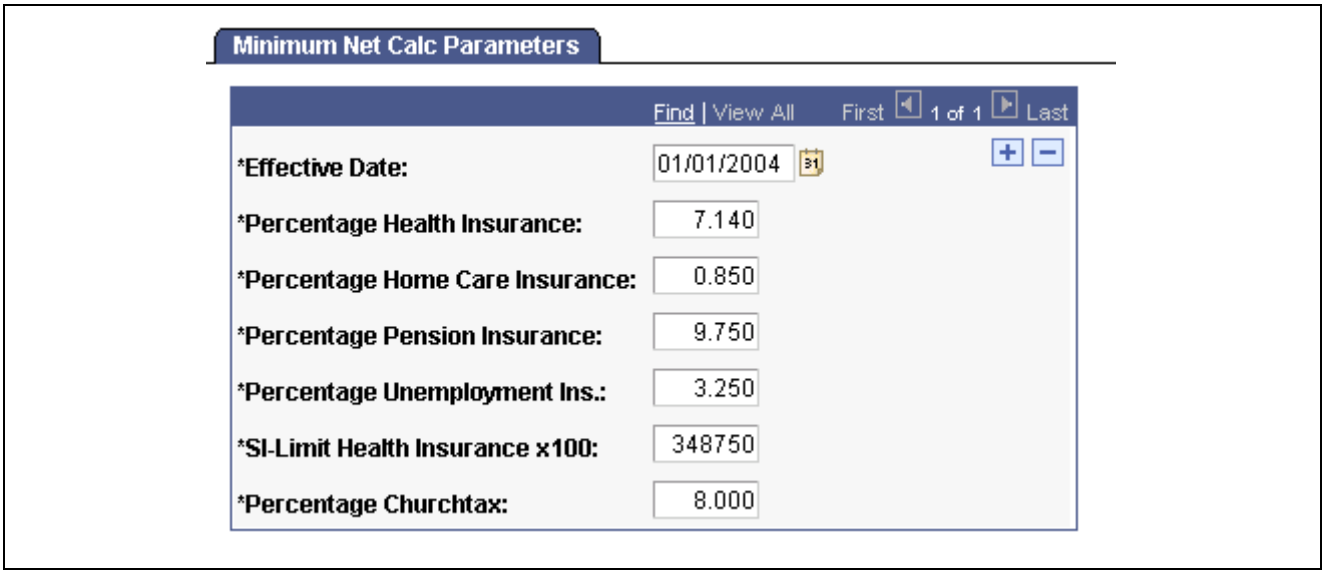
View the data that originates from the employment office for the minimum net calculation formula.

Page Used to View Old Age Part-Time Minimum Net Calculation Parameters

Page Name	Object Name	Navigation	Usage
Minimum Net Calc (calculation) Parameters page	GPDE_AZ_MN_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Old Age Part-Time Minnet DEU, Minimum Net Calc Parameters	Use to view old age part-time minimum net calculation setup parameters.

Viewing the Calculation Parameters

Access the Minimum Net Calc Parameters page.



Minimum Net Calc Parameters page

The data are supplied as system data. You should not change these values.

Assigning an Old Age Part-Time Model to Employee

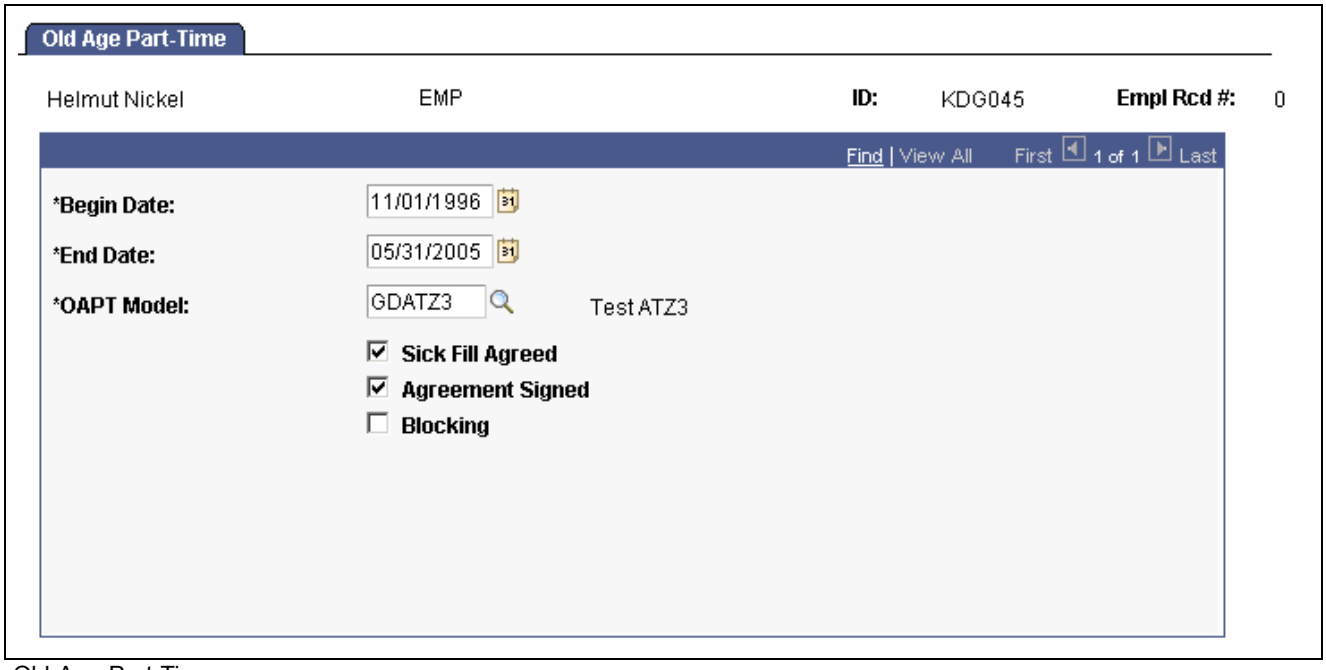
Once an old age part-time model has been defined, assign the model to an employee. Each old age part-time employee has only one model assigned.

Page Used to Assign Model to an Employee

Page Name	Object Name	Navigation	Usage
Old Age Part-Time	GPDE_AZ_EE1	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Add Old Age Part-Time Data DEU, Old Age Part-Time	Use to assign an old age part-time model to an individual employee.

Assigning the Model to an Employee

Access the Old Age Part-Time page.



Old Age Part-Time page

Begin Date/End Date These dates limit the period in which the model applies.

OAPT Model The code for the selected model.

Sick Fill Agreed Select if the employer has agreed to make payments during an employee illness.

Agreement Signed Select if the payment transfer agreement has been signed by the employee*(Abtretungserklärung)* .

Blocking Select to indicate that the employee has chosen a block mode old age part-time.

For a block mode old age part-time you have to enter the work periods in the grid that becomes visible when Blocking is selected.

CHAPTER 9

Managing Payroll Data

When you hire a new employee, you must enter basic data in the PeopleSoft Human Resources Management system, such as the employee's name, employment record, and job. This data is the basis for all the tasks involved in human resources management, such as salary plans or payroll processing. In addition, you enter information about retroactive processing for payees in Global Payroll.

This chapter provides an overview of managing payroll data and describes how to enter additional job data and general remarks for an employee.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Working with Payee Data"

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Processing Payroll"

Entering Additional Payroll Data

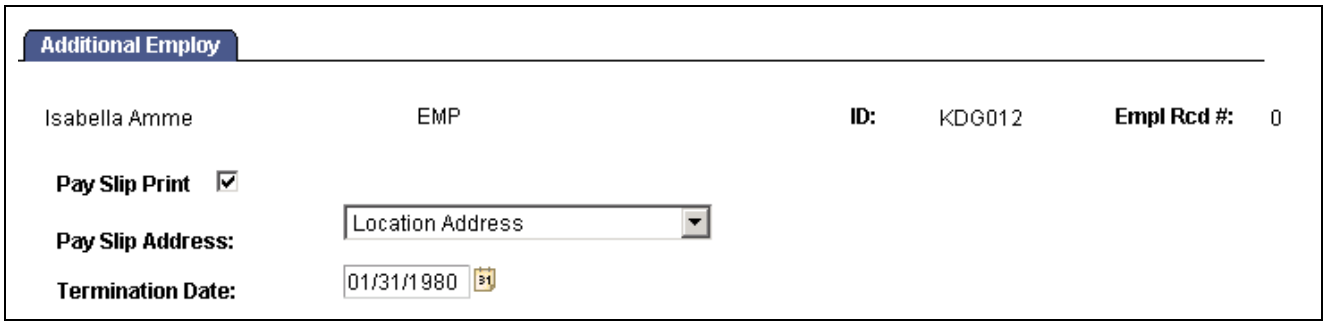
You may need to enter additional payroll data.

Pages Used to Enter Additional Payroll Data

Page Name	Object Name	Navigation	Usage
Additional Employ	GPDE_AL_EMPLMT1	Global Payroll & Absence Mgmt, Payee Data, Define Payee Data DEU, Additional Employ	Specify whether a payslip should be printed for an employee each time that employee is paid.
General Remarks	GPDE_AL_ACCT_INFO	Global Payroll & Absence Mgmt, Payee Data, Add General Remarks DEU, General Remarks	Enter additional information for a payee.

Specifying When to Print Payslips

Access the Additional Employ page.



Additional Employ page

Pay Slip Print Select if you want to print a payslip for the employee.

Pay Slip Address Specify where to send the payslip: *Location Address* (Company address) or *Personal Address.*

Termination Date Enter the date you want to stop printing payslips, if applicable.

Entering Additional Payee Information

Access the General Remarks page.



General Remarks page

Balance Information Enter information about the balance.

Description Enter information about the employee. The information is for your information only.

Reporting on Employee Payroll Data

You can run a report to list any overpayments made to employee in addition to their regular salary.

Pages Used to Report on Employee Payroll Data

Page Name	Object Name	Navigation	Usage
Overpayment List	GPDE_RC_AL09	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Overpayment List DEU, Overpayment List	Lists additional payments made by an employer to an employee's normal salary.
Pay Balance	GPDE_RC_TX03	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Balance DEU, Pay Balance	Displays the pay elements and employee data upon which payroll is based for each month of a given year.
Results Register DEU - Report Options	GPDE_RC_TX04_1	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Results Register DEU, Report Options	Generates a summary of the employee pay elements by pay period. A separate page is created for each company and each retro pay period.
Results Register DEU - Elements View	GPDE_RC_TX04_2	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Results Register DEU, Elements View	View elements for the results register.

Reporting Pay Balances – GPDETX03

Access the Pay Balance report page.

Print Pay Entity Report Select this check box if you want to print only those pages that display the annual and monthly totals for a pay entity, and not all of the retro pay data for all employees that the report includes.

Reporting the Payroll Register – GPDETX04

Access the Payroll Register report page.

On the Report Options page, create a report that monitors the associated accumulators and contains the payroll register for a selected company and pay group for the specified reporting period (from and to dates).

In addition to gross pay, the columns of the report provide information on base amounts (calculation bases) for income tax, church tax, bonus tax, health insurance, and so on, as well as the resulting payment.

On the Elements View page, define the other columns that you want to see in your report.

Override Indicator Determines which columns appear in the report. You can display up to 10 columns in your report. Also configure the level of detail that you want to appear. Select this check box if you want to override the description of the selected element.

Element Heading	If you have selected the Override Indicator for an element, enter a new heading name to serve as a new description of the element.
Sequence	Indicates the column in which the element will appear. If you want to have the YTD Bonus Tax as the second column in you report, for example, select a sequence number of *2*.

Viewing Delivered Elements

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

Managing Off-Cycle Payments

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

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

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

See Also

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

Understanding Off-Cycle Processing

This section discusses:

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

The Off-Cycle Process

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

Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

1. Manual payments

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

2. Corrections

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

3. Unscheduled payments

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

4. Advances

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

Viewing Delivered Elements

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

See Also

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

Recording Manual Payments

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

Manual Payments

When entering manual payments for German 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 rules have been designed to calculate using whole periods, and may not automatically segment if a partial period is entered.

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

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

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

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

Entering Corrections

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

Corrections

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

The following areas need to be considered when entering corrections:

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

Making Unscheduled Payments

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

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

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

Advancing Payrolls

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

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

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

CHAPTER 11

Managing BVV Funds

This chapter provides an overview of the Pension Insurance Association of the German Banks and Banking Industry (BVV) and describes how to:

- Process contribution payments.
- Set up a BVV provider type.

Understanding BVV Funds

The Pension Insurance Association of the German Banks and Banking Industry (BVV) is an intercompany pension fund as defined in § 1 Section 3 of the German Company Pension Plan Act. This type of insurance isn't direct insurance as defined in § 1 Section 2 of the Company Pension Plan Act, but rather can be taken out only within the framework of mandatory enrollment based on employment in a member company. If an employee leaves a member company, coverage can continue on a voluntary basis. In addition, you can tax employer contributions into the pension fund as a lump sum.

In Global Payroll for Germany, the contribution statement is an electronic data interchange notification, which includes personal and other data on contributions for an insured person according to contribution class. For reasons of immediacy and completeness, you must report transaction records even if they do not involve the payment of contributions. Report back payments and retro payments separately for an insured person according to the months in which the payments take effect. In addition, you can also process employee contributions to other types of insurance, such as supplemental insurance policies, voluntary insurance policies, and voluntary differential payments towards existing basic insurance policies.

Before you set up a BVV company, you should understand how Global Payroll for Germany handles BVV registration, tax regulations, and BVV contribution statement requirements.

Understanding Registration

Register all employees with mandatory insurance coverage, including self-employed field workers who work exclusively for a member company. In such cases, these workers are considered statutory employees. When you register an employee for the first time, enter *00000000* as the BVV member number and then specify the actual hire date for employment with the company. Every insured person receives an eight-digit BVV membership number. This eight-digit number is a check number that PeopleCode checks.

See Also

Chapter 11, "Managing BVV Funds," Entering BVV Employee Data, page 145

Understanding Tax Regulations

You must add employer contributions to an employee's taxable earnings and have the employee pay the resulting taxes unless you pay income tax as a flat amount. The flat rate is 20 percent of the employer contributions, including church tax. If the employee pays a flat rate tax, the employer contributions are subject to social insurance.

If the employee changes from a member company to another company that is not a member and continues insurance on a voluntary basis, the new employer can participate in payment of the insurance contributions. However, a flat rate is applicable in this case only if the employer contributions are based on mandatory requirements.

Setting Up Accumulators

In order to create BVV contribution statements, you need to set up two specific accumulators. The accumulators themselves are PeopleSoft-delivered, but you might want to add your own salaries. The following table lists the accumulators required for BVV gross earnings and provides examples of the elements that they contain.

Accumulators	Description	Example Elements
DE_BV_BVV00	Earnings relevant to regular BVV gross.	DE_ER_M10000 Regular salary. DE_ER_M10001 Salary. DE_ER_M10002 Base pay.
DE_BV_BVV05_TYD	Earnings relevant to BVV one-time pay, gross.	DE_ER_M14000 Vacation pay. DE_ER_M14001 Profit-sharing bonuses.

See Also

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

Understanding Pay Elements

The following table lists the pay elements related to BVV. PeopleSoft automatically generates these pay elements for each BVV employee.

Pay Element	Type	Description
DE_DD_BVV 00	Deduction	Total BVV Contribution.
DE_DD_BVV 10	Deduction	BVV Employee Contribution.
DE_DD_BVV 20	Deduction	BVV Employer Contribution.
DE_ER_BVV 23	Earning	BVV Lump-Sum Tax EE.

Pay Element	Type	Description
DE_ER_BVV 24	Earning	BVV Lump-Sum Tax ER.
DE_ER_BVV 25	Earning	BVV Tax EE (qualified EE discount).
DE_ER_BVV 26	Earning	BVV Tax ER (qualified EE discount, gross-up).
DE_DD_BVV 30	Deduction	BVV Voluntary.
DE_DD_BVV 40	Deduction	BVV Additional Risk Insurance.
DE_DD_BVV 50	Deduction	BVV General Supplemental Insurance.
DE_DD_BVV 60	Deduction	BVV Differential Amount.
DE_DD_BVV 70	Deduction	BVV Contr Military / Civilian Service.
DE_DD_BVV80	Deduction	Supplemental pension insurance.
DE_DD_BVV90	Deduction	Supplemental risk insurance.
DE_DD_BVV100	Deduction	Supplemental risk insurance.
DE_DD_BVV110	Deduction	Supplemental widow pension.
DE_DD_BVV120	Deduction	Widow pension/decrease.
DE_DD_BVV130	Deduction	Supplemental orphan pension.
DE_DD_BVV140	Deduction	Supplemental insurance-deathfund.
DE_DD_BVV150	Deduction	Voluntary/supplemental pension.
DE_DD_NBV00	Deduction	Total contribution DN/RN.
DE_DD_NBV10	Deduction	EE contribution DN/RN.

Pay Element	Type	Description
DE_DD_NBV20	Deduction	ER contribution DN/RN.
DE_DD_NBV30	Deduction	Tariff N voluntary tariff.
DE_DD_NBV40	Deduction	Tarfiff N supplemental risk insurance.
DE_DD_NBV50	Deduction	Tariff N general risk insurance.
DE_DD_NBV60	Deduction	Tariff N difference amount.
DE_DD_NBV80	Deduction	Tariff N supplemental pension insurance.
DE_DD_NBV90	Deduction	Tariff N supplemental risk insurance.
DE_DD_NBV100	Deduction	Tariff N supplemental risk insurance.
DE_DD_NBV110	Deduction	Tariff N supplemental widow pension.
DE_DD_NBV120	Deduction	Tariff N widow pension/decrease.
DE_DD_NBV130	Deduction	Tariff N supplemental orphan pension.
DE_DD_NBV140	Deduction	Tariff N supplemental insurance death fund.
DE_DD_NBV150	Deduction	Tariff N voluntary/supplemental pension.
DE_DD_BVV22	Deduction	ER contribution BVV taxable part.
DE_ER_BVVB26	Earning	Grossed up portion of the BVV contribution.

Viewing Delivered Elements

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

See Also

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

Processing Contribution Payments

You must make contributions to the BVV by the tenth day of every month. If you cannot make a contribution statement by this time, you can pay the contribution in the form of a partial payment that corresponds to the amount of the anticipated contribution.

For other benefits, such as maternity benefits, the contributions must be set up in the corresponding contribution class. Employers are not obligated to pay contributions for inactive or suspended jobs, such as during maternity leave and extended maternity leave. No contribution is withheld when an employee dies or reaches retirement age.

Understanding Contribution Classes

Employees with mandatory insurance coverage are divided into contribution classes according to their monthly earnings. This classification process includes special payments, such as commissions, travel expenses, and profit-sharing bonuses. Because profit-sharing bonuses, awards, and irregular commissions can be totaled only at the end of the year, you must determine the sum of these payments by December at the latest. One-twelfth of the sum that must be included when figuring an employee's income limit can be calculated in December and added to the payments to be made on the first of the next year. This calculation is then included in the contribution statement. One-time payments, such as those for marriage, birth, and overtime, are not included in the contribution calculations.

Note. Global Payroll for Germany assigns employees with mandatory insurance coverage who work only part of the month to the contribution class that corresponds to the earnings paid for the respective full-time working hours.

See Also

Chapter 11, "Managing BVV Funds," Displaying BVV Contribution Amounts for Contribution Classes, page 144

Handling Interruptions of Employment and Withdrawals

Global Payroll for Germany treats an interruption as a suspension of contribution payments rather than as a withdrawal. Enter the reason for an employment interruption as one of the process types beginning with *0* on the BVV Employee Data page. The second digit corresponds to the reason for the interruption.

Note. If you select process types 01 through 08 (interruption) on the BVV Employee Data page, Global Payroll determines both the contribution share and contribution class. If no BVV gross is available, the system creates a reporting record without a contribution, indicating a contribution class of 00 and the respective process type.

Classes 10 through 19 are for withdrawals. Use withdrawal and registration notifications to report internal company transfers that result in changing the BVV company. When an employee's employment or affiliation with the company is terminated, specify the termination date, the reason for termination, and the employee's most recent valid address.

Enter information about an employee's employment interruption or withdrawal on the BVV Employee Data page.

Use the following process types to indicate the reason for the interruption or withdrawal:

Type	Reason
01	Maternity leave.
02	Rehire commitment.
03	Temporary military service.
04	Unpaid leave.
05	End of supplemental sick pay.
07	Change to part-time.
08	Accepted pre-seniority.
10	Previously class 00 and not termination reasons 11-18.
11	Death.
12	Retirement disability.
13	Old age pension.
14	End of company seniority.
15	transfer to group.
16	Insurance suspended from the beginning.
17	Change to part-time (= withdrawal).
18	Termination (resignation).

See Also

Chapter 11, "Managing BVV Funds," Entering BVV Employee Data, page 145

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

Determining Contributions

In Global Payroll, the section DE_BV_1000 of the process list DE_AL_DEU1 process calculates the BVV contribution. Define all earnings that are relevant to the regular BVV gross in the accumulator DE_BV_BVV00 and all the one-time payments relevant to the *next* calendar year in the accumulator DE_BV_BVV05_YTD.

See Also

Chapter 11, "Managing BVV Funds," Displaying BVV Contribution Amounts for Contribution Classes, page 144

Chapter 11, "Managing BVV Funds," Entering BVV Employee Data, page 145

Setting Up a BVV Provider Type

Set up a BVV provider type for your organization and then define a BVV reporting record using the BVV provider type component. The system supports relief and pension provider types. The provider type definition contains general information such as the address, sorting and banking data.

Pages Used to Set Up a BVV Provider Type

Page Name	Object Name	Navigation	Usage
BVV Provider Fund Types DEU - Provider	GPDE_BV_PRVDR1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Provider	Set up a BVV provider type for your organization.
BVV Provider Fund Types DEU - Reporting	GPDE_BV_PRVDR2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Reporting	Define a BVV reporting record. The BVV defines the sorting fields on this page and provides you with the information to enter here. Use these to sort the data files and reports every time you send information to the BVV company.
BVV Provider Fund Types DEU - Bank Transfer	GPDE_BV_PRVDR3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Provider Fund Types DEU, Bank Transfer	Enter the BVV fund's bank account information.

Page Name	Object Name	Navigation	Usage
BVV Contribution	GPDE_BV_RATE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Contribution Classes, BVV Contribution	Display BVV contribution amounts for a specific contribution class. The table displays a validity record per contribution class (00−36). PeopleSoft delivers this table with data valid as of October 2000. You must enter any changes delivered by BVV.
BVV Provider Data	GPDE_AL_PE_BV	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, BVV Provider Data	Enter BVV provider data such as provider number and fund type.
BVV Limits	GPDE_BV_LIMIT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, BVV Limits DEU, BVV Limits	Define BVV contribution limits.
BVV Transfer Disk	GPDE_RC_BV01	Global Payroll & Absence Mgmt, Pension, BVV Transfer Disk DEU, BVV Transfer Disk	Create a BVV transfer disk.
Maintain BVV Data - General page	GPDE_BV_EE	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Maintain BVV Data DEU, General	Enter BVV employee data. This is where you specify each employee with mandatory insurance coverage who participates in BVV reporting.
Maintain BVV Data - Detail page	GPDE_BV_EE_DTL	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Maintain BVV Data DEU, Detail	Enter additional BVV employee data.

Setting Up BVV Provider Fund Types for Your Organization

Access the BVV Provider Fund Types DEU - Provider page.

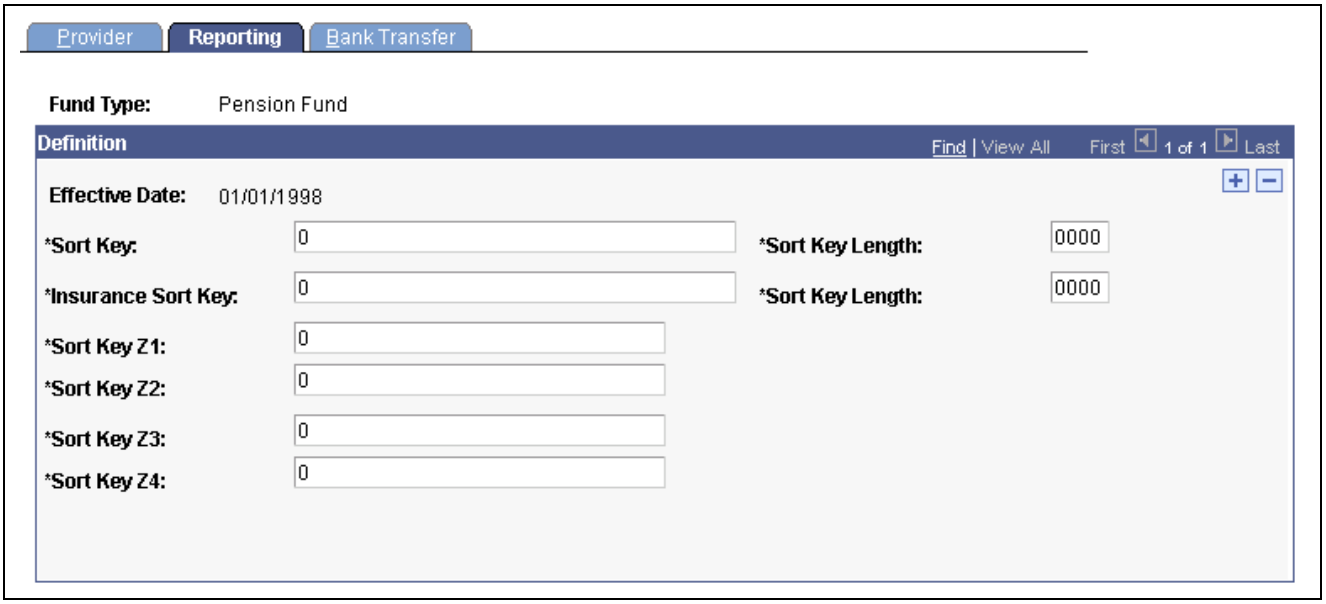


BVV Provider Fund Types DEU - Provider page

Fund Type Can be either *Pension* or *Support.*

Defining a BVV Reporting Record

Access the BVV Provider Fund Types DEU - Reporting page.



BVV Provider Fund Types DEU - Reporting page

Enter a default reporting setup. The data can be overridden individually on the pay entity level.

Sort Key Enter the BVV sort key provided by BVV.

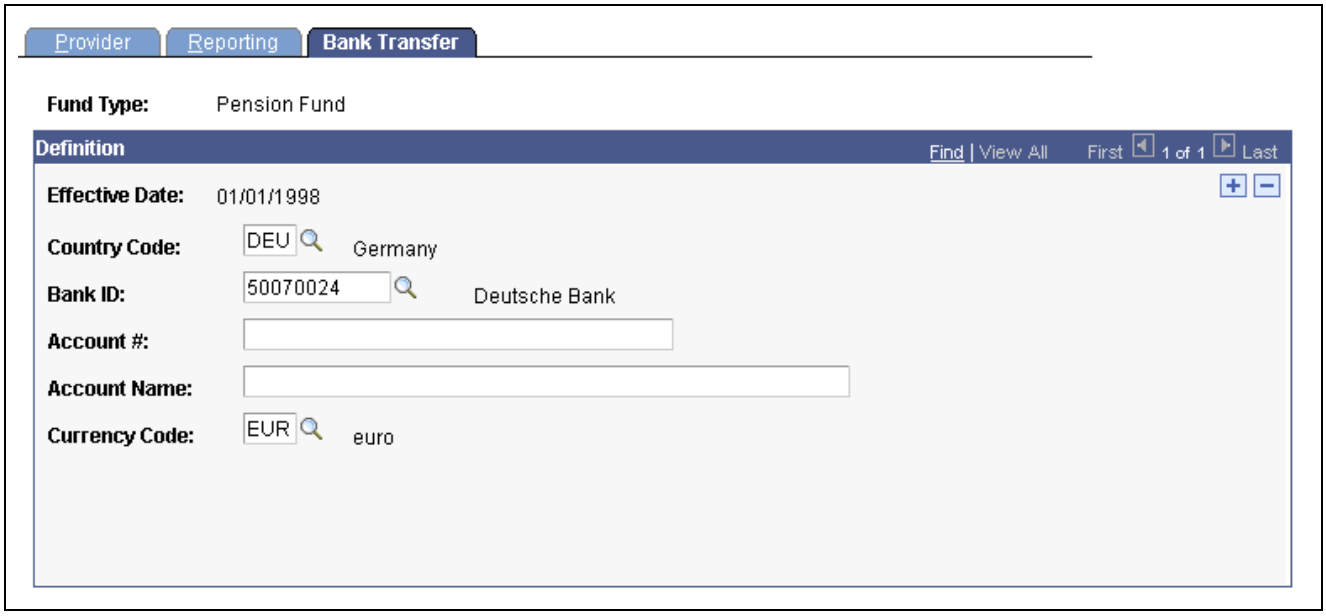
Sort Key Length Enter the BVV sort key character length.

Insurance Sort Key Enter the insurance sort key provided by BVV.

Sort Key Z1–Z4 Enter the additional sort keys provided by BVV.

Define BVV Bank Transfer Information

Access the BVV Provider Fund Types DEU - Bank Transfer page.

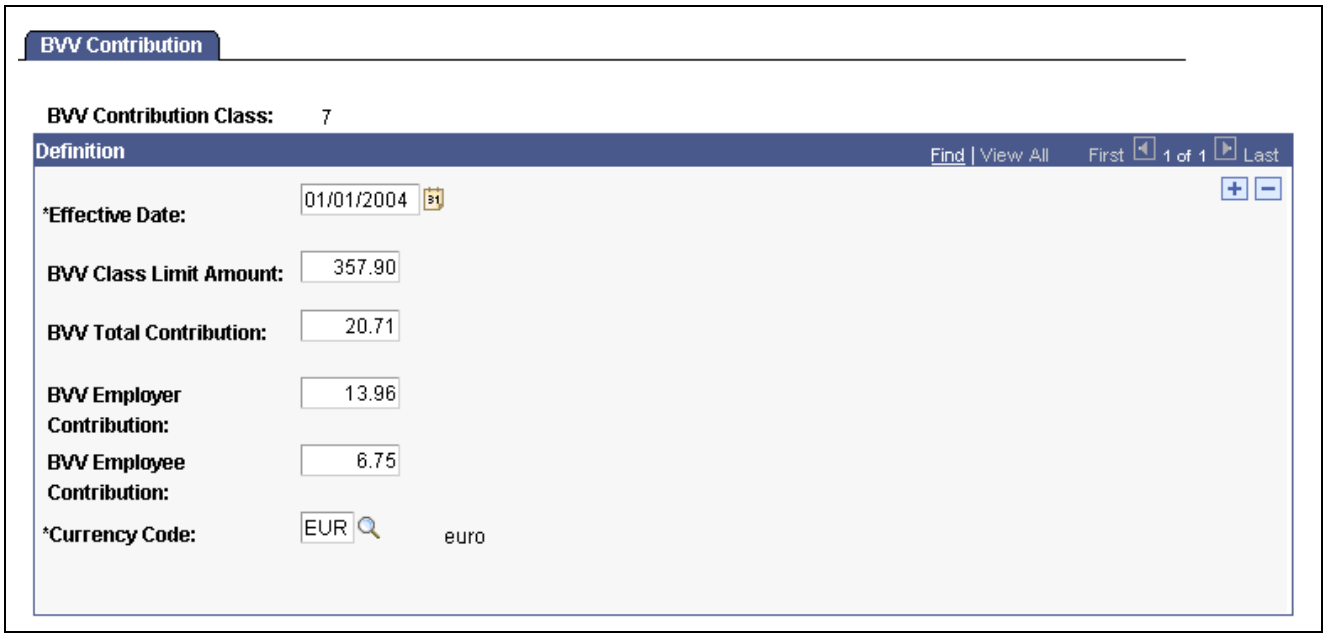


BVV Provider Fund Types DEU - Bank Transfer page

Assign a BVV Type to a pay entity.

Displaying BVV Contribution Amounts for Contribution Classes

Access the BVV Contribution page.



BVV Contribution page

BVV Contribution Class The contribution class.

BVV Class Limit Amount The upper limit of the monthly earnings of this contribution class.

BVV Total Contribution The sum of the BVV employer contribution and BVV employee contribution.

BVV Employer Contribution The amount that the employer pays toward the BVV pension fund.

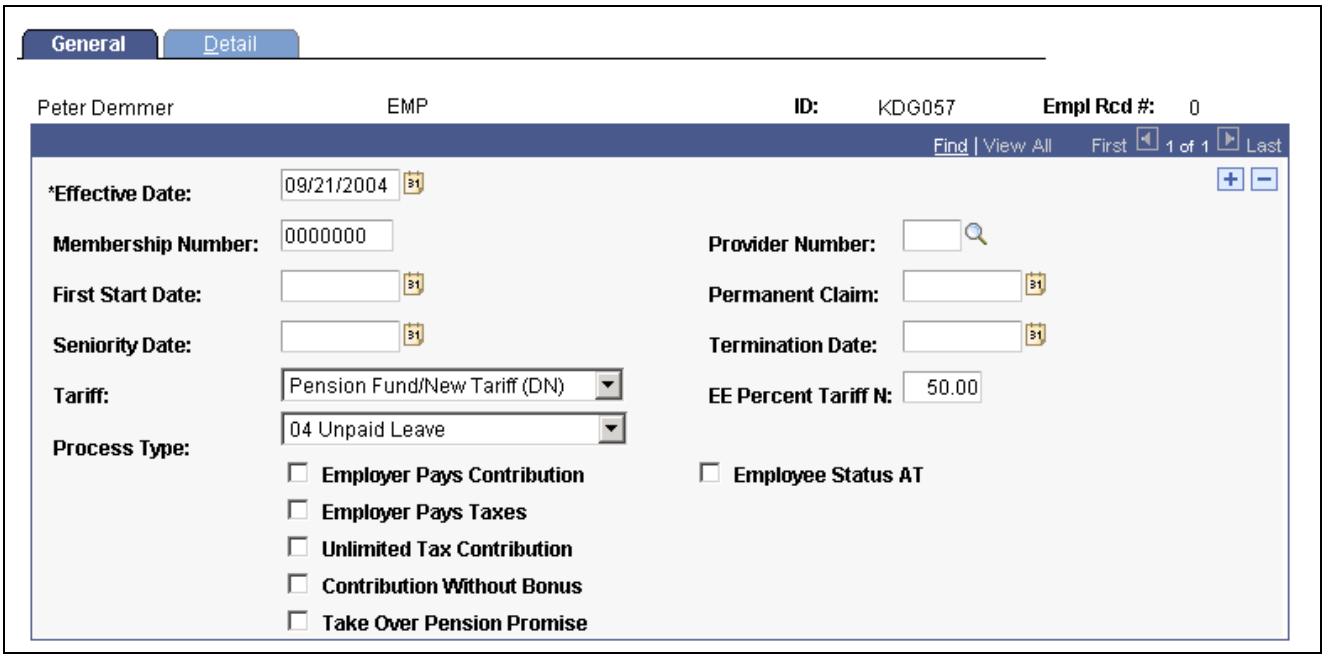
BVV Employee Contribution The amount that the employee pays toward the BVV pension fund.

See Also

Chapter 11, "Managing BVV Funds," Understanding Contribution Classes, page 139

Entering BVV Employee Data

Access the Maintain BVV Data - General page.



Maintain BVV Data - General page

Membership Number Enter the employee's employee ID reported by the BVV. The eighth digit of the employee ID is a check digit.

Note. Enter *00000000* when you register an employee for the first time, and replace this number after the BVV provides an employee ID number.

Provider Number The system assigns the provider number, provider type and default definition at the pay entity level. The pay entity membership numbers are also stored on the EE level. This enables a direct assignment of EE, provider number, and pay entity.

Hire Date Enter the employee's hire date.

Seniority Date Enter the date when BVV membership through your company began. You can enter a date other than the actual BVV hire date in the case of an intercompany job transfer.

Tariff Select *Base Pension/Old Tariff — Pension Fund (DA), Base Pension/Old Tariff — Relief Fund (RA), Base Pension/New Tariff — Pension Fund (DN),* or *Base Pension/New Tariff — Relief Fund (RN).* The value you enter here controls the presence of the EE Percent Tariff N field on this page, and the Civil Service and EE Cntr Taxable Supported field on the Maintain BVV Data — Detail page.

Process Type In the case of a job interruption or withdrawal, select the related BVV process type.

Note. In the case of a termination (process type 10−19), do not enter the last day worked as the effective date, but rather the *first day after termination*. For example, if an employee leaves the company at the end of the month, the effective date that you enter is the first day of the following month.

Employer Pays Contribution Select this check box if the employer pays all BVV insurance contributions. No employee contributions (TBVV10) are paid while this check box is selected.

Employer Pays Taxes Select this check box to extrapolate if the lump-sum limit is exceeded. This is only necessary if you, and not the employee, are paying the tax.

Note. If you select this check box and the lump-sum limit—which is currently EUR 145206 as of September 1998—is excluded, Global Payroll calculates the contribution based on the excess amount.

Unlimited Tax Contribution Select this check box if the lump sum ceiling limit varies for group insurance policies. You must monitor the ceiling limit. The complete BVV employer contribution (TBVV20) is taxed at a flat rate.

Warning! You must check the limit of the possible lump sum ceiling yourself.

Contribution Without Bonus Select this check box for employees who are in early retirement. You do not include bonuses when you calculate contributions for these employees.

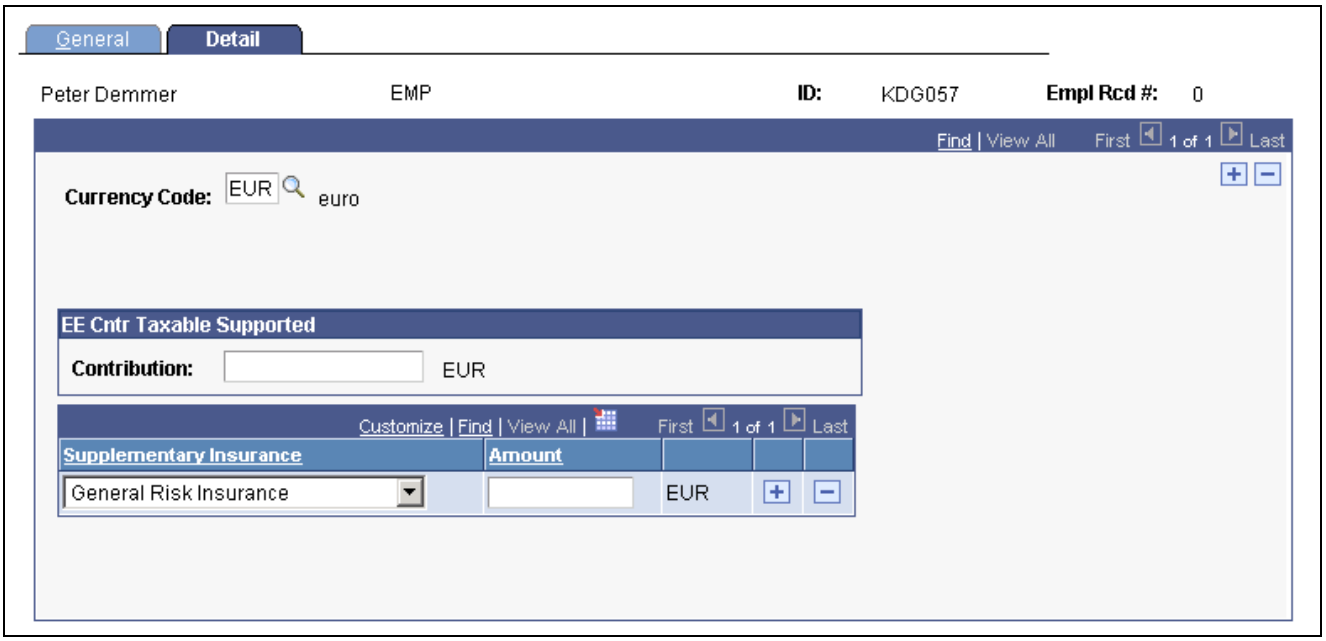
Note. If you select this check box, the element TBVV2T (BVV 1/12 one-time payment in previous year) is not included in the calculation. This applies to employees in early retirement, for example.

See Also

Chapter 11, “Managing BVV Funds,” Handling Interruptions of Employment and Withdrawals, page 139

Entering Additional BVV Employee Data

Access the Maintain BVV Data - Detail page



Maintain BVV Data - Detail page

Civil Service (BVV contribution for civil service)

Enter the contribution that the employee pays during military or civil service, if any. During an employee's military or civil service, you must deduct contributions as if the employee is still working for the company.

Note. If the Class and Contribution fields contain values, the contribution is paid during military/civilian service.

EE Cntr Taxable Supported

Enter the contribution for additional insurance.

CHAPTER 12

Managing DEUEV

This chapter provides an overview of Data Entry and Transfer Ordinance (DEUEV) processing and discusses how to:

- Set up DEUEV processing.
- Enter employee data that is relevant to DEUEV.
- Run the DEUEV report process.
- Check the DEUEV process.
- Monitor the DEUEV processing status.
- Change DEUEV processing currency.
- Start and terminate the DEUEV system.
- View DEUEV reported events.
- Transfer DEUEV report data to disk or tape.

Understanding DEUEV Processing

As an employer, you have a statutory requirement to report to social insurance providers all the business events that are relevant to your employees, in accordance with the Data Entry and Transfer Ordinance (DEUEV). Global Payroll for Germany gives you tools for meeting all DEUEV reporting requirements. It tracks reportable business events, enables you to view events, and produces necessary DEUEV reports and data files.

To automatically generate reports and route them to the social insurance providers in accordance with DEUEV statutes, your organization must be certified by your DEUEV provider.

Global Payroll for Germany prepares DEUEV reports for the following entities:

- Statutory health insurance providers.

  These organizations route some reported data to the retirement insurance providers and the German Federal Employment Office (BA). Data includes earnings subject to social insurance contributions, used as the basis for determining employee and employer contributions and employee entitlement to health insurance.

- Pension insurance providers.

  The Federal Insurance Office for Salaried Employees (BFA) and the Regional Social Insurance Board (LVA) require information about the period of employment and insurance contributions to calculate an employee's retirement entitlements.

- The Employment Office.

The Employment Office requires employment data (including type of job, contribution totals for unemployment insurance, and actual employment time) so that it can distinguish between employment and unemployment, calculate entitlement for unemployment benefits, and analyze and regulate the labor market.

The DEUEV Reporting Process

Here are the steps for the DEUEV reporting process:

1. Make sure you're properly set up for DEUEV processing.

   This involves setting up name prefixes and suffixes, DEUEV nationalities, and pay groups for DEUEV participation. You need to know all business events that initiate a DEUEV process.

2. Enter the employee data that's relevant to DEUEV.

   Such data entry as a name or address change triggers a DEUEV process.

3. Run the DEUEV daily, monthly and report process.

4. Audit DEUEV reports run previously by viewing DEUEV reported events.

   You can make corrections to the data and rerun the reports.

5. Transfer the DEUEV report data to disk or tape.

6. Submit data files to a DEUEV provider.

   You submit a disk or tape to the provider, who can route some of the data to other social insurance providers.

Viewing Delivered Elements

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

See Also

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

Setting Up DEUEV Processing

To set up your system for DEUEV processing:

1. Set up name prefixes and suffixes.
2. Set up DEUEV nationalities.
3. Set up pay groups for DEUEV participation.
4. Know business events that initiate a DEUEV process.

In this section, we discuss how to:

- Specify employees who participate in DEUEV reporting processes.

- View definitions of business events that initiate a DEUEV process.

Note. The definition of report records, basic name prefixes and suffixes, and nationalities is set up and maintained by PeopleSoft.

Pages Used to Set Up DEUEV Processing

Page Name	Object Name	Navigation	Usage
DEUEV Data	GPDE_AL_PAYGROUP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups DEU, DEUEV Data	Specify employees (by pay group) who participate in DEUEV reporting processes.
DEUEV Business Ev (Events)	GPDE_DV_EVTREC	Global Payroll & Absence Mgmt, Social Security/Insurance, Define Business Evnt DEUEV DEU, DEUEV Business Ev	View definitions of business events that initiate a DEUEV process.

Setting Up Name Prefixes and Suffixes

Set up name prefixes and suffixes on a series of pages available in the Administer Workforce menu.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Setting Up the Administer Workforce Business Process," Defining Additional Employment Setup Data

Setting Up DEUEV Nationalities

The Nation Deuev Table is maintained by PeopleSoft and stores nationality codes specified by the German DEUEV Directive that regulates how data is to be provided to the German social insurance administration by companies doing business in Germany.

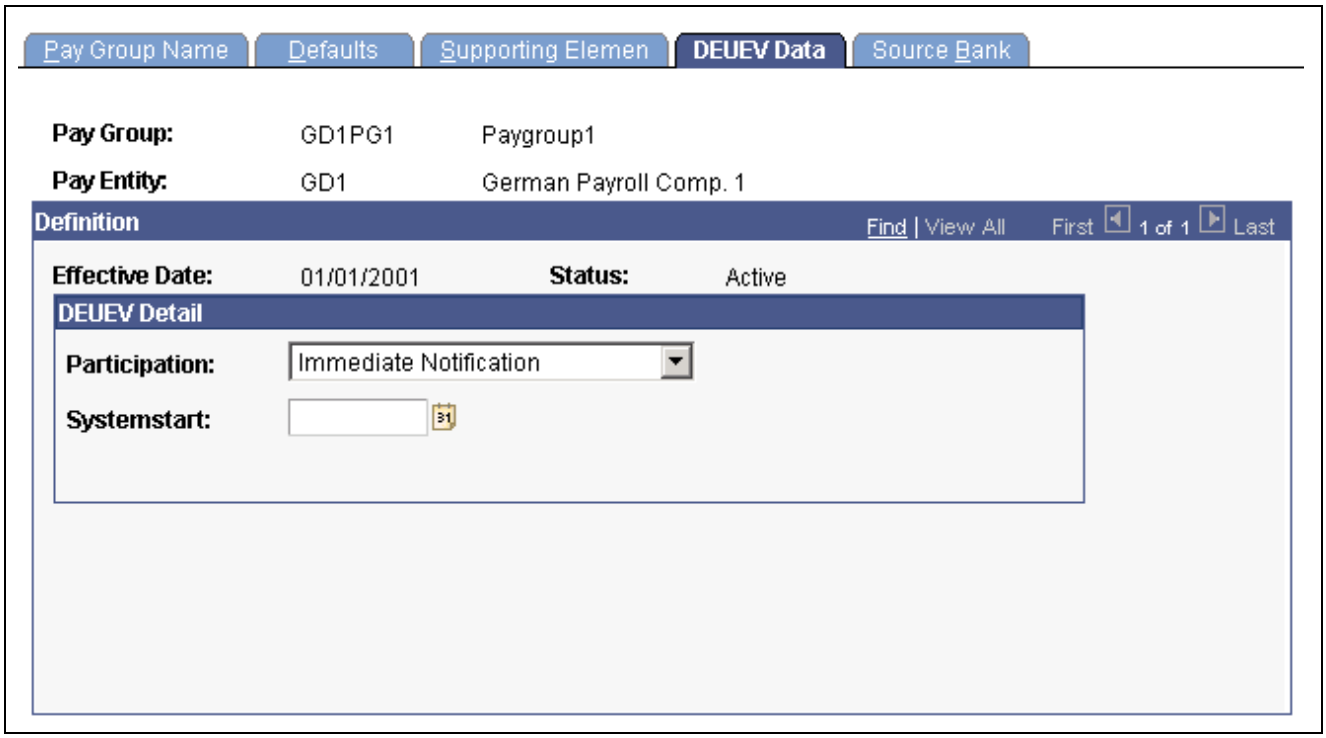
All the nationality codes that are applicable for DEUEV participation are located in the Nation DEUEV Table, which is set up and maintained by PeopleSoft.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," Entering German Nation DEUEV Codes

Setting Up a Pay Group for DEUEV Participation

Access the Pay Groups DEU - DEUEV Data page.



Pay Groups DEU - DEUEV Data page

You use pay groups to specify employees who participate in DEUEV reporting processes. Use the Participation field on the DEUEV page of the Pay Group component to designate whether, and in which form, the members of a pay group are to participate.

Participation

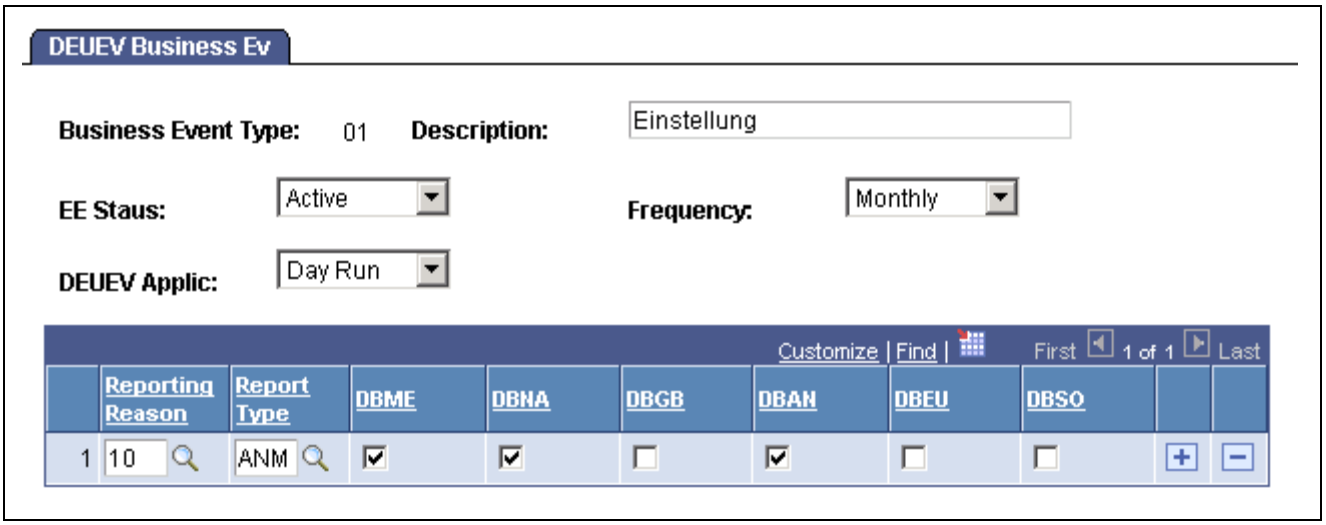
If a pay group doesn't participate in the DEUEV reporting processes, select *No Participation.* Business events aren't recorded for the employees of the pay group, and no reports are made.

To create and submit reports at regular intervals for a pay period, select *Normal.*

If the pay group requires immediate reports for the group of employees (for example, construction, fairground, or transport workers), select *Immediate Notification.* Reports that must be submitted to the social insurance providers are created immediately and submitted to the respective offices.

Viewing DEUEV Business Events Definitions

Access the DEUEV Business Ev page.



DEUEV Business Ev page

Warning! PeopleSoft maintains DEUEV business event data. Do not update this data.

Business Event Type The business event type that you entered to access this page.

EE Status (employee status) The status that's assigned to employees after the report that's identified in the Report Type field is generated. Values are: *Active, Term (terminated),* and *Unchanged.*

Do not change the value in this field.

Frequency How often the system processes the event: *Daily or Monthly.*

Do not change the value in this field.

DEUEV Applic (DEUEV application) Select the application that handles this business event.

Options are *Annual Run, Currency, Day Run, End, Month Run, Online,* and *Start.*

Reporting Reason A number that identifies the reason for the report.

Report Type The code in this field identifies the type of report that's generated when this event occurs. Do not change the value in this field.

DBME, DBNA, DBGB, DBAN, DBEU, and DBSO represent the types of data that can appear on the DEUEV reports. A check mark identifies which data is to be included in the report.

The system includes DSME (report identification data) for every business event.

DBME Report reason.

DBNA Employee's name.

DBGB Birth date.

DBAN Address.

DBEU European social insurance number.

DBSO Immediate report. If selected, this check box indicates that the report is to be created immediately and submitted to the social insurance provider's respective offices. It applies only when generating reports for pay groups that are defined with a DEUEV participation type of *Immediate Notification.*

Note. The DBEU data elements exist only for employees in European Union countries.

Warning! Do not change the settings for Frequency, Reporting Reason or EE Status. PeopleSoft maintains the appropriate values for these fields.

See Also

Chapter 12, "Managing DEUEV," Table of DEUEV Business Events, page 154

Chapter 12, "Managing DEUEV," Report Reasons and Descriptions, page 159

Table of DEUEV Business Events

All valid DEUEV business events are listed in the DEUEV Business Events Table, which is exclusively set up and maintained by PeopleSoft.

The following table lists the stored business events.

Event Type	Report Reason	Report Type	Event	Description	DEUEV Application	Data Elements
1	10	ANM	Registration of new hire	Employee is a new hire	Daily run	DBME DBNA, DBAN
2	10	ANM	Registration of change to employment subject to social insurance	Employee was already hired but is only now subject to social insurance contributions	Monthly run	DBME DBNA, DBAN
3	13	ANM	Registration in accordance with Withdrawal 13 or 14	Continuation of normal employment following unpaid leave longer than 1 month (unpaid vacation, strike, etc.)	Daily run	DBME DBNA, DBAN

Event Type	Report Reason	Report Type	Event	Description	DEUEV Application	Data Elements
4	10	ANM	Rehire	Employee was employed in this company and is rehired	Daily run	DBME DBNA, DBAN
5	10	ANM	Registration when hired without SI number	The SI number is unknown	Daily run	DBME DBNA, DBGB DBAN, DBEU
6	10	ANM	Registration of low-income earner	For briefly employed workers, seasonal workers, and low-income earners	Daily run	DBME DBNA, DBAN
7	10	ANM	Registration of low-income earner without SI number	The SI number is unknown	Daily run	DBME DBNA, DBGB DBAN, DBEU*
9	13	ANM	System start	The employee group is entered in the payroll system	System start	DBME DBNA, DBAN
11	30	ABM	Withdrawal at termination	Termination of employment	Daily run	DBME
12	30	ABM	Withdrawal for change of employment not subject to social insurance contributions	Employee must no longer pay mandatory social insurance	Monthly run	DBME

Event Type	Report Reason	Report Type	Event	Description	DEUEV Application	Data Elements
13	34	ABM	Withdrawal and vacation /strike	For interruptions longer than 1 month	Daily run	DBME
14	35	ABM	Withdrawal for lawful strike, lockout	For interruptions longer than 1 month	Daily run	DBME
15	49	ABM	Withdrawal because of death	Employee dies during normal employment situation	Daily run	DBME
16	30	ABM	Withdrawal of low-income earner	Termination of employment	Daily run	DBME
19	36	ABM	System end	Payroll accounting system changes	System close	DBME
21	32	ABM	Change in contribution category		Monthly run	DBME
	12	ANM				DBME, DBNA, DBAN
22	31	ABM	Change of SI provider	Change of SI provider	Monthly run	DSME, DBME
	11	ANM	Change of SI provider		Monthly run	DSME - DBME - DBNA - DBAN
23	33	ABM	Change of SI region		Monthly run	DSME, DBME

Event Type	Report Reason	Report Type	Event	Description	DEUEV Application	Data Elements
	13	ANM	Change of SI region		Monthly run	DSME - DBME - DBNA - DBAN
24	33	ABM	Change from education relation	Change from an internship or apprenticeship to regular employment	Monthly run	DSME - DBME
	13	ANM	Change from education relation	Change from an internship or apprenticeship to regular employment	Monthly run	DSME - DBME - DBNA - DBAN
25	33	ABM	Change to old-age part time	Change to regular employment	Monthly run	DSME, DBME
	13	ANM	Change to old-age part time	Change to regular employment	Monthly run	DSME - DBME - DBNA - DBAN
26	30	ABM	Change of insignificance	Change from insignificant employment to regular employment	Monthly run	DSME, DBME
	10	ANM	Change of insignificance	Change from insignificant employment to regular employment	Monthly run	DSME - DBME - DBNA - DBAN
27	33	ABM	Change of employee category		Monthly run	DSME, DBME

Event Type	Report Reason	Report Type	Event	Description	DEUEV Application	Data Elements
	13	ANM	Change of employee category		Monthly run	DSME - DBME - DBNA - DBAN
28	36	ABM	Begin/end of insignificant employment		Monthly run	DSME, DBME
	13	ANM	Begin/end of insignificant employment		Monthly run	DSME - DBME - DBNA - DBAN
31	51	UNT	Interruption due to illness	If more than 1 pay period social insurance gross = 0	Monthly run	DSME, DBME
32	52	UNT	Interruption due to maternity leave	If more than 1 pay period social insurance gross = 0	Monthly run	DBME
33	53	UNT	Interruption due to national service	Civilian, military service, military training longer than 3 days	Monthly run	DBME
41	54	SON	One-time payment	Earnings during an interruption	Monthly run	DBME
51	60	AEN	Change in name	Employee data	online	DBNA
52	61	AEN	Change in address	Employee data	online	DBAN
53	63	PIN	Change in nationality	Employee data	online	

Event Type	Report Reason	Report Type	Event	Description	DEUEV Application	Data Elements
54	62	AEN	Change in employee ID	Optional; not currently implemented	Online	DSME
55	36	ABM	Currency change	Payroll currency change	Currency	DBME
	13	ANM	Currency change	Payroll currency change	Currency	DBME, DBNA, DBAN
60	50	JAH	Annual report	Reports earnings otherwise unreported for the year-end close	Monthly run	DSME
70	91	KON	Control report	Alternative if social insurance card not received	Daily run	DSME, DBME
80	92	SOF	Immediate report	Required for employees in construction and other industries.	Daily run	DBNA, DBAN, DBSO
99			Return after interruption	End of an interruption, internal remark	Monthly run	

Report Reasons and Descriptions

The following table shows the officially relevant report reasons and their description.

Report reason	Description
Registrations	
10	Registration due to hire.
11	Registration due to change in health insurance provider.
12	Registration due to change in contribution category.
13	Registration due to other reasons, such as changes in employment record number.
13	Registration after unpaid leave or strike longer than 1 month, in accordance with § 7 Sec. 3 Sec. 1 Social Security Code IV (SGB IV).
13	Registration due to change in East/West state without changing health insurance provider.
13	Registration due to change in payroll system (optional).
13	Registration due to change in employee category code without changes in contribution category.
13	Registration due to currency change during a calendar year.
Withdrawals	
30	Withdrawal due to termination.
31	Withdrawal due to change in health insurance provider.
32	Withdrawal due to change in contribution category.
33	Withdrawal due to other reasons, such as changes in employment.
34	Withdrawal due to change to employment subject to social insurance contributions after an interruption longer than 1 month.

Report reason	Description
35	Withdrawal due to strike of longer than 1 month.
36	Change in payroll system (optional).
36	Currency change during a calendar year.
40	Simultaneous registration and withdrawal due to termination of employment.
49	Withdrawal due to death.
Annual report, interruption report, other earnings report	
50	Annual report.
51	Interruption report due to drawing pay benefits or entitlement to them.
52	Interruption report due to maternity leave.
53	Interruption report due to mandatory national service.
54	Report of a one-time work payment (special report).
Change reports (apply only to data transfer)	
60	Change in name.
61	Change in address.
62	Change in file number or employee ID (optional).
63	Change in nationality.
Other reports (apply only to data transfer)	
91	Control report.
92	Immediate report.

See Also

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

Entering Employee Data Relevant to DEUEV

When you enter or update certain types of employee data, job data, and social insurance data, the system recognizes whether the data is relevant to DEUEV and creates a trigger for DEUEV processing.

In this section, we discuss the types of changes that create triggers.

Entering and Updating Employee Data

When you make the following employee data changes or entries in PeopleSoft Human Resources, Global Payroll automatically creates a trigger that generates a reportable business event.

- Name changes.

  Changing an employee's name on the Personal Data - Name page causes the system to record business event 51 (change in name).

- Address changes.

  Entering an address change on the Personal Data - Address page causes the system to record business event 52 (change in address).

- Date of birth and nationality.

  Enter the employee's nationality and date of birth on the Personal Data - Eligibility/Identity page. For foreign employees from European Union member countries who are hired without a social insurance number, enter the place of birth. The system automatically records business event 53 when you save entries or changes to the Personal Data - Eligibility/Identity page.

Entering Job Data

You establish data for a DEUEV report by changing certain values in the Work Location and Payroll pages.

- Employment information.

  The system recognizes the business event for the selected employee depending on the selection in the Action/Reason field on the Work Location page.

- Payroll data.

  On the Payroll page, select the Pay Group in which to report employee data to the social insurance provider. You specify an employee's DEUEV participation via the pay group.

See Also

Chapter 12, "Managing DEUEV," Report Reasons and Descriptions, page 159

Social Insurance Data

You record employee data for all types of social insurance (health, nursing care, pension, unemployment) on the pages in the Social Insurance component. This data is required for creating DEUEV reports.

See Also

Chapter 4, “Managing Social Insurance,” page 21

Running the DEUEV Report Process

In this section, we discuss how to:

- Produce a daily DEUEV report.
- Produce a monthly DEUEV report.
- Run a generic DEUEV report.

Pages Used to Run the DEUEV Report Process

Page Name	Object Name	Navigation	Usage
Daily Run	GPDE_DV_RUN_DAY	Global Payroll & Absence Mgmt, Social Security/Insurance, Run Daily DEUEV DEU, Daily Run	Run the daily DEUEV process.
Deuev Monthly Run	GPDE_DV_RUN_MON	Global Payroll & Absence Mgmt, Social Security/Insurance, Run Monthly DEUEV DEU, Deuev Monthly Run	Run the monthly DEUEV process.
Report Generation	GPDE_DV_RUN_REP	Global Payroll & Absence Mgmt, Social Security/Insurance, DEUEV Report Generation DEU, Report Generation	Run the DEUEV reporting data generation process.

Running a DEUEV Daily Run Process

Access the Daily Run page.



Daily Run page

Select the Calendar Group ID from which to report and complete the From Date, To Date, and As Of Date fields. The purpose of the daily run is to detect DEUEV related events, which do not depend on payroll results.

For the From Date, use the reference date for the start of the processing. This is normally the date of the system start event. The To Date is the end of the relevant period, usually the end of the month. The As Of Date is the date from which you look at the period, usually the first day of the next period.

Running a DEUEV Monthly Run Process

Access the Deuev Monthly Run page.

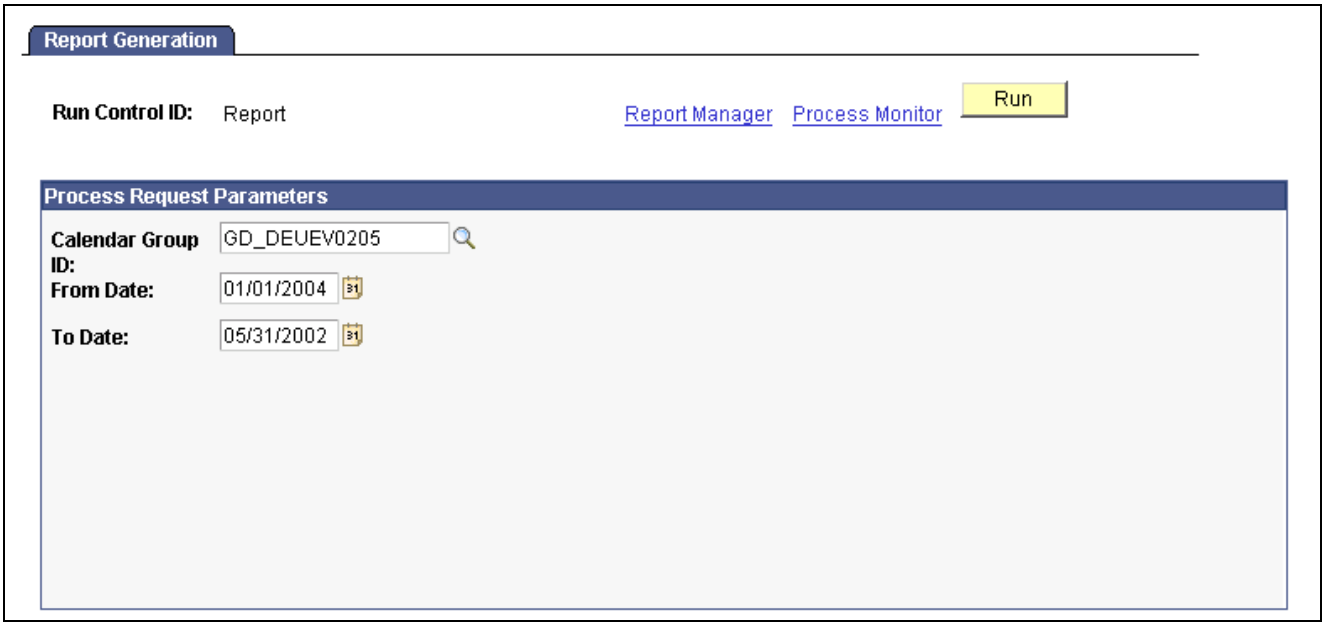


Deuev Monthly Run page

Select the Calendar Group ID from which to report. The purpose of the monthly run is to detect events that depend on payroll results.

Running a DEUEV Reporting Data Generation Process

Access the Report Generation page.



Report Generation page

Select the Calendar Group ID from which to report, and complete the From Date and To Date fields. Select the check box if you want Immediate Notifications. The purpose of this process is to combine and evaluate the results of the daily, monthly, and other runs. The information is processed and generates the messages for the social insurance providers in the database. After running this process, you can view the results in the statistics pages. This data will be transferred to disk in a later step.

For the From Date, use the reference date for the start of the processing. This is normally the date of the system start event. The To Date is the end of the relevant period, usually the end of the month.

Checking the DEUEV Process

After completing the steps outlined in the preceding sections of this chapter, you prepare for DEUEV processing.

To prepare for DEUEV processing:

1. View the business events that have created triggers for a particular employee.
2. View the reports that you would generate due to current business events.
3. View the report data that you would generate due to current business events.
4. Enter the selection criteria for the report for one or more employees.
5. View the statistics for the records that you selected.

In this section, we discuss how to:

- View business events that have created triggers for a particular employee.
- View reports to generate due to current business events.
- View report data to generate due to current business events.
- Enter selection criteria for a report.
- View registration statistics for selected records.
- View earnings reporting statistics for selected records.
- View registration error statistics for selected records.
- View name reporting statistics for selected records.
- View cancelled registration statistics for selected records.

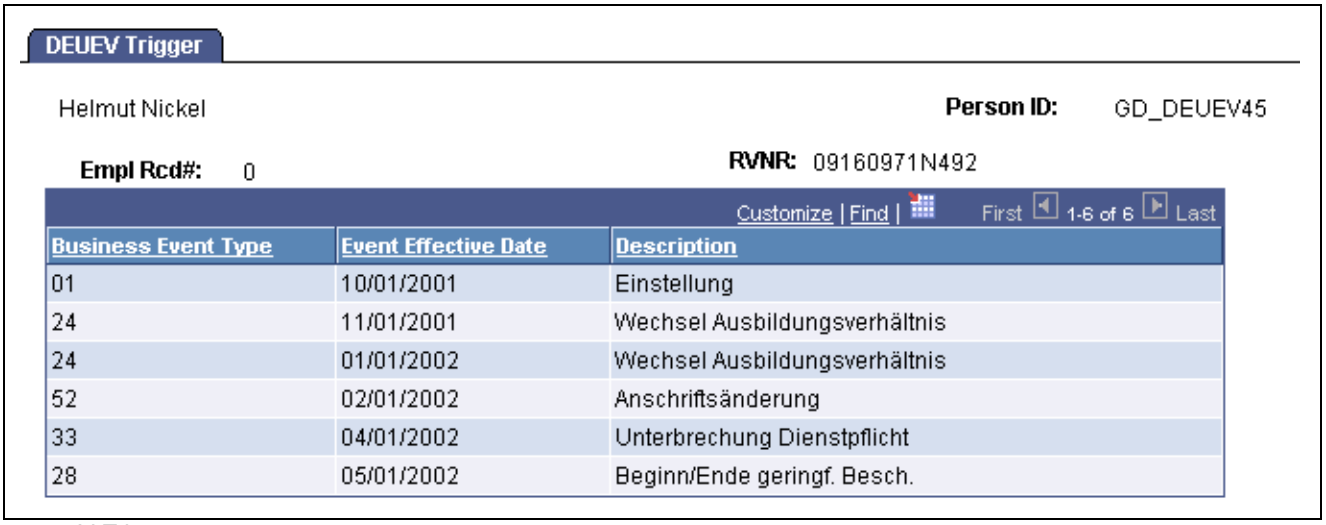
Pages Used to Prepare for DEUEV Processing

Page Name	Object Name	Navigation	Usage
DEUEV Trigger	GPDE_DV_TRIGGER	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Information, DEUEV Triggers DEU, DEUEV Trigger	View business events that have created triggers for a particular employee.
DEUEV Reportable Events DEU − Reports	GPDE_DV_DSME_SO	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reportable Events DEU, Reports	View reports that you would generate due to current business events.
DEUEV Reportable Events DEU - Report Data	GPDE_DV_DBME_SO	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reportable Events DEU, Report Data	View report data that you would generate due to current business events.
DEUEV Statistics DEU - Parameter Entry	GPDE_DV_DSME_DW	Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Parameter Entry	Enter selection criteria for a report. You can view a selection of the DEUEV reports for an individual employee or all employees.
DEUEV Statistics DEU − Valid Registratio (Registration)	GPDE_DV_DSME_ST_A	Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Valid Registratio	View registration statistics for the records that you selected on the DEUEV Statistics - Parameter Entry page.

Page Name	Object Name	Navigation	Usage
DEUEV Statistics DEU - Earnings Reportin (Reporting)	GPDE_DV_DSME_ST_E	Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Earnings Reportin	View earnings reporting statistics for the records that you selected on the DEUEV Statistics − Parameter Entry page.
DEUEV Statistics DEU - Registration Erro (Error)	GPDE_DV_DSME_ST_F	Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Registration Erro	View registration error statistics for the records that you selected on the DEUEV Statistics - Parameter Entry page.
DEUEV Statistics DEU − Name Reporting	GPDE_DV_DSME_ST_N	Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Name Reporting	View name reporting statistics for the records that you selected on the DEUEV Statistics - Parameter Entry page.
DEUEV Statistics DEU - Canceled Registra (Registration)	GPDE_DV_DSME_ST_O	Global Payroll & Absence Mgmt, Absence and Payroll, Review Absence/Payroll Info, DEUEV Statistics DEU, Canceled Registra	View canceled registration statistics for the records that you selected on the DEUEV Statistics - Parameter Entry page.

Viewing Recorded Triggers

Access the DEUEV Trigger page.



DEUEV Trigger page

The system creates DEUEV reports based on business events that you have recorded. You can view reports but not change them, so we recommend that you check the business events on this page before creating reports.

RVNR Displays the pension insurance number.

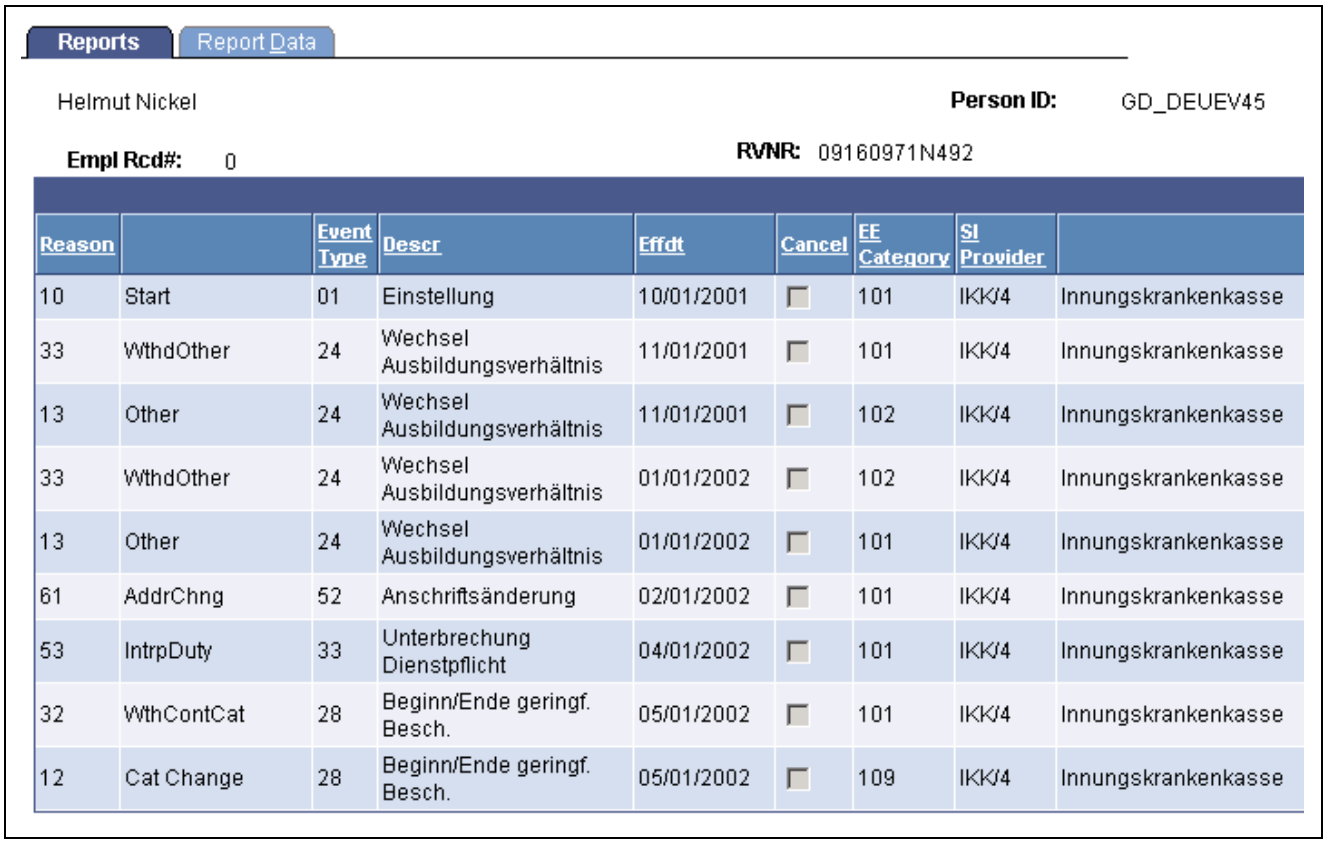
Business Event Type Displays the number of the business event.

Event Effective Date Displays the date when the business event occurred.

Description Displays a description of the business event.

Viewing Reportable DEUEV Reports

Access the DEUEV Reportable Events DEU - Reports page.



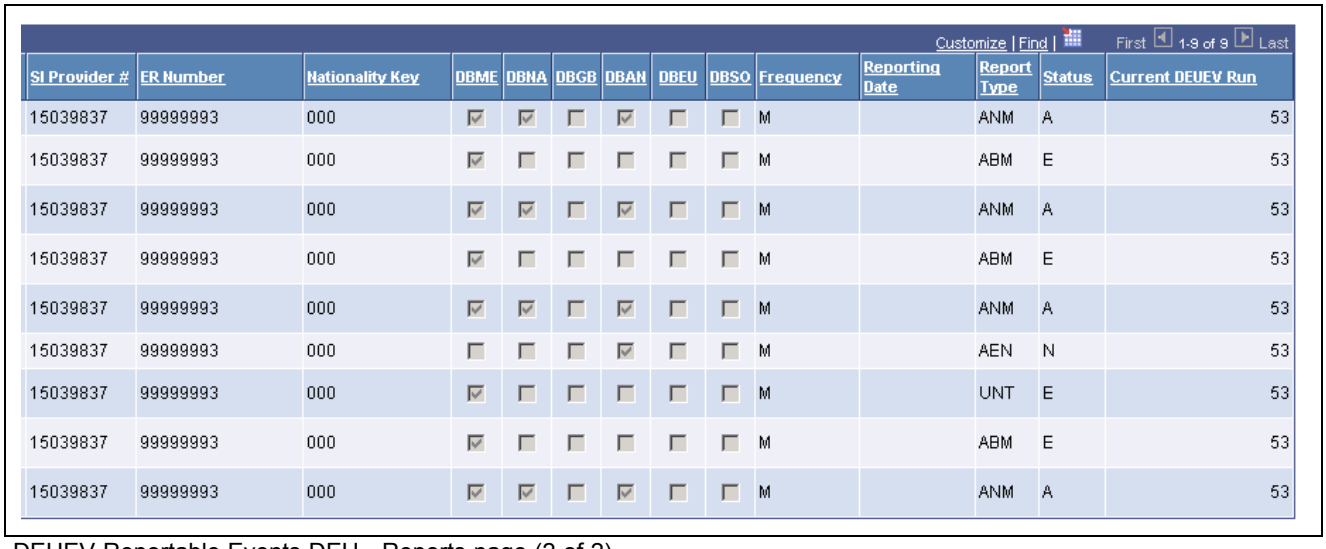
Reports | Report Data

Helmut Nickel **Person ID:** GD_DEUEV45

Empl Rcd#: 0 **RVNR:** 09160971N492

Reason		Event Type	Descr	Effdt	Cancel	EE Category	SI Provider	
10	Start	01	Einstellung	10/01/2001	☐	101	IKK/4	Innungskrankenkasse
33	WthdOther	24	Wechsel Ausbildungsverhältnis	11/01/2001	☐	101	IKK/4	Innungskrankenkasse
13	Other	24	Wechsel Ausbildungsverhältnis	11/01/2001	☐	102	IKK/4	Innungskrankenkasse
33	WthdOther	24	Wechsel Ausbildungsverhältnis	01/01/2002	☐	102	IKK/4	Innungskrankenkasse
13	Other	24	Wechsel Ausbildungsverhältnis	01/01/2002	☐	101	IKK/4	Innungskrankenkasse
61	AddrChng	52	Anschriftsänderung	02/01/2002	☐	101	IKK/4	Innungskrankenkasse
53	IntrpDuty	33	Unterbrechung Dienstpflicht	04/01/2002	☐	101	IKK/4	Innungskrankenkasse
32	WthContCat	28	Beginn/Ende geringf. Besch.	05/01/2002	☐	101	IKK/4	Innungskrankenkasse
12	Cat Change	28	Beginn/Ende geringf. Besch.	05/01/2002	☐	109	IKK/4	Innungskrankenkasse

DEUEV Reportable Events DEU - Reports page (1 of 9)



Customize | Find | First 1-9 of 9 Last

SI Provider #	ER Number	Nationality Key	DBME	DBNA	DBGB	DBAN	DBEU	DBSO	Frequency	Reporting Date	Report Type	Status	Current DEUEV Run
15039837	99999993	000	☑	☑	☐	☑	☐	☐	M		ANM	A	53
15039837	99999993	000	☑	☐	☐	☐	☐	☐	M		ABM	E	53
15039837	99999993	000	☑	☑	☐	☑	☐	☐	M		ANM	A	53
15039837	99999993	000	☑	☐	☐	☐	☐	☐	M		ABM	E	53
15039837	99999993	000	☑	☑	☐	☑	☐	☐	M		ANM	A	53
15039837	99999993	000	☐	☐	☐	☑	☐	☐	M		AEN	N	53
15039837	99999993	000	☑	☐	☐	☐	☐	☐	M		UNT	E	53
15039837	99999993	000	☑	☐	☐	☐	☐	☐	M		ABM	E	53
15039837	99999993	000	☑	☑	☐	☑	☐	☐	M		ANM	A	53

DEUEV Reportable Events DEU - Reports page (2 of 9)

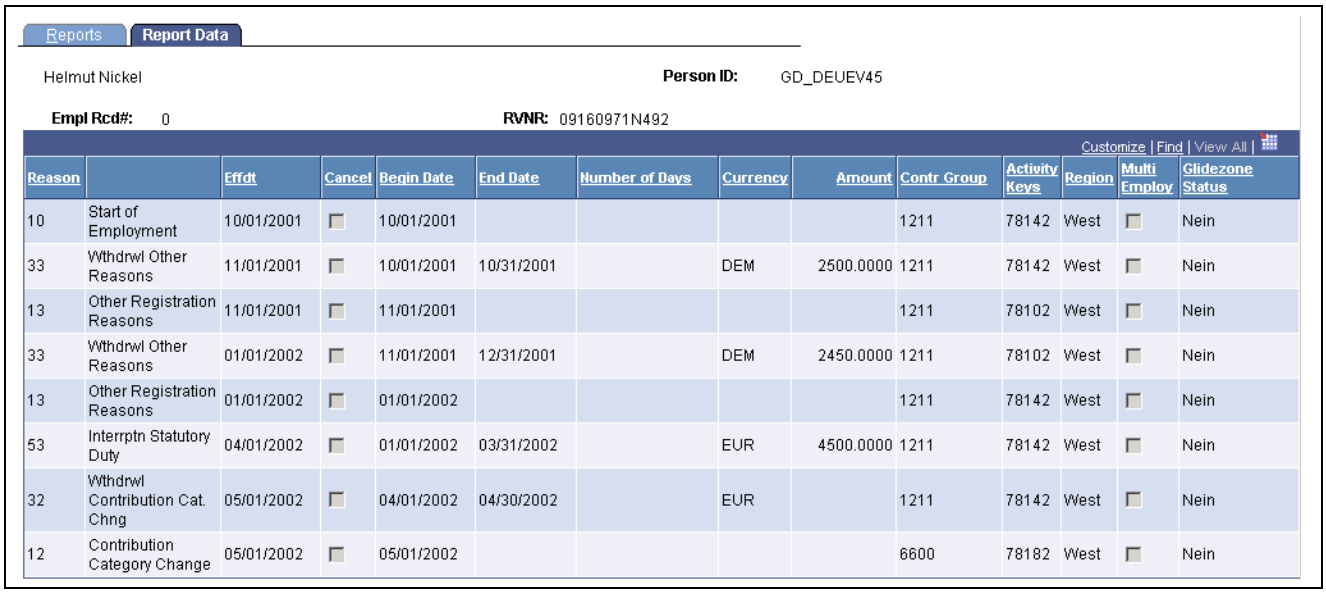
The system compares the current (reportable) events with previously reported events to make corrections or cancellations.

Reason The reason for the report.

Event	The description of the event.
Effdt (effective date)	Date when the event occurred.
Cancel	Selected if a cancellation occurred.
EE Category (employee category)	The employee category.
SI Provider (social insurance provider)	The provider number of the social insurance provider.
ER Number (employer number)	The employer ID.
Nationality Key	Identifies the payee's nationality.
DBME	Selected if the element DBME (report reason) is a component of the report.
DBNA	Selected if the element DBNA (name) is a component of the report.
DBGB	Selected if the element DBGB (birth date) is a component of the report.
DBAN	Selected if the element DBAN (address) is a component of the report.
DBEU	Selected if the element DBEU (EU social insurance number) is a component of the report.
DBSO	Selected if the element DBSO (immediate report) is a component of the report.
Frequency	Frequency of the report: *D* for daily, *M* for monthly.
Reporting Date	Date when the report was copied to a disk or tape.
Report Type	Report type (Registration, Withdrawal, Change Report, Annual Report, Control Report, Immediate Report). Values are: *JAH:* annual report. *ANM:* registration. *ABM:* withdrawal. *AEN:* change report. *KON:* control report. *SOF:* immediate report.
Status	Report status. Values are: *A:* Valid registration. *E:* Valid earnings reporting. *F:* Registration error. *N:* Valid name reporting. *O:* Cancelled registration.
Current DEUEV Run	Displays the sequence number issued by the system for the run.

Viewing Reportable DEUEV Report Data

Access the DEUEV Reportable Events DEU - Report Data page.



Reports | Report Data

Helmut Nickel **Person ID:** GD_DEUEV45

Empl Rcd#: 0 **RVNR:** 09160971N492

Customize | Find | View All |

Reason		Effdt	Cancel	Begin Date	End Date	Number of Days	Currency	Amount	Contr Group	Activity Keys	Region	Multi Employ	Glidezone Status
10	Start of Employment	10/01/2001	☐	10/01/2001					1211	78142	West	☐	Nein
33	Wthdrwl Other Reasons	11/01/2001	☐	10/01/2001	10/31/2001		DEM	2500.0000	1211	78142	West	☐	Nein
13	Other Registration Reasons	11/01/2001	☐	11/01/2001					1211	78102	West	☐	Nein
33	Wthdrwl Other Reasons	01/01/2002	☐	11/01/2001	12/31/2001		DEM	2450.0000	1211	78102	West	☐	Nein
13	Other Registration Reasons	01/01/2002	☐	01/01/2002					1211	78142	West	☐	Nein
53	Interrptn Statutory Duty	04/01/2002	☐	01/01/2002	03/31/2002		EUR	4500.0000	1211	78142	West	☐	Nein
32	Wthdrwl Contribution Cat. Chng	05/01/2002	☐	04/01/2002	04/30/2002		EUR		1211	78142	West	☐	Nein
12	Contribution Category Change	05/01/2002	☐	05/01/2002					6600	78182	West	☐	Nein

DEUEV Reportable Events DEU - Report Data page

Reason The reason for the report.

Effdt (effective date) Date when the event occurred.

Cancel Selected if a cancellation has occurred.

Control Selected if this is a control report.

Begin Date and End Date Begin and end dates of the reporting period.

Number of Days Contains a value if the report is simultaneously a registration and a withdrawal report that concerns a low-income earner.

Amount Amount of reportable pay.

Contr Group (contribution group) Contribution group of the employee.

Activity Keys This value is composed out of the fields BA-Code, Position in Job, Education as defined on the employee SI setup.

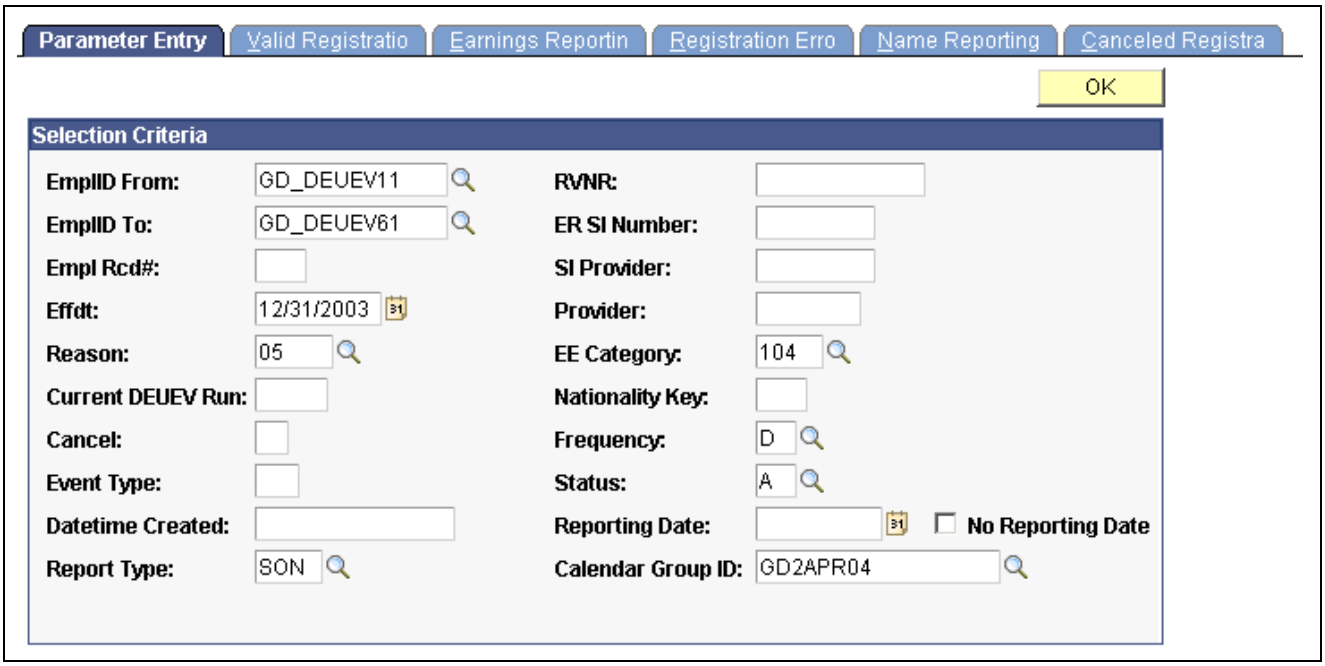
Region Region of the employee's DEUEV provider. Values are *West* and *Ost*.

Multi Employ (multiple employment) Selected if the employee has multiple employment.

Current DEUEV Run The sequence number issued by the system for the run.

Entering Selection Criteria for DEUEV Reports

Access the DEUEV Statistics DEU - Parameter Entry page.



DEUEV Statistics DEU - Parameter Entry page

Selection Criteria

When you enter selection criteria besides the employee ID, the system sorts the report data according to the criteria you enter.

ID	To see statistics for an employee, enter the employee ID.
Empl Rcd# (employee record number)	To see statistics for a particular job, enter the employee record number.
Effdt (effective date)	Enter the effective date.
Reason	Select the report reason.
Current DEUEV Run	Enter the number of the DEUEV run for which you want to see processing results.
Cancel	Enter *Y* to select all cancelled messages, *N* to ignore the cancelled messages.
Event Type	Select the type of event for which you want to see statistics.
Datetime Created	Select the date for when the process was run.
Report Type	Select the type of report for which you want to see statistics.
No Reporting Date	Select the messages that have no reported date yet (messages that have not yet been written to disk).
RVNR	Select the pension insurance number of the employee.
ER SI Number (employer social insurance number)	Select the employer's social insurance number as defined on pay entity location.
SI Provider (social insurance provider)	Select the name of the primary social insurance provider.

Provider	Select the number of the employer's SI provider.
EE Category (employee category)	Select the employee category.
Nationality Key	Select the nationality code.
Frequency	Select *MON* to view messages from the monthly runs and *DAY* to view messages from the daily runs only.
Status	Select the status of the statistics you want to review. Values are: *A:* Valid registration *E:* Valid earnings reporting *F:* Registration error *N:* Valid name reporting *O:* Cancelled registration.
Reporting Date	Select the date when the disk was created and closed.
Calendar Group ID	Enter the calendar group ID for which you want to review statistics.

Viewing DEUEV Record Statistics

Access any of these pages:

- DEUEV Statistics - Valid Registration.
- DEUEV Statistics - Earnings Reporting.
- DEUEV Statistics - Registration Error.
- DEUEV Statistics - Name Reporting.
- DEUEV Statistics - Canceled Registration.

See Also

Chapter 12, "Managing DEUEV," Viewing DEUEV Reported Events, page 173

Monitoring the DEUEV Processing Status

In this section, we discuss how to check the status of the DEUEV processing.

Page Used to Check on DEUEV Processing Status

Page Name	Object Name	Navigation	Usage
DEUEV Process Status DEU — Process Status	GPDE_DV_PRCS_ST	Global Payroll & Absence Mgmt, Absence & Payroll Processing, Review Absence/Payroll Info, DEUEV Process Status DEU, Process Status	Check the status of the DEUEV processing. The type of run is selected, and pertinent data about the run is listed.

Changing DEUEV Processing Currency

In this section, we discuss how to change the DEUEV processing currency.

Page Used to Change DEUEV Processing Currency

Page Name	Object Name	Navigation	Usage
Currency Change	GPDE_DV_RUN_CUR	Global Payroll & Absence Mgmt, Social Security/Insurance, Change Currency DEUEV DEU, Currency Change	Change the DEUEV processing currency by completing the Calendar Group and As Of Date fields.

Starting and Terminating the DEUEV System

You have to run the system start process before instituting the DEUEV system. The process generates the initial registrations for all employees that are contained in the pay groups of the specified calendar group.

The system end process does a similar thing when you want to terminate the DEUEV system. It generates the required final withdrawals for all employees in the specified calendar group.

In this section, we discuss how to:

- Start the DEUEV system.
- End the DEUEV system.

Pages Used to Start and Terminate the DEUEV System

Page Name	Object Name	Navigation	Usage
Deuev System Start	GPDE_DV_RUN_STA	Global Payroll & Absence Mgmt, Social Security/Insurance, Start System DEUEV DEU, Deuev System Start	Start the DEUEV system by completing the Calendar Group and As Of Date fields.
Deuev System End	GPDE_DV_RUN_END	Global Payroll & Absence Mgmt, Social Security/Insurance, Terminate System DEUEV DEU, Deuev System End	Terminate the DEUEV system by completing the Calendar Group and As Of Date fields.

Viewing DEUEV Reported Events

After creating the report data, you can view the DEUEV reported events. View newly created and existing reports that were transferred to a data file through the pages in the DEUEV Reported Events component.

In this section, we discuss how to:

- View all reports that contain DSME data.
- View all reports that contain DBME data.
- View a payee’s name and title.
- View a payee’s birth data.
- View a payee’s address information.
- View a payee’s EU social insurance number and birth country.
- View immediate reports.

Pages Used to View DEUEV Reported Events

Page Name	Object Name	Navigation	Usage
DEUEV Reported Events DEU - Reports	GPDE_DV_DSME	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Reports	View all reports that contain DSME data.
DEUEV Reported Events DEU- Report Data	GPDE_DV_DBME	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Report Data	View all reports that contain DBME data.
DEUEV Reported Events DEU - Name Data	GPDE_DV_DBNA	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Name Data	View a payee's name and title as they appear in reports that contain DBNA data.
DEUEV Reported Events DEU - Birth Data	GPDE_DV_DBGB	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Birth Data	View a payee's birth data.
DEUEV Reported Events DEU - Address Data	GPDE_DV_DBAN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, Address Data	View a payee's address information.
DEUEV Reported Events DEU - EU SI Numbers (European Union social insurance numbers)	GPDE_DV_DBEU	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, DEUEV Reported Events DEU, EU SI Numbers	View a payee's European Union social insurance number and birth country for reports that include DBEU.

Transferring DEUEV Reports Data to Disk or Tape

In this section, we discuss how to transfer report data to disk or tape.

To transfer DEUEV report data to a disk or tape:

1. Access the DEUEV Disk page.
2. Enter the sending information.

3. When receiver information appears enter the disk type, file number, and calendar group ID information.

   A file is generated per receiver type. The last calculated calendar group of the sender is used for each receiver. The calendar group is not dependent on the receiver but without a receiver, the process will not run.

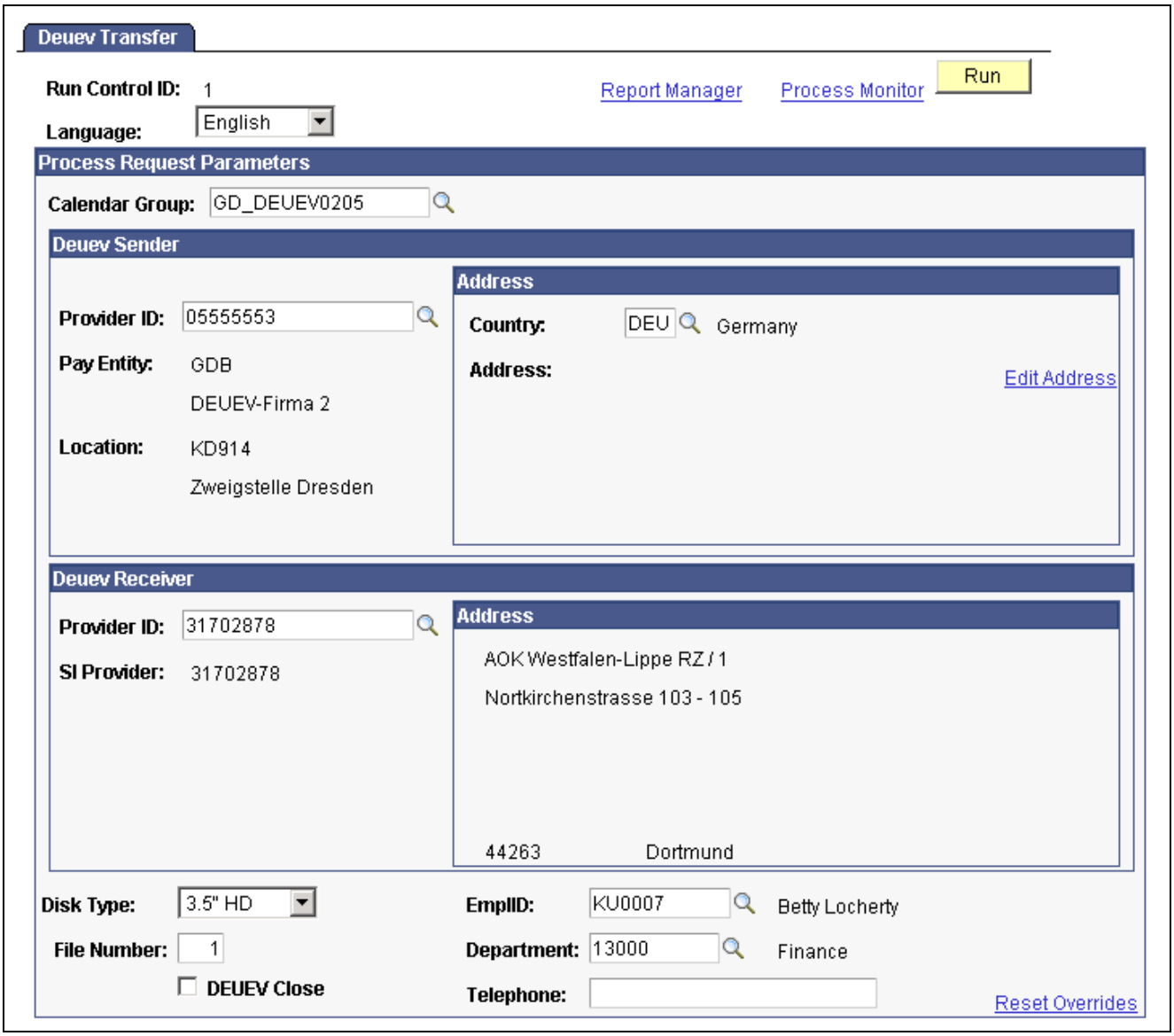
4. Run the process.

Page Used to Transfer DEUEV Report Data to Disk or Tape

Page Name	Object Name	Navigation	Usage
DEUEV Transfer	GPDE_DV_RUN_DSK	Global Payroll & Absence Mgmt, Social Security/Insurance, Create DEUEV File DEU, DEUEV Transfer	Use to transfer the report data to disk or tape.

Creating the DEUEV Disk

Access the Deuev Transfer page.



Deuev Transfer page

You create reports and save data to a file at the same time. You copy reports with different frequencies to different data files.

Process Request Parameters

Calendar Group Select the ID for the calendar group that corresponds to the DEUEV report you want to be transferred to a disk or tape.

Disk Type Select *3.5" H, 5.25" HD,* or *Tape.*

File Number Sequence number of the file for a provider. This number is handled automatically for each receiver and is incremented each time you run the process with the DEUEV Close option selected.

DEUEV Close When you select the DEUEV Close check box and click the Run button, the system processes the reports.

The record is then considered as reported. The report files you created can be transferred to disk or tape.

Warning! Do not select this option until you are satisfied with the data. As long as this field is unselected, you can rerun the process and check the results.

DEUEV Sender

Complete the Provider ID of the employer.

DEUEV Receiver

Select the Provider ID of the receiver (Social Insurance provider).

Repeating Report Runs

After you run the DEUEV reports, check them for completeness and ensure that the reported data is correct. If you discover that the reports are incomplete or contain incorrect data, make the necessary corrections and rerun the reports.

Rejected Reports

If a data file contains faulty reports (for example, a data element is missing), the DEUEV provider rejects the file. The data on the file is considered unreported, and you must re-create it. An error protocol identifies the type of error. You must determine the cause of the error such as inconsistencies in the file information, and correct the problem.

Mark the rejected reports as faulty by opening the panel DEUEV Reported Events and setting the status of the rejected report to F. This means that the system handles it as if it didn't exist. In the next DEUEV run, the report is re-created in accordance with the corrections and sent to the receiving office.

CHAPTER 13

Defining Direct Insurance

This chapter provides an overview of direct insurance and describes how to:

- Identify types of direct insurance.
- Set up direct insurance.
- Enter direct insurance data.

Understanding Direct Insurance

Direct insurance represents a type of earning that is subject to lower taxation than regular earnings. Direct insurance premiums can either be paid by the employer in addition to wages or salaries or can be financed by converting wages or salaries from legally owed compensation.

The employer pays insurance fees directly to the insurer and deducts those fees from the employee's income. The advantage to employees is that they pay a fixed tax percentage that is lower than the tax percentage for their regular salaries.

The lump-sum tax rate for such future insurance benefits has been 20 percent since 1996, but legislation grants such tax concessions, depending on how the insurance premiums are financed.

This chapter discusses the types of direct insurance and how to set up calculations for direct insurance in Global Payroll for Germany.

Viewing Delivered Elements

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

See Also

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

Identifying Types of Direct Insurance

Tax concessions apply to the following types of direct insurance:

- Capital life insurance.

- Term life insurance.
- Combined term and capital life insurance.
- Retirement insurance.
- Pension insurance with capital options.
- Accident and employment disability insurance with guaranteed premium refund.
- Supplemental accident insurance combined with a life insurance policy.
- Employment disability insurance combined with a life insurance policy.
- Variable life insurance.

Note. Tax concessions apply only to insurance policies with a term of at least five years.

Direct insurance benefits are paid directly by the employer to the employee's account at the employee's insurance company. Benefits can be paid regularly (periodically), or in the form of a one-time payment. Such payments can involve normal work pay, a pay conversion, or a one-time payment. Each case requires different taxation processes. Earnings up to EUR 1752 per year are also taxed differently than the share of earnings above this limit.

The interest yielded from these types of insurance policies is nontaxable, if the term of the policy is not less than 12 years and individual contribution adjustments do not exceed the lump-sum amount.

If pay is converted, the insurance premium is deducted from the compensation amount in advance. If the employer makes a one-time payment, the premium is taxed at the lump-sum rate of 20 percent. This rate applies up to an annual total amount of EUR 1752. Earnings above this amount are taxed separately.

Amounts from one-time payments, as well as old policies, are exempt from social insurance contributions.

Setting Up Direct Insurance

All set up for direct insurance is done in the core application, using elements that are specific for Germany. There are no specific pages in Global Payroll for Germany that need to be set up for direct insurance.

To set up direct insurance:

1. Set up the earnings element that you use for direct insurance on the Earnings Name page in the core application.
2. Define the calculation rule for the direct insurance earnings on the Earnings Calculation page in the core application.
3. Assign the earnings element to an accumulator on the Accumulators page in the core application.
4. Assign an individual recipient for direct insurance deductions on the Payee Deduction Recipients page in the core application.

Note. Once the earnings element is assigned to an accumulator, all entered amounts related to the earnings are automatically deducted. The deduction element used is DE_DD_M90100.

Entering Direct Insurance Data

Enter direct insurance data in the Earnings component in the core application. There are two pages that are important in defining direct insurance data: the Earnings Calculation page and the Accumulators page.

See Also

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

Setting up an Earning for Direct Insurance

Access the Earnings Name page.

See Also

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

Calculation Rules for Direct Insurance

Access the Earnings Calculation page, where you can view the calculation rule information for the direct insurance deduction.

Define the calculation rule of the direct insurance earnings as an *Amount*, and select *Payee Lvl* as the amount.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Earning and Deduction Elements," Defining Calculation Rules for an Earnings Element

Assigning Accumulators for Direct Insurance

Create a new earnings element, which must be added to an accumulator for direct insurance. Depending on who is paying the lump-sum tax, the accumulator is different. PeopleSoft delivers both of these accumulators.

- If the employer is paying the lump sum-tax, use the DE_A3_K2042 accumulator.
- If the employee is paying the lump-sum tax, use the DE_A3_K2052 accumulator.

By assigning the earnings to one of these accumulators, you define the earnings as a direct insurance type of earnings.

See Also

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

Assigning Recipients for Direct Insurance Deductions

Use the Deduction Recipients page in the core application to define the banking details for direct insurance deductions. This includes assigning a recipient ID and identifying a deposit schedule.

Note. You must assign the DE_DD_M90100 deduction element to the individual recipient.

See Also

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

CHAPTER 14

Calculating Net-to-Gross Payments

This chapter provides an overview of delivered net-to-gross elements and discusses how to:

- Set up net-to-gross calculation for earnings.
- Set up net-to-gross payments for earnings.
- Set up net-to-gross earnings for reporting.

Note. Setup for net-to-gross payments for Germany is done in the core application, using elements that are specific to Germany. There are no specific pages in Global Payroll for Germany that you need to set up for net-to-gross payments.

See Also

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

Understanding Delivered Net-to-Gross Elements

Global Payroll for Germany delivers elements that pertain to country setup.

This table lists the net-to-gross earnings:

Earning	Description
DE_ER_M80000	Base Pay Net 1.
DE_ER_M81000	Base Pay Net 2.
DE_ER_M81050	Base Pay Net 3.
DE_ER_M82000	Regular Bonus Pay Net.
DE_ER_M83000	MY Bonus Pay Net.
DE_ER_M90000	Grossed Up Base Pay Netto 1 (corresponding to DE_ER_M80000).

Earning	Description
DE_ER_M91000	Grossed Up Base Pay Netto 2 (corresponding to DE_ER_M81000).
DE_ER_M91050	Grossed Up Base Pay Netto 3 (corresponding to DE_ER_M81050).
DE_ER_M92000	Grossed Up Regular Bonus Pay Netto (corresponding to DE_ER_M82000).
DE_ER_M93000	Grossed Up MY Bonus Pay Netto (corresponding to DE_ER_M83000).

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

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"

Viewing Delivered Elements

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

See Also

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

Setting Up Net-to-Gross Calculation for Earnings

Some earnings, such as bonuses, are paid as net amounts, so you must calculate the corresponding gross amounts.

To set up a net-to-gross calculation for earnings:

1. Set up the earnings for net-to-gross calculations on the Earnings Name page in the core application.
2. Assign the net-to-gross earnings to an accumulator on the Accumulators page in the core application.
3. Set up the gross earnings on the Earnings Name page in the core application.

   Assign the grossed-up amount to a gross earnings by defining corresponding grossed-up earnings for each net-to-gross earnings, using a calculation rule of *Base * Percent* on the Earnings Calculation page in the core application.

4. Assign the gross earnings to an accumulator on the Accumulators page in the core application.

   The net-to-gross payment is automatically calculated and stored.

5. Add the net-to-gross earnings and the grossed-up earnings to the earnings element group on the Element Groups - Members page in the core application.
6. Add the net-to-gross earnings to a section where all earnings are processed, on the Definition page in the core application.
7. Add the grossed-up earnings to another section where grossed-up earnings are processed, at the end of the process.
8. Assign the grossed-up earnings to a print class of the payslip and the pay balance, and to the print class of the other reports that print earnings.

Note. Some net-to-gross earnings elements are delivered but not maintained by PeopleSoft.

Setting Up Net-to-Gross Payments for Earnings

You set up net-to-gross payments in the Earnings component in the core application.

Note. For net-to-gross payments, set up net earnings and gross earnings separately.

This section discusses how to:

- Set up net-to-gross payments.
- Assign net-to-gross earnings to accumulators.
- Set up gross earnings.
- Assign gross earnings to accumulators.
- Process net-to-gross earnings.
- Add earnings to element groups.
- Add earnings to sections.

See Also

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

Setting Up Net-to-Gross Payments

First, set up the net-to-gross payment as an earnings element on the Earnings Name page in the core application.

There are three types of net-to-gross calculations:

- Annualized
- Bonus
- Multiple Year Bonus

See Also

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

Assigning Net-to-Gross Earnings to Accumulators

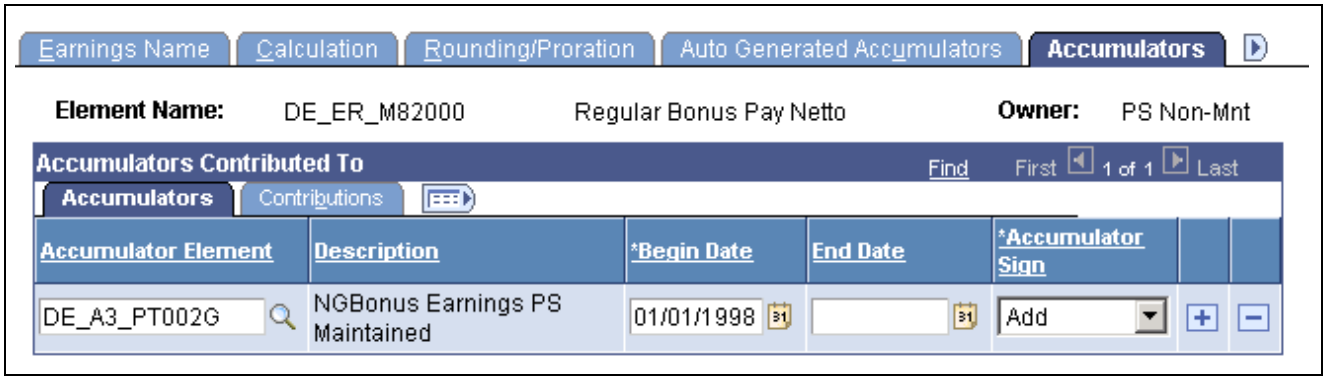
To define the type of calculation used, assign each type of net-to-gross earnings to an accumulator on the Accumulators page in the core application.

Assign each type of net-to-gross earnings to these accumulators:

Type of Earnings	Assign to Accumulator
Annualized	DE_A3_KT001G
Bonus	DE_A3_KT002G
Multiple Year Bonus	DE_A3_KT003G

Example

If you select a net-to-gross earnings type of *Bonus,* the following information appears on the Accumulators page:



Assigning an earning to an accumulator on the Accumulators page

Note. If an earnings element is PeopleSoft-maintained, the naming convention for the element includes *P.* For example, DE_A3_PT002G is a PeopleSoft-maintained earnings element. If an earnings element is customer-maintained, the naming convention for the element includes *K*. For example, DE_A3_KT002G is a customer-maintained earnings element.

See Also

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

Setting Up Gross Earnings

Next, you set up the appropriate gross earnings.

To assign the grossed-up amount to gross earnings, set up a corresponding grossed-up earnings for each net-to-gross earnings.

Define the calculation rule for the gross earnings on the Earnings Calculation page in the core application.

Note. Select a calculation rule of *Base * Percent* for these earnings.

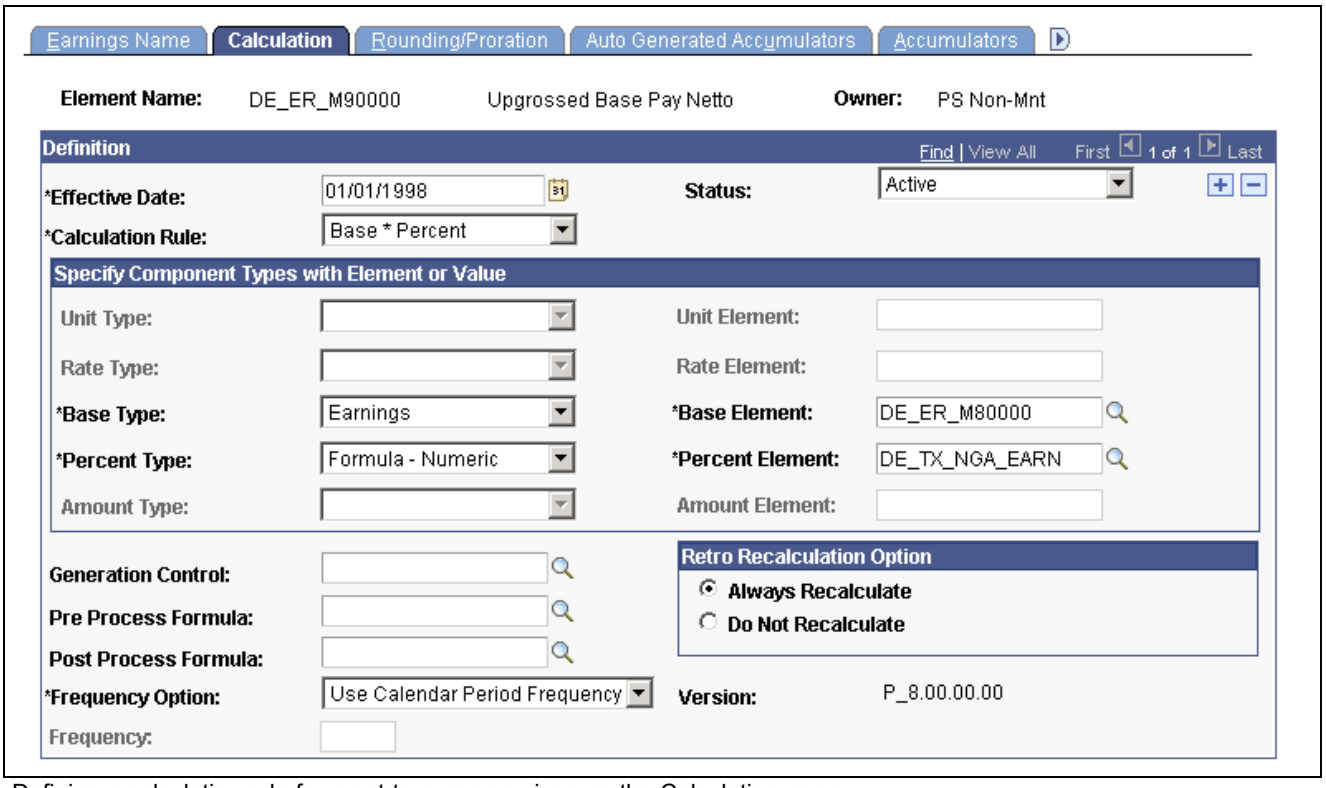
The base of the earnings is the corresponding net-to-gross earnings. The percent for the earnings is a certain formula for each type of net-to-gross calculation. Use these formulas for each type of net-to-gross calculation:

Type of Net-to-Gross Calculation	Formula
Annualized grossed-up earnings	DE_TX_NGA_EARN
Bonus grossed-up earnings	DE_TX_NGB_EARN
Multiple Year Bonus grossed-up earnings	DE_TX_NGMYB_EARN

The grossed-up amount is stored in the earnings. Assigning formulas to the earnings enables the grossed-up amount of the earnings to calculate automatically.

Example

If you select a net-to-gross earnings type of *Annualized,* enter the following information on the Earnings Calculation page.



Defining a calculation rule for a net-to-gross earnings on the Calculation page

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Earning and Deduction Elements," Defining Calculation Rules for an Earnings Element

Assigning Gross Earnings to Accumulators

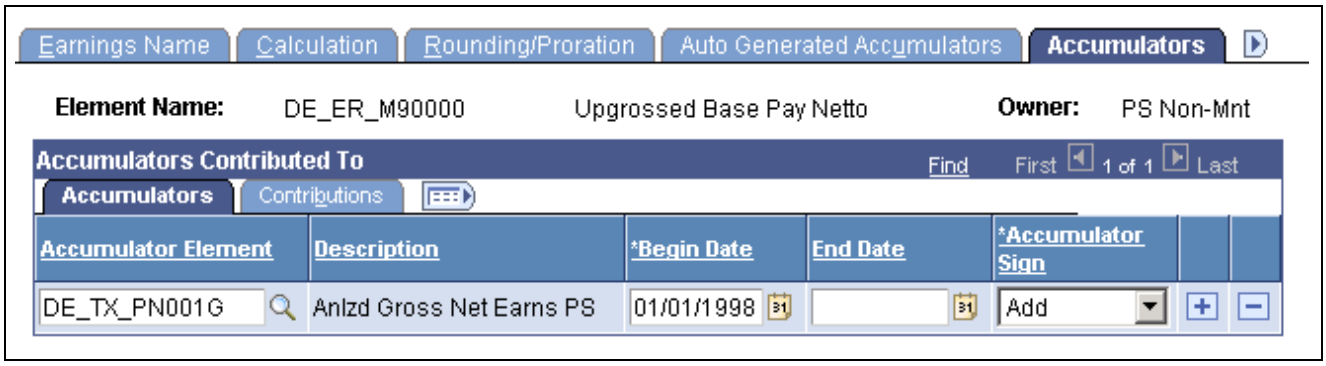
To ensure that the grossed-up earnings is calculated correctly, assign each type of grossed-up earnings to an accumulator on the Accumulators page in the core application.

Assign each type of grossed-up earnings to these accumulators:

Type of Earnings	Assign to Accumulator
Annualized	DE_TX_N001G
Bonus	DE_TX_N002G
Multiple Year Bonus	DE_TX_N003G

Example

If you select a grossed-up earnings type of *Bonus,* enter the following information on the Accumulators page.



Assigning a grossed-up earnings to an accumulator on the Accumulators page

See Also

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

Processing Net-to-Gross Earnings

By assigning the earnings to an accumulator, the net-to-gross is automatically calculated because the net-to-gross process is defined in the standard process list.

The results of this process, which are deductions, are automatically stored.

The naming convention for the deduction elements is:

```
DE_<XX>_T<NNN>
```

The value of <XX> is the type of deduction. For example, it can be SI (Social Insurance) or TX (Tax).

The value of <NNN> is a number such as 001. For example, the element name for the annualized tax deduction that is stored is:

```
DE_TX_T001
```

Delivered Accumulators

PeopleSoft delivers these accumulators to handle net-to-gross earnings:

Accumulator	Description
DE_A3_KT001G	Earnings assigned to annualized Net to Gross.
DE_A3_KT002G	Earnings assigned to Bonus Net to Gross.
DE_A3_KT003G	Earnings assigned to MY Bonus Net to Gross.
DE_TX_N001G	Grossed Up annualized Earnings.
DE_TX_N002G	Grossed Up Bonus Earnings.
DE_TX_N003G	Grossed Up MY Bonus Earnings.

See Also

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

Adding Earnings to Element Groups

Add the net-to-gross earnings and the grossed-up earnings to the earnings element group of DE_AL_EARNINGS on the Element Groups - Members page in the core application.

See Also

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

Adding Earnings to Sections

Add the net-to-gross earnings to the DE_ER_1000 section on the Section Definition page in the core application. This is where all earnings for Global Payroll for Germany are processed.

Next, add the grossed-up earnings to another section at the end of the process. The grossed-up earnings must be added to the DE_TX_FINAL section on the Section Definition page in the core application.

Note. You must add the net-to-gross earnings and the grossed-up earnings separately. Each type of earnings is added to a different section.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Processing Elements," Selecting Elements That Constitute a Section

Setting Up Net-to-Gross Earnings for Reporting

Once you have defined the net-to-gross earnings and the grossed-up earnings, you must prepare them for reporting and printing.

Note. First decide which earning has to be assigned to the print classes. This decision depends on the individual needs of your company.

To set up earnings for reporting:

1. Assign the earnings that you selected to the print class of the payslip on the Payslip page.
2. Assign the earnings that you selected to the print class of the pay balance on the Pay Balance page.
3. Assign the earnings that you selected to the print class of other earnings, which print earnings.

Note. Assigning net-to-gross earnings to a print class is useful only if you want to view the base of the grossed-up earnings.

See Also

Appendix B, "Global Payroll for Germany Reports," page 229

Chapter 3, "Defining Country Data," Specifying a Print Class, page 18

Pages Used to Set Up Net-to-Gross Earnings for Reporting

Page Name	Object Name	Navigation	Usage
Total Compensation	GPDE_RC_AL02	Global Payroll & Absence Mgmt Absence and Payroll Processing, Payroll Reports, Total Compensation DEU, Total Compensation	View the total gross salaries of all employees.
Empl. Compensation (Employee Compensation)	GPDE_RC_AL03	Global Payroll & Absence Mgmt Authority Correspondence, Payee Compensation Report DEU, Empl. Compensation	View the gross salary of an individual employee.
Pay Element Month	GPDE_RC_AL04	Global Payroll & Absence Mgmt Absence and Payroll Processing, Reports, Payroll Results Summary DEU, Pay Element Month	Records the payroll process by defining all earnings and deductions for a specific month. View, per payday, the current totals and the cumulative totals for the year.
Pay Element Year	GPDE_RC_AL05	Global Payroll & Absence Mgmt Absence and Payroll Processing, Reports, Payroll Rsts Summary Year DEU, Pay Element Year	Records the payroll process by defining all earnings and deductions for a specific year.
Payroll Statistics	GPDE_RC_AL06	Global Payroll & Absence Mgmt Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistics	Documents gross salary and working hours for all employees. The report must be sent to the Statistisches Bundesamt.
Indust. Statistics (Industrial Statistics)	GPDE_RC_AL08	Global Payroll & Absence Mgmt Authority Correspondence, Industrial Statistics DEU, Indust. Statistics	View the monthly gross salary and number of employees per department. The report must be sent to the Statistisches Bundesamt.

CHAPTER 15

Setting Up Payslips

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

- Define payslips.
- Generate payslips.

Understanding Payslips

The design of the payslip feature enables you to create and control payslips so that they display the data that you want and in the format that you want. Because you can override templates at lower levels, you do not have to create multiple templates to cover every payslip scenario that you may have.

Defining Payslips

Global Payroll for Germany enables you to generate payslips. You can adapt the Global Payroll payslip to meet your needs. You can also send a message—printed on the payslip—to an individual payee or to payees belonging to designated pay groups, locations, or departments.

Page Used to Set Up Payslip Messages

Page Name	Object Name	Navigation	Usage
Payslip Messages	GPDE_AL_01_MSG	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages DEU, Payslip Messages	Enter payslip data.

Designating the Payslip Message Data

Access the Payslip Messages page.



Payslip Messages page

The page lists the groups to which you can send a message. Enter a value for the field you want to use as a parameter, for example select a *Business Unit* to send a message to all payees within that parameter. Use the *Description* field to create the actual message.

PaySlip Message Examples

The following examples illustrate payslip messages to a group of payees and to a single payee, respectively.

Example 1

Suppose that you want to issue the message “Have a nice holiday” on the payslips of all payees belonging to a particular pay group.

1. Select the appropriate current pay end date.
2. Select the pay entity issuing the payslip.
3. Enter the pay group ID for the appropriate pay group.
4. Enter the exact wording of the message in the Description field.

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

Example 2

Suppose that you want to issue the message “We don’t have your current address on file” on the payslip of a specific payee.

1. Select the appropriate current pay end date.
2. Select the pay entity issuing the payslip.
3. Enter the employee ID for the payee.
4. Enter the exact wording of the message in the Description field.

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

Generating a Payslip

Use the Payslip report component to generate payslips.

See Also

Appendix B, "Global Payroll for Germany Reports," page 229

Pages Used to Generate a Payslip

Page Name	Object Name	Navigation	Usage
Report Options	GPDE_RC_AL01_1	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips DEU, Report Options	Enter the parameters for the payslips report.
Elements View	GPDE_RC_AL01_2	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips DEU, Elements View	Select the elements to view on the payslips report.

Running the GPDEAL01 – Payslip Report

Access the Payslip run control page.

Retro and Current Period Select to display the results for retro calculation and for the current period.

Current Period Only Select to display the results for the current period only.

Retro Periods Only Select to display the results for retro calculation periods only.

CHAPTER 16

Setting Up Banking

This chapter provides an overview of banking for Germany and describes how to:

- Set up bank information.
- Set up defaults for source banks.
- Set up banking defaults for payees.
- Run local country bank processing.

Understanding Banking Setup

The banking feature in Global Payroll is optional. If you decide to use the banking feature, start by defining pages in the core application and continue setting it up on Global Payroll for Germany pages.

To define the banking feature for Germany:

1. Define the banks and branches on the Bank Table page and the Bank Branch Table page in the core application.
2. Define the source banks on the Pay Entity Source Bank Link page in the core application.

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

   Depending on the organization level you selected on the Pay Entity Source Bank Link page in the core application, define German-specific information on the corresponding page in Global Payroll for Germany.
4. Define bank account information for payees.

   First, define information on the Bank Account Information page in the core application. Then further define banking information for a payee in Global Payroll for Germany on either the Payee Source Bank Default page or on the Payee Foreign Bank Transfer page.
5. Run the banking process on the Banking Run Control page in the core application.
6. Create payment files and reports in Global Payroll for Germany.

See Also

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

Viewing Delivered Elements

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

See Also

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

Setting Up Bank Information

Global Payroll for Germany uses the same bank information pages as PeopleSoft Human Resources. Set up basic naming and address information for the banks that your company does business with on the Bank Table page, Bank Branch Table page, the Source Bank Account page.

See Also

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

Setting Up Defaults for Source Banks

All payments are processed through the source banks. Specify the classification criteria for the source banks on the Pay Entity Source Bank Link page in the core application. There, you can define the level of organization for which you're funding your payroll. Levels include pay entity, department, and pay group. Depending on the level that you select, you can further define the source bank information in Global Payroll for Germany in the following components:

- Pay Entity.
- Department.
- Pay Group.

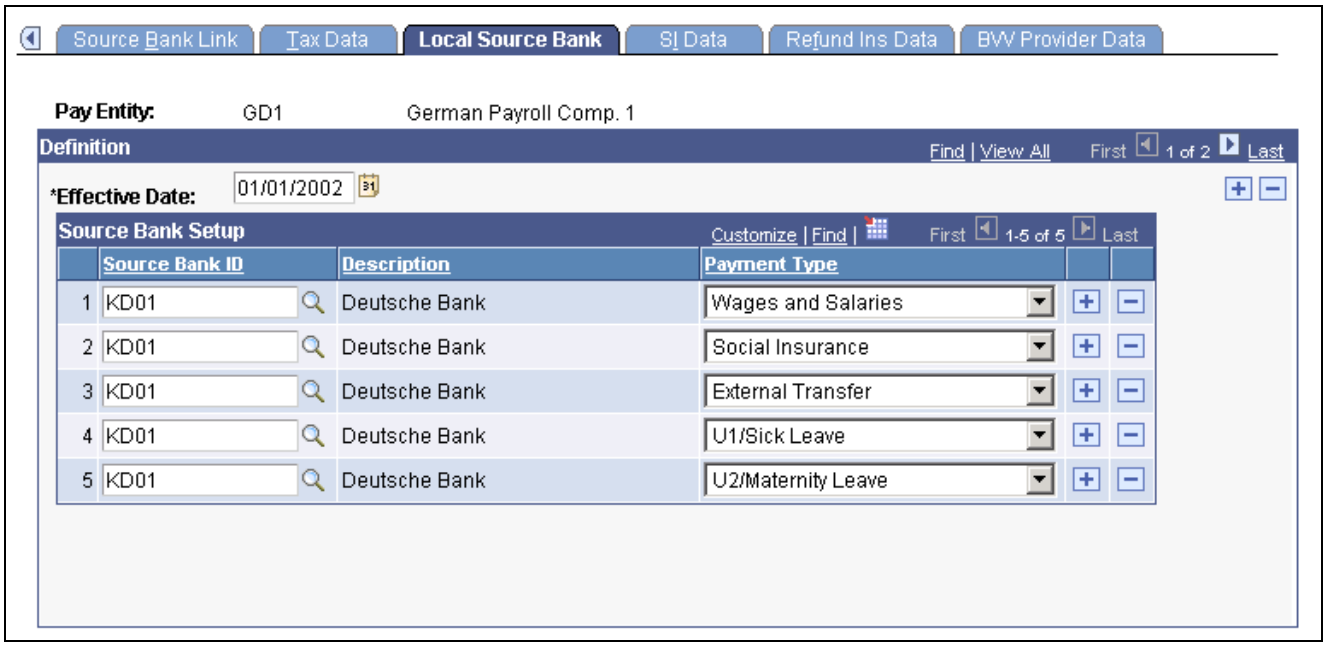
For example, suppose that you select *Pay Entity* as the organizational level for the source bank on the Pay Entity Source Bank Link page in the core application. For every pay entity in your organization, you must set up a source bank default link on the Pay Entity - Local Source Bank Link page in Global Payroll for Germany. Also use these pages to define the payment type.

Pages Used to Set Up Defaults for Source Banks

Page Name	Object Name	Navigation	Usage
Pay Entities DEU - Local Source Bank	GPDE_AL_PAYENTITY2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities DEU, Local Source Bank	Enter information about source bank and payment type at the pay entity level. You must first have selected *Pay Entity* as the organization level on the Pay Entity Source Bank Link page and have set up Source Bank IDs.
Department DEU - Source Bank	GPDE_AL_DEPT3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Department DEU, Source Bank	Enter information about source bank and payment type at the department level. You must first have selected *Department* as the organization level on the Pay Entity Source Bank Link page and have set up Source Bank IDs.
Pay Groups DEU - Source Bank	GPDE_AL_PAYGROUP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups DEU, Source Bank	Enter information about source bank and payment type at the pay group level. You must first have selected *Pay Group* as the organization level on the Pay Entity Source Bank Link page and have set up Source Bank IDs.

Entering Information at the Pay Entity Level

Access the Pay Entities DEU – Local Source Bank page.



Local Source Bank page

Source Bank Setup

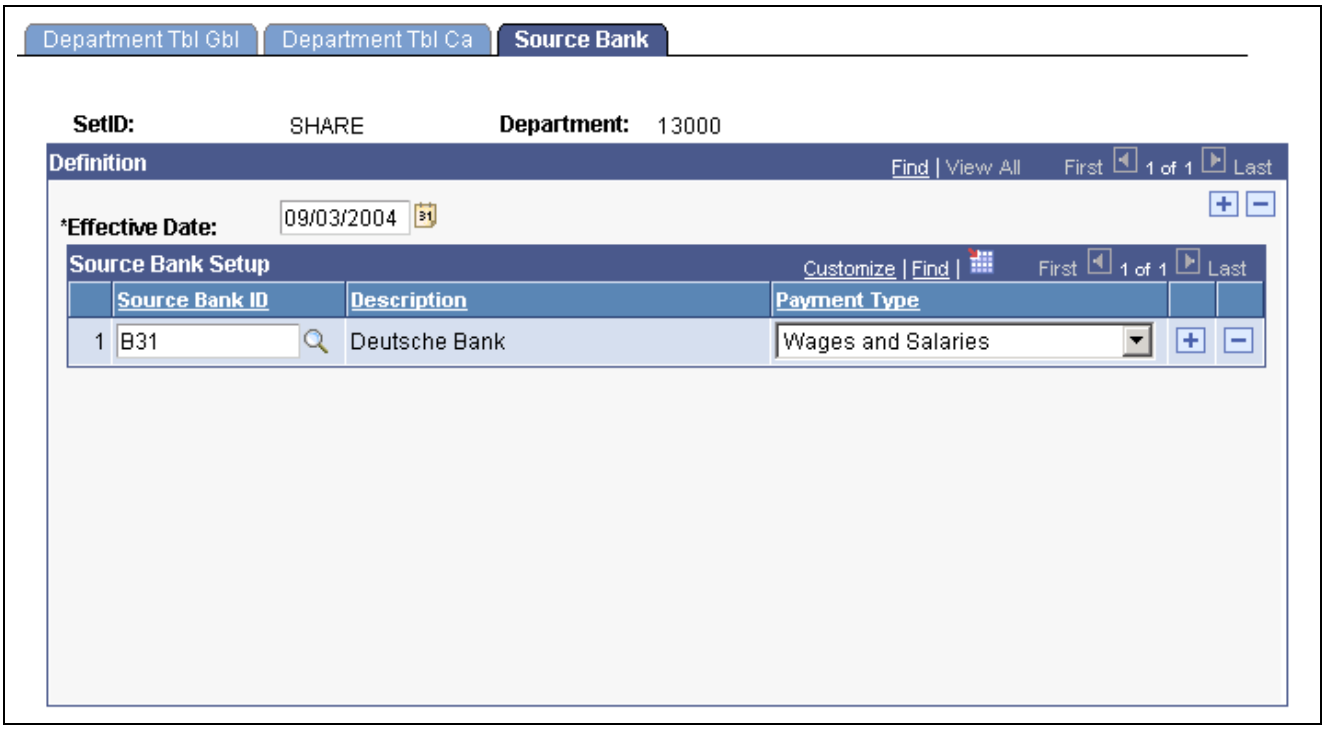
Source Bank ID Enter the source bank ID that you require. Source banks are the money sources from which payroll disbursements are drawn.

Payment Type Select the payment type that you want to use: Advance Payments, BVV, Capital Accumulation, Company Pensions, Direct Life Insurance, External Transfer, Garnishments, Social Insurance, or Taxes.

Note. The Pay Entity is automatically populated from the Global Payroll core application.

Entering Information at the Department Level

Access the Department DEU - Source Bank page.



Department DEU - Source Bank page

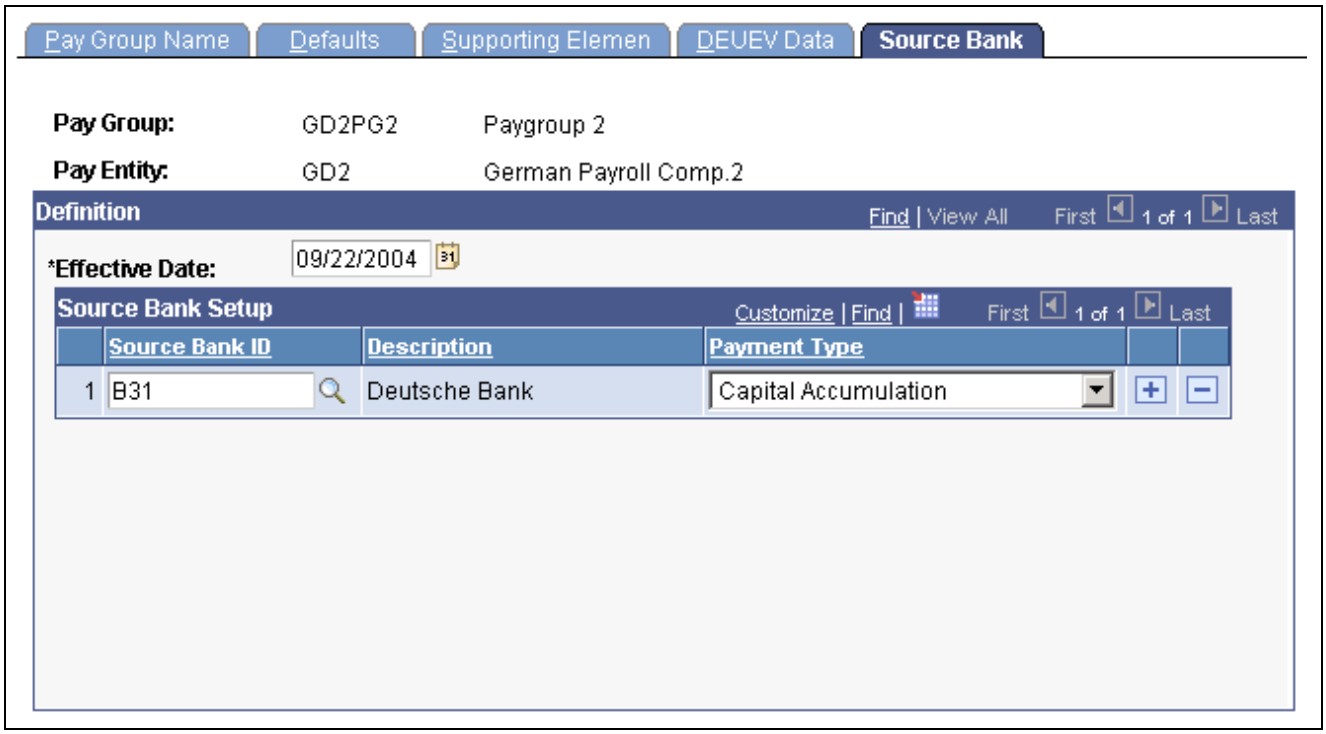
Note. The Department is automatically populated from the Global Payroll core application. On this page, enter information about the source bank ID and the payment type.

See Also

Chapter 16, "Setting Up Banking," Entering Information at the Pay Entity Level, page 199

Entering Information at the Pay Group Level

Access the Pay Groups DEU - Source Bank page.



Pay Groups DEU - Source Bank page

Note. The Pay Group is automatically populated from the Global Payroll core application. On this page, enter information about the source bank ID and the payment type.

See Also

Chapter 16, “Setting Up Banking,” Entering Information at the Pay Entity Level, page 199

Setting Up Banking Defaults for Payees

When you set up defaults for banks in Germany, use the Payee Source Bank Default page and the Payee Bank Account page.

If you are setting up defaults for banks in a country other than Germany, use the Payee Foreign Bank Transfer page and the Payee Bank Account Info page.

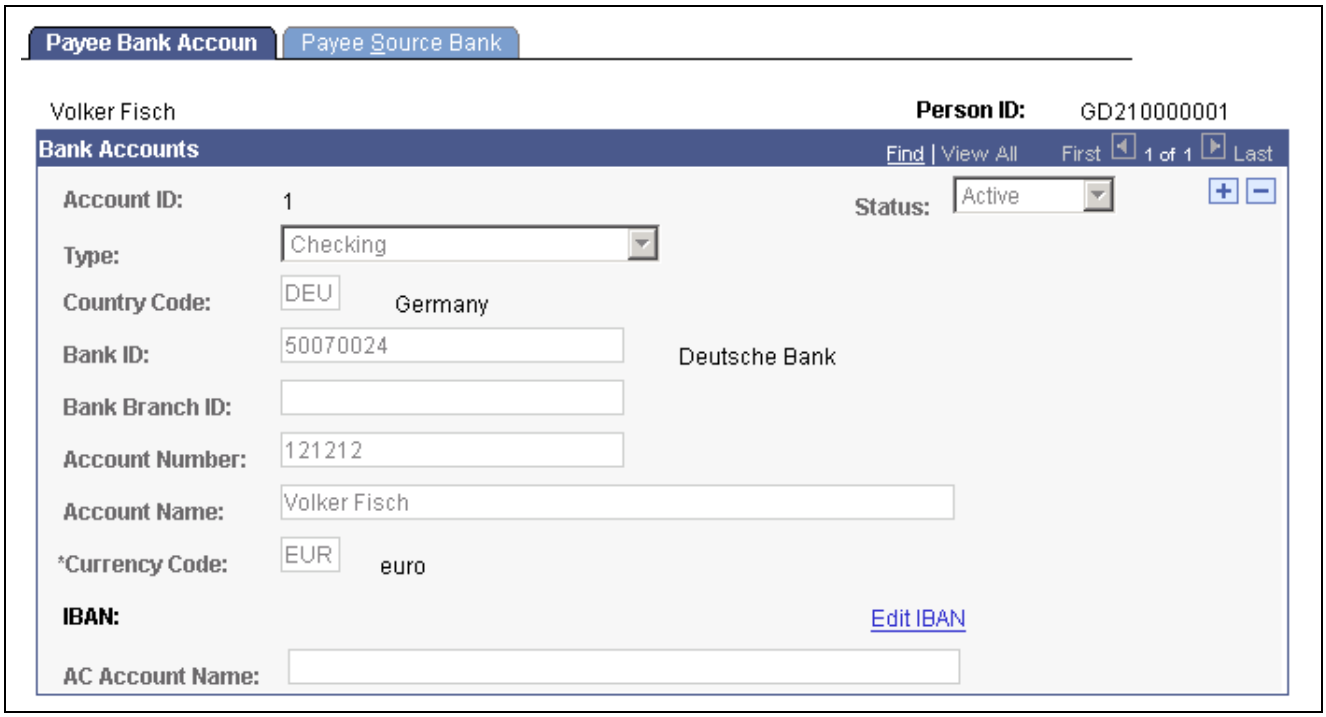
Note. The Payee Bank Account page and the Payee Bank Account Info page are display-only; their fields are unavailable for input. Use the Payee Source Bank Default page and the Payee Foreign Bank Transfer page (the second page in each component) to enter setup information for payees.

Pages Used to Set Up Banking Defaults for Payees

Page Name	Object Name	Navigation	Usage
Override Source Bank DEU - Payee Bank Accoun (payee bank account)	PYE_BANKACCT	Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Override Source Bank DEU, Payee Bank Accoun	View bank account information for a payee. You must first have set up bank account information for a payee.
Override Source Bank DEU - Payee Source Bank	GPCH_BK_PYE_ACCT2	Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Override Source Bank DEU, Payee Source Bank	Assign a payee's bank account to a default source bank. First complete the Source Bank Account page.
Manage Foreign Bank Acct DEU - Payee Bank Accoun (payee bank account)	PYE_BANKACCT	Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Manage Foreign Bank Acct DEU, Payee Bank Accoun	View bank account information for payees. You must first have set up bank account information for a payee.
Payee Foreign Ban (payee foreign bank)	GPDE_BK_PYE_ACCT1	Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Manage Foreign Bank Acct DEU, Payee Foreign Ban	Enter data on foreign bank transfers. First complete the Payee Bank Accoun (payee bank account) page.

Viewing Bank Account Information for Payees

Access the Override Source Bank DEU - Payee Bank Accoun page.



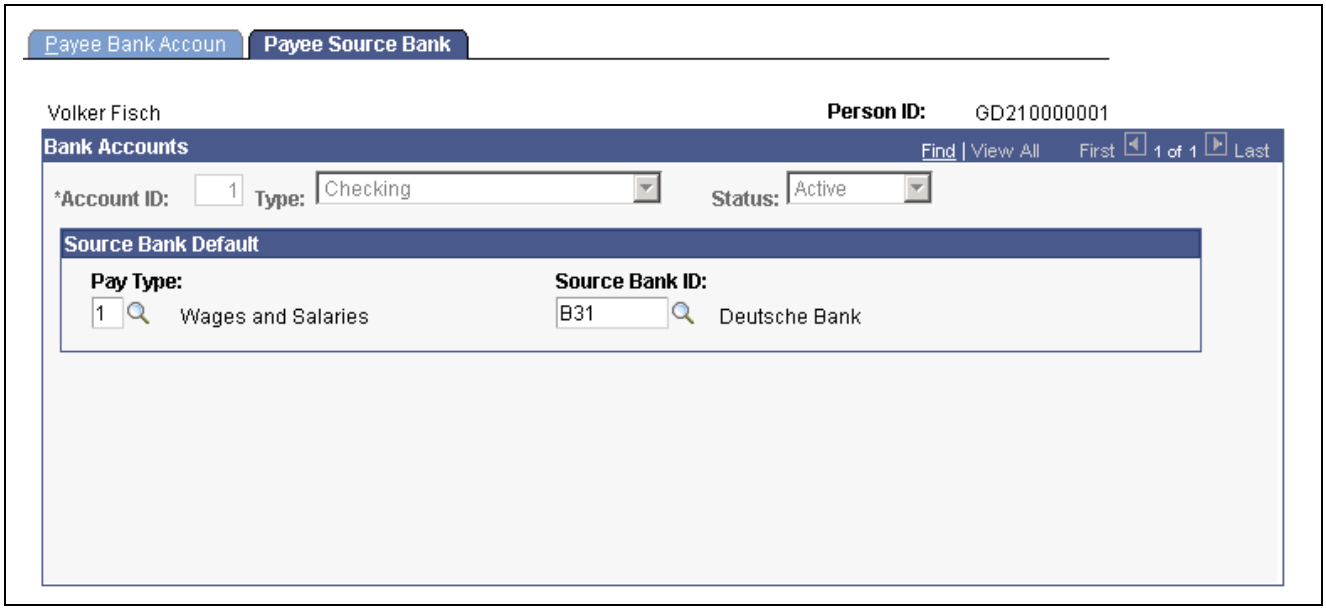
Override Source Bank DEU - Payee Bank Accoun page

See Also

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

Assigning Payee Bank Accounts to Default Source Banks

Access the Override Source Bank DEU - Payee Source Bank page.



Override Source Bank DEU - Payee Source Bank page

Bank Accounts

Type The type of account.

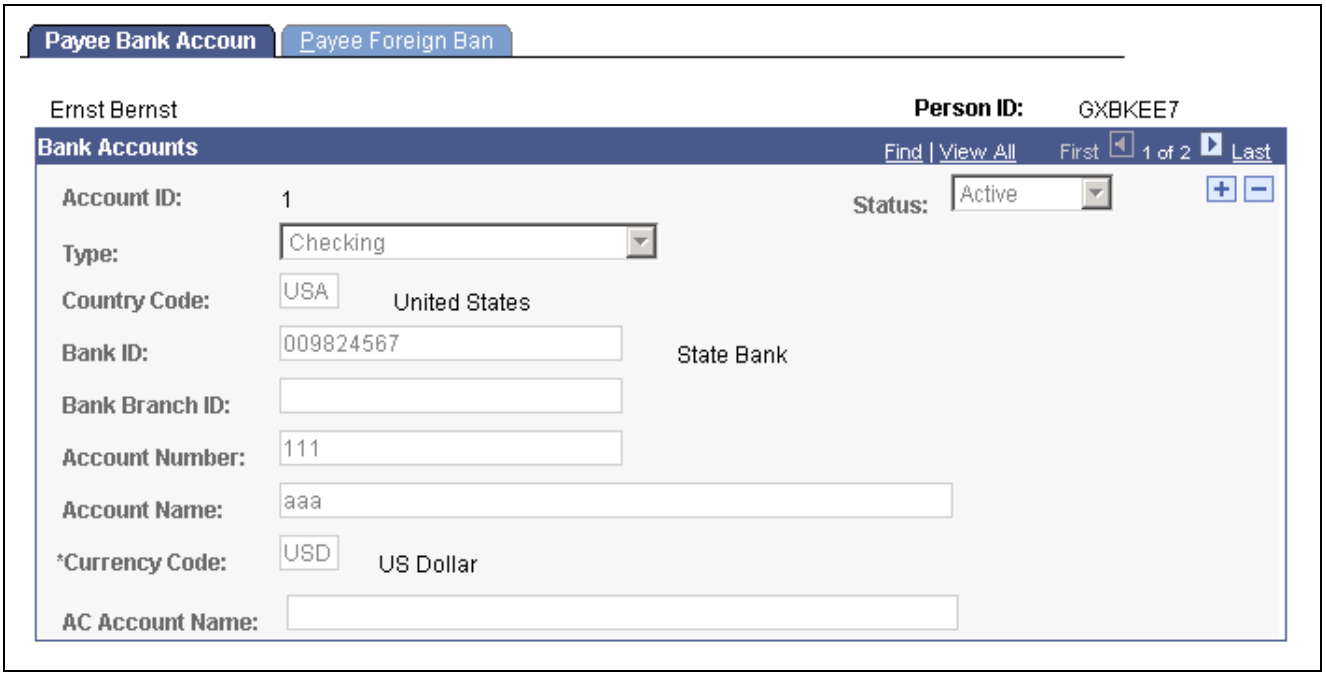
Source Bank Default

Pay Type Enter the type of payment to be made to the payee: *Wages and Salaries.*

Source Bank ID Enter the source bank ID that you assigned to the source bank on the Source Bank Accounts page. Source banks are the money sources from which payroll disbursements are drawn.

Viewing Bank Account Information for Payees

Access the Manage Foreign Bank Acct DEU - Payee Bank Accoun page.



Manage Foreign Bank Acct DEU - Payee Bank Accoun page

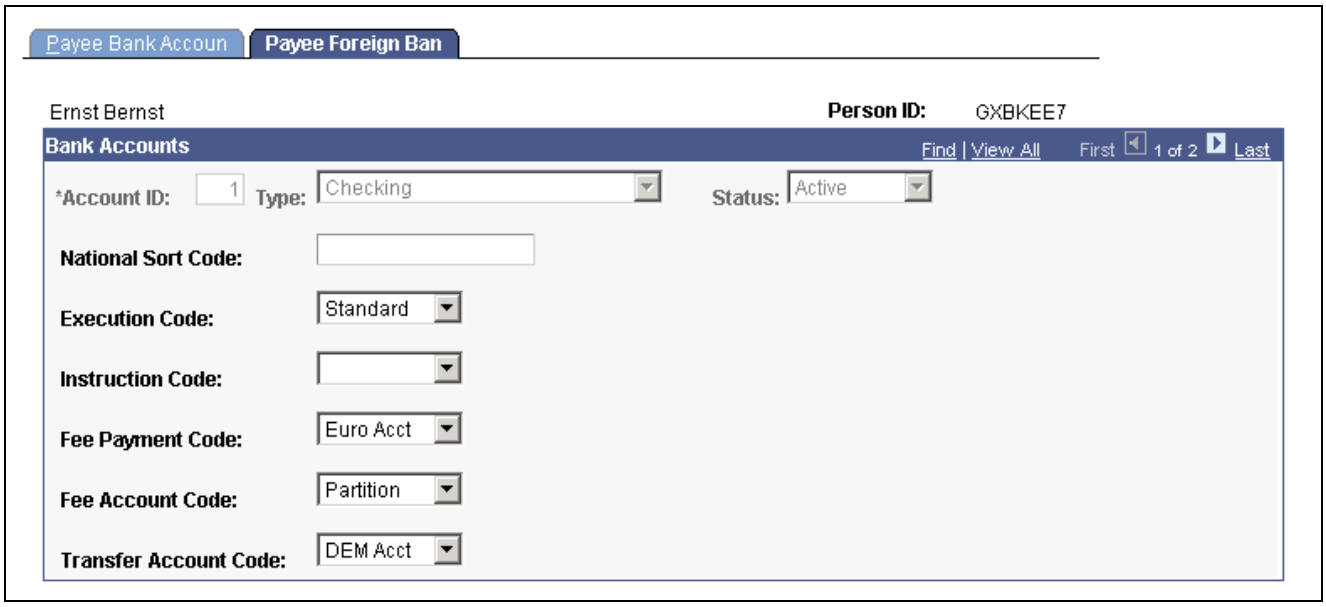
This page displays the information that you entered on the Bank Account Information page.

See Also

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

Entering Data on Foreign Bank Transfers

Access the Payee Foreign Ban page.



Payee Foreign Ban page

Bank Accounts

Account ID Assigns a number to the bank account information.

National Sort Code Enter the national sort code.

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

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

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

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

Transfer Account Code Select the type of account to which the money should be transferred: *Curr Acct, DEM Account,* or *Euro Acct.*

Running Local Country Bank Processing

Once you've set up information in the Global Payroll core application, you can use this information when running processes in Global Payroll for Germany to create actual payment files and payment reports. This includes writing structured query reports (SQRs) and extracting data from the output file that the system creates in the core application in the banking run control process.

See Also

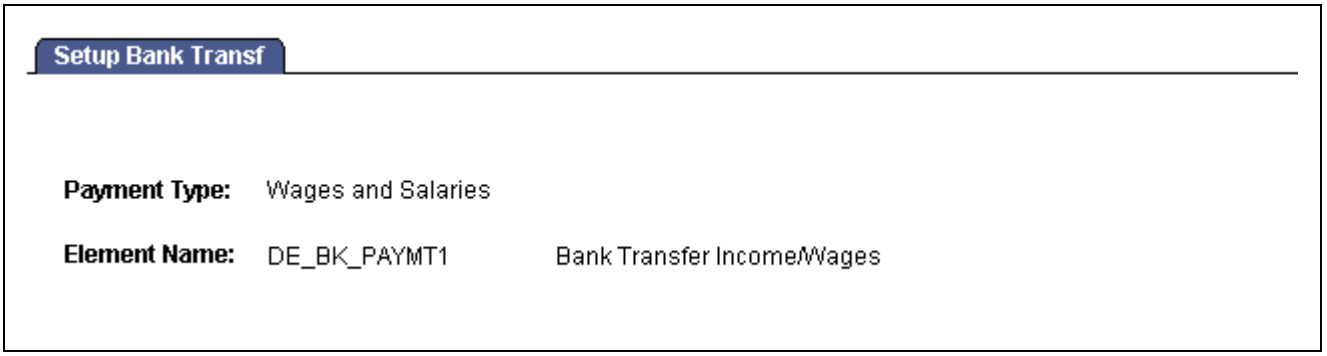
PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Banking Instructions," Creating Payments for Net Payments and Deductions in a Calendar Run

Pages Used in Local Country Bank Processing

Page Name	Object Name	Navigation	Usage
Setup Bank Transf Process (setup bank transfer process)	GPDE_BK_BNKTRN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Payment Types DEU, Setup Bank Transf	View the accumulators that are assigned to payment types. You must first assign the banking related earnings/deductions to these accumulators.
Setup Bank Data F (setup bank data file)	GPDE_BK_XFERDTA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Bank File Content DEU, Setup Bank Data F	Define the files that are created by the Bank Transfer report. You must define which earning or deduction must be transferred and to which file it must be written.
Bank Disk	GPDE_RC_BK01	Global Payroll & Absence Mgmt, Payment Processing, Create Bank File DEU, Bank Disk	Creates one or several files containing all data records in their required formats. Copy the files that this report creates to newly formatted diskettes to be used for the data transfer with banks.
Banklist	GPDE_RC_BK02	Global Payroll & Absence Mgmt, Payment Processing, Create Bank List DEU, Banklist	Provides information on all payments that have been made to employees through a financial institution, such as a bank or post office.

Viewing Accumulators Assigned to Payment Types

Access the Setup Bank Transf page.



Setup Bank Transf page

Payment Type The payment type that you selected to access this page.

Element Name The accumulator assigned to the payment type.

Payment Types and Accumulators Used in Bank Transfer Process

Global Payroll for Germany supports the following payment types:

Payment Type	Description
1	Wages and Salaries.
3	Taxes.
4	Social Insurance.
6	Capital Accumulation.
7	Direct Life Insurance.
8	Garnishment.
9	External Transfer.
V	Advanced Payment.
B	BVV.
U	U1/Sick Leave.
L	U2/Maternity Leave.

The following accumulators hold the amounts for the various payment types:

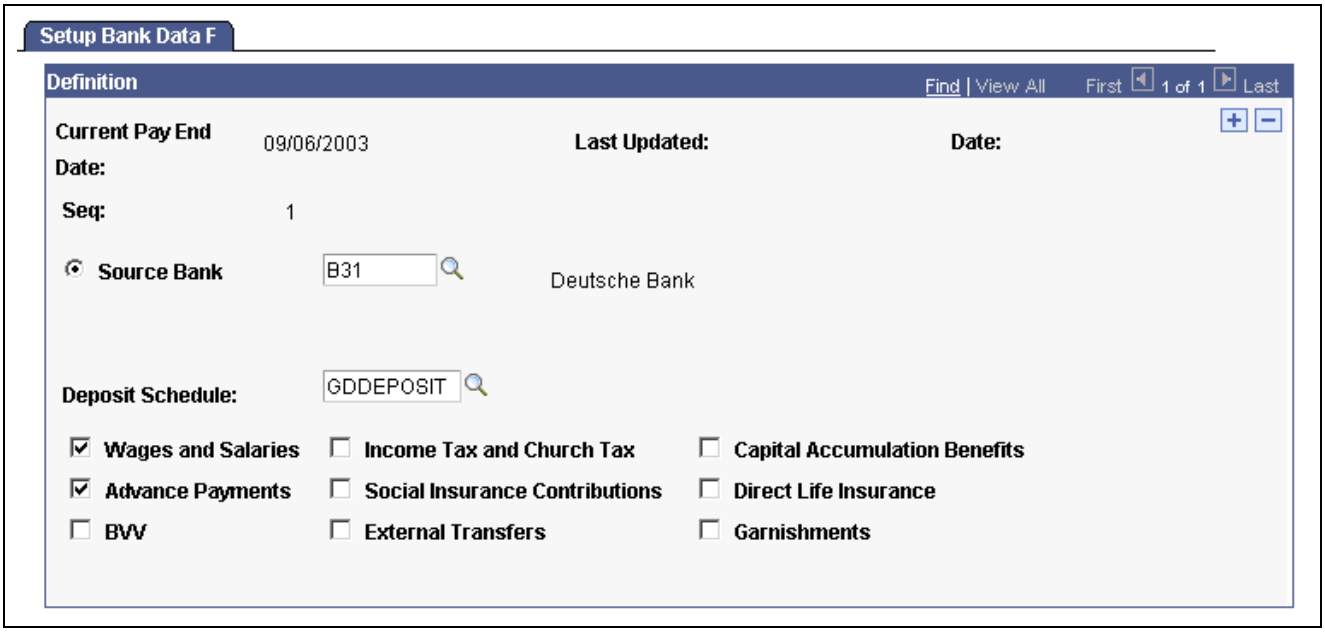
Accumulator	Description
DE_BK_PAYMT1	Bank Transfer Wages/Salaries.
DE_BK_PAYMT3	Bank Transfer Taxes.
DE_BK_PAYMT4	Bank Transfer Social Insurance.
DE_BK_PAYMT6	Bank Transfer Capital Accumulation.
DE_BK_PAYMT7	Bank Transfer Direct Insurance.
DE_BK_PAYMT8	Bank Transfer Garnishment.

Accumulator	Description
DE_BK_PAYMT9	Bank Transfer External Transfer.
DE_BK_PAYMTV	Bank Transfer Advanced Payment.
DE_BK_PAYMTB	Bank Transfer BVV.
DE_BK_PAYMTU	Bank Transfer U1/Sick Leave.
DE_BK_PAYMTL	Bank Transfer U2/Maternity Leave.

The accumulators are not important for the payroll calculation process, but they are used for the bank transfer. Only these earnings/deductions that are referenced by the accumulators are transferred.

Defining Files Created by the Bank Transfer Report

Access the Setup Bank Data F page.



Setup Bank Data F page

Date The date on which the last bank diskette was created.

Seq. (sequence) The system automatically assigns a sequence number. This defines the number of files that are created.

Source Bank Enter a source bank that you defined on the Source Bank page in the core application.

Deposit Schedule Enter a deposit schedule that you defined on the Deposit Schedules page in the core application.

Wages and Salaries	Select this check box if you want wages and salaries to be transferred.
Income Tax and Church Tax	Select this check box if you want these taxes to be transferred.
Capital Accumulation Benefits	Select this check box if you want these benefits to be transferred.
Advance Payments	Select this check box if you want these payments to be transferred.
Social Insurance Contributions	Select this check box if you want these contributions to be transferred.
Direct Life Insurance	Select this check box if you want direct life insurance to be transferred.
BVV	Select this check box if you want BVV to be transferred.
External Transfers	Select this check box if you want external transfers to be transferred.
Garnishments	Select this check box if you want garnishments to be transferred.

Reporting on Bank Transfers – GPDEBK01

Access the Bank Transfer report page.

Transfer Sequence	Specify the sequence in which the data is transferred to the bank. Set up the format of this data using the Bank Transfer Disk page.
Deposit Schedule	Select a deposit schedule that you defined on the Deposit Schedules page.
Diskette Type	Select the type of disk that you are using to store the files that the report creates.

Note. This report creates no printable output file, which is why there is no PDF file published on CD-ROM with the documentation.

CHAPTER 17

Managing Electronic Data Transfers

This section provides an overview of the eGovernment feature and describes how to:

- Process and submit electronic tax returns (ELSTER).
- Process and submit social insurance data.
- Process and submit disability reports through RehaDat Elan.

Understanding Electronic Data Transfers

This section provides an overview of:

- Tax statements.
- Social insurance.
- Disability reports through RehaDat Elan.

Tax Statements (ELSTER)

The acronym ELSTER stands for *Elektronische Steuererklaerung* (electronic tax return). Using Global Payroll you can generate tax statements and submit them electronically.

The Global Payroll tax statement process generates tax documents for a specific group of employees at the end of a given pay period or tax year. Monthly tax statements are created for all employees who have left the company in a given pay period, displaying the year-to-date tax data for that employee. Year-end tax statements are created for all employees who are employed at the end of the year, describing their yearlong tax details. After tax statements for both monthly and yearly processes have been printed and finalized, that Tax Card field for the employee for that particular year closes.

Social Insurance

The social insurance contributions report summarizes all social insurance data relevant to employees. It displays the values that have been set for a specific organization. It is a legal requirement to submit the social insurance contribution list as a data file rather than in paper form. The data transfer is performed by encrypted email.

You will create a data file which will be stored in the Process Details log folder. You transfer the file to the location specified by a third-party product, such as Fidea Health provided by APSEC. The encryption software will encrypt the data file and transfer it as an attachment.

Disability Reports

Germany mandates that all employers, with an employee count greater than a particular threshold, hire a certain percentage of disabled employees or else pay an equalization amount. PeopleSoft provides you with a way to analyze your disabled employees, as well as describe those employees who are disabled. PeopleSoft is partnering with RehaDat, to create the final report, which will be delivered electronically to the unemployment office

Global Payroll creates three csv files: DSB_FILE_LAYOUT_A_GER, DSB_FILE_LAYOUT_C_GE, and DSB_FILE_LAYOUT_D_GER. RehaDat Elan has defined the structure and layout of these data files. Using these files, RehaDat Elan creates the required reports to be submitted to the unemployment office.

Each file contains the *Betriebsnummer* which is stored on the SI Unit page and is linked to company location. In order for the process to work, you must set up data in the Company Location table and link it with an SI Unit. The SI Unit must be linked to a *Betriebsnummer*.

Each company has a *Betriebsnummer* assigned by the government. If the company has subsidiaries, there may be additional employer IDs, however there is always one main employer ID – *Hauptbetriebsnummer*.

Viewing Delivered Elements

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

See Also

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

Processing and Submitting Electronic Tax Returns

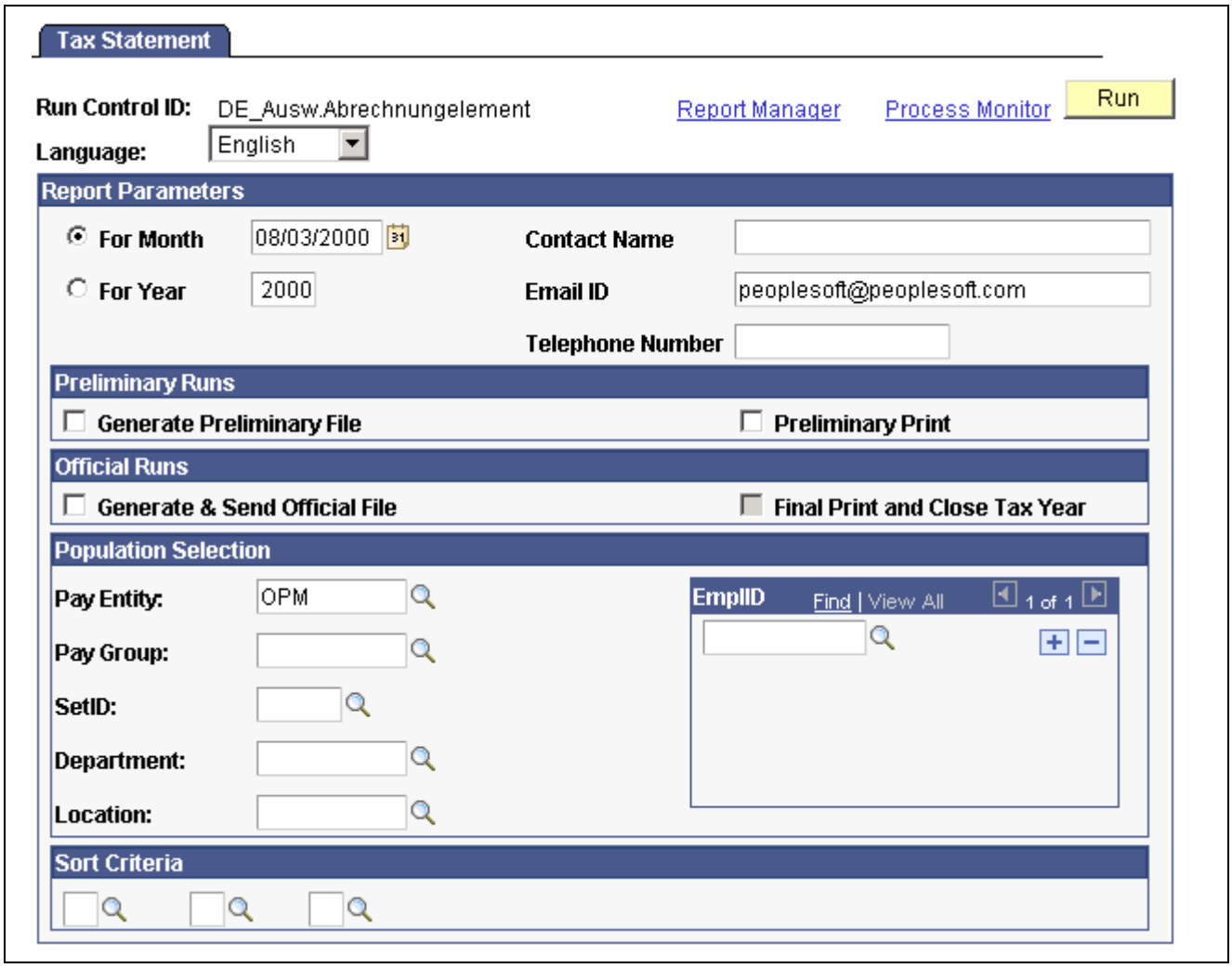
The tax return process creates an XML file which is sent to the Ministry of Finance. Once the file is generated, the tax card is closed on individual records. The XML tax statement is generated and sent electronically to the *Finanzamt* with a saved confirmation of receipt.

Pages Used to Process and Submit Electronic Tax Returns

Page Name	Object Name	Navigation	Usage
Tax Statement	GPDE_RC_TX01	Global Payroll & Absence Mgmt, Taxes, Tax Statement Report DEU, Tax Statement	Generate tax statements.
German Tax Statement XML Results	GPDE_TX01_RESULTS	Global Payroll & Absence Mgmt, Taxes, Tax Statement XML Status, German Tax Statement XML Results	Review status of statements submitted to ELSTER.
Tax Card Data	GPDE_TX_DATA2	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data DEU, Tax Card Data	Generate eTIN for employees.
Community Codes	GPDE_TX_AGS_NBR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Municipality Code DEU, Community Codes	View community codes used in ELSTER reports.

Generating Tax Statements

Access the Tax Statement page.



Tax Statement page

Report Parameters

For Month or **For Year** — Specify whether tax statement is to be generated for a month or year. The process should be run on a monthly basis to include tax statement data for terminated employees. In December, the process should be run for all employees.

Preliminary Runs

Generate Preliminary File — Generate the preliminary file for review.

Preliminary Print — Print the preliminary file for review.

Official Runs

Generate & Send Official File — Generate the official file and submit it electronically.

Final Print & Close Tax Year — Print the official run and close the tax year. This process sets the date that the taxcard is sent to the tax office and employee.

Population Selection

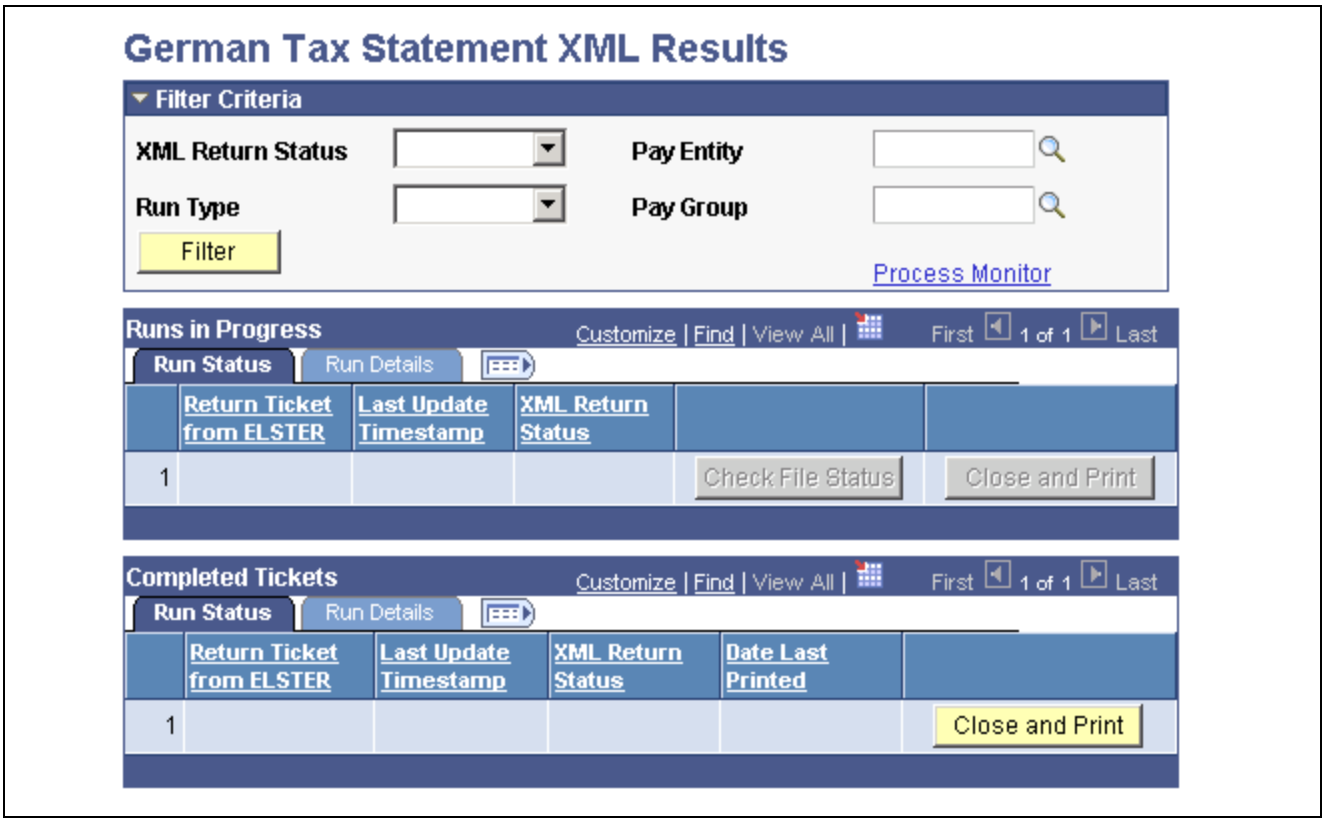
Select the population to be used for the file generation.

Sort Criteria

Enter sort criteria used for the printfile (pdf) to distribute printed results to employees.

Managing Tax Statement Results

Access the German Tax Statement XML Results page.



German Tax Statement XML Results page

Filter Criteria

XML Return Status Filter the results to be displayed for runs in progress and completed tickets. Select *Error* to view submission errors. Select *Processing* to view files still being processed. Select *Success* to view completed submissions.

Runs in Progress

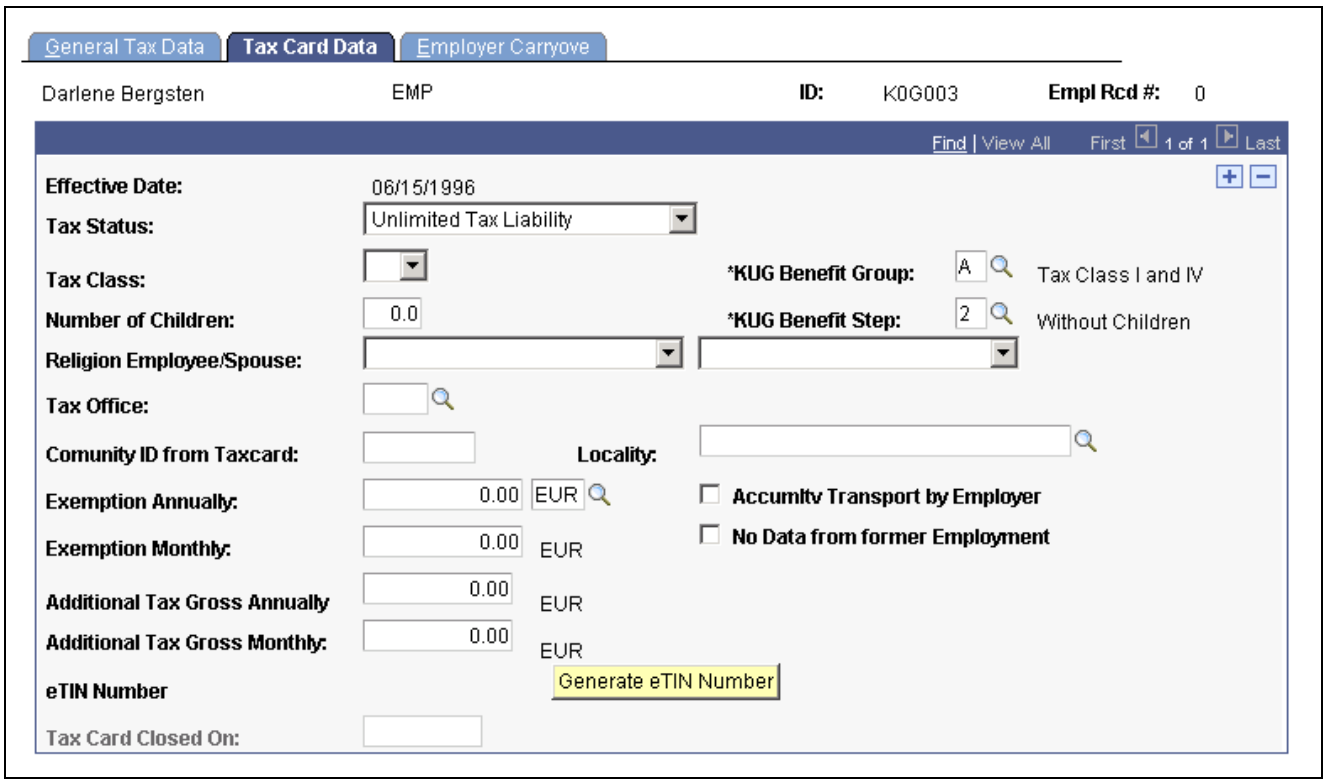
This section provides status information about the process.

Completed Tickets

This section provides status information about the process.

Generating eTIN Numbers

Access the Tax Card Data page.



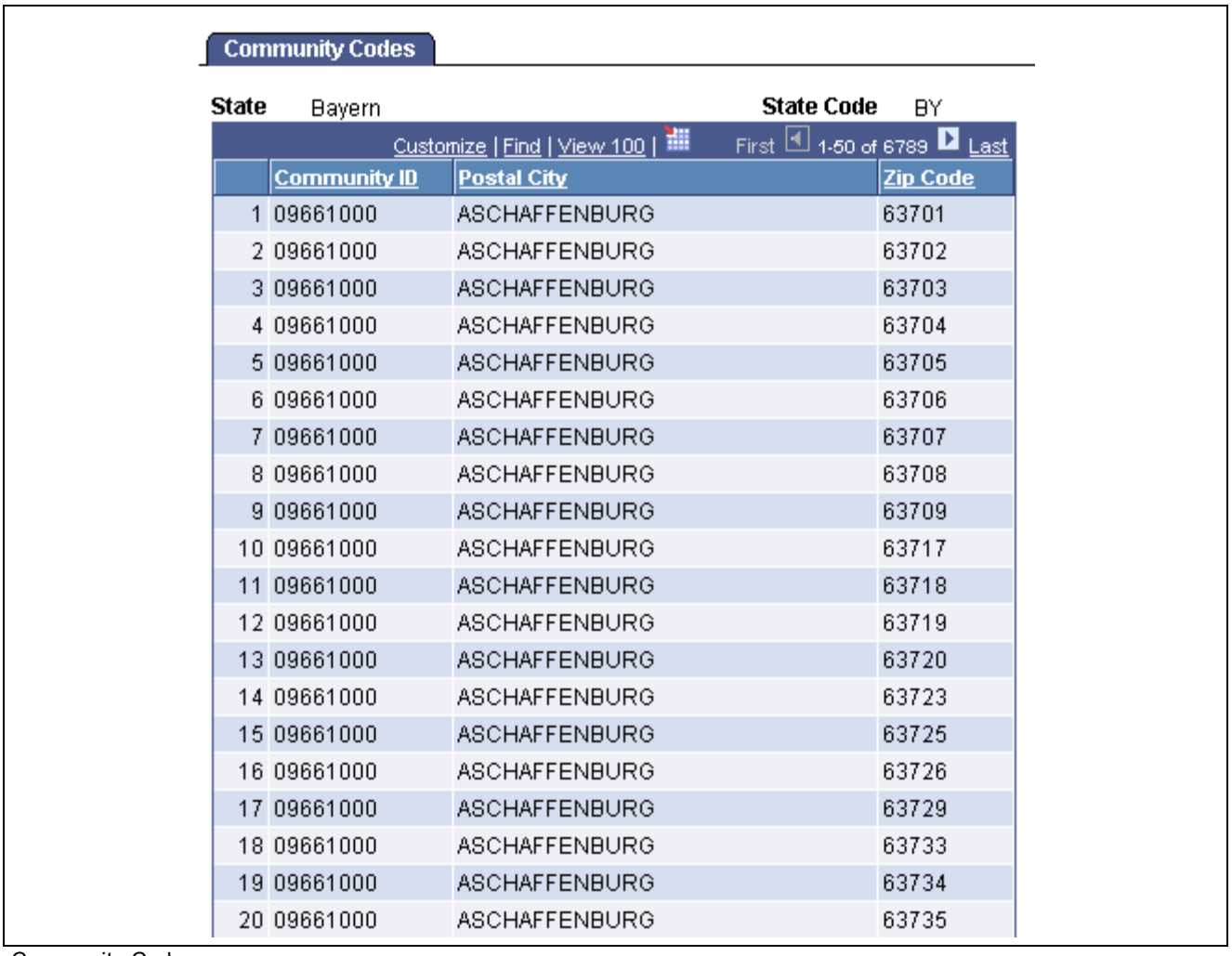
Tax Card Data page

eTIN Number The system generates an Electronic Transmitter Identification number as a display only field.

After tax statements for both monthly and yearly processes have been printed and finalized, that Tax Card field for the employee for that particular year closes.

Viewing Community Codes

Access the Community Codes page.



Community Codes

State Bayern State Code BY

Customize | Find | View 100 | First 1-50 of 6789 Last

	Community ID	Postal City	Zip Code
1	09661000	ASCHAFFENBURG	63701
2	09661000	ASCHAFFENBURG	63702
3	09661000	ASCHAFFENBURG	63703
4	09661000	ASCHAFFENBURG	63704
5	09661000	ASCHAFFENBURG	63705
6	09661000	ASCHAFFENBURG	63706
7	09661000	ASCHAFFENBURG	63707
8	09661000	ASCHAFFENBURG	63708
9	09661000	ASCHAFFENBURG	63709
10	09661000	ASCHAFFENBURG	63717
11	09661000	ASCHAFFENBURG	63718
12	09661000	ASCHAFFENBURG	63719
13	09661000	ASCHAFFENBURG	63720
14	09661000	ASCHAFFENBURG	63723
15	09661000	ASCHAFFENBURG	63725
16	09661000	ASCHAFFENBURG	63726
17	09661000	ASCHAFFENBURG	63729
18	09661000	ASCHAFFENBURG	63733
19	09661000	ASCHAFFENBURG	63734
20	09661000	ASCHAFFENBURG	63735

Community Codes page

Processing and Submitting Social Insurance Data

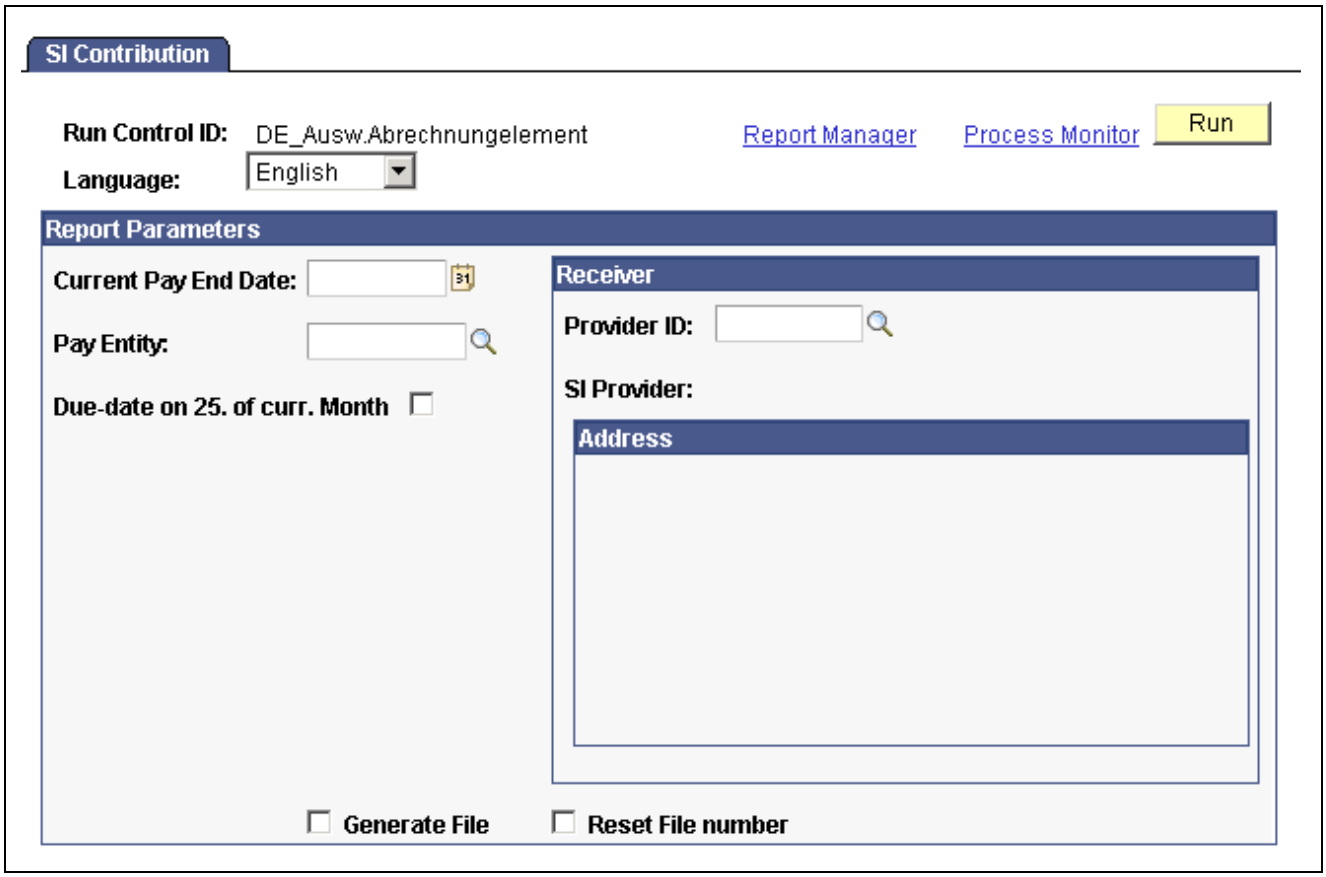
Global Payroll enables the processing and submission of social insurance data.

Page Used to Process and Submit Social Insurance Data

Page Name	Object Name	Navigation	Usage
SI Contribution (Social Insurance Contribution)	GPDE_RC_SI10	Global Payroll & Absence Mgmt, Social Security / Insurance, SI Contributions Report DEU, SI Contribution	Process the social insurance contributions report and prepare for submission.

Generating SI Contribution Data

Access the SI Contribution page.



SI Contribution page

Generate File Select to produce a data file available for transmission.

Reset File Number Select to reset file number. Use this if you need to restart the file numbering due to requirements of the SI-provider.

Generating Disability Reports

This section discusses how to generate disability reports for transfer to the government through RehaDat Elan.

Understanding RehaDat Elan Output Files

The RehaDat Elan process requires the creation of three files: File a, File C, and File D. This section discusses the format of each file.

File A Format

File A contains a row for each *Betriebsnummer* (the main Social Insurance number) and a line for each additional Social Insurance Number. The name of this file appears as the *Hauptsbetriebsnummer* (Main Company location) followed by the letter “a”.

This table lists the fields in File A with the corresponding source information:

Target File Field	Source Record	Source Field
Betriebsnummer	SI_UNIT_GER	BTNR(for that Soc Ins Unit given a Company/Location)
Hauptbetriebsnummer	SI_UNIT_GER	BTNR(BTNR for the designated Main Company location)
InterneID	COMP_LOC_TBL	LOCATION
Art	DSB_RUN_CTL_GER	DSB_COMPANY_TYPE_GER
Name1	COMPANY_TBL	DESCR
Name2	LOCATION_TBL	DESCR
Name3		blank
Rechtsform		blank
Strasse	LOCATION_TBL	ADDRESS1
PLZ	LOCATION_TBL	POSTAL
Ort	LOCATION_TBL	CITY
AnzNebenbetriebe	DSB_RUN_CTL_GER	BRANCH_CNT Only specified for the Main, value equals all of the BTNRs minus the Main. (So, if there is only a Main BTNR, the value here will be 0)

File C Format

File C contains a row for each month of the year to be run, up to 12 rows maximum, regardless of how many rows were produced in File A. There are no fields to be mapped for this table; all fields are calculated. The name of this file appears as the *Hauptsbetriebsnummer* (Main Company location) followed by the letter "c".

This table lists the fields in File C with the corresponding source information:

Target File Field	Source Record	Source Field
(Haupt) Betriebsnummer	DSB_RUN_CTL_GER	BTNR(BTNR for the designated Main Company location)
Jahr	DSB_RUN_CTL_GER	YEAR
Monat		1 – 12, the number of years the company is in operation
Spalte1		Calculated total of employees for a given Company

Target File Field	Source Record	Source Field
Spalte2		blank
Spalte3		blank

File D Format

File D contains a row for each disabled employee and their disability information. The name of this file appears as the *Hauptsbetriebsnummer* (Main Company location) followed by the letter “d”.

Note. If a company has no disabled employees, the process will not generate a File D.

This table lists the fields in File D with the corresponding source information:

Target File Field	Source Record	Source Field
PersonLfN		incremental count
Betriebsnummer	DSB_FILE_A_GER	Find the location for the employees job, then find the corresponding BTNR based on the values in the Run Control Record
Geschlecht	PERS_DATA_EFFDT	SEXmap F = 1, M = 2, U = 0
Personalnummer	PERS_DATA_EFFDT	EMPLID
Nachname	PERSON_NAME	LAST_NAME
Vorname	PERSON_NAME	FIRST_NAME
Wohnort	ADDRESSES	CITY <space> POSTAL
GebDat	PERSON	BIRTHDATE
TaetSchl	JOBCODE_TBL	BA_CD
TaetBez	BA_CD_TBL	DESCR
Arbeitszeit	JOB	STD_HOURS> 17 = 1, < 18 = 2
EintrDat	JOB	EFFDT, when HIR or REH
AustrDat	JOB	EFFDT when
Personengruppe	DISABILITY_GER	mapped from logic found on page 20 related to DISABLED_TYPE
Dienststelle	DISABILITY_GER	DIS_STATUS_OFFICE
Sitz	DISABILITY_GER	CITY
Aktenzeichen	DISABILITY_GER	CARD_NO

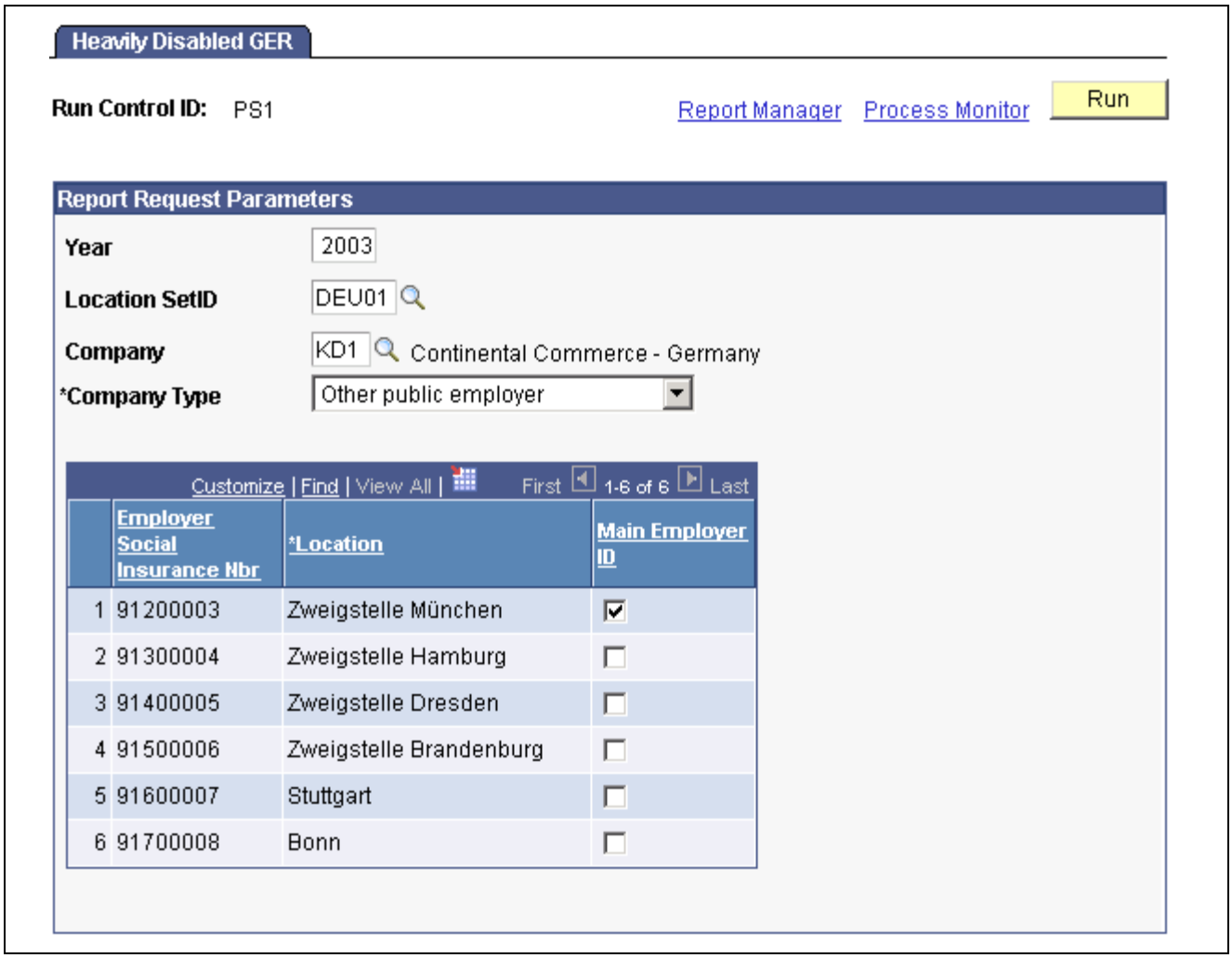
Target File Field	Source Record	Source Field
Gueltigab	DISABILITY_GER	CARD_ISSUE_DT
Gueltigbis	DISABILITY_GER	CARD_EXP_DT
WegfallDat		blank
Ausbildungsbeginn	DISABILITY_GER	APPREN_BGN_DT
Ausbildungsende	DISABILITY_GER	APPREN_END_DT

Page Used to Generate Disability Reports

Page Name	Object Name	Navigation	Usage
Heavily Disabled GER	DSB_RUNCTL_GER	Workforce Administration, Personal Information, Heavily Disabled DEU, Heavily Disabled GER	Create disability reports to be submitted to the government through RehaDat Elan.

Generating Disability Reports

Access the Heavily Disabled GER page.



Heavily Disabled GER page

Specify the company for which you are running the process, as well as the company type. Only companies which have at least one location and related social insurance unit will be available for selection. After the company is selected, the grid is populated with the company's social insurance numbers and corresponding locations. Select the location you wish to declare for a given social insurance number.

The Main Employer ID will be selected based on the Location field as it is defined in the COMPANY_TBL.

If the data is not complete, an error message will prevent you from running the process until the data is complete.

APPENDIX A

Understanding Error Processing

This appendix discusses:

- Creating error messages.
- Message formula source code.
- Delivered error message elements.
- Error message examples.

Creating Error Messages

For successful payroll calculation, the system must detect error conditions and notify you of unsuccessful data processing. Error messages can alert you of common error conditions that need correcting without interrupting the calculation process. Global Payroll for Germany includes a methodology that enables you to easily create your own error processing messages while delivering a set of predefined error messages for common error conditions.

You can create error messages that identify error conditions that are specific to your needs. the error messages can include instructions to online users on how to correct payroll data to enable processing to continue.

This feature has two facets:

- A set of predefined utility formulas that you can use as templates to meet your needs.
- Suggestions on how to organize the utility formulas to optimize their use and to ease maintenance of error processing messages.

With encapsulated error-handling messages, there's a minimum of maintenance overhead for the formulas. Ease of use also encourages you to use the error message feature more often, ensuring greater accuracy in payroll processing.

Example

Assume that it's a functional processing error when the variable DE_TX_CLASS is greater than 6. Further assume that there's a message (17125,1218) that displays "Employee Tax Class is greater than 6 (invalid)!"

The error checking formula might look like this:

```
FM.DE_EM_CHECK_1218:
  IF VR.DE_TX_CLASS > 6
THEN
  1218 >> VR.DE_EM_NUMBER
  FM.DE_EM_ERROR >> VR.DE_EM_DUMMY
ENDIF
```

```
0 >> FM.DE_EM_CHECK_1218
```

In the functional formula that handles the tax calculation, you'd have to add only one single line to call the dedicated error-checking formula:

```
FM.DE_EM_CHECK_1218 >> VR.DE_EM_DUMMY
```

The advantages to this approach to error processing messages are:

- The functional look of the formulas (the tax formula, in this example) is disturbed only slightly.
- There's a visual link from the error message number to the location in the program where it is called.
- The overhead for maintaining one formula is minimal.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Calculation Elements," Defining Formula Elements

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Calculation Elements," Defining Message Elements

Using Error-Handling Messages in Array Processing

When an array is processed and no rows are retrieved, an error-handling formula is executed directly by the array module. If the return of no rows is considered an error, a special error checking formula isn't required because the error was already detected. In such a case, you can use a more generic approach that uses one formula to print the error message (such as, DE_EM_ERROR, explained later in this chapter) and set the message number immediately before calling the array.

For consistency it's advisable to use the dedicated formula approach with arrays. If an array is used repeatedly and the messages should differ each time, then use the alternative method defined elsewhere in this chapter.

Message Formula Source Code

Message formulas delivered with Global Payroll for Germany use a cascading style for encapsulation. The following illustrates the processing levels for an error message:

```
/* user assigns error number */
1234 >> VR.DE_EM_NUMBER
/* calls error procedures */
FM.DE_EM_ERROR
  /* error procedures sets payment in error flag */
  1 >> VR.DE_EM_SEVERITY
  /* calls general message procedure */
  FM.DE_EM_MESSAGE
     /* general message procedures assigns message set */
     17125 >> SY.MSG_SET_NBR
     /* calls output routine */
     FM.DE_EM_MSG_OUTPUT
        /* output sets error number */
        VR.DE_EM_NUMBER >> SY.MSG_NBR
        /* sets severity */
```

```
VR.DE_EM_SEVERITY >> SY.MSG_PAYMENT_ERR
/* calls core error messages */
EM.MSG_PIN
```

The message base formula DE_EM_MSG_OUTPUT performs the call to the Global Payroll message feature and is generally not used directly. Instead, it's the common interface for the other message formulas.

DE_EM_NUMBER and DE_EM_SEVERITY expect a variable set.

MSG_SET_NBR expects a system elements set.

MSG_BINDx_PTR and MSG_BINDx_NM_IND expect a system elements set (if applicable).

Delivered Error Message Elements

Because the goal of the error-processing formulas is to simplify the creation of error messages, and to optionally set the payment in error, PeopleSoft delivers a set of predefined elements for your use.

Error Message Formulas

The message set number is specified in some of the formulas, so you need to use these formulas as a template for your own error formulas with your own message set number. The formula DE_EM_MSG_OUTPUT can be used to ultimately issue the message.

Message Formula	Description
FM.DE_EM_NO_MESSAGE	Creates no message. Use this formula as an error formula in arrays where the array doesn't have to return any rows. The formula itself does nothing, but its presence confirms that it's acceptable for nothing to happen.
FM.DE_EM_WARNING	Prints a warning and information. Standard formula for printing a message without additional parameters. The payment isn't set in error, which means that the calculation continues.
FM.DE_EM_ERROR	Prints error message. Standard error formula for printing a message without additional parameters and to set the payment in error.
FM.DE_EM_MSG_OUTPUT	Prints a message. This formula provides the interface between the error handling of Global Payroll for Germany and the Global Payroll core message facility. It sets the flag DE_EM_ERROR_STATUS for upcoming process items so that certain formulas or sections will be avoided if an error already occurred. All message formulas for Global Payroll for Germany use this formula to output their messages.

Message Formula	Description
FM.DE_EM_MESSAGE_NV	Prints message with PIN and value. Standard formula for printing a message with additional parameters of PIN number as %1 of the message text (DE_EM_NAME_PTR) and PIN value as %2 of the message text (DE_EM_VALUE). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0).
FM.DE_EM_MESSAGE_N	Prints message with PIN number. Standard formula for printing a message with the additional parameter PIN number as %1 of the message text (DE_EM_NAME_PTR). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0).
FM.DE_EM_MESSAGE_V	Prints message with PIN value. Standard formula for printing a message with the additional parameter PIN value as %1 of the message text (DE_EM_VALUE). The variable DE_EM_SEVERITY decides whether the payment is set in error (1) or not (0).

Basic Message Formulas

Most error situations can be explained to the user with a self-explanatory message and don't require the output of PIN numbers or values. Therefore, in most cases, it's sufficient to identify the message number and indicate whether to set the payment in error or continue.

To accomplish this, use the basic message formulas DE_EM_WARNING or DE_EM_ERROR. These formulas use the message number DE_EM_NUMBER as the only parameter. Even the MESSAGE_SET_NBR is fixed and need not be specified.

This type of message, for example, "Employee has no social insurance data in GPDE_SE_EE" can be used when there's no need to print the name or the value of the element that causes the error.

Error Situations and Message Numbers

Message catalog entries for Global Payroll for Germany are assigned to the message set number 17125 and start with the number 1000.

Note. Message numbers below 1000 are reserved and don't show up in the message log.

Not all the message formulas that are delivered with Global Payroll for Germany are listed here, but you can see their design by using the Global Payroll core formula pages. You can easily identify these messages, because their formula elements are named by use of the naming convention DE_EM_CHECK_<number> where <number>, is the message number.

Note. Make sure you understand how to use formulas to create messages, by referring to the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook.*

Error Message Variables

The following variables are reserved for passing parameters to message routines.

Variable	Description
DE_EM_NUMBER	Message number reference in the message catalog.
DE_EM_NAME_PTR	Pointer variable for assigning the element name (always use element number).
DE_EM_VALUE	Decimal variable for assigning the element value.
DE_EM_SEVERITY	1 for error, 0 for warning.
DE_EM_DUMMY	Dummy variable used for error handling.
DE_EM_ERROR_STATUS	Flag that indicates whether an error occurred.

Note. Not all variables are evaluated by all routines.

Error Message Examples

To clarify how error message are created in Global Payroll for Germany, here are some examples:

Example DE_EM_NUMBER Formula

(filler)

```
IF SOMEERROR = TRUE THEN
  123 >> DE_EM_NUMBER
  FM.DE_EM_WARNING >> VR.DE_EM_DUMMY
ENDIF
```

This formula might print a message similar to “Employee part-time percentage for old age part-time is below limit, please check.”

Example DE_EM_MESSAGE_NV Formula

(filler)

```
IF SOMEERROR = TRUE THEN
  /* set message number for the right text */
  1234 >> VR.DE_EM_NUMBER
  /* pass the element in a pointer so its name will be printed */
  VR.DE_SI_SOME_VAR (use element number)
     >> VR.DE_EM_NAME_PTR (use element number)
  /* pass the element value so the value will be printed */
  VR.DE_SI_SOME_VAR (use element value)
```

```
      >> VR.DE_EM_VALUE
  /* in this example we set the payment in error */
  1 >> VR.DE_EM_SEVERITY
  /* print message */
  FM.DE_EM_MESSAGE_NV >> VR.DE_EM_DUMMY
ENDIF
```

This formula might print a message similar to “Employee part-time percentage *DE_SE_SOME_VAR* is *12.44* (below limit).” The italicized text comes from the variable references to DE_SI_SOME_VAR, which are replaced by the element name and value.

Example DE_EM_CHECK_1008 Formula (check − provides not found)

(filler)

```
1008 >> VR.DE_EM_NUMBER
FM.DE_EM_ERROR >> FM.DE_EM_CHECK_1008
```

This is the simplest case in which a message should be triggered by an array error formula. There’s no need for further condition checking, because the array already detected that it couldn’t retrieve a row.

Note. There may be arrays where a row’s absence isn’t an error. In such cases, we recommend that you use DE_EM_NO_ERROR as the error formula to explicitly show this.

Example DE_EM_CHECK_1023 Formula (check - rate ID for provider)

(filler)

```
0 >> FM.DE_EM_CHECK_1023
IF VR.DE_SI_H_RATE_EE = ' '
   THEN 1023 >> VR.DE_EM_NUMBER
  FM.DE_EM_ERROR >> VR.DE_EM_DUMMY
ENDIF
```

This is a normal error check that’s used in a functional formula. It checks for a certain functional condition and prints an error message only if required. If all checks are programmed like this, it’s very easy to find the location of the formula usage through the message number.

APPENDIX B

Global Payroll for Germany Reports

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

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

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

See Also

PeopleSoft Process Scheduler

Global Payroll for Germany Reports: A to Z

This table lists the Global Payroll for Germany reports, sorted alphanumerically by report ID.

Note. For more information about running the reports, refer to the appropriate chapter in this PeopleBook.

Report ID and Report Name	Description	Navigation	Run Control Page
GPDEAL01 Payslip	Creates a summary of an employee's pay elements according to pay month.	• Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips DEU, Report Options • Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips DEU, Elements View	GPDE_RC_AL01_1, GPDE_RC_AL01_2
GPDEAL02 Total Compensation	Lists the total gross salaries of all employees.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Total Compensation DEU, Total Compensation	GPDE_RC_AL02
GPDEAL03 Employee Compensation	Lists the gross salary of an individual employee.	Global Payroll & Absence Mgmt, Authority Correspondence, Payee Compensation Report DEU, Empl. Compensation	GPDE_RC_AL03

Report ID and Report Name	Description	Navigation	Run Control Page
GPDEAL04 Pay Element Summary per Month	Records the payroll process by defining all earnings and deductions for a specific month. It lists, per payday, the current totals and the cumulative totals for the year.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Results Summary DEU, Pay Element Month	GPDE_RC_AL04
GPDEAL05 Pay Element Summary per Year	Records the payroll process by defining all earnings and deductions for a specific year.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Results Summary Year DEU, Pay Element Year	GPDE_RC_AL05
GPDEAL06 Payroll Statistics	Documents gross salary and working hours for all employees. The report must be sent to the Statistisches Bundesamt.	Global Payroll & Absence Mgmt, Authority Correspondence, Payroll Statistics Report DEU, Payroll Statistics	GPDE_RC_AL06
GPDEAL07 Element Contribution List	Documents the calculation process by defining all contributions and deductions.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Element Contribution List DEU, Elem. Contr. List	GPDE_RC_AL07
GPDEAL08 Industrial Statistics	Lists the monthly gross salary and number of employees per department. The report must be sent to the Statistisches Bundesamt.	Global Payroll & Absence Mgmt, Authority Correspondence, Industrial Statistics DEU, Indust. Statistics	GPDE_RC_AL08
GPDEAL09 Overpayment List	Lists additional payments made by an employer to an employee's normal salary.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Overpayments List DEU, Overpayment List	GPDE_RC_AL09
GPDEBK01 Bank Transfer	Creates one or several files containing all data records in their required formats. Copy the files that this report creates to newly formatted diskettes to be used for the data transfer with banks.	Global Payroll & Absence Mgmt, Payment Processing, Create Bank File DEU, Bank Disk	GPDE_RC_BK01
GPDEBK02 Banklist	Provides information on all payments that have been made to employees through a financial institution, such as a bank or post office.	Global Payroll & Absence Mgmt, Payment Processing, Create Bank List DEU, Bank List	GPDE_RC_BK02
GPDESI09 Compulsory Health Insurance	Helps employers to decide about the right health insurance contribution class (voluntary versus mandatory).	Global Payroll & Absence Mgmt, Social Security/Insurance, Compulsory Health Insurance Report DEU, Comp. Health Ins.	GPDE_RC_SI09

Report ID and Report Name	Description	Navigation	Run Control Page
GPDESI10 SI Contributions	Summarizes all social insurance data relevant to all employees. It displays all the values that have been set for a specific organization. This report can also write results in ACSII files.	Global Payroll & Absence Mgmt, Social Security/Insurance, SI Contributions Report DEU, SI Contribution	GPDE_RC_SI10
GPDESI11 Employer Liability Summary	Lists the total gross salaries for all employees grouped by hazard.	Global Payroll & Absence Mgmt, Social Security/Insurance, Employer Liability Summary Report DEU, Empl. Liability S.	GPDE_RC_SI11
GPDESI12 Employer Liability Detail	Lists all gross salaries grouped by employee and hazard.	Global Payroll & Absence Mgmt, Social Security/Insurance, Employer Liability Detail Report DEU, Empl. Liability D.	GPDE_RC_SI12
GPDETX01 Tax Statement	Statutory report that you must deliver to the authorities biannually as part of tax declaration.	Global Payroll & Absence Mgmt, Taxes, Tax Statement Report DEU, Tax Statement	GPDE_RC_TX01
GPDETX02 New Tax Card	Collects all changed data and creates a new row in the tax card table.	Global Payroll & Absence Mgmt, Year-End Processing, Create New Tax Card DEU, New Tax Card	GPDE_RC_TX02
GPDETX03 Pay Balance	Displays the pay elements and employee data upon which payroll is based for each month of a given year.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Pay Balance DEU, Pay Balance	GPDE_RC_TX03
GPDETX04 Payroll Register	Generates a summary of the employee pay elements by pay period. A separate page is created for each company and each retro pay period.	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Results Register DEU, Report Options • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Payroll Reports, Results Register DEU, Elements View	GPDE_RC_TX04_1 and GPDE_RC_TX04_2
GPDETX05 Tax Registration	Prints for the relevant period the necessary information to be sent to the revenue office.	Global Payroll & Absence Mgmt, Taxes, Tax Registration Report DEU, Tax Registration	GPDE_RC_TX05
GPDEGL01 Accounting Voucher	Lists GL results by ChartField.	Global Payroll & Absence Mgmt, Time and Labor/GL, Create Accounting Voucher DEU, Account. Voucher	GPDE_RC_GL01

Report ID and Report Name	Description	Navigation	Run Control Page
GPDEGL02 Reconciliation List	Summarizes and groups GL results per account.	Global Payroll & Absence Mgmt, Time and Labor/GL, Create Reconciliation List DEU, Reconciliat. List	GPDE_RC_GL02
GPDEDV01 Create DEUEV Disk	Create DEUEV Report files for floppy disk.	Global Payroll & Absence Mgmt, Social Security/Insurance, Create DEUEV Disk DEU	GPDE_DV_RUN_DSK
GPDEDV02 Generation of trigger for DEUEV	Generation of trigger for DEUEV	• Global Payroll & Absence Mgmt, Social Security/Insurance, Run Daily DEUEV DEU • Global Payroll & Absence Mgmt, Social Security/Insurance, Run Monthly DEUEV DEU • Global Payroll & Absence Mgmt, Social Security/Insurance, Change Currency DEUEV DEU • Global Payroll & Absence Mgmt, Social Security/Insurance, Start System DEUEV DEU • Global Payroll & Absence Mgmt, Social Security/Insurance, Termination System DEUEV DEU	GPDE_DV_RUN_DAY, GPDE_DV_RUN_MON, GPDE_DV_RUN_CUR, GPDE_DV_RUN_STA, GPDE_DV_RUN_END
GPDEDV03 Generation of message for DEUEV	Generation of message for DEUEV	Global Payroll & Absence Mgmt, Social Security/Insurance, DEUEV Report Generation DEU	GPDE_DV_RUN_REP

Glossary of PeopleSoft Terms

absence entitlement This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take This element defines the conditions that must be met before a payee is entitled to take paid time off.

academic career In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

accounting class In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.

Application Messaging PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.

AR specialist Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.

arbitration plan In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.

assessment rule In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

asset class An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

attribute/value pair In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.

audience In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.

authentication server A server that is set up to verify users of the system.

base time period In PeopleSoft Business Planning, the lowest level time period in a calendar.

benchmark job In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.

billing career In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.

bio bit or bio brief In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.

book In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.

branch A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.

budgetary account only An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

budget control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business activity The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

business event In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business process A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business task The name of the specific function depicted in one of the business processes.

business unit A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

campus In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

catalog item In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, “Introduction to Microsoft Word.” A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company’s catalog.

catalog partner In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

channel In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

collection To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

cost profile A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

cost row A cost transaction and amount for a set of ChartFields.

course In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class*.

course share set In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data cube In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

data elements Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

directory information tree In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

division In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

document sequencing A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.

event propagation process In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GL business unit Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

GL entry template Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

group In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

incentive object In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

ledger mapping You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

LMS Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

match group In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package

	is based on the amount of financial need. The process of determining a student's need is called *need analysis.*
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also *compensation object.*
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	See *event.*
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.

See also *division* and *cohort*.

portal registry In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

primacy number In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

primary name type In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition Process definitions define each run request.

process instance A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

process job You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.

product line The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects

In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

publishing

In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components

In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group

A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag

Abbreviation for *record input value-added tax flag.* Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag

Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname

The name of a record that is used to determine the associated field to match a value or set of values.

recognition

In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data

In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

reference object

In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction

In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing

In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data Data that is extracted from a separate database and migrated into the local database.

REN server Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reversal indicator In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

role Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up In a tree, to roll up is to total sums based on the information hierarchy.

run control A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID A unique ID to associate each user with his or her own run control table entries.

run-level context In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

SCP SCBM XML message Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

search query You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

search/match In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

speed key See *communication key.*

SpeedChart A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

standard letter code In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

territory In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

third party A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.

3C engine Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C group Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

TimeSpan A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.

trace usage In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

transaction allocation In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

transaction state In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.

Translate table A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access.*

user interaction object In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

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

VAT exempt Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

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

VAT suspension Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

warehouse A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worker A person who is part of the workforce; an employee or a contingent worker.

workset A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

worksheet A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link The XML Linking language enables you to insert elements into XML documents to create a links between resources.

XML schema An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

XPI Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.

yield by operation In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

Index

A

absence entitlement plans, *See* absence entitlements
Absence Entitlement Plans DEU - Detail Data page 102
Absence Entitlement Plans DEU - General Data page 102
absence entitlements
  calculating for paid vacation 100
  defining plans 101
  entering plan names and effective dates 102
Absence Event Input Detail page 104
absences 105
  batch process 107
  delivered rules 91
  issuing advance payment for vacations 104
  process lists 107
  sections 107
  setting up 94
  specifying the number of vacation days 102
accident insurance
  setting up address information 34
  setting up details 33, 34
Accident Insurance Address page 33, 34
Accident Insurance Table page 33, 34
accumulators
  assigning net-to-gross earnings 186
  direct insurance 181
  setting up for BVV 136
additional documentation xviii
Additional Employ page 127
Address Data page — Tax Offices DEU 58
Address Data page - DEUEV Reported Events DEU 175
Address page - Insurance Providers DEU 41
application fundamentals xvii

B

bank account information
  payees 203
Bank Data page - Insurance Providers DEU 41, 42
bank details
  tax offices 58
Bank Disk page 207
Bank Transfer page - Assign Garnishments DEU 78, 82
Bank Transfer page - BVV Provider Fund Types DEU 141, 144
banking 197
  assigning payee accounts 204
  defining files created by the Bank Transfer report 209
  entering foreign bank transfer data 205
  local country processing 206
  overview 197
  reporting bank transfers 210
  setting up bank information 198
banking defaults
  setting up 198
  setting up payee defaults 202
banking, entering information
  at the department level 200
  at the pay entity level 199
  at the pay group level 201
banking, viewing
  accumulators assigned to payment types 207
  payee account information 203, 205
Banklist page 207
Birth Data page - DEUEV Reported Events DEU 175
business processes 1
BVV 135
  defining bank transfer information 144
  defining reporting records 143
  entering employee data 145
  handling interruptions of employment and withdrawals 139
  pay elements 136
  registration 135
  setting up accumulators 136
  setting up provider types 141, 142
  tax regulations 136
  understanding 135

BVV contribution
classes 139
determining 141
displaying amounts for contribution classes 144
overview 139
BVV Contribution page 142, 144
BVV Limits page 142
BVV Provider Data page 142
BVV Reporting page 143
BVV Transfer Disk page 142

C

calculation parameters
viewing 125
Canceled Registration page - DEUEV Statistics DEU 167
cash method taxes 69
categories
element ownership 6
Church Tax page 58, 60
comments, submitting xxii
common elements xxiii
Company Car Allocation page 67
company cars, data for taxes 66
component names, suffixes 7
Compulsory Health Insurance page 25
contact information xxii
contribution classes, overview 139
contribution groups
defining codes 35
defining coverage types 39
defining group rate codes 38
defining rate codes 38
setting up 35
Contribution Grp page 35
Contribution Rates page - Insurance Providers DEU 41, 43
Contributions page - Maintain Social Ins Data DEU 24, 25
core tables, setting up 15
country data
primary permission list preferences 14
country processing
bank processing 206
Coverage Types page 35, 39
coverage types, defining 39
cross-references xxi
currency
online defaults 15
primary permission list preferences 14
Currency Change page 173
Customer Connection website xviii

D

Data Entry and Transfer Ordinance, *See* DEUEV
deductions, direct insurance 181
defaults
installation table 13
payroll, setting up 17
reports, setting up 19
source banks 198
defining
currency 14
language preferences 14
delivered elements
creating 5
error messages 225
naming convention 6
net-to-gross 183
overview 5
ownership and maintenance 6
system setup 13
viewing 11
Department DEU - Source Bank page 199, 200
Dependents page - Assign Garnishments DEU 78, 80
Deposit Data page — Tax Offices DEU 58
Detail page - Assign Garnishments DEU 78, 80
Detail page - Maintain BVV Data 142, 146
DEUEV
business events 154
changing processing currency 173
checking the process 165
entering selection criteria for reports 170
monitoring processing status 172
processing overview 149
processing reports 150
report reasons and descriptions 159
setting up nationalities 151
setting up processing 150
starting and terminating 173
DEUEV Business Ev page 151, 152
DEUEV Daily Run page 163

DEUEV Data page 151
DEUEV Monthly Run page 163, 164
DEUEV Report Generation page 163, 165
Deuev System End page 173
Deuev System Start page 173
DEUEV Transfer page 176
DEUEV Trigger page 166, 167
DEUEV, employee
  entering data 162
  entering job data 162
  social insurance data 162
  updating data 162
DEUEV, report runs
  rejected reports 178
  repeating 178
DEUEV, running
  a daily run process 163
  a monthly run process 164
  a reporting data generation process 165
  the report process 163
DEUEV, setting up
  a pay group for participation 151
  prefixes and suffixes 151
DEUEV, transferring data
  creating the DEUEV disk 176
  to disk or tape 175
DEUEV, viewing
  business events definitions 152
  record statistics 172
  recorded triggers 167
  reportable DEUEV reports 168
  reportable report data 170
  reported events 173
direct insurance
  assigning accumulators 181
  assigning deduction recipients 181
  calculation rules 181
  defining 179
  entering data 181
  setting up 180
  setting up earnings 181
  types 179
  understanding 179
documentation
  printed xviii
  related xviii
  updates xviii

E

earnings
  cash method taxes 69
  setting up net-to-gross calculation 184
Earnings Reporting page - DEUEV Statistics DEU 167
educational leave 105
educational leave, entering 106
element groups, adding earnings to 189
element ownership, categories 6
element type codes, list 9
elements
  changing count formulas 96
  entitlement 94
  functional area codes 8
  modifying take elements 95
  take 91
Elements View page 195
Empl. Compensation page 191
employees
  entering additional SI data 27
  entering general tax data 62
  entering SI data 24
  entering tax card data 64
  setting up SI data 25
Employer Carryover page 62, 65
entitlements
  calculating for paid vacations 100
  elements 94
error messages
  creating 223
  delivered 225
  examples 227
  formulas 225
  variables 227
error processing
  overview 223
  using error-handling messages in array processing 224
EU SI Numbers page - DEUEV Reported Events DEU 175

F

flex time
  element naming conventions 22
  overview 21
  setting up entry 30
Flex Time Entry page - Maintain Social Ins Data DEU 24, 30

flexible worktime, *See* flex time
formula
count 97
functional area codes
list 8

G

Garnishment/Rslt page 85
garnishments
calculating interest 85
entering bank transfer information 82
entering basic information 78
entering dependent information 80
entering details 80
entering income information 81
entering override information 83
reviewing processing results 84
setting up 77
General page - Maintain BVV Data 142, 145
General Remarks page 127, 128
General Tax Data page 62
German Banks and Banking Industry, *See* BVV
German Install Option page 19
Global Payroll for Germany
implementation 3
overview 5
glossary 233
group rate codes, defining 38
Grp / Rate Codes page 35, 38

H

health insurance
income limits 50
Health Rates page - Insurance Provider Rates DEU 46, 47

I

implementation
Global Payroll for Germany 3
income limits
health insurance 50
nursing care 51
old age pension insurance 52
reference amounts 49
social insurance 48
unemployment insurance 53
Income page - Assign Garnishments DEU 78, 81
income tax 69
annual adjustments 69
one-time payments 73
permanent annual adjustments 71
increase models
overview 110
Industrial Statistics page 191
installation table 13
insurance 179
See Also direct insurance

L

language preferences 14
Limits Health page 49, 50
Limits Nursing page 49, 51
Limits Pension page 49, 52
Limits Unemployment page 49, 53
lump-sum taxes
calculating 68
overview 68

M

Manage Foreign Bank Acct DEU - Payee Bank Accoun (payee bank account) page 203, 205
maternity leave 105
entering 106
Maternity Leave page 106
message formula source code 224
Minimum Net Calc Parameters page 125
MMA Partners xviii
multiple employment
setting up 30
Multiple Employments page - Maintain Social Ins Data DEU 24, 30

N

Name Data page - DEUEV Reported Events DEU 175
Name Reporting page - DEUEV Statistics DEU 167
naming convention
delivered elements 6
flexible worktime elements 22
functional area codes 8
primary elements 7
supporting elements 7

net-to-gross earnings
adding to element groups 189
adding to sections 189
assigning gross earnings to accumulators 188
assigning to accumulators 186
processing 188
net-to-gross earnings, setting up
calculation 184
gross earnings 186
reporting 190
net-to-gross payments
calculating 183
delivered earnings 183
setting up for earnings 185
notes xxi
nursing care
income limits 51
rates 53

O

OAPT, *See* old age part-time employment
off-cycles 131
advance payrolls 133
corrections 133
manual payments 132
types 131
unscheduled payments 133
old age part-time employment (OAPT)
accumulator naming conventions 116
accumulators 118
assigning models to employees 125
calculation result elements 120
defining increase models 123
defining models 123
increase model calculation sequence 113
increase models 110
naming elements 115
overview 109
part-time and full-time 111
setting up 115
setting up models 122
sick-fill calculation 114
viewing minimum net calculation parameters 124
Old Age Part-time Increase Mod. page 122
Old Age Part-time Increase Model page 123
Old Age Part-time Model page 122, 123
Old Age Part-Time page 126
old age pension insurance
income limits 52
rates 54
Order page - Assign Garnishments DEU 78
Overpayment List page 129
Override page - Assign Garnishments DEU 78, 83
Override Source Bank DEU - Payee Bank Accoun (payee bank account) page 203
Override Source Bank DEU - Payee Source Bank page 203, 204
ownership and maintenance
delivered elements 6

P

Parameter Entry page - DEUEV Statistics DEU 166, 170
part-time and full-time
overview 111
Pay Balance page 129
pay balances, reporting 129
Pay Element Month page 191
Pay Element Year page 191
pay entities
refund information 45
setting up location data 31
Pay Entities DEU - Local Source Bank page 199
Pay Entity Location page 25, 31
pay group
source bank 201
Pay Groups DEU - Source Bank page 199, 201
Payee Foreign Ban (payee foreign bank) page 203, 205
payees
bank account defaults 204
banking defaults 202
viewing bank account information 203
payroll data
entering 127
entering additional payee information 128
managing 127
reporting 129
reporting pay balances 129
reporting the payroll register 129

specifying when to print payslips 127
payroll register, reporting 129
Payroll Statistics page 191
Payslip Messages page 193
payslips
designating message data 193
generating 195
message examples 194
running the GPDEAL01 - Payslip report 195
setting up 193
specifying when to print 127
pension funds 135
See Also BVV
pension insurance providers 40
Pension Provider page 40
PeopleBooks
ordering xviii
PeopleCode, typographical conventions xx
PeopleSoft application fundamentals xvii
PeopleSoft Setup Manager 3
prerequisites xvii
primary elements
naming convention 7
primary permission list preferences
setting up 14
print class
specifying elements 18
viewing specific fields 19
Print Class page 18
Print Class View page 18, 19
printed documentation xviii
Process Status page — DEUEV Process Status DEU 172
provider data
social insurance 41
Provider Data page 41
Provider page - BVV Provider Fund Types DEU 141
provider rates
health insurance rates 47
refund insurance rates 47
social insurance 46
providers
entering bank data 42
setting up 40

R

Rate Codes page 35, 38
rate codes, defining 38
Rates Nursing page 49, 53
Rates Pension page 49, 54
Rates Unemployment page 49, 55
Reference Amounts page 49
Refund Ins Data page - Pay Entities DEU 41, 45
Refund Ins Rates page - Insurance Provider Rates DEU 46, 47
Refund Ins Rates page - Insurance Providers DEU 41
Refund Ins Rates page - Pay Entities DEU 44
Registration Error page - DEUEV Statistics DEU 167
related documentation xviii
Report Data page − DEUEV Reportable Events DEU 166, 170
Report Data page - DEUEV Reported Events DEU 175
Report Options page 195
reporting
name and address 19
Reporting page - BVV Provider Fund Types DEU 141, 142
reports 229
A to Z 229
BVV 143
entering default types 19
print class 17
setting up default types 19
Reports page − DEUEV Reportable Events DEU 166, 168
Reports page - DEUEV Reported Events DEU 175
Results Register DEU - Elements View page 129
Results Register DEU - Report Options page 129
Retiree Health In page - Maintain Social Ins Data DEU 24
entering retiree data 29
retiree health insurance
entering data 29

S

sections, adding earnings to 189
setup
core tables 15
installation table 13

primary permission list preferences 14
Setup Bank Data F (setup bank data file) page 207, 209
Setup Bank Transf page 207
Setup Bank Transf Process (setup bank transfer process) page 207
Setup Manager 3
SI Contribution page - SI Contributions Report DEU 25, 32
SI Data page - Pay Entities DEU 41, 44
SI Details page - Maintain Social Ins Data DEU 24, 27
social insurance
defining income limits 48
entering additional data 27
entering data 24
entering pay entity data 44
entering retiree data 29
nursing care rates 53
old age pension insurance 54
overview 21
provider data 41
provider rates 46
refund information 45
reporting contributions 32
setting up contribution groups 35
setting up data 25
setting up pay entity locations 31
setting up providers 40
unemployment insurance rates 55
viewing contribution rates data 43
viewing pension insurance providers 40
viewing refund insurance rates data 44
source banks
setting defaults 198
suffixes 10
component names 7
suggestions, submitting xxii
supporting elements
naming convention 7
system setup
overview 13

T

take elements
changing count formulas 96
delivered 91
earnings units 91
modifying 95
priority 91
Tax Auditor Access page 75
tax auditor access process 74
Tax Card Data page 62, 64
Tax Data page — Pay Entities DEU 58, 61
tax offices
bank details 58
Tax Registration page 62
Tax Statement page 62
Tax Unit page — Tax Units DEU 58, 59
taxes
calculating annual income tax 69
cash method 69
company cars 66
deductions 69
entering church tax rates and distribution information 60
entering data 61
entering employee tax card data 64
entering general tax data for employees 62
entering tax card data from employee carryover balance sheets 65
entering tax IDs 59
legal requirements and compliance 69
overview 57
setting up 58
setting up pay entity tax data 61
social insurance contributions 69
working with 57
terms 233
Total Compensation page 191
triggers
common data changes 17
types 17
typographical conventions xx

U

unemployment insurance
income limits 53

V

vacations 100
See Also entitlements
issuing advance payment 104
Valid Registration page - DEUEV Statistics DEU 166
viewing

delivered elements 11
pension insurance providers 40
visual cues xxi

W

warnings xxi