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# PeopleSoft Enterprise Global Payroll for Hong Kong 8.9 PeopleBook

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**April 2005**

PeopleSoft Enterprise Global Payroll for Hong Kong 8.9 PeopleBook  
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# About This PeopleBook Preface

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

This preface discusses:

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

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**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.

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## 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.

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## PeopleSoft Application Fundamentals

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

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

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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.

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## 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.

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**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.

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### See Also

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## Additional Resources

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

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

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## 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](mailto:doc@peoplesoft.com).

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

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## Common Elements Used in PeopleBooks

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>As of Date</b>                  | The last date for which a report or process includes data.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Business Unit</b>               | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Description</b>                 | Enter up to 30 characters of text.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Effective Date</b>              | 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.                                                                                                                                                                                                                                                                                                                                                |
| <b>Once, Always, and Don't Run</b> | <p>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.</p> <p>Select Always to run the request every time the batch process runs.</p> <p>Select Don't Run to ignore the request when the batch process runs.</p>                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Process Monitor</b>             | Click to access the Process List page, where you can view the status of submitted process requests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Report Manager</b>              | 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).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Request ID</b>                  | An ID that represents a set of selection criteria for a report or process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Run</b>                         | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SetID</b>                       | 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. |
| <b>Short Description</b>           | Enter up to 15 characters of text.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>User ID</b>                     | An ID that represents the person who generates a transaction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



# PeopleSoft Enterprise Global Payroll for Hong Kong Preface

This preface discusses:

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

---

## PeopleSoft Products

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

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## 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”

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## PeopleBook Structure

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

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

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

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

| Chapters                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preface                  | <p>This is the chapter you're reading now. It explains:</p> <ul style="list-style-type: none"> <li>• How to use the Application Fundamentals book.</li> <li>• How PeopleBooks are structured.</li> <li>• How Global Payroll documentation is structured.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           |
| Getting Started With...  | <p>This chapter discusses product implementation guidelines. It explains:</p> <ul style="list-style-type: none"> <li>• The business processes documented within the book.</li> <li>• Integrations between the product and other products.</li> <li>• A high-level documentation to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.</li> </ul>                                                                                                                                                                                                            |
| Navigation               | <p>(Optional) Some PeopleSoft applications provide custom navigation pages that contain groupings of folders that support a specific business process, task, or user role. When an application contains custom navigation pages, this chapter provides basic navigation information for these pages.</p> <p><b>Note.</b> Not all applications have delivered custom navigation pages.</p>                                                                                                                                                                                                                                                                     |
| Understanding...         | <p>(Optional) This is an introductory chapter that broadly explains the product and the functionality within the product.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Setup and Implementation | <p>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.</p> <p><b>Note.</b> 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.</p> |

| Chapters                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Process            | <p>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.</p> <p><b>Note.</b> 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.</p> |
| Appendixes                  | <p>(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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Delivered Workflow Appendix | <p>(Optional) The delivered workflow appendix describes all of the workflows that are delivered for the application.</p> <p><b>Note.</b> Not all applications have delivered workflows.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Reports Appendix            | <p>(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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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## Global Payroll Documentation

This section discusses:

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

### Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

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

## Global Payroll Documentation Structure

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

### Core Documentation

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

### Country Extension Documentation

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

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- PeopleSoft Enterprise Human Resources Management Systems (PeopleSoft 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.

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**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.

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# CHAPTER 1

## Getting Started with Global Payroll for Hong Kong

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

- Global Payroll for Hong Kong business processes.
- Global Payroll for Hong Kong integrations.
- Global Payroll for Hong Kong implementation.

---

### Global Payroll for Hong Kong Overview

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

Global Payroll for Hong Kong delivers earnings for hourly and salaried employees, as well as overtime, shift allowances, typhoon and black rain allowances, meal allowances, meal reimbursement, housing allowances, gratuity, absence and termination earnings, and 13th month pay. Global Payroll for Hong Kong also delivers many common deductions, such as those for cash advance recovery, community chest, leave without pay, and Mandatory Provident Fund deductions. With Global Payroll for Hong Kong, you can capture, generate, and maintain both employee and company identification and biographical data that support the reporting requirements of the Hong Kong Inland Revenue Department. You can process absence payments and absence payments on termination for employees. You can set up and run the banking process and process paychecks. With Global Payroll for Hong Kong, you can design and generate payslips.

---

### Global Payroll for Hong Kong Business Processes

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

- Inland Revenue reporting.
- Mandatory Provident Fund.
- Printing and viewing payslips.
- Payroll reporting.
- Absence and termination.
- Banking and recipient processing.

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

---

## Global Payroll for Hong Kong Integrations

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

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

We discuss integration considerations in the core Global Payroll PeopleBook.

### See Also

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

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

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

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## Global Payroll for Hong Kong Implementation

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

### Other Sources of Information

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

### See Also

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

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

*Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces*

## CHAPTER 2

# Understanding Global Payroll for Hong Kong

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

- Global Payroll for Hong Kong business processes.
- Delivered elements for Hong Kong.
- Delivered elements naming convention.

---

## Global Payroll for Hong Kong

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

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**Important!** If you want to use the delivered rules for this country extension, we recommend that you use only employment instances in PeopleSoft Enterprise Human Resources.

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## Global Payroll for Hong Kong Business Processes

Global Payroll for Hong Kong supports the following business processes:

- Inland Revenue Reporting

This feature satisfies the requirements of the Hong Kong Inland Revenue Department (IRD). Features include the ability to capture, generate, and maintain both employee and company identification and biographical data that support the reporting requirements of the Hong Kong Inland Revenue Department (IRD).

PeopleSoft provides you with the ability to create a flat file that complies with Hong Kong Inland Revenue Department requirements for the submission of electronic files. A Global Payroll core application process creates the output using a file layout object that has the same structure as that of the electronic file expected by the IRD of Hong Kong. Before you generate, review, and print Inland Revenue forms and reports, you can set up additional report data. Employee departure details, housing and quarters details, and employer details are required for specific Inland Revenue reports. You can also associate multiple payroll accumulators with report elements and allocate starting sheet numbers. After you set up and generate the data required for Inland Revenue reporting and generate those forms, you can review the results and maintain available fields. The IR56 Inquiry component enables you to view and amend the generated IR56 data.

- Mandatory Provident Fund

This feature supports the administrative and reporting requirements of Mandatory Provident Fund (MPF) administration and maintenance and provides support for both employee and employer payments to a nominated fund in accordance with the calculation of eligibility rules for MPF legislation. These deduction rules cover legislative MPF requirements such as permitted period processing, age eligibility, and the contribution holiday rule. The system accommodates MPF exemption rules and limits by enabling you to define casual employees for MPF contributions, exclude specific employees from MPF calculations and apply maximum and minimum limits to MPF contributions.

MPF reports such as the Remittance Statement and New/Terminated Employees Report enable you to manage your contributions. You can also set up recipient MPF commission and scheme details for your MPF reports.

- Payslips

The design of the payslip feature enables you to create and control payslips that display the data that you want, where you want it and in the format that you want. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario that you may have.

- Payroll Reporting

In addition to the reports delivered with Global Payroll, the Hong Kong country extension comes with a set of reports to support business requirements. Reports included in the country extension are:

- Payroll Register
- Reconciliation Report
- Pay Component Register

- Absence and Termination

Global Payroll for Hong Kong delivers predefined rules for processing absence payments, such as annual leave, long service leave, sick leave, maternity leave, and jury leave. We also deliver rules to calculate absence entitlements on termination, including rules for the payment of unused annual leave, 13th month payment, outstanding deduction recovery, severance, and long service. You can modify many of these rules to reflect absence and termination policies that are specific to the organization or to labor agreements with employees.

To demonstrate how Global Payroll can process typical absence requirements in Hong Kong, PeopleSoft provides 8 absence entitlement elements and 10 absence take elements.

- Banking and Recipient Processing

This feature supports net payment (employee salary) direct deposits and recipient payments using the electronic file (HSBC) format used by the Hong Kong and Shanghai Corporation Bank. Global Payroll for Hong Kong generates electronic file outputs to credit employee salaries and reports this data to the recipient. The Global Payroll banking process brings together payroll data, pay entity source bank data, and payee or recipient bank data. The EFT file creation process extracts data compiled by the banking process according to the content you want in the EFT file that you are creating, merges it with data provided by the Hong Kong country extension and creates the file for transmission.

## See Also

[Chapter 13, “Reporting Payroll Data,” page 125](#)

[Chapter 10, “Printing and Viewing Payslips,” page 103](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” page 69](#)

[Chapter 9, “Running Banking and Recipient Processes,” page 89](#)

[Chapter 14, “Defining Absence Rules,” page 129](#)

[Chapter 4, “Setting Up Inland Revenue Reports,” page 19](#)

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## Delivered Elements for Hong Kong

This section discusses:

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

### Creation of Delivered Elements

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

All of the elements and rules delivered as part of the country extension were created using the core application—the same application you use to create additional elements or rules and configure existing elements delivered as part of the 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 (which contains the tools you need to define your own elements and rules) and the country extensions (which contain country-specific rules and elements defined by PeopleSoft).

The core application has the following characteristics:

- It consists of a payroll rules engine—a flexible tool that enables users to define the rules and elements of their payroll system and execute payroll and absence calculations. 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 (country-specific payroll rules, elements, payroll processes, reports, pages, and self-service applications).

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

## Element Ownership and Maintenance

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

### Understanding Element Ownership in Global Payroll

There are five categories of element ownership:

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

### Understanding Element Ownership in Global Payroll for Hong Kong

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

In the following table of elements supplied with Global Payroll for Hong Kong, the ‘Ownership’ of all elements is PS Delivered/Not Maintained with exceptions shown in column 2.

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**Note.** These element types have no exceptions so are not shown in the table: absence entitlements, accumulators, arrays, absence takes, brackets, durations, dates, element groups, earnings, generation controls, proration rules, processes, sections, and writable arrays.

---

| Element Type                 | Exceptions                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deductions                   | MPF employee and employer (regular and permitted—mandatory deductions).                                                                                                                                                                                                                                                                                             |
| Formulas                     | MPF formulas related to: <ul style="list-style-type: none"> <li>• Base for employee and employer mandatory calculations.</li> <li>• Post processing for employee and employer mandatory calculations.</li> <li>• Pre processing for employee and employer mandatory calculations.</li> <li>• Resolution of employee and employer mandatory calculations.</li> </ul> |
| Manage Historical Data Rules | Historical rule for employee MPF mandatory calculations.                                                                                                                                                                                                                                                                                                            |
| Variables                    | MPF — Total voluntary contribution for permitted period.                                                                                                                                                                                                                                                                                                            |

### See Also

*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Getting Started with Global Payroll”

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## Delivered Elements Naming Convention

This section discusses:

- Element names.
- Functional area codes.
- Element type codes (PIN\_TYPE).

### Element Names

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

### Supporting Elements

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

- FFF (or FF): Functional Area Code (see Functional Area Codes for more information).
- TT: Type of Supporting Element (see List Element Type Codes (PIN\_TYPE) for more information).
- NAME (or NAME NAME): An indication of what the element does or is for. (The number of NAME components may vary.)

For example, in the MPF variable MPF VR START DATE, MPF stands for Mandatory Provident Fund, VR stands for variable and START DATE stands for start date. The element’s thirty character (maximum) description (DESCR) provides a fuller explanation of what the element does or is for.

## Primary Elements

Primary elements, such as earnings, deductions, absence take, and absence entitlement elements often do not contain functional area codes or element type codes in their names. This is because primary elements have names, based on Hong Kong terms, that identify their function and element type without the use of additional codes. For example, the name of the earning element 13MTHPAY clearly identifies this element as an earning, and more specifically, as a thirteenth month (13MTH) payment (PAY).

## Additional Clues to the Use of Hong Kong Elements

Many Hong Kong elements contain abbreviations that provide clues (beyond those provided by the functional area codes or element type codes) to their use in the system. For example, consider the following duration element: TER DR DY IN SERV. The functional area code TER indicates that this element is used for termination elements, and the element type code DR identifies it as a duration element. The abbreviations DY, IN and SERV provide additional clues about how the element measures periods of time. The duration is in days (DY) in (IN) service (SERV). As you become more familiar with the payroll rules created for Hong Kong, these abbreviations will help you to further identify and understand the role played by each element.

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

| Abbreviation | English         |
|--------------|-----------------|
| AC           | Accumulator     |
| ADV          | Advance         |
| ALLOW        | Allowance       |
| AMT          | Amount          |
| ANNIV        | Anniversary     |
| BAL          | Balance         |
| BAS          | Basic           |
| CAL          | Calendar        |
| CNTR         | Contract        |
| COMCHST      | Community Chest |
| COMP         | Compassion      |
| CUR          | Current         |
| DED          | Deductions      |
| DY           | Days            |
| ED           | Education       |
| EE / EMP     | Employee        |
| ELIG         | Eligibility     |
| ENT          | Entitlement     |
| ER           | Employer        |
| ERN          | Earnings        |
| EXT          | Extract         |

| Abbreviation | English              |
|--------------|----------------------|
| FCAST        | Forecast             |
| GENL         | General              |
| HOL          | Holiday              |
| HLY          | Hourly               |
| INCM         | Income               |
| LSP          | Long service payment |
| LWOP         | Leave without pay    |
| MARR         | Marriage             |
| MAT          | Maternity            |
| MAX          | Maximum              |
| MIN          | Minimum              |
| MN           | Mandatory            |
| MSG          | Message              |
| MTD          | Month to date        |
| MTH          | Month                |
| PERM         | Permitted            |
| PRD          | Period               |
| PREV         | Previous             |
| PRIM         | Primary              |
| REG          | Regular              |
| REVLNT       | Relevant             |
| ROLLAVG      | Rolling average      |
| RSLV         | Resolve              |
| SAL          | Salary               |
| STAT         | Statutory            |
| SVC / SERV   | Service              |
| TOT          | Total                |
| TX           | Tax                  |
| VOL          | Voluntary            |
| YR           | Year                 |
| YTD          | Year to date         |

## Component Names (Suffixes)

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

For example, let's say you define the earning element named EARN1 with the following 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 Hong Kong, all suffixes fall into one of the following types:

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

---

**Note.** To view the suffixes used for Hong Kong, navigate to Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Suffixes.

---

## Functional Area Codes

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

| Functional Area Code | Description                               |
|----------------------|-------------------------------------------|
| ABS                  | Absence                                   |
| ALV                  | Annual leave                              |
| CM                   | Areas common to multiple functional areas |
| DED                  | Deductions                                |
| ERN                  | Earnings                                  |
| IRR                  | Inland Revenue Reporting                  |
| MLV                  | Maternity Leave                           |
| MPF                  | Mandatory Provident Fund                  |
| NPL                  | No pay leave                              |
| OLV                  | Other leave                               |
| PSLP                 | Payslips                                  |
| SLV                  | Sick leave                                |
| TER                  | Terminations                              |

**See Also**

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

**Element Type Codes (PIN\_TYPE)**

Many element types, particularly supporting elements, are identified by the type code in their name. For example, the FM in MPF FM POST EEMN1 identifies the element as a formula.

You can see all the element types in the search page when you navigate to Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Types. Because not all element types are delivered for Hong Kong, not all of these codes appear in the names of Hong Kong elements.

**See Also**

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

**Viewing Delivered Elements**

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

**See Also**

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



## CHAPTER 3

# Setting Up Global Payroll for Hong Kong

This chapter discusses how to:

- Process retrospective payments.
- Enter additional information for other features.
- Define trigger and segmentation events.
- Identify proration rules.

---

## Processing Retroactive Payments

This section discusses the default retro method of forwarding and the ability to change it to the corrective method.

The default retro method and the on conflict retro method for Hong Kong are both forwarding. Global Payroll core application retro processing meets all requirements for processing retroactive payments in Hong Kong.

While forwarding retro is the default retro method for Hong Kong, you can still use the corrective retro method. If you use corrective retro, ensure that all periods before the start of the current tax year (April 1 to March 31) are forwarded to the current year. For example, if in May an employee was paid a backdated increase for the period January to April, you can use corrective retro for the period in the current tax year (April), but use forwarding retro for the period in the prior tax year (January to March).

---

**Note.** Some elements that have monthly limits, such as Mandatory Provident Fund elements, have accumulators with corrective retro behavior. This ensures that calculations are always based on an updated accumulator. If you define accumulators with corrective behavior but then forward some deltas to the current period that is contributing to this accumulator, verify that you end up with the correct numbers.

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### See Also

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

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## Entering Additional Information for Other Features

The following additional pages are used specifically for set up required for Global Payroll Hong Kong. They are documented in full in their respective sections as shown in the following list:

- IR56 Report Data HKG; Setting Up Inland Revenue Reports.
- Tax Reference Number Dtls HKG; Setting Up Inland Revenue Reports.

- IR56 Exchange Rate Defn HKG; Setting Up Inland Revenue Reports.
- Define IR56B/M Controls HKG; Setting Up Inland Revenue Reports.
- Overseas Concern Details HKG; Setting Up Inland Revenue Reports.
- Source Bank Accounts HKG; Running Banking and Recipient Processing.
- Deduction Recipients HKG; Running Banking and Recipient Processing.
- Link to Pay Group HKG; Setting Up Payslips.
- Templates HKG; Setting Up Payslips.
- Messages HKG ; Setting Up Payslips.

### See Also

Chapter 4, “Setting Up Inland Revenue Reports,” page 19

Chapter 9, “Running Banking and Recipient Processes,” page 89

Chapter 5, “Setting Up Payslips,” page 31

---

## Defining Triggers and Segmentation Events for Hong Kong

This section discusses:

- Triggers
- Segmentation events

### Triggers

The following is a list of triggers for Hong Kong:

| Record (Table) Name | Type      | Trigger Event ID |
|---------------------|-----------|------------------|
| ADDRESSES           | Iterative | N/A              |
| COMPENSATION        | Iterative | N/A              |
| COMPENSATION        | Retro     | COMPENSATI       |
| CONTRACT_DATA       | Iterative | N/A              |
| EMPLOYMENT          | Iterative | N/A              |
| GPAU_EE_TAX_DTL     | Iterative | N/A              |

| Record (Table) Name | Type      | Trigger Event ID |
|---------------------|-----------|------------------|
| GPAU_GARN_DTLS      | Iterative | N/A              |
| GPAU_LSL_HISTRY     | Iterative | N/A              |
| GP_ABSEVT_SGPAU     | Iterative | N/A              |
| GP_ABS_EVENT        | Iterative | N/A              |
| GP_ABS_EVENT        | Retro     | GPABSEVENT       |
| GP_ABS_OVRD         | Iterative | N/A              |
| GP_ABS_OVRD         | Retro     | GPABSOVRD        |
| GP_PI_MNL_DATA      | Iterative | N/A              |
| GP_PI_MNL_DATA      | Retro     | GPPIMNLDAT       |
| GP_PI_MNL_SOVR      | Iterative | N/A              |
| GP_PI_MNL_SOVR      | Retro     | GPPIMNLISOV      |
| GP_PYE_OVRD         | Iterative | N/A              |
| GP_PYE_OVRD         | Retro     | GPPYEOVRD        |
| GP_PYE_OVR_SOVR     | Iterative | N/A              |
| GP_PYE_OVR_SOVR     | Retro     | GPPYEOVRISO      |
| GP_PYE_SECT_DTL     | Iterative | N/A              |
| GP_PYE_SECT_DTL     | Retro     | GPPYESECTD       |
| GP_RTO_TRGR         | Iterative | N/A              |
| GP_RTO_TRG_CTRY     | Iterative | N/A              |

| Record (Table) Name | Type         | Trigger Event ID |
|---------------------|--------------|------------------|
| GP_SEG_TRGR         | Iterative    | N/A              |
| JOB                 | Iterative    | N/A              |
| JOB                 | Retro        | JOB              |
| JOB                 | Segmentation | N/A              |
| JOB_JR              | Iterative    | N/A              |
| PERSON              | Iterative    | N/A              |
| PERS_DATA_EFFDT     | Iterative    | N/A              |
| SCH_ASSIGN          | Iterative    | N/A              |
| SCH_ASSIGN          | Retro        | SCHASSIGN        |
| SCH_MNG_SCH_TBL     | Iterative    | N/A              |
| TL_PAYABLE_TIME     | Iterative    | N/A              |
| WKF_CNT_TYPE        | Iterative    | N/A              |

### See Also

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

## Viewing Delivered Elements

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

## Segmentation Events

The following is a list of segmentation events for Hong Kong:

| Name     | Description            | Segment Type |
|----------|------------------------|--------------|
| COMPRATE | Comp rate segmentation | Element      |
| GRADE    | Grade segmentation     | Element      |
| JOB      | Job segmentation       | Period       |

### See Also

*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining Segmentation”

---

## Identifying Proration Rules

We have added 5 proration rules to the 15 supplied for all countries to meet Hong Kong’s payroll processing requirements. The following table lists the rules and indicates the numerator and denominator the rule uses.

| Name               | Description                   | Numerator                     | Denominator                    |
|--------------------|-------------------------------|-------------------------------|--------------------------------|
| OE PO 13MTH        | Proration for 13th mth pay    | Formula<br>OE FM 13MTH PAY    | Duration<br>OE DR DAYS IN YR   |
| MPF PO 18TH BTHDAY | 18th birthday proration       | Duration<br>MPF DR BIRTHDAY   | Duration<br>GP CAL DAYS PERIOD |
| MPF PO REVLNT INCM | Proration for relevant income | Duration<br>MPF DR START DATE | Duration<br>GP CAL DAYS PERIOD |

### See Also

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



## CHAPTER 4

# Setting Up Inland Revenue Reports

This section provides an overview of the setup required for Hong Kong Inland Revenue (IR56) reports and discusses how to:

- Link accumulators to report elements.
- Set up employee departure details.
- Set up principal employers for part-time employees.
- Set up employee housing quarter details.
- Set up self-employment data.
- Set up overseas concern details.
- Set up IR56B and IR56M starting sheet numbers.
- Set up tax reference number details.
- Set up exchange rate details.

---

## Understanding Setting Up Inland Revenue Reporting

Before you can generate, review, and print your Inland Revenue forms and reports, you must set up additional report data. Employee departure details, housing and quarters details, tax reference numbers and employer details are required for specific Inland Revenue reports. You can also associate multiple payroll accumulators with report elements, set up exchange rates and allocate starting sheet numbers.

### Viewing Delivered Elements

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

## Linking Accumulators To Report Elements

To link accumulators to report elements, use the IR56 Report Data HKG (GPHK\_IR56REP\_SETUP) component.

This section provides an overview of accumulator usage in the IR56 result table and discusses how to associate payroll accumulators with report elements.

### Understanding Accumulator Usage in the IR56 Result Table

You can select the payroll accumulators to link to specific IR56 report elements. During the data creation process, the year to date (YTD) balance amount is retrieved from the result table for the specific accumulators that you associate with each report element. The IR56 result table contains the total amount for each accumulator associated with each report element. You can view and modify the amounts. Amounts for the report element are grouped at the time of reporting (on the electronic file and hard copy output).

### Page Used to Link Accumulators with Report Elements

| Page Name             | Object Name       | Navigation                                                                                                       | Usage                                                                                                 |
|-----------------------|-------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Report Element Setup, | GPHK_IR56REPT_TBL | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, IR56 Report Data HKG, Report Element Setup | Associate payroll accumulators with report elements. You can link accumulators to the report element. |

### Associating Payroll Accumulators with Report Elements

Access the Report Element Setup page.

Report Element Setup

IR56 Report Element: 01      Salary / Wages

Report Element Details

Find | View All    First 1 of 1 Last

Effective Date: 01/01/2000

Accumulators associated with Report Element

Customize | Find | View All    First 1-5 of 10 Last

|   | Element Name  | *Operand |   |   |
|---|---------------|----------|---|---|
| 1 | BASSAL_FYTDA  | Add      | + | - |
| 2 | BASHLY_FYTDA  | Add      | + | - |
| 3 | OT1.5_FYTDA   | Add      | + | - |
| 4 | SHNT1.3_FYTDA | Add      | + | - |
| 5 | OTFIX_FYTDA   | Add      | + | - |

Report Element Setup page

**IR56 Report Element** Displays predetermined categories that appear in Inland Revenue reports. You can associate multiple accumulators that must be reported against an IR56 report element.

### Accumulators Associated with Report Element

**Element Name** Select the payroll accumulators to link to the IR56 report element.

During the data creation process, the year to date (YTD) balance amount is retrieved from the result table for the specific accumulators that you associate with each report element. The IR56 result table contains the total amount for each accumulator associated with each report element. You can view and modify the amounts. Amounts for the report element are grouped at the time of reporting (on the electronic file and hard copy output).

For example, when you associate three accumulators with the *Commission/Fees* report element, the IR56 result table contains three rows of data (one for each accumulator). At the time of reporting and printing, the amounts from the three accumulators are totaled and printed against the *Commission/Fees* report element.

**Operand** Identify whether you want the accumulator to *Add* or *Subtract* when resolving.

Accumulators always store amounts as positive values. However, to attach an accumulator to a report element that is a negative amount, select *Subtract*. This informs the IR56 creation process that the amount associated with the accumulator should be treated as a negative amount.

For example, the accumulator LWOP\_FYTDA for the leave without pay earning is attached to the *Salary/Wages* report element. The Payroll Result table has an amount of 1200. When you select *Subtract*, the 1200 is reduced from the total amount calculated for the *Salary/Wages* report element.

### See Also

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

[Chapter 12, “Processing Inland Revenue Reports,” Creating Inland Revenue Report Data, page 112](#)

[Chapter 12, “Processing Inland Revenue Reports,” Reviewing and Maintaining IR56 Report Data, page 116](#)

[Chapter 12, “Processing Inland Revenue Reports,” Page Used to Generate the IR56B Electronic File, page 122](#)

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## Setting Up Employee Departure Details

You can capture the departure details of employees leaving Hong Kong. This information is required when an overseas employee is terminated.

This section discusses how to create employee departure details.

## Page Used to Set Up Employee Departure Details

| Page Name          | Object Name        | Navigation                                                                                                            | Usage                                                                                                                                                                                                                                               |
|--------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Departure Details, | GPHK_DPRT_DTLS_HKG | Global Payroll & Absence<br>Mgmt, Payee Data,<br>Terminations, Specify<br>Departure Details HKG,<br>Departure Details | Capture the departure details of employees leaving Hong Kong. This information appears in the IR56G report. This information applies only to employees who are not citizens of the country. It is required when an overseas employee is terminated. |

## Creating Employee Departure Details

Access the Departure Details page.

Departure Details

William Lee

Person ID: KH0001

Date of Departure:

01/01/2000 

\*Reason for Departure:

Expatriate - Move 

Destination:

ABW  Aruba

Other Reason for Departure:

Expected Return Date:



Departure Details page

### Date of Departure

Displays the date on which an employee is expected to depart the country. This applies mainly to employees who come into the country for work and leave after a specified duration.

**Reason for Departure** This information is required only for the IR56G report.

Identify why the employee is leaving Hong Kong:

*Expatriate - Move*

*Expatriate - Returning Home*

*Move to Another Country*

*Other*

### Destination

Select the country to which the employee is departing.

### Other Reason for Departure

Enter a description if the reason for departure is Other (reasons for departure other than those specified by IRD).

### Expected Return Date

Enter the employee's expected date of return to Hong Kong.

**See Also**

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

[Chapter 12, “Processing Inland Revenue Reports,” Creating Inland Revenue Report Data, page 112](#)

[Chapter 12, “Processing Inland Revenue Reports,” Reviewing and Maintaining IR56 Report Data, page 116](#)

[Chapter 12, “Processing Inland Revenue Reports,” Generating the IR56B Electronic File, page 121](#)

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## Setting Up Principal Employers for Part-Time Employees

You can enter the name of the employee’s principal employer, which is an organization or agency to which a part-time employee actually belongs. The employee might be working for an organization but actually employed by another (principal) organization. If the information is available, it must be reported in the specific statutory report. This information is required only at the time of printing—it doesn’t affect the data creation process.

### Page Used to Set Up Principal Employers for Part-Time Employees

| Page Name                                                               | Object Name    | Navigation                                                                                             | Usage                                                                                                                                                               |
|-------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Principal Employer of PT EE (principal employer of part-time employee), | GPHK_PT_ER_HKG | Global Payroll & Absence Mgmt, Payee Data, Define PT EE Main Employer HKG, Principal Employer of PT EE | Capture the name of the principal employer for part-time employees. Identifies employees who are working for one organization but are actually employed by another. |

**See Also**

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

[Chapter 12, “Processing Inland Revenue Reports,” Creating Inland Revenue Report Data, page 112](#)

[Chapter 12, “Processing Inland Revenue Reports,” Reviewing and Maintaining IR56 Report Data, page 116](#)

[Chapter 12, “Processing Inland Revenue Reports,” Generating the IR56B Electronic File, page 121](#)

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## Setting Up Employee Housing Quarters Details

Quarters are housing provided to employees by their employer. This benefit can be provided to local employees and expatriates. If employees are provided with housing quarters, the details must be reported on IR56 reports. This information is required only at the time of printing—it doesn’t affect the data creation process.

This section discusses how to create employee housing quarter details.

## Pages Used to Set Up Employee Housing Quarters Details

| Page Name                                   | Object Name     | Navigation                                                                                         | Usage                                                                                                                  |
|---------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Employee Housing Quarters                   | GPHK_EMPL_QTRS  | Global Payroll & Absence Mgmt, Payee Data, Specify Housing Quarters HKG, Employee Housing Quarters | Capture housing quarter information.                                                                                   |
| Specify Housing Quarters HKG - Edit Address | EO_ADDR_HKG_SEC | Click the Edit Address link on the Employee Housing Quarters page.                                 | Enter or update the address details for the housing quarter. You can enter the area code, district, and address 1 – 3. |

## Creating Employee Housing Quarters Details

Access the Employee Housing Quarters page.

**Employee Housing Quarters**

William Lee Person ID: KH0001

**Employee Residence Quarters Details** Find | View All First 1 of 1 Last

\*Quarters Number:  Copy Home Address

Country:  Hong Kong

Address: RM 4 7/F  
BLK, SUI LAM ESTATE  
SIMLAN  
New Territories, SHATIN [Edit Address](#)

Occupancy Begin Date:  Occupancy End Date:

Nature of Quarters:

**Amount Paid By**

|                                            |                                            |
|--------------------------------------------|--------------------------------------------|
| Employer to Landlord: <input type="text"/> | Employer to Employee: <input type="text"/> |
| Employee to Landlord: <input type="text"/> | Employee to Employer: <input type="text"/> |

Employee Housing Quarters page

## Employee Residence Quarters Details

|                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Quarters Number</b>                                                                            | <p>Displays a running serial number that enables you to enter multiple quarter information for a single employee.</p> <p>A maximum of two housing quarters (for each employee) are reported on the IR56 reports. Which two rows are reported depends on the occupancy end date.</p> <p>If an employee was provided with housing quarters at more than two locations in a tax year, a separate IR56B identifying the housing details must be reported. This additional report must contain the additional housing information (above the two locations).</p> <p>You can enter information for more than two quarters per employee.</p>                                                                                                                                       |
| <b>Country, Address, Copy Home Address, and Edit Address</b>                                      | <p>Click the Copy Home Address button to populate the Address field from personal data. This is the address where the quarters are located. To change the default address details, click the Edit Address link to access the Edit Address page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Occupancy Begin and Occupancy End Date</b>                                                     | <p>Enter the dates on which the employee started and stopped occupying the quarters.</p> <p>When processing the data, the system selects the last two rows of housing quarter information. The information is reported if the period of occupation is during the tax year being processed.</p> <p>Housing quarters information is reported only if the occupancy dates overlap the processing period.</p> <p>Housing quarters information that does not have an occupancy end date is selected. Additionally, the occupancy end date that is closest to the period end date is also selected. (For IR56B and IR56M the period end date is the end of the tax year, while for IR56F and IR56G, the period end date is a value that you enter in the run control record.)</p> |
| <b>Nature of Quarters</b>                                                                         | <p>Enter text describing the quarters.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Amount Paid By</b>                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Employer to Landlord, Employer to Employee, Employee to Landlord, and Employee to Employer</b> | <p>Enter the amount paid by specific people for an employee occupying the housing quarters. This could be a rent refunded to the employee or employer or paid to the employee's landlord.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

### See Also

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

[Chapter 12, “Processing Inland Revenue Reports,” Creating Inland Revenue Report Data, page 112](#)

[Chapter 12, “Processing Inland Revenue Reports,” Reviewing and Maintaining IR56 Report Data, page 116](#)

[Chapter 12, “Processing Inland Revenue Reports,” Generating the IR56B Electronic File, page 121](#)

## Setting Up Self-Employment Data

Under the provisions of the Hong Kong Business Registration Ordinance, a new business undertaken by an individual or a partnership must be registered with the Business Registration Office within one month of its commencement. If the employee is self-employed, you can enter their employer (trading) name and the business registration number.

### Page Used to Set Up Self-Employment Data

| Page Name          | Object Name      | Navigation                                                                                   | Usage                                                                                                                                                                      |
|--------------------|------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Self Employed Data | GPHK_IR56_ER_HKG | Global Payroll & Absence Mgmt, Payee Data, Define Self Employed Data HKG, Self Employed Data | Capture self-employment (employer) details including their employer (trading) name and the business registration number. This information is crucial for the IR56M report. |

### See Also

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

[Chapter 12, “Processing Inland Revenue Reports,” Creating Inland Revenue Report Data, page 112](#)

[Chapter 12, “Processing Inland Revenue Reports,” Reviewing and Maintaining IR56 Report Data, page 116](#)

[Chapter 12, “Processing Inland Revenue Reports,” Generating the IR56B Electronic File, page 121](#)

## Setting Up Overseas Concern Details

To set up overseas concern details, use the Overseas Concern Details HKG (GPHK\_OVSEAS\_CNCRN) component.

You can create an identifier and enter the name of the overseas concern (outside Hong Kong). If the employee received an amount from an overseas concern, you must report the name and address of the organization that made the payment. You can enter the amount paid by the overseas concern on the IR56 Monetary Details page.

### Page Used to Set Up Overseas Concern Details

| Page Name                | Object Name       | Navigation                                                                                                                   | Usage                                                              |
|--------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Overseas Concern Details | GPHK_OVSEAS_CNCRN | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Overseas Concern Details HKG, Overseas Concern Details | Capture overseas concern details including their name and address. |

## See Also

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

[Chapter 12, “Processing Inland Revenue Reports,” Creating Inland Revenue Report Data, page 112](#)

[Chapter 12, “Processing Inland Revenue Reports,” Reviewing and Maintaining IR56 Report Data, page 116](#)

[Chapter 12, “Processing Inland Revenue Reports,” Generating the IR56B Electronic File, page 121](#)

[Chapter 12, “Processing Inland Revenue Reports,” Maintaining IR56 Monetary Details, page 119](#)

## Setting Up IR56B and IR56M Starting Sheet Numbers

You can enter the starting sheet number that is allocated to each of the employees for each pay entity in the tax year that you are reporting. The IR56B and IR56M reports include a sheet number (or serial number) that identifies the report for each employee when it is sent to the Inland Revenue Department. Legislation requires that sheet numbers for IR56B should start with 000001 and with 900001 for IR56M.

The data in the underlying table is created during the IR56B/M creation process. When you run the process, it determines whether a serial number exists for the selected pay entity and tax year. If a number is not found, the system creates a row with the default value of 0 for IR56B and 900000 for IR56M.

You can then reset the values if you have been testing the creation process and want to regenerate the data for the final time using the correct starting sheet number.

**Note.** If the pay entity is paying its employees in a foreign currency (and you are generating a manual IR56B), set the starting number for IR56B to 900000.

## Page Used to Set Up IR56B and IR56M Starting Sheet Numbers

| Page Name                     | Object Name       | Navigation                                                                                                              | Usage                                                                                                                                                                                          |
|-------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IR56 Creation Controls<br>HKG | GPHK_IR56_CONTROL | Global Payroll & Absence<br>Mgmt, Year-End Processing,<br>Define IR56B/M Controls<br>HKG, IR56 Creation<br>Controls HKG | Set up starting sheet<br>numbers that identify the<br>IR56 document for each<br>employee when it is sent to<br>the IRD. You can set the<br>starting number for the<br>IR56B and IR56M reports. |

## See Also

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

[Chapter 12, “Processing Inland Revenue Reports,” Creating Inland Revenue Report Data, page 112](#)

[Chapter 12, “Processing Inland Revenue Reports,” Reviewing and Maintaining IR56 Report Data, page 116](#)

[Chapter 12, “Processing Inland Revenue Reports,” Generating the IR56B Electronic File, page 121](#)

## Setting Up Tax Reference Number Details

To set up tax reference number details, use the Tax Reference Number Dtls HKG (GPHK\_TAXREF\_TBL) component.

IR56 reports run by tax reference number, which has a major impact on the way the system creates and stores IR56 data. For every employee attached to the pay entity (sharing the tax reference number), the system combines amounts for each year to date element by currency code and stores them in the IR56 result tables. After the process is completed, you can use the IR56 Monetary Details page to enter adjustments to reflect the amount that should be reported on the IR56 documents.

The system captures the contact name, employer number and designation by tax reference number and retrieves the information from the GPHK\_TAXREF\_TBL

### Page Used to Set Up Tax Reference Number Details

| Page Name                    | Object Name     | Navigation                                                                                                                        | Usage                                                                                                                                                                                                                                                                                                                         |
|------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tax Reference Number Details | GPHK_TAXREF_TBL | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Tax Reference Number Dtls HKG, Tax Reference Number Details | Maintain tax reference number details required for IR56 reporting. You can enter a new tax reference number, create a description, select a signatory, and link multiple pay entities to the tax reference number. A primary indicator check box also enables you to select the main pay entity for the tax reference number. |

#### See Also

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

[Chapter 12, “Processing Inland Revenue Reports,” Creating Inland Revenue Report Data, page 112](#)

[Chapter 12, “Processing Inland Revenue Reports,” Reviewing and Maintaining IR56 Report Data, page 116](#)

[Chapter 12, “Processing Inland Revenue Reports,” Generating the IR56B Electronic File, page 121](#)

## Setting Up Exchange Rate Details

To set up exchange rate details, use the IR56 Exchange Rate Defn HKG (GPHK\_IR56\_EXCH\_TBL) component.

Every year the Inland Revenue Department releases a date that you should use as a reference point for all currency conversion for IR56 reporting. If your organization pays its employees in a currency other than the local currency (HKD), you can maintain the conversion rate and the date used by the IR56 process. The IR56 Exchange Rate Definition page enables you to maintain currency details for a given tax year. The system uses these details for currency conversion when generating IR56 details.

## Page Used to Set Up Exchange Rate Details

| Page Name                     | Object Name        | Navigation                                                                                                                       | Usage                                                                                                                                                                                                                     |
|-------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IR56 Exchange Rate Definition | GPHK_IR56_EXCH_TBL | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, IR56 Exchange Rate Defn HKG, IR56 Exchange Rate Definition | Maintain currency details for a given tax year. The details are used for currency conversion when generating IR56 details. For a specific tax year you can enter a rate type and the date from which the rate will apply. |

### See Also

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

[Chapter 12, “Processing Inland Revenue Reports,” Creating Inland Revenue Report Data, page 112](#)

[Chapter 12, “Processing Inland Revenue Reports,” Reviewing and Maintaining IR56 Report Data, page 116](#)

[Chapter 12, “Processing Inland Revenue Reports,” Generating the IR56B Electronic File, page 121](#)



# CHAPTER 5

## Setting Up Payslips

This document provides an overview of payslips, lists common elements, and discusses how to:

- Create payslip templates.
- Attach payslip templates to pay groups.
- Create payslip messages.

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## 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. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario that you may have.

### See Also

[Chapter 10, “Printing and Viewing Payslips,” page 103](#)

## Viewing Delivered Elements

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

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## Common Elements Used in This Chapter

|                     |                                                                                                  |
|---------------------|--------------------------------------------------------------------------------------------------|
| <b>Sequence</b>     | Determines the order in which the payslip elements appear. They appear in ascending order.       |
| <b>Element Name</b> | The earnings, deduction, or absence element name from its name page in its respective component. |

## Creating Payslip Templates

To create payslip templates, use the Templates HKG (GPHK\_PSLP\_SETUP) component.

This section provides an overview of payslip templates and discusses how to:

- Set up payslip templates and accumulators.
- Set up payslip earnings and deductions.
- Set up payslip absence details.

## Understanding Payslip Templates

When designing payslips, you can:

- Set the accumulator column labels.
- Select the accumulators to appear under the column labels.
- Create unlimited numbers of rows of accumulators and set the sequence in which they appear.
- Create unlimited sections for earnings and deductions.
- Select the absence types that appear.
- Use standard or customized element descriptions.
- Set delivery options.
- Exclude departments or locations from printing at setup level, but override those exclusions at run time.

## Pages Used to Create Payslip Templates

| Page Name               | Object Name | Navigation                                                                                                    | Usage                                                                                                                                                                    |
|-------------------------|-------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accumulators            | GPHK_PSLP   | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates HKG, Accumulators            | Set up delivery and print exclusion options, column headings (labels), and column contents (rows of accumulators).                                                       |
| Earnings and Deductions | GPHK_PSLP1  | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates HKG, Earnings and Deductions | Create sections of earnings and deductions, select from three description options, and set the element components (from the calculation rule) that the payslip displays. |
| Absence Details         | GPHK_PSLP2  | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates HKG, Absence Details         | Add absence entitlements and absence pro rata elements. The payslip displays the current balance of the entitlement or pro rata.                                         |

## Setting Up Payslip Templates and Accumulators

Access the Accumulators page.

**Accumulators** | Earnings and Deductions | Absence Details

Payslip ID: KHHKG01

**Payslip Template Definition** Find | View All First 1 of 1 Last

\*Effective Date: 01/01/2000 \*Description: Sample Payslip Short Description: Sample Pay + -

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

**Accumulator Labels**

| Column 1: | Column 2: | Column 3: | Column 4: | Column 5: | Column 6: |
|-----------|-----------|-----------|-----------|-----------|-----------|
| GROSS     | NET       |           |           |           |           |

**Accumulator Elements** Customize | Find First 1-2 of 2 Last

| Sequence | Description  | *Accumulator 1 | *Accumulator 2 | *Accumulator 3 |   |   |
|----------|--------------|----------------|----------------|----------------|---|---|
| 1        | Pay Period   | GROSS          | NET            |                | + | - |
| 2        | Year To Date | YTD AC EARNING | YTD AC NET     |                | + | - |

Accumulators page

**Note.** Select the tabs that are in the scroll area to access additional views of this page. Fields that are common to all views are documented first.

### Payslip ID

Select an ID to attach a single template to multiple pay groups.

**Note.** Only one template can be attached to a pay group at one time.

## Payslip Template Definition

### Delivery Option

Determines where the hardcopy payslips are sent. Select from a list of internal type addresses, such as department or location, or external addresses, such as home address and mail address, which are recorded in the payee's personal data record.

**Note.** Use the Payee Payslip Overrides page to override the delivery destination of the printed payslip from the default delivery option that you select here. The Payee Payslip Overrides page is effective-dated to enable you to override the delivery option for a period of time.

### Exclude Printing, Department List, and Location List

Select *Location* or *Department* to exclude the printing of specific departments or locations on your payslips. The corresponding links then become available and enable you to select the specific departments or locations that you don't want to display on the payslips during the print process. You can select multiple locations or departments.

If you want to print a location or department that you previously excluded, you can override this on the Print Payslips page before you run the print process.

**Note.** If you enter a pay entity as the reprint option on the Print Payslips page and you exclude a location that is part of that pay entity, it is not printed.

Accumulator Labels

Enter the column heading labels for the accumulators that appear across the page on the printed payslip.

Accumulators 1 to 3 Tab

Access the Accumulators 1 to 3 tab.

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sequence                                        | Enter a sequence number to set the order in which the accumulators appear. They appear in ascending order.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Description                                     | Enter a description of each accumulator row.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Accumulator 1, Accumulator 2, and Accumulator 3 | <p>Select the accumulators to display for the corresponding column. Accumulator 1 values appear under the column 1 label, accumulator 2 values appear under the column 2 label, and so on.</p> <p>For example, you might have already have entered a description of sequence 1 and 2 as current and year to date. If you also want to display quarter-to-date accumulated amounts, you must create a new row, give the new row the description value of <i>QTD</i>, and select the accumulators that correspond to the column headings (labels).</p> |

Accumulators 4 to 6 Tab

Access the Accumulators 4 to 6 tab.

Set up accumulators 4 to 6 on this tab. This is the same as the Accumulators 1 to 3 tab, except that it doesn't have sequence or description fields because the same sequence number and description apply to all six accumulators in the row.

Accumulators on Printed Payslips

The following diagram shows how column labels, sequences descriptions, and accumulator numbers work together on the printed payslip.

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

Columns and rows on the payslip in the Pay Summary region

See Also

Chapter 10, “Printing and Viewing Payslips,” Overriding Payslip Delivery Options, page 105

Setting Up Payslip Earnings and Deductions

Access the Earnings and Deductions page.

Accumulators | **Earnings and Deductions** | Absence Details

Payslip ID: KHHKG01

**Payslip Template Definition** Find | View All First 1 of 1 Last

Effective Date: 01/01/2000 Description: Sample Payslip Short Description: Sample Pay + -

**Section Setup** Find | View All First 1 of 3 Last

Sequence: 1 Description: EARNINGS ☐ MPF Section + -

**Sections Elements** Customize | Find | First 1-7 of 7 Last

**Element Details** | Element Components

| Sequence Number | Element Name | Display YTD Units                   | Display YTD Amount                  |   |   |
|-----------------|--------------|-------------------------------------|-------------------------------------|---|---|
| 1               | BASSAL       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + | - |
| 2               | BASHLY       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + | - |
| 3               | OT1.5        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + | - |
| 4               | OTFIX        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + | - |
| 5               | SHNT1.3      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + | - |
| 6               | SHNTFIX      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + | - |
| 7               | TYPHOON      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + | - |

Earnings and Deductions page: Element Details tab

## Common Page Elements

### Description

You can create and name an unlimited number of sections. Create each section by entering a sequence number for it and a name, such as earnings.

You can determine the sequence for the individual earnings and deductions elements that appear under these sections.

### MPF Section (mandatory provident fund section)

Select to display the following mandatory provident fund (MPF) details on payslips:

- Employer mandatory contribution period.
- Employee mandatory contribution period.
- Total base on which MPF was calculated.
- Contribution pay date to trustee.

All of the related information is stored and retrieved from the MPF result table (GPHK\_MPF\_RSLT).

### Element Details Tab

Access the Element Details tab.

### Display YTD Units (display year-to-date units) and Display YTD Amount (display year-to-date amount)

Select these check boxes to have the year-to-date units and amounts for each element appear in the payment details region under the heading *Year to Date Values*.

## Element Components Tab

Access the Element Components tab.

### Description Type and Description

You can create a custom description of each element. Select the following values for each element:

*Custom:* A field becomes available that enables you to change the default name of the element. For example, *Basic Salary 1*.

*Description:* The default element description appears. For example, *Basic Salary*.

*Element Name:* The default system element name appears. For example, *BASSAL*.

### Print Base, Print Percentage, Print Rate, and Print Unit

These check boxes represent the components of the calculation rule for the element. Select the components to show for each earnings or deduction on the component. You can select only the components that are in the calculation rule for the element. For example, for earnings with the calculation rule (unit) × (rate), only the unit and rate check boxes are available for entry.

If the component is not in the calculation, the check box is cleared and unavailable for selection.

---

**Note.** The amount always appears, so it isn't an option here.

---

## Setting Up Payslip Absence Details

Access the Absence Details page.

The screenshot shows the 'Absence Details' page within a software application. At the top, there are tabs for 'Accumulators', 'Earnings and Deductions', and 'Absence Details'. Below the tabs, the 'Payslip ID' is 'KHHKG01'. The 'Payslip Template Definition' section shows 'Effective Date: 01/01/2000', 'Description: Sample Payslip', and 'Short Description: Sample Pay'. The 'Absence Setup' section is active, showing a table with three rows of absence elements. Each row has columns for 'Sequence', 'Element Name', 'Description Type', and 'Description'. The first row is '1 ALV GENL ENT' with 'Description' type and 'Genl Annual Leave Entitlement' description. The second row is '2 ALV STAT ENT' with 'Description' type and 'Stat Annual Leave Entitlement' description. The third row is '3 SLV SICK ENT' with 'Description' type and 'Sick Leave Entitlement' description. Each row has '+' and '-' buttons to the right.

| *Sequence | Element Name | *Description Type | Description                   |
|-----------|--------------|-------------------|-------------------------------|
| 1         | ALV GENL ENT | Description       | Genl Annual Leave Entitlement |
| 2         | ALV STAT ENT | Description       | Stat Annual Leave Entitlement |
| 3         | SLV SICK ENT | Description       | Sick Leave Entitlement        |

Absence Details page

Select the absence elements to display in the absence section of the payslip and the sequence in which these elements appear.

Use this page the same way that you use the Earnings and Deduction page. Enter a sequence number and an element name, and select one of three descriptions.

## Attaching Payslip Templates to Pay Groups

To attach payslip templates to pay groups, use the Link to Pay Group HKG (GPHK\_PYGRP\_PSLP) component.

This section discusses how to attach payslip IDs to pay groups.

### Page Used to Attach Payslip Templates to Pay Groups

| Page Name                | Object Name     | Navigation                                                                                                             | Usage                                      |
|--------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Payslip Template Details | GPHK_PYGRP_PSLP | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Link to Pay Group HKG, Payslip Template Details | Attach the payslip template to pay groups. |

### Attaching Payslip IDs to Pay Groups

Access the Payslip Template Details page.

**Payslip Template Details**

**Pay Group:** KMONTHLY Monthly Pay Group

**Effective Date:** 01/01/2000

**Payslip Template**

**Payslip ID:**

Payslip Template Details page

#### Payslip ID

After you create the payslip, attach the template to pay groups.

**Note.** You can only attach one template to a pay group at one time.

#### See Also

[Chapter 5, “Setting Up Payslips,” Creating Payslip Templates, page 32](#)

## Creating Payslip Messages

To create payslip messages, use the Messages HKG (GPHK\_PSLP\_MSG) component.

This section discusses how to create payslip messages.

## Page Used to Create Payslip Messages

| Page Name        | Object Name   | Navigation                                                                                            | Usage                                                          |
|------------------|---------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Payslip Messages | GPHK_PSLP_EXT | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages HKG, Payslip Messages | Create payslip messages and control who receives the messages. |

## Creating Payslip Messages

Access the Payslip Messages page.

Payslip Messages page

You can configure text messages that appear on payslips and select the recipient level to which the message is distributed. You can select the following recipient levels:

- All employees who are identified in the calendar group.
- All payees who are associated with a group build ID.
- Employees who are in a specific employee list.

### Message Number

Enter the message ID that the system uses to receive the correct message for the correct payees. Arrays and formulas combine to retrieve the correct message. You can enter multiple numbers for multiple messages.

### Message Level and Group ID

Select the recipient of the message:

*All:* All payees that are identified in the calendar group.

*Group:* All payees that are included in a group that is built by using the Group Build Definition feature in Human Resources (called VC Group Build in Variable Compensation). If you select this value, the Payee Message link becomes unavailable for selection and you can select a group ID.

The HK AR GRP BLD ID array extracts all employees that exist for the group build ID that might also exist for the calendar group ID. This array uses the processing formula HK FM GRP BLD ID. The array extracts all employees from the Group Build result table (GB\_GRP\_RES\_TBL).

*Group List:* All payees that are in a list that is built by using the Global Payroll Group List feature. If you select this value, the Payee Message link becomes available for selection.

### Message

Enter the text of the message that is to appear on selected payslips.

---

**Note.** The HK AR PSLP MSG writable array extracts the payslip message level and message. It uses the processing formula HK FM PSLP MSG, which retrieves the correct message for the correct calendar group ID. This array extracts all fields from the payslip message record (GPHK\_PSLP\_MSG) and writes the message to the writable array result table (GPHK\_PSLP\_RSLT). The writable array stores data from certain system elements, such as the pay period to and from dates and payslip messages.

---

## Description of Processes in Payslip Job

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

1. The Structured Query Report (SQR) GPHKPY01 prints the payslip report and provides self service related information for ePay if ePay is licensed.
2. The GP\_EPAY Application Engine process uses the payslip report and self service related information provided by the prior processes in this job to create self-service payslips for each payee.

If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

### See Also

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



## CHAPTER 6

# Defining Earnings

This chapter provides overviews of earnings for Hong Kong, subsetting, and delivered earnings, and discusses how to:

- Calculate basic salary earnings.
- Calculate basic hourly earnings.
- Calculate overtime earnings.
- Calculate shift allowance earnings.
- Calculate typhoon and black rain allowances.
- Calculate meal allowances.
- Calculate meal reimbursement.
- Calculate mobile phone and pager allowances.
- Calculate housing allowance.
- Calculate rent reimbursement.
- Calculate education allowances.
- Calculate gratuity earnings.
- Calculate thirteenth month pay.
- Calculate cash advances.
- Calculate absence and termination earnings.
- Calculate amount earnings.
- Calculate Mandatory Provident Fund (MPF) earnings.
- Calculate rolling average earnings.
- Control the maximum frequency amount.
- Control earnings maximum or goal amount.
- Schedule earnings using generation control.

---

## Understanding Earnings in Hong Kong

PeopleSoft has created several earnings to demonstrate the flexibility of the Global Payroll rules to meet common processing requirements. The following sections discuss:

- Ways that you can use earnings and supporting elements to produce the desired results.

- How PeopleSoft meets specific earnings processing requirements.

---

**Note.** User keys enable you to track an accumulator at levels lower than the employee record. This directs the system to maintain different accumulated numbers for each of the employee's locations. User key 1 for all earnings on the Earnings Accumulators page is PAY ENTITY. (This is required by Inland Revenue Reporting.) User key 2 for all year-to-date accumulators is CM VR BAL GRP ID (balance group ID).

---

### See Also

*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 Hong Kong. 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

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## Understanding Subsetting

Subsetting enables a group of earnings to be paid for a calendar. For example, during a regular calendar run, you commonly pay basic salary and other earnings. In a 13th month off-cycle calendar run, you are required to pay only 13th month pay.

A variable is overridden at the calendar level. The variable contains the subset type. A formula determines whether the variable is for a subset type such as 13th month pay. The formula is attached to the process list condition and the section resolves if the formula is true.

The 13th month pay formula CM FM 13MTH SUBSET resolves if the variable CM VR SUBSET TYPE is 13MTH (for 13th month pay).

The variable CM VR SUBSET TYPE stores the calendar subset type. You attach the variable on the calendar override page and assign it the appropriate run. The variable is used in a section conditional formula to resolve the section based on the calendar. For example, to run a regular subset type, assign the value REGULAR to the variable. If you run an off-cycle 13th month pay run, assign the value 13 MONTH to the variable. Only the 13th month section is resolved.

### See Also

Chapter 6, “Defining Earnings,” Calculating Thirteen Month Pay, page 51

## Understanding Delivered Earnings Elements

In the following table, the first column combines the earnings name and description. A (GC) in the row indicates that the earnings have a generation control. The other four columns indicate the earnings calculation rule of Unit  $\times$  Rate, Unit  $\times$  Rate  $\times$  Percent, or Amount. The formulas used for some of the earnings are discussed in further detail. (SE) indicates a system element, and (N) indicates numeric.

| Name and Description          | Unit        | Rate           | Base | Percent | Amount   |
|-------------------------------|-------------|----------------|------|---------|----------|
| Regular Pay                   |             |                |      |         |          |
| BASSAL Basic salary           |             |                |      |         | COMPRATE |
| BASHLY Basic hourly           | Payee Level | HOURLY RT (SE) |      |         |          |
| Overtime                      |             |                |      |         |          |
| OT1.5 Overtime 1.5 $\times$   | Payee Level | HOURLY RT (SE) |      | 150     |          |
| OTFIX Overtime fix            | Payee Level | 200 (N)        |      |         |          |
| Shifts                        |             |                |      |         |          |
| SHNT1.3 Shift 1.3 $\times$    | Payee Level | HOURLY RT (SE) |      | 130 (N) |          |
| SHNTFIX Shift fix             | Payee Level | 200 (N)        |      |         |          |
| Allowances                    |             |                |      |         |          |
| TYPHOON Typhoon allowance     | Payee Level | HOURLY RT (SE) |      | 200 (N) |          |
| BLCKRAIN Black rain allowance | Payee Level | HOURLY RT (SE) |      | 200 (N) |          |
| MEAL Meal allowance           |             |                |      |         | 2000 (N) |

| <b>Name and Description</b>             | <b>Unit</b> | <b>Rate</b>         | <b>Base</b>         | <b>Percent</b> | <b>Amount</b>  |
|-----------------------------------------|-------------|---------------------|---------------------|----------------|----------------|
| MEALREIM Meal reimbursement             |             |                     |                     |                | Payee Level    |
| MOBILE Mobile and pager allowance (GC)  |             |                     |                     |                | 250 (N)        |
| HSING Housing allowance                 |             |                     |                     |                | ALW FM HOUSING |
| RENTREIM<br>Rent reimbursement          |             |                     |                     |                | Payee Level    |
| EDALLOW<br>Education allowance (GC)     |             |                     |                     |                | Payee level    |
| GRA<br>Gratuity (GC)                    |             |                     |                     |                | Payee Level    |
| 13MTHPAY<br>13th month payment (GC)     |             |                     | OE FM<br>13MTH BASE | 100 (N)        |                |
| CASHADV<br>Cash advance (GC)            |             |                     | BASSAL              | Payee Level    |                |
| Leave (Absence)                         |             |                     |                     |                |                |
| DY WAGE 80<br>80 percent of daily wages | Payee Level | CM FM<br>DAILY WAGE |                     | 80 (N)         |                |
| LWOP<br>Leave without pay               | Payee Level | DAILY RT<br>(SE)    |                     | 80 (N)         |                |

| Name and Description                           | Unit              | Rate                | Base               | Percent | Amount              |
|------------------------------------------------|-------------------|---------------------|--------------------|---------|---------------------|
| LWOP2<br>Leave without pay<br>for hourly rates | Payee Level       | HOURLY RT           |                    |         |                     |
| SEV/LSP<br>Severance and long<br>service       |                   |                     |                    |         | TER FM LSP<br>PAYMT |
| Termination                                    |                   |                     |                    |         |                     |
| ANN LIEU Annual<br>leave in lieu               | TER FM ALV<br>BAL | CM FM<br>DAILY WAGE |                    |         |                     |
| TER 13TH PAY<br>13th payment<br>termination    |                   |                     | TER FM 13TH<br>PAY | 100 (N) |                     |

## Calculating Basic Salary Earnings

Basic salary (BASSAL) is an earning element with a flat amount that is paid at the earnings level only. Basic salary is paid once per month for permanent employees, in the first month for new hires, and in the last month for terminated employees.

The calculation rule is Amount which is the system element COMPRATE—the payee’s monthly compensation rate.

The system uses pay group proration whenever there is a partial period or when a pay rate change occurs during the pay period. Following are examples of the partial basic salary earnings calculation:

### Example 1

An employee is hired on February 20, 2000 with a salary of 1000 HKD. The basic salary is calculated as:

$$10 / 29 \times 1000 = 344.83$$

### Example 2

If an employee salary increases to 1200 HKD effective March 18, 2000, then the March basic salary is calculated as:

$$(17 / 31 \times 1000) + (14 / 31 \times 1200) = 548.39 + 541.94 = 1090.33$$

---

## Calculating Basic Hourly Earnings

Basic hourly earnings (BASHLY) is the monthly income for hourly employees. It is paid once per pay period to the entire hourly pay group. The system uses the hourly rate to calculate monthly income for hourly employees.

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

- Unit is the number of hours worked.
- Rate is the system variable HOURLY RT.

Hourly rate is calculated from the employee's compensation rate. The number of hours is entered at the positive input level. When a pay rate change occurs during the pay period, the system variable returns the correct hourly rate.

---

## Calculating Overtime Earnings

Two earnings elements exist for overtime:

- OT1.5 is used to pay time-and-a-half.
- OT FIX is used to pay a fixed amount of 200 HKD.

### Calculating OT1.5 Earnings

The overtime rate is 1.5 times the standard hourly rate.

The OT1.5 calculation rule is  $\text{Unit} \times \text{Rate} \times \text{Percent}$ :

- Unit is the number of overtime hours at the payee level.
- Rate is the system variable HOURLY RT.
- Percent is 150.

#### Example

If an employee worked 7.5 overtime hours and the standard hourly rate is 400 HKD, the overtime payment is calculated as:

$$7.5 \times 1.5 \times 400 = 4500$$

### Calculating OTFIX Earnings

Employees who work overtime and leave the office after 21:00 hours are paid a fixed amount of 200 HKD.

The OT FIX calculation rule is  $\text{Unit} \times \text{Rate}$ :

- Unit is the number of days that the employee worked overtime and left after 21:00 hours, determined at the payee level.
- Rate is a fixed numeric value of 200 HKD.

**Example**

If an employee worked three days overtime and left the office after 21:00, the overtime payment is calculated as:

$$3 \times 200 = 600$$

Enter unit amounts for overtime earnings using positive input. In Hong Kong, the previous month's overtime payment might be paid in the current month. When the pay date is a few days before the pay period end date, the overtime hours between the pay date and pay period end date are unknown. Consequently, when overtime earnings for a previous month are paid in the current period, the system treats it as retroactive pay.

---

## Calculating Shift Allowance Earnings

Two earnings for shift allowances are paid once per month to compensate employees who work overnight. Like overtime, there is an earnings element to pay a fixed amount (SHNTFIX) and another to pay 130 percent of the hourly rate (SHNT1.3). This section discusses how to:

- Calculate SHNTFIX earnings.
- Calculate SHNT1.3 earnings.

### Calculating SHNTFIX Earnings

The SHNTFIX calculation rule is  $\text{Unit} \times \text{Rate}$ :

- Unit is the number of overnight shifts that the payee worked.
- Rate is a fixed numeric value of 100 HKD.

### Calculating SHNT1.3 Earnings

The SHNT1.3 calculation rule is  $\text{Unit} \times \text{Rate} \times \text{Percent}$ :

- Unit is the number of overnight shifts that the payee worked.
- Rate is the system variable HOURLY RT.
- Percent is 130.

---

## Calculating Typhoon and Black Rain Allowances

Typhoon (TYPHOON) and black rain (BLCKRAIN) allowances are intended to compensate employees for inconveniences caused by typhoons or black rain duty. Both typhoon and black rain compensations are paid monthly. This section discusses how to:

- Calculate TYPHOON allowances.
- Calculate BLCKRAIN allowances.

### Calculating TYPHOON Allowances

The TYPHOON calculation rule is  $\text{Unit} \times \text{Rate} \times \text{Percent}$ :

- Unit is the number of hours that the employee worked during a typhoon advisory.
- Rate is the system variable HOURLY RT.
- Percent is 200.

## Calculating BLCKRAIN Allowances

The BLCKRAIN calculation rule is  $\text{Unit} \times \text{Rate} \times \text{Percent}$ :

- Unit is the number of hours that the employee worked during a black rain advisory.
- Rate is the system variable HOURLY RT.
- Percent is 200.

---

## Calculating Meal Allowances

A fixed meal allowance (MEAL) of 2000 HKD is defined at the earnings assignment level as a recurring payment and paid each month to employees in the salary pay group.

The MEAL calculation rule is Amount:

Amount is fixed at 2000 HKD.

---

## Calculating Meal Reimbursement

Meal reimbursement (MEALREIM) is a nontaxable meal expense. You can set the maximum claiming limit for every claim.

The calculation rule is Amount:

Amount is established at the payee level using positive input.

While meal reimbursement (MEALREIM) has no minimum amount limit, it does have a maximum limit of 100 HKD per claim. Therefore, for every claim, you can reimburse the lower of 100 HKD or the exact expense from the bill to the employee. Each month can have multiple instances of claims. The total amount of monthly claims is paid as part of the monthly salary.

### Example

Following is a simple example with one positive input instance of 110 HKD. If an employee is paid 110 HKD, but the maximum earnings limit is 100 HKD, the system pays 100 HKD. If the 110 HKD payment is spread over multiple positive input instances, the system still compares it to the paid sum.

In this case, the system determines whether the accumulated monthly amount exceeds the monthly maximum amount of 100 HKD. The system displays a warning message and pays only 100 HKD, because 110 HKD is greater than 100 HKD.

With multiple positive input (PI) instance paid:

| PI Instance | Amount HKD | Accumulator HKD | < or > HKD | Resolve HKD |
|-------------|------------|-----------------|------------|-------------|
| 1           | 40         | 40              | < 100      | 40          |
| 2           | 40         | 80              | < 100      | 40          |
| 3           | 40         | 120             | > 100      | 20          |

While the system pays PI instance 1 and 2, PI instance 3 exceeds the maximum amount by 20 HKD. In this case, the system resolves 20 HKD for PI instance 3.

Depending on the frequency, the maximum amount is converted to the calendar period maximum amount (monthly or annual frequency). For example, if you select a frequency of annual, the process deannualises the maximum amount.

The formula FM MAX AMT determines whether the earnings accumulated amount exceeds the maximum. The accumulated amount is used is because the system must calculate the total amount paid through positive input.

---

## Calculating Mobile Phone and Pager Allowance

MOBILE is a nontaxable expense for using mobile phones or pagers.

The calculation rule is Amount:

Amount is a fixed numeric value of 250 HKD.

The mobile and pager allowance is 250 HKD per month, payable at the earnings level for the salaried pay group.

The generation control CM GC RSLV ONCE stops the allowance from resolving twice if period segmentation occurs.

---

## Calculating Housing Allowances

The housing allowance (HSING) is a monthly taxable benefit.

The calculation rule is Amount:

Amount is set by the formula ALW FM HOUSING.

## Working with the ALW BR HOUSING Bracket

This section discusses how to work with ALW BR HOUSING bracket.

This HSING earnings element pays the housing allowance. The amount depends on the payee's salary grade. The ALW BR HOUSING bracket stores the salary grade and the corresponding housing allowance amount.

### Example

A Grade 001 payee is paid 10000 HKD and a Grade 003 payee is paid 5000 HKD. The ALW BR HOUSING bracket stores the following information:

| Salary Grade | Monthly Housing Allowance |
|--------------|---------------------------|
| 001          | 10,000                    |
| 002          | 8000                      |
| 003          | 5000                      |
| 004 or lower | NA (ineligible)           |

This customary bracket enables you to update or add additional grades and allowance amounts. The system compares the payee's salary grade to the ALW BR HOUSING bracket and pays the corresponding allowance. If the payee's salary grade is not found, the system pays a zero allowance. The earnings are paid at the earnings assignment level because it is a recurring monthly payment.

---

**Note.** Only employees in the salaried pay group are eligible for this benefit.

---

## Calculating Rent Reimbursement

Rent reimbursement (RENTREIM) is used to pay an employee's accommodation costs when working far from home.

The calculation rule is Amount:

Amount is entered through positive input at the payee level.

This earnings element has no maximum amount limit. When the employee's claim is approved, the employee receives the rent reimbursement in the current pay period.

---

**Note.** Employees can have one rent reimbursement per month. Multiple instances are not allowed.

---

## Calculating Education Allowances

Your organisation might set up scholarship programs for employees. The education allowance (EDALLOW) is paid once per year. This fixed scholarship amount is granted to employees when their dependent receives an offer from the recognized institute.

The calculation rule is Amount:

Amount is set at the payee level through positive input.

Employees can apply for the education allowance again in future academic years. No refund is made when their dependents drop out of a course, or if the employee is terminated.

Because the education allowance is paid as a flat amount and as a recurring override, you can enter the amount at the payee earnings assignment level. The reason for this is that the education allowance is paid when the scholarship is granted.

The generation control CM GC RSLV ONCE ensures that the allowance is paid only once per year if period segmentation occurs.

---

## Calculating Gratuity Earnings

Gratuity (GRA) is a single payment to contract workers at the end of a contract or when a contractor leaves.

The calculation rule is Amount:

Amount is set at the payee level.

This section discusses how to:

- Use generation control in gratuity calculation.
- Use formulas in gratuity calculation.

### Using Generation Control in Gratuity Calculation

Gratuity is paid to employees working on contract by using the generation control OE GC GRA. The system automatically pays gratuity based on the contract end date and resolves the amount using the generation control. When the employee is unable to finish the contract, the amount of the gratuity is prorated. No proration rule applies because of the many ways gratuity can be paid in Hong Kong. It is up to the organisation to pay prorated gratuity when contract employees cannot finish the contract period.

While you enter gratuity at the earnings assignment level, it is resolved once through generation control.

### Using Formulas in Gratuity Calculation

Gratuity earnings resolve if the contract end date occurs during the current pay period. If the contract end date is outside the current pay period, the gratuity is not paid. The OE FM CNTR EXPIRE formula determines whether the contract end date occurs during the current pay period and uses segment begin and end date so that the earnings are not paid twice during period segmentation.

---

## Calculating Thirteen Month Pay

It is common in Hong Kong to pay employees an extra month of basic salary. The system pays the basic salary as of the last period of the last calendar year. The 13MTHPAY earnings element is payable only on the Chinese New Year. For example, the Chinese New Year off-cycle run is during either January or February, but basic salary is paid as of December of the last calendar year.

The calculation rule is  $\text{Base} \times \text{Percent}$ :

- Base is set by the formula OE FM 13MTH BASE (base pay).
- Percent is 100.

## Understanding 13th Month Pay Proration

This section discusses the 13th month pay proration.

Proration applies to 13th month pay. The proration calculates the employee's total days of service divided by the number of days in a calendar year.

If the employee's hire date is before the start of the last calendar year, then no proration occurs. If the employee's hire date is after the start of the last calendar year, proration is calculated as follows:

Proration = (Duration in days between (Period End Date + 1) and Hire Date) / (Number of days in a calendar year)

Prorated 13th month pay is paid if the permanent employee has worked fewer than twelve months. The following system parameters are considered in the payment calculation:

- Factor: 100 percent of basic salary.
- Salary day: December 31, 2000.
- Cut off day: November 1, 2000.
- Proration rule: (Service period in year) / (Calendar days in year) × basic salary.

### Example 1: Receiving the Full Factor

An employee is hired on February 2, 1999. Their basic salary as of December 31, 2000 is 12000 HKD. The employee's 13th month pay = 12000 HKD.

### Example 2: Employee Joins After Cut-off Day

An employee is hired on November 1, 2000. Their basic salary as of December 31, 2000 is 20000 HKD. The employee's 13th month pay is zero.

### Example 3: Proration Rule Applied

An employee is hired on January 10, 2000. Their basic salary as of December 31, 2000 is 30000 HKD. The employee's 13th month pay is calculated as:

$$(357 / 366) \times 30000 = 29262.30$$

---

**Note.** Terminated employees are eligible for prorated 13th month pay only if they have completed their probation period.

---

## Using Generation Control in the 13th Month Pay Calculation

Generation control OE GC 13MTH PAY is used to resolve the earnings based on the cut-off date. The cut-off date is entered at the pay group override level. The earnings are paid through earnings assignment with begin and end dates so that they are paid once during the Chinese New Year.

### See Also

Chapter 14, "Defining Absence Rules," Calculating 13th Month Payment, page 137

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## Calculating Cash Advance

An employee can be paid a cash advance of 50 percent of basic salary (CASHADV), which one must pay back in installments over five months.

The calculation rule is  $\text{Base} \times \text{Percent}$ :

- Base is the earnings element BASSAL—base salary.
- Percent is set at the payee level.

The generation control CM GC RSLV ONCE prevents the allowance from being paid more than once if period segmentation occurs. Generation control also ensures that the allowance is paid only once per year.

---

**Note.** The CASHADV deduction with the formula DED FM CASHADV that calculates 20 percent of the goal amount enables the employee to pay back the cash advance.

---

### See Also

Chapter 7, “Defining Deductions,” Calculating Cash Advance Recovery, page 65

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## Calculating Absence and Termination Earnings

This section discusses how to:

- Calculate annual leave instead of annual leave entitlement.
- Calculate eighty percent of daily wages.
- Calculate leave without pay (LWOP and LWOP2).
- Calculate severance and long service payments (LSP).
- Calculate thirteenth month payment on termination.

### Calculating Annual Leave Instead of Annual Leave Entitlement

The ANN LIEU is a payment in lieu of annual leave entitlement. This earnings element is used to pay terminated employees for unused annual leave or for part of their annual leave entitlement before the leave is forfeited.

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

- Unit is set by the formula TER FM ALV BAL.
- Rate is set by the formula CM FM DAILY RATE.

ANN LIEU is a taxable earnings element, which means that it contributes to the annual taxable accumulator. ANN LIEU is also used to pay employees when they accept the payment from their employer to offset part of their annual leave. This is a positive input and the unit of ANN LIEU is overridden by the number of adjusted days from the annual leave balance.

---

**Note.** ANN LIEU can be a negative value because general employees in Hong Kong are allowed to have a negative balance.

---

**See Also**

[Chapter 14, “Defining Absence Rules,” Calculating Annual Leave, page 133](#)

[Chapter 14, “Defining Absence Rules,” Calculating Unused Annual Leave, page 136](#)

**Calculating 80 Percent of Daily Wages**

The DY WAGE 80 earnings element is 80 percent of average earnings paid to statutory employees when taking maternity leave or sick leave. Employees are eligible for maternity leave payments after 40 weeks of continuous service. The entitlement is granted when the leave occurs and the paid maternity period is 70 days from the maternity commencement date. The absence period can be shorter but not longer than 70 days. Unpaid maternity is treated as LWOP.

The calculation rule is  $\text{Unit} \times \text{Rate} \times \text{Percent}$ :

- Unit is set at the payee level.
- Rate is set by the formula CM FM DAILY WAGE.
- Percent is 80.

---

**Note.** 80 percent of an employee’s daily wage is covered for valid maternity leave for statutory employees and 100 percent coverage for general employees.

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**See Also**

[Chapter 14, “Defining Absence Rules,” Calculating Sick Leave, page 139](#)

[Chapter 14, “Defining Absence Rules,” Calculating Maternity Leave, page 140](#)

**Calculating Leave Without Pay (LWOP)**

The total LWOP ( $\text{Units} \times \text{Daily Rate}$ ) is subtracted from an employee’s basic salary if the employee takes leave without pay.

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

- Unit is set at the payee level.
- Rate is the system variable DAILY RT.
- Percent is 80.

---

**Note.** The LWOP earnings element is used for salary based employees. The LWOP2 earnings element is used by weekly employees as it uses an hourly rate.

---

**See Also**

[Chapter 14, “Defining Absence Rules,” Calculating Leave Without Pay, page 141](#)

**Calculating Leave Without Pay (LWOP2)**

The LWOP2 earnings element is used for leave without pay for hourly rates (for weekly employees— as it uses an hourly rate).

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

- Unit is set at the payee level.
- Rate is the system variable HOURLY RATE.

---

**Note.** To be able to use the LWOP2 earnings and absence take correctly, you have to clear the eligibility for positive input check box. If you do not do this, LWOP and LWOP2 will both be processed for an employee. An employee can only receive one or the other, depending on their eligibility.

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### See Also

Chapter 14, “Defining Absence Rules,” Calculating Leave Without Pay, page 141

## Calculating Severance and Long Service Payments

Terminated employees might have severance (SEV) or long service payments (LSP), but not both. The SEV/LSP earnings element is processed in the TER SE MAIN section and is a nontaxable payment. An employer should pay severance when an employee who has been employed under a continuous contract for no fewer than 24 months is dismissed by reason of redundancy. An employer should pay long service payments when an employee has been employed no fewer than five years under a continuous contract.

The calculation rule is Amount:

Amount is set by the formula TER FM LSP PAYMT.

The variable TER VR LSP CEILING stores the maximum ceiling of average wages which is currently 15000 HKD.

The variable TER VR MAX LSP stores the maximum LSP amount used in the bracket.

The formula TER FM LSP PERIOD is used as the search key of the bracket TER BR LSP ENT.

The bracket TER BR LSP ENT stores the list of years of service and maximum claimable LSP amounts.

### See Also

Chapter 14, “Defining Absence Rules,” Calculating Severance and Long Service Leave Payments, page 138

## Calculating 13th Month Payment on Termination

If an employee is eligible for 13th month pay and is terminated after three months of continuous service, prorated 13th month pay is paid when the employee is terminated. The TER 13TH PAY earnings element is used to pay the 13th month payment for terminated employees.

The calculation rule is  $\text{Base} \times \text{Percent}$ :

- Base is set by the formula TER FM 13TH PAY.
- Percent is 100.

The prorated 13th month payment calculation is:

$(\text{Duration between service date and termination date}) / 365 \times (\text{monthly rate})$

If the employee received current year 13th month pay before Chinese New Year, (terminated on June 2000) and received 13th month pay in February 2000, the prorated 13th month payment is calculated as:

$(\text{Duration between January 1, 2000 and termination date}) / 365 \times (\text{monthly rate})$

Factor 365 is used even in a leap year.

---

**Note.** The 13th MTH PAY is different from the TER 13TH PAY (termination) earnings element. The 13th MTH PAY earnings element is the calculation of the regular year end. TER 13TH PAY is used exclusively for the TER SE MAIN termination section.

---

### See Also

Chapter 14, “Defining Absence Rules,” Calculating 13th Month Payment, page 137

Chapter 14, “Defining Absence Rules,” Calculating Absence Entitlements on Termination, page 136

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## Calculating Amount Earnings

This section discusses how to:

- Use flat amounts.
- Use formula-based amounts.

### Using Flat Amounts

For Hong Kong, there are eight earnings with the calculation rule Amount. Two are flat amounts:

- Meal allowance (MEAL).
- Mobile and pager (MOBILE).

### See Also

Chapter 6, “Defining Earnings,” Calculating Meal Allowances, page 48

Chapter 6, “Defining Earnings,” Calculating Mobile Phone and Pager Allowance, page 49

### Using Formula-Based Amounts

The housing allowance uses the ALW FM HOUSING formula to find the earnings amount that stores the salary grade and the corresponding housing allowance amount.

The gratuity earnings use the formula OE FM CNTR EXPIRE to determine whether the contract dates occur during the current pay period and use segment begin and end dates so that the earnings are not paid twice in period segmentation.

The termination earnings use formula OE FM ROLL AVG to calculate the rolling average amount. The formula calls a historical rule to retrieve the amount from an accumulator. The formula then calculates the average from the amount retrieved.

The severance and long service leave earnings use formula TER FM LSP PAYMT to return the severance payment or long service payment, depending on the year of service and the action reason.

## See Also

[Chapter 6, “Defining Earnings,” Calculating Housing Allowances, page 49](#)

[Chapter 6, “Defining Earnings,” Calculating Gratuity Earnings, page 51](#)

[Chapter 6, “Defining Earnings,” Calculating Absence and Termination Earnings, page 53](#)

[Chapter 6, “Defining Earnings,” Calculating Severance and Long Service Payments, page 55](#)

## Calculating Mandatory Provident Fund Earnings

Not all earnings are included in Mandatory Provident Fund (MPF) calculations. Earnings that are included in the MPF calculation are considered relevant income and include wages, salaries, leave pay, fees, commissions, bonuses, and gratuities. Examples of earnings that are excluded from MPF calculations are housing allowances, housing benefits, severance payments, and long service leave payments. The following earnings are included as relevant earnings in MPF calculations:

| Earnings Name | Description                |
|---------------|----------------------------|
| BASSAL        | Basic salary               |
| OT1.5         | Overtime 1.5 ×             |
| OTFIX         | Overtime fix               |
| SHNT1.3       | SHIFT1.3 ×                 |
| SHNTFIX       | Shift fix                  |
| GRAT          | Gratuity                   |
| 13MTHPAY      | Thirteenth month pay       |
| TYPHOON       | Typhoon allowance          |
| BLCKRAIN      | Black rain allowance       |
| MOBILE        | Mobile and pager allowance |
| BASHLY        | Basic hourly salary        |

These earnings are included in the monthly accumulator MPF AC REVLNT INCM that is based on the pay period end date and the user key of EmplID (employee identification).

## See Also

Chapter 8, “Administering Mandatory Provident Fund Contributions,” page 69

## Calculating the Earnings Rolling Average

This section discusses calculating the earnings rolling average and how to:

- Use accumulators in the rolling average calculation.
- Use variables in the rolling average calculation.
- Use formulas in the rolling average calculation.

This section also provides an example of working with rolling averages.

Earnings rolling average is used to calculate compensation when there is a termination or accident at work. You can set up an earnings element for which the rate is determined by the average of another earnings element during a rolling period, such as the preceding 12 months.

The following earnings contribute to average earnings:

- Cash wages.
- The value of any privilege or benefit that can be estimated in cash (such as food, fuel, or quarters supplied to the employee).
- Overtime or other special remuneration through bonus, allowance, or otherwise.
- Customary tips.

## Using Accumulators in the Rolling Average Calculation

The rolling average calculation uses the OE AC ROLLAVG AMT (amounts) accumulator. The accumulator accumulates the earnings listed in the following table for rolling average calculation. It is a monthly accumulator with an accumulated date of the payment date. The system uses the amount values of the members of accumulator OE AC ROLLAVG AMT in its averaging calculation. PeopleSoft delivers this accumulator with the following earnings as its members:

| Earnings Name | Description         |
|---------------|---------------------|
| BASSAL        | Basic salary        |
| BASHLY        | Basic hourly salary |
| OT1.5         | Overtime 1.5×       |
| OTFIX         | Overtime fix        |
| SHNT1.3       | SHIFT1.3×           |

| Earnings Name | Description       |
|---------------|-------------------|
| SHNTFIX       | Shift fix         |
| MEAL          | Meal allowance    |
| HSING         | Housing allowance |
| GRAT          | Gratuity          |
| 13MTHPAY      | 13th month pay    |

### See Also

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

## Using Variables in the Rolling Average Calculation

The rolling average calculation uses the OE VR ROLLAVG AMT (amounts) variable. The system adds the amounts retrieved from the OE AC ROLLAVG AMT accumulator to variable OE VR ROLLAVG AMT. The variable OE VR ROLL UNIT holds the rolling number of months for calculating the rolling average. You can set the variable OE VR ROLL UNIT to the number of months that you want the system to use to retrieve period data for use in the calculation.

### See Also

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

## Using Formulas in the Rolling Average Calculation

The rolling average calculation uses the OE FM ROLLAVG AMT (amounts) formula. The rolling unit indicates how far back to calculate the rolling average. The formula OE FM ROLLAVG AMT, attached to an earnings element, calls a historical rule to retrieve the accumulator value at the time of the calculated period. The period is calculated by the last period end date minus the number of months specified. The formula then calculates the average from the amount retrieved.

### See Also

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

## Working with Rolling Average (Example)

Following is an example of the accumulated value of the earnings element for the last five periods. Assume that:

- In period 2, these earnings did not contribute to the accumulator.
- You are running the pay run in period 5.

| Value             | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 |
|-------------------|----------|----------|----------|----------|----------|
| Earnings value    | 10,000   | Not paid | 10,000   | 10,000   | 10,000   |
| Accumulator Value | 10,000   | 10,000   | 20,000   | 30,000   | 40,000   |

Assume that you want to calculate the average earnings for the last four periods from period 5 (hence, you retrieve from period 1). Therefore, the accumulator holds 10000 for period 1 and the rule retrieves 1,000. The formula retrieves the current period accumulator value of 40000 in period 5.

The rolling average calculation is as follows:

$((\text{Accumulator, current period}) - (\text{Accumulator, previous period})) / (\text{Months})$

Hence, the calculation resolves to:

$(40,000 - 10,000) / 4 = 7500$

---

## Controlling the Maximum Frequency Amount

There is an accumulator for each monthly and annual frequency. You can select a frequency of monthly or annual. Two accumulators are provided for each frequency.

During the calculation process, a formula determines whether the accumulated amount exceeds the maximum. Depending on the frequency, the formula selects the appropriate accumulator.

You can set the maximum amount and frequency at the payee level. Earnings element MEALREIM is set up this way. The accumulator CM AC MAX MONTH determines whether the monthly maximum amount (ceiling) has been reached for meal reimbursements.

### Example 1

With a maximum yearly amount of 10040 HKD, the system pays 40 HKD if the payee's earnings are 50 HKD per month, and after payment, the accumulated yearly amount is 10050 HKD.

### Example 2

With a monthly maximum amount of 60 HKD, the system pays 10 HKD if the payee's earnings are 50 HKD per month, and after payment, the accumulated monthly amount is 100 HKD. The system determines whether the accumulated monthly amount exceeds the monthly maximum amount of 60 HKD.

In this case, because 100 HKD is greater than 60 HKD, the accumulated monthly amount does exceed the monthly maximum amount. The earnings amount is updated with the difference. In this case, because the payee earns 50 HKD per month:

$(50 + 60 - 100) = 10 \text{ HKD}$

---

## Controlling Earnings Maximum (Goal) Amount

You can set a goal amount for earnings—an upper limit on the earnings so that no more than that amount is paid in an accumulation period. CASHADV is set up with this control. It is set up to have a quarterly limit. You can nominate a goal amount to be paid for earnings or deductions.

CASHADV is always 20 percent of the CASHADV earnings and the recovery ceases to resolve when the cash advance goal balance accumulator equals zero.

When termination occurs, the whole cash advance goal balance is recovered in the last pay period, so the deduction amount of the CASHADV is overridden by the cash advance goal balance accumulator. A negative net balance is allowed when the net amount is not enough to recover the whole goal balance.

### Example

If the total accumulated deduction amount exceeds the goal amount, then only the difference is deducted. For example, suppose that a payee's deduction is 50 HKD. After the deduction, the accumulated amount is 10050 HKD and the goal amount is 10040 HKD. In this case, the system deducts only 40 HKD. The concept of the goal amount is similar to the maximum amount. The difference is that the accumulated amount is a life-to-date accumulator.

A formula determines whether the earnings amount exceeds the goal amount. If it does, then the difference is returned and a warning message appears.

### See Also

Chapter 6, “Defining Earnings,” Calculating Cash Advance, page 53

Chapter 7, “Defining Deductions,” Calculating Cash Advance Recovery, page 65

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## Scheduling Earnings Using Generation Control

Generation control elements enable you to instruct the system to process an earnings element based on criteria that you define.

For Hong Kong, you control the payment of an earnings by assigning one of three generation controls to the earnings:

- OE GC GRA
- GM GC 13MTH PAY
- GM GC RSLV ONCE

For each generation control, there is a corresponding formula. When the formula returns TRUE, the earnings are paid.

For example, to pay an education allowance, the generation control CM GC RSLV ONCE resolves the allowance if either of the following conditions is true:

- The allowance has not been paid this year.
- Period segmentation occurred and the allowance was paid (hence, segmentation status is inactive).

The generation control CM GC RSLV ONCE ensures that the allowance is paid only once per year if period segmentation occurs.

**See Also**

Chapter 6, “Defining Earnings,” Calculating Gratuity Earnings, page 51

Chapter 6, “Defining Earnings,” Calculating Thirteen Month Pay, page 51

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

## CHAPTER 7

# Defining Deductions

This chapter provides overviews on deductions for Hong Kong and delivered deduction elements and discusses how to:

- Calculate leave without pay and daily rate reduction.
- Schedule deductions using generation control.

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## Understanding Deductions for Hong Kong

PeopleSoft has created several deductions to demonstrate the flexibility of the Global Payroll rules to meet common processing requirements such as the preservation of minimum net pay. The following sections discuss:

- How you can use deductions and supporting elements to produce desired results.
- How PeopleSoft has met specific deduction processing requirements.

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**Note.** User keys enable you to track an accumulator at levels lower than the employee record. This directs the system to maintain different accumulated numbers for each of the employee's locations. User Key 1 for deductions on the Deduction Accumulators page is PAY ENTITY (required by Inland Revenue reporting). User Key 2 for all year to date accumulators is CM VR BAL GRP ID (balance group ID).

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### See Also

Chapter 6, "Defining Earnings," page 41

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## Understanding Delivered Deduction Elements

This section discusses:

- Delivered deduction elements.
- Process lists and sections.
- Viewing delivered elements.
- Calculating cash advance recovery.
- Calculating community chest.
- Calculating MPF deductions.

## Delivered Deduction Elements

You use these delivered deduction elements as delivered, modify them, or create new elements.

| Name and Description                                           | Unit | Rate | Base                     | Percent | Amount      |
|----------------------------------------------------------------|------|------|--------------------------|---------|-------------|
| CASHADVR<br>Cash Advance<br>Recovery (GC)                      | N/A  | N/A  | OE FM<br>CASHADVR<br>BSE | 20 (N)  | N/A         |
| COMCHST<br>Community Chest<br>(GC)                             | N/A  | N/A  | N/A                      | N/A     | Payee Level |
| ERMPFMN1<br>MPF Employer<br>Mandatory 1<br>(Regular)           | N/A  | N/A  | MPF FM<br>ERMN1 BASE     | 5 (N)   | N/A         |
| ERMPFMN2<br>MPF Employer<br>Mandatory 2<br>(Permitted Period)  | N/A  | N/A  | MPF FM<br>ERMN2 BASE     | 5 (N)   | N/A         |
| ERMPFVOL1<br>MPF Employer<br>Voluntary 1<br>(Regular)          | N/A  | N/A  | MPF FM<br>ERVOL1<br>BASE | 5 (N)   | N/A         |
| ERMPFVOL2<br>MPF Employer<br>Voluntary 2<br>(Permitted Period) | N/A  | N/A  | MPF FM<br>ERVOL2<br>BASE | 5 (N)   | N/A         |
| EEMPFMN1<br>MPF Employee<br>Mandatory 1<br>(Regular)           | N/A  | N/A  | MPF FM<br>EEMN1 BASE     | 5 (N)   | N/A         |
| EEMPFMN2<br>MPF Employee<br>Mandatory 2<br>(Permitted Period)  | N/A  | N/A  | MPF FM<br>EEMN2 BASE     | 5 (N)   | N/A         |

| Name and Description                                           | Unit | Rate | Base        | Percent | Amount |
|----------------------------------------------------------------|------|------|-------------|---------|--------|
| EEMPFVOL1<br>MPF Employer<br>Voluntary 1<br>(Regular)          | N/A  | N/A  | Payee Level | 100 (N) | N/A    |
| EEMPFVOL2<br>MPF Employee<br>Voluntary 2<br>(Permitted Period) | N/A  | N/A  | Payee Level | 100 (N) | N/A    |

In the following table, the first column combines the deduction name and description. The letters GC in a row indicate that the deduction has generation control. The other five columns indicate the deduction's calculation rule: Unit  $\times$  Rate, Unit  $\times$  Rate  $\times$  Percent, or Base  $\times$  Percent. The formulas used for some of the deduction codes are discussed in further detail. The letter N in a row indicates numeric.

## Process Lists and Sections

The CASHADVR and COMCHST deductions are members of the DED SE COMMON process section.

The ERMPFMN1, ERMPFMN2, ERMPFVOL1, ERMPFVOL2, EEMPFMN1, EEMPFMN2, EEMPFVOL1, and EEMPFVOL2 deductions are members of the MPF SE DEDUCTION process section.

The DED SE COMMON and MPF SE DEDUCTION sections are included in the CM PR PAYROLL process list.

## Viewing Delivered Elements

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Hong Kong. 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 Cash Advance Recovery

Employees can be paid 50 percent of their basic salary cash advances (CASHADV), which they must pay back using CASHADVR in installments over five months. Use the cash advance recovery deduction exclusively to offset the cash advance. For cash advance payments, employees do not pay interest.

As the total cash advance recovery amount is deducted from the annual taxable income, the cash advance recovery is a taxable deduction.

The generation control CM GC RSLV CSHADVR determines when the deduction starts and stops, if period segmentation occurs.

The formula DED FM RSLV CSHADR is attached to the generation control and determines if the cash advance accumulator is greater than zero. If so, the deduction is resolved. The accumulator is timed after calculation because the deduction is resolved after the CASHADV earnings is paid (the accumulator is updated after the deduction—not when the earning is resolved). The first time that the earning is paid, the deduction is not resolved because the accumulator is updated at the end of the pay run.

In the next period, the deduction is resolved because the accumulator would have been updated with the earnings amount. The generation control determines if the goal amount balance has been reached.

### Example

A salaried employee's current basic salary is 20000 HKD per month. The organization decided that 50 percent of that basic salary cash advance is paid on January 15, 2001. The cash advance amount that the employee will receive on January 15, 2001 is calculated as:

$$(50 \text{ percent}) \times 20000 = 10000 \text{ (Cash Advance)} = 10000 \text{ HKD}$$

After the cash advance is finalized, the deduction cash advance recovery is created (20 percent of cash advance with goal amount for the payee on the Earnings and Deductions Assignment page).

### See Also

Chapter 6, “Defining Earnings,” Calculating Cash Advance, page 53

## Calculating Community Chest

The community chest deduction enables employees to donate to charity from their salaries. The donated amount is a taxable deduction and is paid at the earnings assignment level. Proration is not applicable to the donation.

The generation control CM GC RSLV ONCE prevents deducting the allowance more than once if period segmentation occurs.

## Calculating Mandatory Provident Fund Deductions

All members of the workforce, between age 18 and 65, except those who are exempt, are required to make regular contributions to registered Mandatory Provident Fund (MPF) schemes. Contributions are calculated at 10 percent of the employee's income, with the employee and employer each paying 5 percent. Both the employee and employer can elect to make additional voluntary contributions.

The employer and employees' contributions are deducted and paid to the selected MPF scheme each pay period. After the MPF scheme receives the deductions, they are immediately deposited into the employees' retirement savings plans.

Eight MPF deductions are provided:

- Employer MPF Regular Mandatory 1 - ERMPFMN1

The ERMPFMN1 deduction is used for employer regular MPF mandatory contributions.

- Employer MPF Permitted Period Mandatory 2 - ERMPFMN2

The ERMPFMN2 deduction is used for employer MPF mandatory contributions during the 60-day permitted period.

- Employer MPF Regular Voluntary 1- ERMPFVOL1

The ERMPFVOL1 deduction is an additional 5 percent of relevant earnings and should be given to all employees. The rest of the rules are the same as for the MPF Employer Voluntary deduction. The deduction is used for employer MPF voluntary contributions.

- Employer MPF Permitted Period Voluntary 2 - ERMPFVOL2

The ERMPFVOL2 deduction is used for employer MPF voluntary contributions during the 60-day permitted period.

- Employee MPF Regular Mandatory 1 - EEMPFMN1

The EEMPFMN1 deduction is used for employee MPF mandatory contributions.

- Employee MPF Permitted Period Mandatory 2 - EEMPFMN2

The EEMPFMN2 deduction is used for employee MPF mandatory contributions during the 60-day permitted period.

- Employee MPF Regular Voluntary 1 - EEMPFVOL1

The EEMPFVOL1 deduction is used for employer MPF voluntary contributions.

- Employee MPF Permitted Period Voluntary 2 - EEMPFVOL2

The EEMPFVOL2 deduction is used for employee MPF voluntary contributions during the 60-day permitted period.

### See Also

Chapter 8, “Administering Mandatory Provident Fund Contributions,” page 69

## Calculating Leave Without Pay and Daily Rate Deduction

Employees might take leave without pay during their working periods. One calendar daily rate is taken from salary for one day of unpaid leave. Unpaid leave is a taxable deduction.

LWOP can be taken anytime during the servicing period. One DAILY RT is reduced from the employee’s monthly income for every single day of LWOP taken. The value of one DAILY RT equals:

$(\text{Annual Salary}) / 365$

365 is used even in the leap year.

### Example

Three days of unpaid leave has been taken in April and the basic salary in April is 10000 HKD. The April monthly salary is calculated as:

|               |                    |
|---------------|--------------------|
| Basic Salary: | 10000              |
| Unpaid Leave: | - 3 (3/30) x 10000 |
| Net:          | (HKD) 9000         |

April Monthly Salary Calculation

A salary change can occur during unpaid leave. In this case, the unpaid leave is split into two segments: segment one is based on the old daily rate and segment two is based on the new daily rate.

**See Also**

Chapter 6, “Defining Earnings,” Calculating Leave Without Pay (LWOP), page 54

Chapter 6, “Defining Earnings,” Calculating Leave Without Pay (LWOP2), page 54

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## Scheduling Deductions Using Generation Control

Generation control elements enable you to specify whether to process a deduction element based on defined criteria. For Global Payroll for Hong Kong, the system controls deduction payments by assigning a generation control to the deductions.

For each generation control, there is a corresponding formula. When the formula returns TRUE, the deduction is resolved.

**See Also**

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

## CHAPTER 8

# Administering Mandatory Provident Fund Contributions

This chapter provides overviews of the administration of Mandatory Provident Fund (MPF) contributions for Hong Kong, MPF proration rules and discusses how to:

- Make statutory and customary MPF deductions.
- Accommodate MPF exemption rules and limits.
- Calculate permitted period MPF contributions.
- Calculate regular MPF contributions.
- Set up additional MPF recipient details.
- Submit the Remittance Statement.

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## Understanding the Administration of Mandatory Provident Fund Contributions

This section discusses the administrative and reporting requirements of MPF administration and maintenance to:

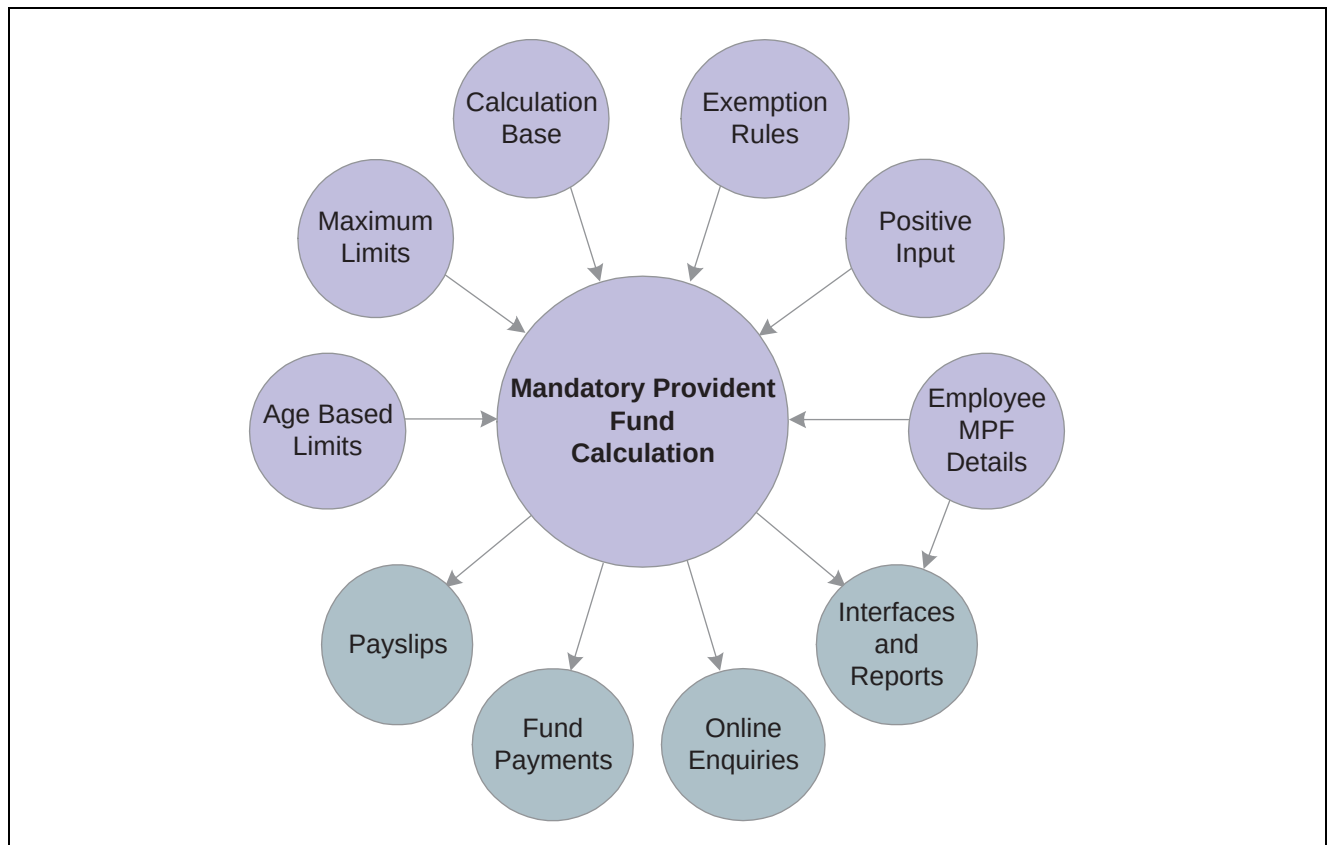
- Support both employee and employer payments to a nominated fund in accordance with the calculation of eligibility rules for MPF legislation.

These deduction rules cover legislative MPF requirements such as permitted period processing, age eligibility, and the contribution holiday rule.

- Provide reports to support MPF administrative requirements.

MPF reports such as the Remittance Statement and Terminated Employees Report enable you to manage MPF contributions.

The following diagram displays the rules and options that you are required to set up or exercise to ensure correct MPF calculation and system outputs.



User inputs and system outputs for Mandatory Provident Fund deductions

### See Also

Appendix A, “Appendix: Global Payroll for Hong Kong Reports,” page 145

Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57

Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66

## Common Elements Used in This Chapter

**Casual Employee** (as defined by MPF Ordinance)

An employee engaged in the construction or catering industry, who is employed on a daily basis or for a fixed period of less than sixty days.

**Contribution Day**

For non-casual employees, the tenth day after the last day of the contribution period or the contribution period in which the permitted period ends—whichever is later. The employer must contribute to a scheme for their employees on or before the tenth day after the last day of the contribution period.

For casual employees (who are not members of an industry scheme), this is the tenth day after the last day of the relevant contribution period, or the contribution period in which the permitted period ends—whichever is later. The employer and the approved trustee of the scheme concerned approve one of the following days:

- The day on which the casual employee is paid.
- The tenth day after the last day of the relevant contribution period.

|                                                     |                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contribution Holiday</b>                         | An employee does not have to contribute to MPF for the first thirty days of employment. The first thirty days is referred to as the contribution holiday. An employee must start paying MPF from the thirty-first day of employment.                                                                                                                     |
| <b>Contribution Period</b><br>(non-casual employee) | Regarded as the payroll period. If an employee is paid on a calendar month basis and the payment pattern is specified in the employment contract, the contribution period should be one calendar month.                                                                                                                                                  |
| <b>Employee Reporting Period</b>                    | The pay period in which the holiday contribution period ends. Employee's can start contributing to MPF in this period.                                                                                                                                                                                                                                   |
| <b>Employer Reporting Period</b>                    | The pay period in which the permitted period ends. The remittance report and payslip are required to disclose the contribution amount and contribution dates within the permitted period.                                                                                                                                                                |
| <b>Mandatory Provident Fund (MPF)</b>               | A compulsory retirement plan scheme for employees between the ages of 18 and 65, implemented by the government of Hong Kong to help ensure a financially sound retirement for the territory's workforce. Under MPF, both the employer and employee make regular mandatory contributions into an employee's account, with benefits payable at retirement. |
| <b>Permitted Period</b>                             | For casual employees, the period within which the employer must enroll the employee into a registered scheme—ten days for casual employees.                                                                                                                                                                                                              |
| <b>Permitted Period MPF Deduction</b>               | An MPF deduction (contribution amount) for the permitted period required for the MPF Remittance report. Used to report MPF contribution within the permitted period and does not contribute to balance accumulators.                                                                                                                                     |
| <b>Regular MPF Deduction</b>                        | Regular MPF deductions are used for regular deduction processing in payroll and contribute to balance accumulators. There are two deduction elements. One element resolves the amount for payroll and the other resolves for reporting.                                                                                                                  |

## Viewing Delivered Elements

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

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## Making Statutory and Customary MPF Deductions

This section discusses the MPF deductions that are delivered by PeopleSoft.

PeopleSoft supply the following deductions for the common MPF contributions. The deductions are PeopleSoft maintained and are all defined with a calculation rule of Base x Percent. Mandatory and voluntary deductions are delivered for both employers and employees.

| Deduction                                                         | Description                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ERMPFMN1<br>Employer Regular MPF Mandatory Contribution           | Used for employer regular MPF mandatory contributions.<br><br>Base = MPF FM ERMN1<br><br>Percent = 5<br><br>(Statutory)                                                                                                                                                                                        |
| ERMPFMN2<br>Employer Permitted Period MPF Mandatory Contribution  | Used for employer MPF mandatory contributions within the sixty-day permitted period.<br><br>Base = MPF FM ERMN2<br><br>Percent = 5<br><br>(Statutory)                                                                                                                                                          |
| ERMPFVOL1<br>Employer Regular MPF Voluntary Contribution          | An additional 5 percent of relevant earnings and should be given to all employees. The rest of the rules are the same as those for the MPF Employer Voluntary deduction. The deduction is used for employer MPF voluntary contribution.<br><br>Base = MPF FM ERVOL1 BASE<br><br>Percent = 5<br><br>(Customary) |
| ERMPFVOL2<br>Employer MPF Permitted Period Voluntary Contribution | Used for employer MPF voluntary contributions within the sixty-day permitted period.<br><br>Base = MPF FM ERVOL2 BASE<br><br>Percent = 5<br><br>(Customary)                                                                                                                                                    |
| EEMPFMN1<br>Employee Regular Mandatory MPF Contribution           | Used for employee MPF mandatory contributions.<br><br>Base = MPF FM EEMN1 BASE<br><br>Percent = 5<br><br>(Statutory)                                                                                                                                                                                           |
| EEMPFMN2<br>Employee Permitted Period Mandatory MPF Contribution  | Used for employee MPF mandatory contributions within the sixty-day permitted period.<br><br>Base = MPF FM EEMN2 BASE<br><br>Percent = 5<br><br>(Statutory)                                                                                                                                                     |

| Deduction                                                    | Description                                                                                                                                                                                       |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EEMPVOL1<br>Employee Regular Voluntary MPF Contribution      | Used for employee MPF voluntary contributions. Entered at the deduction assignment level.<br><br>Base = Payee Level<br><br>Percent = 100<br><br>(Customary)                                       |
| EEMPVOL2<br>Employee Permitted Period Voluntary contribution | Used for employee MPF voluntary contributions within the sixty-day permitted period. Entered at the deduction assignment level.<br><br>Base = Payee Level<br><br>Percent = 100<br><br>(Customary) |

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**Note.** Earnings that are included in the MPF calculation are referred to as relevant income and include wages, salaries, leave pay, fee, commission, bonus, and gratuity. Because not all earnings are included in MPF calculations, it is possible to define the earnings that should be included in MPF calculation using the earnings component.

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### See Also

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Permitted Period MPF Contributions, page 82](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Regular MPF Contributions, page 85](#)

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## Accommodating MPF Exemption Rules and Limits

This section provides overviews of accommodating MPF exemption rules and limits, MPF contribution holiday rule, age eligibility rules, and permitted period termination rules, and discusses how to:

- Define casual employees for MPF contributions.
- Exclude employees from MPF calculations.
- Apply maximum and minimum limits to MPF contributions.

## Understanding Accommodating MPF Exemption Rules and Limits

This section discusses the exceptions and limits for MPF contributions.

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

- An employee does not have to contribute to MPF for the first thirty days (contribution holiday) of employment.
- If the employee is paid on a monthly calendar basis, reaches the age of 65 prior to the payment date, and is not terminated, then MPF contribution is not required by either the employer or the employee for that month.
- If an employee terminates within the first sixty days of employment (permitted period), the employer is exempted from making the MPF contribution.
- For casual employees, the sixty-day (permitted period) rule for employers and thirty-day (contribution holiday) rule for employees does not apply.
- Mandatory contributions are subject to maximum and minimum levels.

For example, employees earning less than 5000 HKD per month in relevant income do not have to contribute to MPF, but the employer still needs to contribute 5 percent of the employee's income, even if the employee earns less than 5000 HKD in relevant income in the month. Employer mandatory contributions have no minimum levels.

---

**Note.** No age eligibility or minimum and maximum rules are applied to employee voluntary deductions. However, employer voluntary deductions do check for these rules.

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## Understanding the MPF Contribution Holiday Rule

This section discusses generation control resolution and the MPF deduction.

A generation control resolves the MPF deduction if the employee's service days are greater than thirty days. For example, for the EEMPFMN1 deduction, the MPF generation control MPF GC EEMN1, using formula MPF FM RSLV EEMN1, resolves if the employee's service days are greater than thirty days (not within the holiday contribution period) and no additional exemptions apply.

Depending on whether the employee is hired or rehired, days of service are calculated as:

Period End Date – Hire Date +1

or

Period End Date – Rehire Date + 1

If the contribution holiday end date MPF DT HOL END DT is before or the same as the PERIOD END DATE, then the formula MPF FM HOL END DT resolves. The formula determines if the period is greater than the contribution holiday end date.

The formula MPF FM END HOL PRD compares the holiday contribution end date to the pay period begin date. The rule states that if the holiday end date does not fall on the first day of a pay period then the employee's MPF contribution will be waived until the next full pay period. Contributions begin when the pay period begin date is greater than the contribution holiday end date. For example, suppose a monthly paid employee is hired on February 1, 2003, and the holiday end period is April 3, 2003. Because the April pay period starts on the 1st, the employee will not have to contribute MPF until the next pay period (May 1, 2003).

## See Also

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Permitted Period MPF Contributions, page 82](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Regular MPF Contributions, page 85](#)

## Understanding MPF Age Eligibility Rules

This section discusses the formulae used to check the employee's age before resolving and determining the payment of MPF contributions.

The formula MPF FM AGE 65 checks if the employee is 65 years of age. The formula calls GP AGE IN YEARS to calculate the employee's age and resolves when the following conditions are true:

- The employee's age is 65.
- The employee's birthday falls within the period and on or before the payment date.

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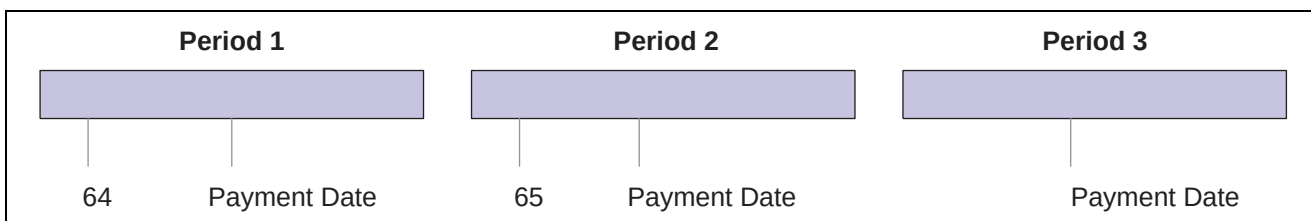
**Note.** GP AGE IN YEARS calculates the number of years from the employee's birthdate to the period end date.

The generation controls MPF GC ERMN1 and MPF GC ERMN2 stop resolving MPF mandatory deductions once the employee has reached 65 on or before the payment date. The following are examples of different scenarios where the payment date determines the payment of MPF contributions.

---

### Employees Turning 65 Before Their Payment Date

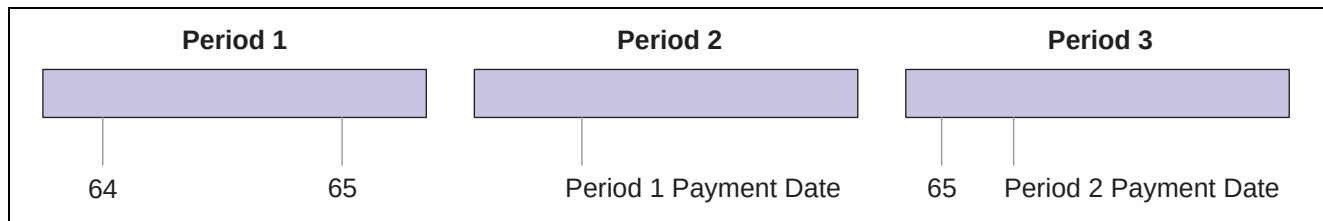
Suppose an employee turns 65 before their payment date and the payment date is within the pay period begin and end date. In Period 1, MPF is resolved but in Period 2, MPF is not resolved because the employee turns 65 before the payment date. In Period 3, since the employee is already 65, MPF isn't resolved. The following diagram illustrates this scenario:



An employee turns 65 before their payment date which is within the pay period begin and end date

### Employees Turning 65 Before the Period 2 Payment Date

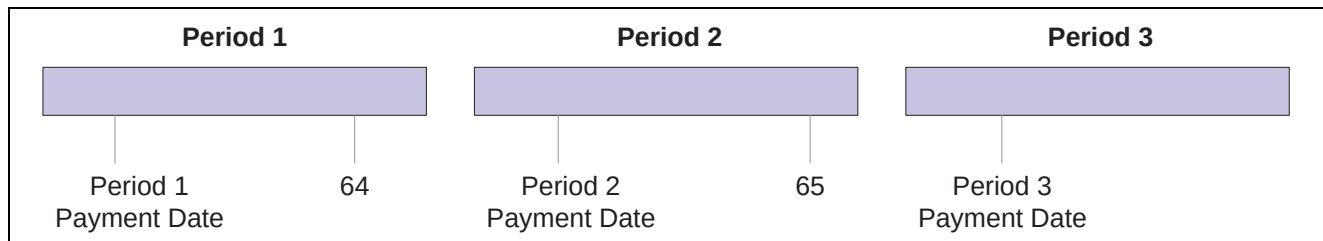
A pay period spans January 1, 2000 – January 29, 2000. If the employee's 65th birthday falls on February 2, 2000, the MPF deduction won't be resolved by using the rule above. In Period 1, MPF is resolved but in Period 2, MPF is not resolved because the employee turned 65 before the Period 2 payment date. In Period 3, since the employee is already 65, MPF won't be resolved. The following diagram illustrates this scenario:



An employee turns 65 before the period 2 payment date

### Employee's Birthday Falls After the Payment Date

In Period 1, MPF is resolved because the employee has not reached 65. In Period 2, MPF is resolved because the employee turns 65 after the payment date. In Period 3, MPF is not resolved because the employee is already 65 years old. The following diagram illustrates this scenario:



An employee's birthday falling after payment date

The same rules apply if the employee turns 65 within the permitted period. However, contributions made to that person does not have to be paid until after the permitted period.

**Note.** If the employee ceases employment immediately upon reaching the age of 65 and all outstanding relevant income is paid or payable on the day before the employee's 65th birthday, the final payment is considered as relevant income and contributions are payable on it.

### See Also

[Appendix A, "Appendix: Global Payroll for Hong Kong Reports," page 145](#)

[Chapter 6, "Defining Earnings," Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, "Defining Deductions," Calculating Mandatory Provident Fund Deductions, page 66](#)

[Chapter 8, "Administering Mandatory Provident Fund Contributions," Calculating Permitted Period MPF Contributions, page 82](#)

[Chapter 8, "Administering Mandatory Provident Fund Contributions," Calculating Regular MPF Contributions, page 85](#)

## Understanding MPF Permitted Period Termination Rules

This section discusses MPF and termination rules.

Termination is only considered if the employee terminates from a primary job. The array MPF AR PRIM JOB retrieves the hire date, rehire date, and termination date from the job table for the employee's primary job. The formula MPF FM TERM CONTRB checks if the employee terminates before the employee's birthday, using the following elements:

- MPF FM TERMINATE - Determines if the termination is within the permitted period.
- MPF VR TERM DATE - Resolves the termination date.

- MPF DT BIRTHDAY - Resolves the birth date.

The formula MPF FM TERM CONTRB resolves if the termination date is before the employee's birthday. If the employee turns 65 within the contribution period and terminates before age 65, then the MPF contribution is deducted.

---

**Note.** If an employer decides to make the first contribution during the first sixty days of employment (permitted period), MPF is calculated and deducted for the employee.

---

## Working with Contributions on the Last Day of Employment

The contribution period for a terminated employee can also end on the date the employee is terminated. If the employee's contract states that the final contribution should be paid on the last date of employment, then the mandatory contributions for the relevant employee should be paid to the trustee on or before the tenth day after the date of cessation of employment.

For example, suppose a relevant employee paid on a calendar month basis ceases employment on April 10, 2001 and all outstanding relevant income is paid on that day, the mandatory contributions for the last contribution period should fall due on April 20, 2001. However, if their salary for April is payable under the employment contract on April 30 (following the normal pay cycle) the contribution period would end on April 30, and the mandatory contributions would be due on May 10.

---

**Note.** In the period the employee terminates, the maximum and minimum limits are not prorated.

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## See Also

Appendix A, "Appendix: Global Payroll for Hong Kong Reports," page 145

Chapter 6, "Defining Earnings," Calculating Mandatory Provident Fund Earnings, page 57

Chapter 7, "Defining Deductions," Calculating Mandatory Provident Fund Deductions, page 66

Chapter 8, "Administering Mandatory Provident Fund Contributions," Calculating Permitted Period MPF Contributions, page 82

Chapter 8, "Administering Mandatory Provident Fund Contributions," Calculating Regular MPF Contributions, page 85

Chapter 14, "Defining Absence Rules," Calculating Absence Entitlements on Termination, page 136

## Defining Casual Employees for MPF Contributions

Contributions for casual employees are calculated each pay or contribution period. Casual employees are processed in a separate pay group from other employees as they are most often paid daily.

As there is a difference between the way that casual employees and non-casual employees are calculated, you can mark an employee as a casual employee. The variable MPF VR CASUAL FLG (casual pay group staff flag) is delivered as customary data and is attached at the pay group override level to indicate whether the pay group is for casual employees.

**See Also**

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Permitted Period MPF Contributions, page 82](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Regular MPF Contributions, page 85](#)

**Excluding Employees from MPF Calculations**

This section discusses how to exclude specific employees from MPF calculations.

Although all members of the workforce between the ages of 18 and 65 are eligible for MPF, you may have to exclude an employee from MPF calculations. The CM SE INITIALISE section (common initialize section paid by eligibility) is delivered as an example. You can change the section to pay by payee and exclude specific employees from MPF calculations by entering the deduction as inapplicable at the deduction assignment level. By doing this, the employee is exempted from MPF calculations in every pay run.

**See Also**

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Accommodating MPF Exemption Rules and Limits, page 73](#)

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Permitted Period MPF Contributions, page 82](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Regular MPF Contributions, page 85](#)

**Applying Maximum and Minimum Limits to MPF Contributions**

Mandatory contributions are subject to maximum and minimum levels. For example, employees earning less than 5000 HKD per month in relevant income do not have to contribute to MPF. However, the employer still needs to contribute 5 percent of the employee’s income, even if the employee earns less than 5000 HKD in relevant income in the month. Employer mandatory contributions have no minimum levels. For employees earning more than 20000 HKD per month, mandatory contributions for employer and employee are capped at 1000 HKD (5 percent of 20000 HKD).

---

**Note.** MPF calculations for pay periods other than monthly are identical, except that the maximum and minimum levels of relevant income will vary.

---

The MPF BR MINMAX REVL bracket stores the minimum (variable MPF VR MIN LEVEL) and maximum (variable MPF VR MAX LEVEL) relevant income ceiling for each period frequency. The following table lists the maximum and minimum levels of contribution for the different pay periods:

| Pay Period  | Min Level of Relevant Income | Max Level of Relevant Income |
|-------------|------------------------------|------------------------------|
| Daily       | 160                          | 650                          |
| Weekly      | 1120                         | 4550                         |
| Biweekly    | 2240                         | 9100                         |
| Fortnightly | 2240                         | 9100                         |
| Monthly     | 5000                         | 20000                        |
| Quarterly   | 8000                         | 40000                        |
| Yearly      | 48000                        | 240000                       |

This rule enables you to run multiple calendars in a period. For example, you can run a regular pay run and thirteenth month pay in separate calendars. The rules calculate contributions as follows:

### Regular Run

Relevant Income = 19000

MPF contribution =  $19000 \times 5\%$

### Thirteenth Month

Relevant Income = 19000

MPF Contribution =  $1000 \times 5\%$

MPF contribution is calculated on 1000 HKD instead of 19000 HKD in the thirteenth month pay run because MPF is capped at 20000 HKD.

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**Note.** If an employee has concurrent jobs, the maximum and minimum limits are applied per employee, not per job. The holiday period is applied to the earliest hire date (or rehire date) of the employee's primary job regardless of whether the employee has concurrent jobs.

---

### Commencing Employee MPF Contributions

Contributions for the period in which the employee's contribution holiday ends are calculated on a prorated basis. Prorating may be performed based on the number of days in the month. On this basis, the minimum levels of relevant income for one day in October (a 31 day month) and one day in November (a 30 day month) would be 129 HKD and 133 HKD respectively. Accordingly, the minimum levels of relevant income for the week from October 29, 2001 to November 4, 2001 would be:

919 HKD ( $3 \times 129 + 4 \times 133$ )

---

**Note.** You can use 160 HKD and 650 HKD as the daily minimum and maximum levels of relevant income. The minimum and maximum levels for contribution periods longer than a day are calculated as a multiple of the daily minimum and maximum levels.

---

For example, suppose an employee is paid monthly and commences employment on April 11 and his or her monthly salary is 18000 HKD, and the employee's contribution holiday ends on May 10. For the purposes of calculating their mandatory contributions for the month ending May 31:

The employee's relevant income = 12194 HKD (being 18000 HKD x 21/31)

The maximum relevant income level = 13545 HKD (being 20000 HKD / 31 rounded to closest dollar x 21)

The minimum relevant income level = 2709 HKD (being 4000 HKD / 31 rounded to closest dollar x 21)

Since the relevant income is between 2709 HKD and 13545 HKD, the mandatory contributions for the month ending May 31 = 609.28 HKD (being 12194 HKD x 5%).

### See Also

Appendix A, "Appendix: Global Payroll for Hong Kong Reports," page 145

Chapter 6, "Defining Earnings," Calculating Mandatory Provident Fund Earnings, page 57

Chapter 7, "Defining Deductions," Calculating Mandatory Provident Fund Deductions, page 66

Chapter 8, "Administering Mandatory Provident Fund Contributions," Calculating Permitted Period MPF Contributions, page 82

Chapter 8, "Administering Mandatory Provident Fund Contributions," Calculating Regular MPF Contributions, page 85

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## Understanding MPF Proration Rules

Proration of relevant income only occurs for a new hire or rehire for employer contributions and when an employee turns 18 years of age within the period.

This section discusses:

- The MPF PO REVLNT INCM proration rule.
- The MPF PO 18TH BTHDAY proration rule.

## See Also

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Accommodating MPF Exemption Rules and Limits, page 73](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Permitted Period MPF Contributions, page 82](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Regular MPF Contributions, page 85](#)

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

## The MPF PO REVLNT INCM Proration Rule

The MPF PO REVLNT INCM proration rule is used to prorate relevant income for new hire/rehires. The proration rule calculation is:

Days of service since period hire date or rehire date/number of days in a period.

The MPF FM POST EEVOL1 formula prorates the employee voluntary contribution amount if the employee is a new hire.

## See Also

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Accommodating MPF Exemption Rules and Limits, page 73](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Permitted Period MPF Contributions, page 82](#)

## The MPF PO 18TH BTHDAY Proration Rule

If the employee’s eighteenth birthday falls within the contribution period in which the thirty first day of employment falls, prorating of the minimum and maximum levels of relevant income for the employee’s first mandatory contribution is required. The MPF PO 18TH BTHDAY proration rule prorates relevant income when the employee turns 18 years of age. The proration rule calculation is defined as follows:

Number of days contributed in a month / number of days in month.

If a period spans two months, for example October 15, 2001 – November 11, 2001, the relevant income is 10000 HKD and the employee’s birthday falls on the 16th, then contribution is prorated as follows:

$$(16/31 \times 10000 \times 5\%) + (14/30 \times 10000 \times 5\%) = 508.06.$$

For example, suppose an employee is hired on February 1 and turns 18 on May 16, 2001, then the employee's relevant income for May 2001 is 10000 HKD. MPF for May is calculated as follows:

31st day of employment: March 3, 2001

18th birthday: May 16, 2001

Relevant income (May 16 - 31, 2001):  $10000 \text{ HKD} \times 16/31 = 5161.29 \text{ HKD}$

Max relevant income level: 20000 HKD

Min relevant income level: 4000 HKD

Employee's mandatory contribution for May 2001:  $5161.29 \text{ HKD} \times 5\%$

Employer's mandatory contribution for May 2001:  $5161.29 \text{ HKD} \times 5\%$

### See Also

Appendix A, "Appendix: Global Payroll for Hong Kong Reports," page 145

Chapter 6, "Defining Earnings," Calculating Mandatory Provident Fund Earnings, page 57

Chapter 7, "Defining Deductions," Calculating Mandatory Provident Fund Deductions, page 66

Chapter 8, "Administering Mandatory Provident Fund Contributions," Accommodating MPF Exemption Rules and Limits, page 73

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*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Calculation Elements," Defining Proration Rules

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## Calculating Permitted Period MPF Contributions

This section provides an overview of permitted period MPF contributions and discusses how to:

- Calculate employer mandatory permitted period MPF contributions.
- Calculate employee mandatory permitted period MPF contributions.
- Calculate employer and employee voluntary permitted period MPF contributions.

### Understanding Permitted Period MPF Contributions

Permitted MPF deductions only resolve during the sixty-day employment period (permitted period). One MPF deduction is resolved in every period for reporting, so the reports can retrieve the contribution periods in which the permitted MPF deduction is resolved.

The formula MPF FM PERM PERIOD checks whether the current period falls within the permitted period and resolves whether the period begin date is less than or equal to the permitted period end date.

The date MPF DT PERM END DT returns the permitted period end date. Depending on whether the employee is hired or rehired, the permitted period end date calculation is as follows:

Hire date + 59 days

or

Rehire date + 59 days

---

**Note.** It is possible that you will make MPF contributions immediately and not wait until the permission period has elapsed. Since rules cater for the permission period, you are required to remove all associated PeopleSoft rules that cater for the permission period; hence, these deductions are processed as regular deductions.

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### See Also

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Regular MPF Contributions, page 85](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Accommodating MPF Exemption Rules and Limits, page 73](#)

## Calculating Employer Mandatory Permitted Period MPF Contributions

The ERMPFMN2 contribution is calculated at 5 percent of relevant income for employees between the ages of 18 and 65 if they have relevant income greater than 4000 HKD for the month. The maximum relevant income that is included in the calculation is 20000 HKD.

The formula MPF FM ERMN2 with generation control MPF GC ERMN2 (using formula MPF FM ERMN2) resolves if the following conditions are true:

- The employee’s age is greater than or equal to 18 and less than 65, or
- The employee’s age is 65 and their birthday falls within the period and the birthday is greater than the payment date, and
- The period is within the permitted period.

The generation control stops resolving the deductions once the employee reaches 65 on or before the payment date.

The bracket MPF BR MINMAX REVL retrieves the minimum and maximum amount associated with the period frequency.

**See Also**

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

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[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Regular MPF Contributions, page 85](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Accommodating MPF Exemption Rules and Limits, page 73](#)

## **Calculating Employee Mandatory Permitted Period MPF Contributions**

The formula MPF FM EEMN2 BASE with generation control MPF GC EEMN2 (using formula MPF FM RSLV EEMN2) calculates the relevant income for employee mandatory contributions within the permitted period, based on the following:

- Relevant income is prorated if the employee is a new hire or rehire (using the formulas MPF FM SET STARTDT, MPF FM PERM STRTDT, and MPF FM SET EE STRT).
- Relevant income is prorated if the employee turns 18 years of age (using formula MPF FM AGE 18-64 and prorate using MPF PO 18TH BTHDAY).

The bracket MPF BR MINMAX REVL retrieves the minimum and maximum amount associated with the period frequency.

**See Also**

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Regular MPF Contributions, page 85](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Accommodating MPF Exemption Rules and Limits, page 73](#)

## **Calculating Employer and Employee Voluntary Permitted Period MPF Contributions**

The formula MPF FM ERVOL2 BASE with generation control MPF GC ERVOL2 (MPF GC EEVOL2 for employees) using formula MPF FM RSLV ERVOL2 (MPF FM RSLV EEVOL2 for employees) resolves when the period is within the permitted period.

The post processing formula MPF FM POST EEVOL2 prorates the amount.

The formula MPF FM MAX LVL using variable MPF VR MAX LEVEL determines the maximum contribution level.

**See Also**

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66](#)

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[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Accommodating MPF Exemption Rules and Limits, page 73](#)

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## Calculating Regular MPF Contributions

This section discusses how to:

- Calculate employers regular mandatory MPF contributions.
- Calculate employees regular mandatory MPF contributions.
- Calculate employer regular voluntary MPF contributions.
- Calculate employees regular voluntary MPF contributions.

**See Also**

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66](#)

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[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Permitted Period MPF Contributions, page 82](#)

## Calculating Employers Regular Mandatory MPF Contributions

The ERMPFMN1 contribution is calculated at 5 percent of relevant income (5 percent of earnings that are included in the MPF calculation). MPF need only be calculated for employees between 18 and 65 years of age and only on the first 20000 HKD of relevant income for the month. For casual employees, contributions are calculated and paid from day one.

While contributions have to be calculated from the employees hire date, the first contribution to MPF for non-casual employees does not have to be made on or before the first contribution day after the sixty-day employment period ends.

The post processing formula MPF FM POST ERMN1 checks if it is the reporting period. If it is, the MPF contributions from the permitted period (sixty-day employment period) and the current period are totaled.

The formula MPF FM ERMN1 with generation control MPF GC ERMN1, using formula MPF FM RSLV ERMN1, resolves when the employee is between 18 and 65 (using formula MPF FM AGE 18-64), and the contribution is calculated on the first 20000 HKD of relevant income for the month.

Contributions for casual employees with the MPF VR CASUAL FLG are calculated and paid from day one.

### **See Also**

Appendix A, “Appendix: Global Payroll for Hong Kong Reports,” page 145

Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57

Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66

Chapter 8, “Administering Mandatory Provident Fund Contributions,” Accommodating MPF Exemption Rules and Limits, page 73

Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Permitted Period MPF Contributions, page 82

## **Calculating Employees Regular Mandatory MPF Contributions**

The formula MPF FM EEMN1 BASE with generation control MPF GC EEMN1, using formula MPF FM RSLV EEMN1, resolves the deduction if the employee’s service days are greater than thirty days (not within the holiday contribution period).

The MPF FM EEMN1 formula calculates the relevant income for regular employee mandatory contributions based on the following:

- Relevant income is prorated if the employee is a new hire or rehire. (Using MPF PO REVINT INCM).
- Relevant income is prorated if the employee turns 18 years of age. (Using MPF PO 18TH BTHDAY).

The bracket MPF BR MINMAX REVL retrieves the minimum and maximum amount associated with the period frequency.

### **See Also**

Appendix A, “Appendix: Global Payroll for Hong Kong Reports,” page 145

Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57

Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66

Chapter 8, “Administering Mandatory Provident Fund Contributions,” Accommodating MPF Exemption Rules and Limits, page 73

Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Permitted Period MPF Contributions, page 82

## **Calculating Employer Regular Voluntary MPF Contributions**

The formula MPF FM ERVOL1 BASE with generation control MPF GC ERVOL1, using formula MPF FM RSLV ERVOL1, resolves based on the following:

- Relevant income is prorated if the employee turns 18 years of age— (Using MPF PO 18TH BTHDAY.)
- If the employee is not 18 years of age, the bracket MPF BR MINMAX REVL retrieves the minimum and maximum amount associated with the period frequency.

The post processing formula MPF FM POST ERVOL1 checks if it is the reporting period. If so, the MPF contribution from the permitted period and the current period are totaled.

**See Also**

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Accommodating MPF Exemption Rules and Limits, page 73](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Calculating Permitted Period MPF Contributions, page 82](#)

## Calculating Employees Regular Voluntary MPF Contributions

The generation control MPF GC EEVOL1, using formula MPF FM RSLV EEVOL1, calculates the relevant income for regular employer mandatory contributions based on the following:

- Relevant income is prorated if the employee turns 18 years of age. (Using MPF PO 18TH BTHDAY).
- If the employee is not 18 years of age, then the bracket MPF BR MINMAX REVL retrieves the maximum amount associated with the period frequency.

The formula MPF FM POST EEVOL1 prorates the deduction amount.

**See Also**

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Accommodating MPF Exemption Rules and Limits, page 73](#)

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

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## Setting up Additional MPF Recipient Details

The administrative body to which MPF deductions are paid is treated in the system the same way as any other deduction recipient although for reporting purposes some additional MPF-specific detail is stored at recipient level.

See [Chapter 9, “Running Banking and Recipient Processes,” Setting Up Additional Mandatory Provident Fund Report Details, page 92](#).

## See Also

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

[Chapter 6, “Defining Earnings,” Calculating Mandatory Provident Fund Earnings, page 57](#)

[Chapter 7, “Defining Deductions,” Calculating Mandatory Provident Fund Deductions, page 66](#)

[Chapter 8, “Administering Mandatory Provident Fund Contributions,” Accommodating MPF Exemption Rules and Limits, page 73](#)

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## Submitting the Remittance Statement

The GPHKMPF1 Remittance Statement enables you to report on mandatory and voluntary MPF contributions that were deducted for the contribution period for the MPF provider. The statement is used to inform the trustee of the amount of MPF contributions paid for relevant employees.

If an employee changes pay groups in the pay period, the employee is reported only once under the most recent pay group. Active employees, excluding those who haven't been enrolled yet (under 18 or less than 60 days employment), are included in the statement even if they have no relevant earnings for the month. Employees with no relevant MPF earnings are included in the existing employees section of the report.

MPF contribution amounts are printed for each type of MPF deduction. Contributions for employees with different contribution periods (such as weekly and monthly) are reported in separate remittance statements.

As it is possible to have multiple pay groups with the same remittance period, you can enter multiple pay groups on the run control.

To provide for reporting terminated employees' MPF contributions, change the calendar payment date to the appropriate date, then run payroll for terminated employees through a group list. Having done this, you can generate the remittance statement for terminated employees because the report is generated by payment date and group list.

However, if you must run it for continuing employees, set the appropriate calendar payment date before running the payroll so that you can generate the report with the regular payment date and regular group list, excluding the terminated group list.

---

**Note.** While service providers might specify their own remittance statements, the MPF Authority specifies the content and format of the remittance statement with which the service provider must comply. The remittance statement has, therefore, been defined in accordance with the content and format of the statement specified by the MPF Authority.

The statement is sorted by recipient name (MPF provider), because while in most organisations there is only one provider, it is possible for an organisation to use multiple MPF providers.

Legislation requires the employer to make MPF contributions within 10 days of the employee's termination date during regular periods. Therefore, you must generate the Remittance Statement within 10 days of termination.

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## CHAPTER 9

# Running Banking and Recipient Processes

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

- Understand the Hong Kong banking process flow.
- Link source banks to pay entities.
- Set up additional Mandatory Provident Fund report details.
- Manage electronic fund transfers (EFT) to recipients.
- Generate recipient payment report files.
- Process manual and separate cheques.

---

## Understanding Banking and Recipient Processing

Global Payroll for Hong Kong supports net payment (employee salary) direct deposits and recipient payments using the electronic file (HSBC) format used by the Hong Kong and Shanghai Corporation Bank. Banking and recipient processing enables you to:

- Run an EFT file creation process to generate a file that includes employee salaries (net payments) and recipient payments.

Net amounts and recipient payments are calculated by the core banking process and stored in the GP\_PAYMENT result table.

- Generate data for delivering deduction details to the recipient.

The process extracts payment information directly from the GP\_PAYMENT result table to create the HSBC file.

- Decide whether to take the commission out of the recipient payment, as recipients may pay a commission to the pay entity.
- Keep track of your banking and recipient processing, and generate the following reports:
  - Net Payment report: Contains information about amounts transferred to employee accounts.
  - Recipient report: Contains details about amounts collected from employees on behalf of a recipient.

### See Also

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

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

## Understanding the Hong Kong Banking Process Flow

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

Global Payroll handles the banking process as follows:

1. Runs the payroll process using Global Payroll.

This provides the payment data for the banking process.

2. Runs the Global Payroll banking process.

Net amounts and recipient payments are calculated by the core prepayment banking process and stored in the GP\_PAYMENT result table. The payment status is set to *P* (prepared). The GP\_PAYMENT result table contains one entry for every net pay distribution from every payment included in a calendar run and provides the basis on which an organization pays its payees.

3. Using Global Payroll for Hong Kong, run the Electronic File For Transfers Application Engine process (GPHK\_EFT), which populates the HSBC file used for electronic fund transfer.

In this step, the system selects payees from GP\_PAYMENT with the following parameters:

- Payment status: *P* (prepared).
- Payment type: *01* (net pay distribution).
- Payment method: *T* (bank transfer).
- Currency code: *HKD*.

The payment status for the selected payees is set to *T* (transferred) in GP\_PAYMENT.

---

**Note.** You must run the banking process before the HSBC file generation process.

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### See Also

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

## Common Elements Used in This Chapter

|                      |                                                                                                                                                                              |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HSBC</b>          | Hong Kong and Shanghai Banking Corporation.                                                                                                                                  |
| <b>HSBC file</b>     | Electronic file format, as described by the Hong Kong and Shanghai Corporation Bank (fixed-length file used for electronic fund transfer).                                   |
| <b>HSBC EFT data</b> | Single process used to generate the data required for reporting in the EFT format, as defined by HSBC.                                                                       |
| <b>Recipient</b>     | Any third-party organization that has dealings with the employer using global payroll software.                                                                              |
| <b>Net Payment</b>   | Payment that includes employee salaries.                                                                                                                                     |
| <b>Source Bank</b>   | Money sources defined at the pay entity level, from which payroll disbursements are drawn. They identify each funding location and the EFT formats used by each institution. |

## Viewing Delivered Elements

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

## Linking Source Banks To Pay Entities

After you identify your banks and branches, source banks are the first entities that you create as part of the banking feature in Global Payroll. Source banks identify each funding location and the EFT formats used by that institution.

To link source banks to pay entities, use the Pay Entity Bank Details HKG (GPHK\_PYENT\_SBNK) component.

This section discusses how to set up pay entity source banks.

## Page Used to Link Source Banks To Pay Entities

| Page Name                   | Object Name    | Navigation                                                                                                                                       | Usage                                                                                                                                      |
|-----------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Bank Details for Pay Entity | GPHK_PYENT_BNK | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Bank Details HKG, Bank Details for Pay Entity | Link a source bank to a pay entity and define the source bank's customer number that identifies the EFT formats used by that organization. |

## Setting Up Pay Entity Source Banks

Access the Bank Details for Pay Entity page.

**Bank Details for Pay Entity**

**Pay Entity:** KHHKMI HK Manufacturing Industries

| *Source Bank ID | Account Name                                       | Customer Number |
|-----------------|----------------------------------------------------|-----------------|
| 1 HKB02         | Hong Kong Business Institute Business Recipient Ac | 11233654445     |

Bank Details for Pay Entity page

### Pay Entity and Source Bank ID

Link a specific pay entity with the source bank ID that is used to fund all payroll activities for all payees that are part of this pay entity. The system uses these links to:

- Locate (for net payments) source bank IDs and pay entities for the calendar group ID.
- Locate (for recipient payments) source bank IDs and pay entities for the debit date.
- Locate (for both net and recipient payments) the source bank IDs and pay entities for the debit date and the calendar group ID.

Define your source banks and account numbers on the Source Bank Accounts page.

### Customer Number

For each source bank ID, identify the appropriate bank or branch customer number (bank reference number). This number identifies the EFT formats used by that institution and is used to generate the name of the electronic file.

The HSBC file name is the first 8 digits of the customer number with the APC file extension. Because HSBC has the profile of all customers, they verify the submitted file with the customer information. If the file is valid, they transfer the funds on the appointed date.

For example, the HSBC customer number for PeopleSoft Hong Kong is 586 2988 023-233. The autopay file for PeopleSoft Hong Kong is 58629880.APC.

### See Also

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

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## Setting Up Additional Mandatory Provident Fund Report Details

To set up additional Mandatory Provident Fund (MPF) report details, use the Deduction Recipients HKG (GPHK\_RCP\_CMN) component.

This section discusses how to:

- Set up recipient commission and MPF scheme details.
- Link employees to recipients by membership number.

## Pages Used to Set up Additional Mandatory Provident Fund Report Details

| Page Name                   | Object Name        | Navigation                                                                                                                           | Usage                                                                                                                                                                                                                                                                                     |
|-----------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recipient Details           | GPHK_RECIPIENT_EXT | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients HKG, Recipient Details                    | Enter additional recipient information including that required for the MPF Remittance Statement. Additional information must be captured for each MPF scheme. Define the commission calculation method for one or more pay entities and associate each recipient with a file layout name. |
| Recipient Membership Number | GPHK_MEMBERSHIP_NO | Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Add Recipient Mbrship Nbr HKG, Recipient Membership Number | Link employees to recipients using the employee's membership number.                                                                                                                                                                                                                      |

## Setting up Recipient Commission and MPF Scheme Details

Access the Recipient Details page.

Recipient Details

Recipient ID:

KHHSBC

File layout Name:

GPHK\_RCPNT\_FILE

Sample Recpnt File layout HKG

Registration Number:

453535354

Commission & Scheme Details

Commission

Scheme

Pay Entity

Description

Recipient Group #

\*Commission Calc Option

\*Commission Calc Method

Commission Value

1

KHHKBI

Hong Kong Business Institute

44234452332

Report

None

2

KHHKMI

HK Manufacturing Industries

54234453434

Report

None

Recipient Details page

**Note.** Multiple views of this page are available on the tabs in the scroll area. We document fields common to all views first.

### Common Page Elements

**File Layout Name** Select the appropriate file layout from those you have created in Application Designer for the electronic files you submit to your recipients.

**Registration Number** This is the MPF reference number and it appears on the MPF Remittance Statement.

**Pay Entity**

Enter the pay entity that is going to receive any commission payable by the recipient. If the commission is to be deducted from the payment due to the recipient, the debit to this pay entity's source bank will be reduced by the commission amount.

**Commission & Scheme Details**

You can define the commission calculation method for one or more pay entities and associate each recipient with a file layout name.

**Commission Tab****Recipient Group #**

(recipient group number)

When a transaction takes place between the employer and the recipient, it is common to have a unique identification number representing the organization. Enter the unique identifier which the recipient has supplied to your pay entity. For payment to recipients, the group number is part of the unique lodgment reference that is part of each recipient EFT file.

Associate a group number with the pay entity who will remit amounts to the recipient. This unique ID must be captured and maintained for the reports and electronic file supplied to the recipient.

**Commission Calc Option**

(commission calculation option)

Commission is calculated either for reporting or for deducting the calculated amount (from the total amount transferred). Select the method used to calculate fee processing:

*Deduct* (deduct commission): The system deducts the commission amount from the payment due to the recipient. Select a Commission Calc Method, either flat amount or percentage.

*Report* (report only): The system reports the commission amount in the EFT file but doesn't deduct it from the payment.

Once a recipient has been identified for processing and the total amount to be paid is known, the system calculates commission (if you have specified it) and deducts the amount or fee from the total amount. This step is carried out only if the setup at the recipient level (for the pay entity) has been set to "calculate and deduct commission."

**Commission Calc Method**

(commission calculation method)

Enter the commission as a percent rate (*Percentage*) or flat amount (*Flat Amt*).

If commission is to be deducted, the appropriate value is calculated and the newly calculated amount is written to the file layout object:

- The flat amount commission payment calculation is:  
(Payment Amount) – (Commission Value)
- The percentage amount commission payment calculation is:  
(Payment Amount) x (Commission Value)

**Commission Value**

The flat amount or percentage of the commission to be calculated. If you select *Flat Amt* or *Percent* as the Commission Calc Method, you must enter a value in the Commission Value field.

---

**Note.** You should enter the value as a decimal (2 percent as 0.02).

---

## Scheme Tab

The fields in this page are for MPF reporting.

**Participation Number, Contact ID, and Contact Phone**

Just as recipients identify each employer with a group number, they also identify their employees, as a group, with a unique number that is also known as the participation number.

## Linking Employees to Recipients by Membership Number

Access the Recipient Membership Number page.

The screenshot shows the 'Recipient Membership Number' page. At the top, there is a blue header bar with the text 'Recipient Membership Number'. Below this, the page is divided into two main sections. The top section displays 'Suzy Tay' on the left and 'Person ID: KH0004' on the right. The bottom section is titled 'Membership Number' and contains a search bar with the text 'KHBUPA' and a magnifying glass icon. To the right of the search bar, it says 'BUPA Hong Kong Health'. Below the search bar, there is a field for 'Membership Number' with the value '14578987'. The page also includes navigation links like 'Find', 'View All', 'First', '1 of 1', and 'Last'.

Recipient Membership Number page

### Recipient ID

When a transaction takes place between the employer and the recipient, it is common to have a unique identification number representing the organization. Enter the unique identifier that the recipient has supplied to your pay entity.

### Membership Number

For reporting, employers must enter their MPF membership details for each of their employees. Just as recipients identify each employer with a group number, they also identify their employees (associated with the employer) with a unique number that is also known as the participation number.

The membership number is used on the reports and electronic file supplied to the recipient.

## Managing Electronic Fund Transfers to Recipients

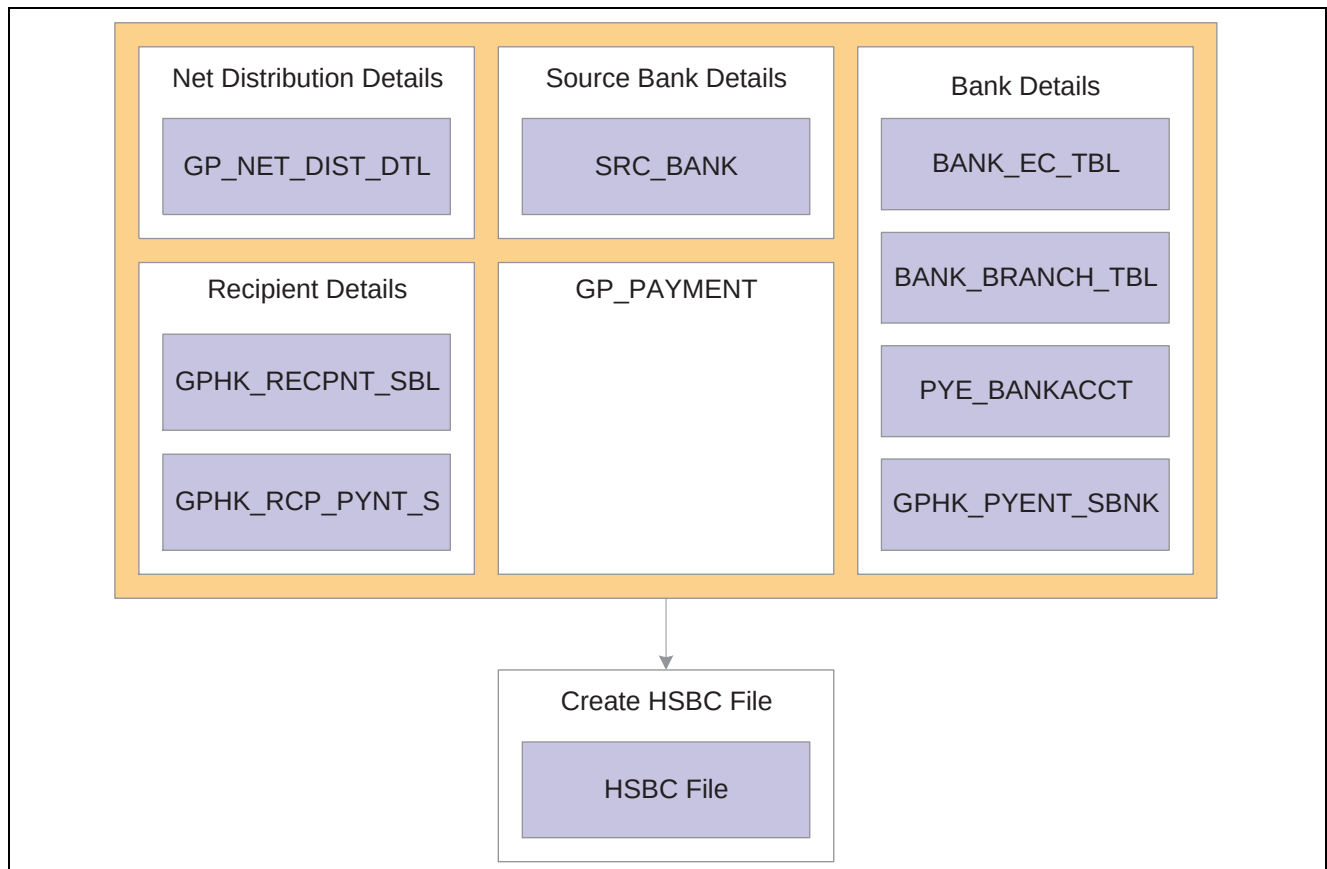
This section provides an overview of the EFT HSBC file and discusses how to create the EFT HSBC file.

### Understanding the EFT HSBC File

The Hong Kong-standard HSBC file for EFT is created by a process that provides multiple options that control what each file contains. You can create an EFT file that contains:

- Net pay data only.
- Recipient data only.
- Net pay and recipient data.

The following diagram shows the tables that contribute data to the HSBC file that is part of the EFT file.



Tables contributing data to the HSBC file

---

**Note.** You must finalize your banking process (GP\_PMT\_PREPARE) before you can create the HSBC file. After the HSBC file has been created, the system changes PMT\_STATUS on GP\_PAYMENT from *P* (prepared) to *T* (transferred).

---

## Pages Used to Manage Electronic Fund Transfers to Recipients

| Page Name                 | Object Name     | Navigation                                                                                                | Usage                                                                                                                                                                                                                                                                                               |
|---------------------------|-----------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Electronic Funds Transfer | GPHK_EFT_RUNCTL | Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File HKG, Electronic Funds Transfer | Enter run parameters and initiate the Electronic File For Transfers Application Engine process (GPHK_EFT), which creates the EFT file for the bank transfer and the reports. This page enables you to decide whether the EFT file should contain net payment data, recipient payment data, or both. |
| Net Payment Report        | GPHK_NPY_RUNCTL | Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report HKG, Net Payment Report             | Generate the Net Payment report that contains information on amounts transferred to employee accounts. Lists the same details that are written to the electronic file (generated for net payments).                                                                                                 |

## Creating the EFT HSBC File

Access the Electronic Funds Transfer page.

**Electronic Funds Transfer**

**Run Control ID:** GN3
 [Report Manager](#)
[Process Monitor](#)

---

**\*Payment Type:**

**Calendar Group ID:**

**Payment Date:**  
**Debit Date:**

**Description:**

**Recipients List**
[Customize](#) | [Find](#) | [View All](#) | 
First  1 of 1  Last

|   | Recipient ID                            | Description |                                  |                                  |
|---|-----------------------------------------|-------------|----------------------------------|----------------------------------|
| 1 | KHHSBC <input type="button" value="Q"/> | HSBC (MPF)  | <input type="button" value="+"/> | <input type="button" value="-"/> |

Electronic Funds Transfer page

### Payment Type

The EFT file that the system creates contains only payments of the type that you specify. The value that you select here enables you to identify which details are written to the EFT file and determines the other fields that you must complete on this page.

*Net Pay Distribution:* Enter a calendar group ID and payment date. You don't need to enter a debit date or recipient ID. Only employee salary details (net payments) are processed. The system selects employees with a payment method of bank transfer for the specified calendar group. When processing net payments, multiple pay entities are associated with a single calendar group ID, and there is a distinct EFT file for each pay entity, regardless of whether they use HSBC or some other format.

*Recipient Payment:* Enter a debit date. You don't need to enter a calendar group ID. Recipient payments are selected. You might be processing payroll weekly but paying the recipient only once per month or quarter. Therefore, if you processed by calendar group ID, you produce only one period of payments for the recipient. This problem is overcome by using the Debit Date field. You can enter the date on which recipients must be paid. The date that you enter is compared to the Debit Date field in the GP\_PAYMENT result table. All matching rows for the selected recipient in which the payment type is *Recipient Payment* or *Net Pay and Recipient* are retrieved for processing.

*Net Pay and Recipient:* Enter a calendar group ID, debit date, and recipient ID. To process recipients, the payment type can be either *Recipient Payment* or *Net Pay and Recipient*—both are included. Both payments are processed if you select both payment types.

**Calendar Group ID**

Enter the calendar group ID for which you want the file to be created. This enables you to select a separate pay calendar to pay a smaller group of employees on a different date.

---

**Note.** There is a possibility of using multiple EFT formats to generate the electronic file. There might be multiple pay entities in a single calendar group ID, which means that the process can create separate flat files for each pay entity.

---

**Payment Date**

Enter the date passed to the EFT file header on which the fund amount is transferred between accounts by the bank. Enter a date regardless of the payment type that you select.

**Debit Date**

Identifies the recipient transactions that should be selected for processing. The system extracts recipient payments for which the deposit schedule date equals the deposit date.

**Recipients List**

**Recipient ID**

Select recipients to be paid by bank transfer.

A recipient is paid only if the payment method in the GP\_PAYMENT result table has been identified as *T* (bank transfer). A recipient identified with a payment method other than bank transfer is not processed, even if selected here.

---

**Note.** Leaving this field blank indicates that a file must be created for all recipients.

---

## Generating Recipient Payment Files

This section provides an overview of recipient payment files and discusses how to create the recipient payment file.

### Understanding Recipient Payment Files

It is common for organizations to transmit a file to a recipient so that they can update their records. For example an organization might pay a recipient weekly and, at the end of the month, deliver a file with all of the payment details. Recipients generally specify the information that they want and the report file layout. After you create the file layout, link it to the recipient on the Recipient Details page.

You can select the appropriate file layout from those that you created in PeopleSoft Application Designer for the electronic data (report) files that you submit to your recipients. When you run the creation process, the system creates the file in the layout that you specify here.

PeopleSoft supplies a sample file layout for the recipient file template, GPHK\_RCPNT\_FILE.

**Important!** The Application Engine program GPHK\_RCPFILE is written to process only the GPHK\_RCPNT\_FILE recipient schedule file. You can make minor changes to that file, for example field order, but if you make major file layout changes you will need to create additional Application Engine programs to process them.

### Pages Used to Generate Recipient Payment Files

| Page Name                | Object Name     | Navigation                                                                                                | Usage                                                                                                                                                                                                                             |
|--------------------------|-----------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recipient Payment File   | GPHK_RCP_RUNCTL | Global Payroll & Absence Mgmt, Payment Processing, Create Recipient File HKG, Recipient Payment File      | Generate your recipient payment file. This process stores recipient IDs that should be included during the EFT process for the recipient payment.                                                                                 |
| Recipient Payment Report | GPHK_RCP_RUNCTL | Global Payroll & Absence Mgmt, Payment Processing, Recipient Payment Report HKG, Recipient Payment Report | Generate the Recipient Payment report, which contains details of amounts collected from employees on behalf of a recipient. The report lists the same details that are written to the electronic file (generated for recipients). |

### Creating the Recipient Payment File

Access the Recipient Payment File page.

Recipient Payment File

Run Control ID: GN3
Report Manager
Process Monitor
Run

Language: SChinese

Debit Date: 11/12/2002

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

|   | Recipient ID | Description           |   |   |
|---|--------------|-----------------------|---|---|
| 1 | KHBUPA       | BUPA Hong Kong Health | + | - |

Recipient Payment File page

### Debit Date

Enter a date to initiate the process. The process retrieves all recipient payments for which the debit date in the GP\_PAYMENT result table equals the debit date that you entered on the Electronic Funds Transfer page.

The system extracts payment data for which the deposit date equals the date that you enter here.

### Recipients List

#### Recipient ID

Enter one or more recipient IDs to restrict the number of recipients being processed and reported.

**Note.** This page should contain the same values that you entered for the generation of the file for bank transfer. A different set of values can lead to generating a file with a totally different set of information. For example, if you ran the bank transfer with a payment date of March 31, 2000 and the recipient payment file is generated for February 28, 2000, the results are not the same. You should use the same run time parameters.

### See Also

Chapter 9, “Running Banking and Recipient Processes,” Managing Electronic Fund Transfers to Recipients, page 95

## Processing Manual and Separate Cheques

This section discusses how to:

- Process manual cheques using calendars.
- Process separate cheques.

### Processing Manual Cheques Using Calendars

Organizations are often required to produce manual cheques for their employees. When required, all values are calculated and paid outside of the payroll system. PeopleSoft enables you to enter these values in the system to keep the employee’s earnings history current.

If a payment to a payee is missed in Global Payroll, enter the values into the pay calendar in which the payment should have occurred. The system recognizes that the pay calendar has been finalized and considers changes made to that calendar during retroactive processing.

To use calendars for manual cheques:

1. Create a new calendar ID and calendar group ID.  
If you incorporate into the naming convention of the calendar group ID a notation that the run was specifically for manual cheques, you can identify at the employee level that the payment was not banked.
2. Add or correct the data (through positive input) in the calendar in which the payment should have occurred.  
If the amounts have already been calculated and paid, enter these values here and retro process the entered amounts.
3. Run the pay calculation process for the new calendar.
4. Finalize the pay run when you are satisfied that the results are correct.
5. Use the results of the calculation to create and issue the cheque.

---

**Warning!** Don't run the banking process. This prevents the payment from being sent to the bank.

---

## Processing Separate Cheques

It is also common for employers to have local agreements that require certain payments to be assigned to a separate cheque number. PeopleSoft enables you to assign additional earnings to a separate cheque number, either on a one-time basis through positive input or on a more permanent basis through additional earnings. When you run the pay calculation process, a separate gross-to-net calculation is performed.

You typically use separate cheque functionality for bonus payments and retro payments, and the result in the pay calculation is a separate gross-to-net calculation.

To process separate cheques in Global Payroll, set up a new calendar, enter positive input, and process the pay run as usual. (Retro payments can be made in separate calendars, but most earnings need a generation control so that they are not processed in the retro run.)

Employees might also request that their net pay, as the result of this separate calculation, be deposited to a different bank account than that of their regular pay. Global Payroll enables employees to have multiple net distribution details, but they are defined by run type. If you defined a run type for regular run type and another for bonus run type, then the employee can nominate a different bank account for each run.

---

**Note.** If this method is used to pay into a different bank account, then retro mismatches occur. When retro triggers are processed, you must manually forward the deltas to a target calendar on the Unprocessed Retro Deltas page.

---



## CHAPTER 10

# Printing and Viewing Payslips

This section discusses how to:

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

---

## Printing Payslips

This section provides an overview of payslip printing and discusses how to print payslips.

### Understanding Payslip Printing

The template that you defined controls the layout of the printed payslip.

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

You can print payslips for:

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

### Viewing Delivered Elements

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

## Page Used to Print Payslips

| Page Name      | Object Name      | Navigation                                                                               | Usage                                                                                                                                                                                                   |
|----------------|------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print Payslips | GPHK_RUNCTL_PSLP | Global Payroll & Absence<br>Mgmt, Payslips, Create/Print<br>Payslips HKG, Print Payslips | Generates the payslip. Note that you must first define the Calendar Group ID to generate the payslip. All groups selected in the Group ID field will automatically be recreated during the payroll run. |

## Printing Payslips

Access the Print Payslips page.

Print Payslips page

### Calendar Group ID

Select the calendar group for which to create payslips.

### Pay Entity List, Pay Group List, Department List, Location List, and Payee List

If you want to print payslips for select portion of the calendar group, you can print payslips only for selected pay entities, pay groups, departments, locations, or payees by clicking one of these links and selecting those pay entities, pay groups, departments, locations, or payees for which to create payslips.

### Sort Key 1, Sort Key 2, and Sort Key 3

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

---

## Overriding Payslip Delivery Options

The default delivery option for all payslips is the internal or external address that you selected when you defined your payslip template. You can set an effective-dated override of that delivery option at payee level using the Payee Payslip Overrides page.

### Page Used to Override Payslip Delivery Options

| Page Name               | Object Name   | Navigation                                                                                                            | Usage                                                       |
|-------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Payee Payslip Overrides | GPHK_PSLP_PYE | Global Payroll & Absence<br>Mgmt, Payee Data, Payslips,<br>Payslip Delivery Option<br>HKG, Payee Payslip<br>Overrides | Specify an override for the<br>delivery option for a payee. |

---

## Viewing Payslips Online

If you license the PeopleSoft Enterprise ePay application, you can view an online version of the payslip as a self-service transaction. What you see online is based upon the layout defined in your payslip template, just as what you see on the printed payslip is based on the payslip template.

### See Also

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

*PeopleSoft Enterprise ePay 8.9 PeopleBook*, “Managing Pay Information for PeopleSoft Enterprise Global Payroll,” Viewing Payslips Online



## CHAPTER 11

# Managing Off-Cycle Payments for Hong Kong

This chapter provides an overview of off-cycle functionality and examples of how off-cycle calendars can be used with the delivered Hong Kong 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 Hong Kong. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

### See Also

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

---

## Recording Manual Payments for Hong Kong

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

### Manual Payments

When entering manual payments for Hong Kong 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 Hong Kong rules have been designed to calculate using whole periods, and may not automatically segment if a partial period is entered.

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

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

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

---

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

---

---

## Entering Corrections for Hong Kong

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

The following areas need to be considered when entering corrections:

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

---

## Making Unscheduled Payments for Hong Kong

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 Hong Kong delivered statutory rules when calculating.

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

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

---

## Advancing Payrolls for Hong Kong

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 Hong Kong absences.

---

## CHAPTER 12

# Processing Inland Revenue Reports

This chapter provides an overview of processing Hong Kong Inland Revenue (IR56) reports and discusses how to:

- Create Inland Revenue report data.
- Review and maintain IR56 report data.
- Generate the IR56B electronic file.
- Run Inland Revenue reports.

---

## Understanding Hong Kong Inland Revenue Reporting

You must generate several reports to comply with Hong Kong legislative payroll requirements. These reports are statutory and report the following information:

- *IR56B*: Employer's return of remuneration and pensions.
- *IR56E*: Notification by employer of an employee commencing work.
- *IR56F*: Notification by employer of an employee about to cease employment.
- *IR56G*: Notification by employer of an employee about to depart Hong Kong.
- *IR56M*: Notification of remuneration paid to persons other than an employee.

We discuss all aspects of the creation of the data for these Inland Revenue reports. This includes all of the pages that enable, generate, and maintain both employee and company identification and biographical data that support the reporting requirements of the Hong Kong Inland Revenue Department (IRD).

To ensure that you populate all of the available details required for your Inland Revenue reports, it is important that you follow the correct sequence of steps:

1. Set up report data using the following pages:
  - Report Element Setup.
  - Departure Details.
  - Principal Employer of PT EE.
  - Employee Housing Quarters.
  - Self Employed Data.
  - Overseas Concern Details.
  - IR56 Creation Controls HKG.
  - Tax Reference Number Details.

- IR56 Exchange Rate Definition.
2. Generate IR56 report data using the IR56 Creation page.
  3. Review and maintain IR56 report data using the following pages:
    - IR56 Personal Details.
    - IR56 Job / Quarters Details.
    - IR56 Monetary Details.
  4. Generate IR56 reports using the Print pages for each of the reports (IR56B, IR56M, IR56E, IR56F and IR56G).
  5. Generate the IR56B Electronic File using the IR56 Electronic File Creation page.

---

**Note.** Inland Revenue reports also use personal data, such as spouse details and national IDs. You can check this information after you run the reports using the IR56 Personal Details page.

---

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## Creating Inland Revenue Report Data

This section provides an overview of the Inland Revenue Report data creation process and discusses how to generate the IR56 report data.

### Understanding the Inland Revenue Report Data Creation Process

The Inland Revenue Report data creation process generates data for all Inland Revenue reports. The Inland Revenue Department has defined the report layout and the conditions that must be met while generating the IR56 reports. These conditions affect the way in which you generate and store the data in PeopleSoft tables.

The GPHK\_IR56\_TBL table stores the results of the data generated by the data creation process. This data is used for viewing and generating the IR56B electronic file and hard copy reports.

---

**Note.** The IR56 creation program maintains the creation date. During the printing of IR56 documents, if the system identifies a document as a replacement, the system retrieves the date when it created the earlier version and uses that as the submission date.

---

### Viewing Delivered Elements

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

## Page Used to Create Inland Revenue Report Data

| Page Name     | Object Name      | Navigation                                                                              | Usage                                                                                                                                                                                                                   |
|---------------|------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IR56 Creation | GPHK_IR56_CREATE | Global Payroll & Absence Mgmt, Year-End Processing, Create IR56 Data HKG, IR56 Creation | Run the process that captures information required for generating IR56 data and reports. After the process is initiated, the system identifies eligible employees and retrieves the information required for reporting. |

## Generating IR56 Report Data

Access the IR56 Creation page.

IR56 Creation page

### Tax Reference Number

Select the tax reference number representing the pay entity (or entities) for which the IR56 must be generated. IR56 reports all run by tax reference number, which has a major impact on the way the system creates and stores IR56 data. For every employee attached to the pay entity (sharing the tax reference number), the system combines amounts for each year to date element by currency code and stores them in the IR56 result tables. After the process is completed, you can use the IR56 Monetary Details page to enter adjustments to reflect the amount that should be reported on the IR56 documents.

### Tax Year

Enter the period for which the report must be reported. Hong Kong has set the tax period to be April 1 to March 31. Enter the year with 4 digits (for example, 2000).

**Note.** Although the tax year is not required for the IR56G and IR56F reports, you must still enter it.

### Recreate

When you run the IR56 generation process for the first time, the value of this field does not matter. Data is generated for the selected employees or all eligible employees of the pay entity.

When you initiate the process again with the same parameters, the Recreate check box determines the following:

If you select the check box:

- Employees (records in the IR56 table) that belong to the select group are deleted if the document created earlier has not been issued. Manual changes or information entered on the employee record using the IR56 Inquiry component are retained and included in the new record created for the employees.
- If employees have been issued the respective document, a new employee record is generated on top of the existing one. The newly created record is identified as a replacement record. Manually entered information in the earlier version is copied into the new record.

If you clear the check box, records are generated for the select group only if they don't already have a record existing. The record created is identified as an original record.

---

**Note.** The select group is the employee list entered on the run control page or the employees that are selected based on the criteria entered on the run control page for a specific pay entity.

---

### Begin Date and End Date

These fields are required for the IR56F, IR56G, and IR56E reports. They enable you to narrow down the criteria of employee for whom the report should be generated. The begin and end dates are the tax period for which the employee received a particular amount.

For an IR56F, employees whose termination dates occur during the specified date range are selected.

For an IR56G, employees whose departure dates from Hong Kong occur during the specified date range are selected.

For an IR56E, employees whose hire dates occur during the specified date range are selected.

Unlike the IR56B and IR56M reports, in which balances for employees must be retrieved as of the end of the year, balances in this case are retrieved as of the period end date. The process identifies the last finalized pay calendar that is closest to the period end date and retrieves the balances for reporting.

### Selected Employee List for IR56

#### EmplID (employee identification)

You can initiate the data creation process for a specific set of employees by selecting one or more employees.

Although you can select an employee ID, the process still decides if an employee is eligible to receive the selected IR56 document. For example, if you are running the process to create IR56B and you select an employee who has been terminated, the process ignores this employee.

## Working with Report Types

| Report Type                                     | Processing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Annual Return For Employees<br/>IR56B</p>    | <p>Employees who are active at the end of the tax year are selected for processing. Active employees are identified by their employee status. Values are:</p> <p>A: Active.</p> <p>P: Leave with pay.</p> <p>Q: Retired with pay.</p> <p>U: Terminated with pay.</p> <p>The value is matched with the current row in the JOB record for the employee. Because an employee can have multiple jobs, the status is checked against all of the job records for the employee being processed. An employee is considered active when at least one job record matches the previously mentioned employee status.</p> |
| <p>Annual Return For Non-Employee<br/>IR56M</p> | <p>Non-employees who are active at the end of the tax year are selected for processing. The same processing as IR56B occurs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>Notify Employee Departing HKG<br/>IR56G</p>  | <p>Employees whose dates of departure from Hong Kong are during the period that you specify are selected for processing. Although this report is more likely for terminated employees, the process does not search for the employee status of the employee. The process ensures that the employee has not been issued an IR56B or IR56F for the same period of employment.</p>                                                                                                                                                                                                                               |

| Report Type                             | Processing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Notifying New Employee<br>IR56E         | Employees whose hire dates are during the period that you specify are selected for processing. Although this report is more likely for terminated employees, the process does not search for the employee status of the employee. The process ensures that the employee has not been issued an IR56B or IR56F for the same period of employment.                                                                                                                                                                                                                                                                                                                                                                                   |
| Notifying Terminating Employee<br>IR56F | <p>Employees who have been terminated during the period are selected for processing. Employees are considered terminated when all the concurrent jobs associated with their EmplIDs have been terminated.</p> <p>The Employee Status field in the JOB record identifies whether an employee is active or inactive. Valid employee status values to identify terminated employees are:</p> <p>A: Active.</p> <p>P: Leave with pay.</p> <p>Q: Retired with pay.</p> <p>U: Terminated with pay.</p> <p>An employee is considered inactive when all the job records match the previously mentioned employee status. The process ensures that the employee has not been issued an IR56B or IR56G for the same period of employment.</p> |

**Note.** The employee status is only one of the parameters used to determine whether the employee is eligible to receive an IR56 report. The second parameter is the YTD balance that is maintained by payroll.

## Reviewing and Maintaining IR56 Report Data

This section provides an overview of Inland Revenue reporting generated data inquiry pages and discusses how to:

- Maintain IR56 personal details.
- Maintain IR56 monetary details.

## Understanding Inland Revenue Reporting Generated Data Inquiry Pages

After you set up and generate the data required for Inland Revenue reporting and generate those forms, you can review the results and maintain available fields. The IR56 Inquiry component enables you to view and amend the generated IR56 data.

To access the component, enter the specific Inland Revenue report type, tax year, run number, employee ID, or pay entity. The inquiry pages display the information generated for an employee for specific report types. The fields on these inquiry pages contain three types of values:

- Values generated from related tables that you cannot modify.
- Values that you can enter only on the inquiry page because there is no way of calculating the value.
- Values generated by the IR56 data creation process, which you can override by entering an adjustment amount.

The adjustment amount is captured and maintained in a separate field.

## Pages Used to Review and Maintain IR56 Report Data

| Page Name                 | Object Name    | Navigation                                                                                                                       | Usage                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IR56 Personal Details     | GPHK_IR56_INQ1 | Global Payroll & Absence<br>Mgmt, Authority<br>Correspondence,<br>Review/Update IR56 Data<br>HKG, IR56 Personal Details          | View the IR56 details generated for the employee and review an employee's personal information including their identification details, spouse details and address history.                                                                                                                                                                                                                                                         |
| IR56 Job/Quarters Details | GPHK_IR56_INQ2 | Global Payroll & Absence<br>Mgmt, Authority<br>Correspondence,<br>Review/Update IR56 Data<br>HKG, IR56 Job / Quarters<br>Details | View the IR56 details generated for the employee. This page provides job-related and housing quarter information provided to the employee including country departure and employee residence quarters details. The employee residence quarters details default from the details you set up on the Employee Housing Quarters page. The country departure details default from the details you set up on the Departure Details page. |
| IR56 Monetary Details     | GPHK_IR56_INQ3 | Global Payroll & Absence<br>Mgmt, Authority<br>Correspondence,<br>Review/Update IR56 Data<br>HKG, IR56 Monetary<br>Details       | View the IR56 details generated for the employee and enter employee monetary and tax details. Specific group boxes for each report type also appear.                                                                                                                                                                                                                                                                               |

## Maintaining IR56 Personal Details

Access the IR56 Personal Details page.

| IR56 Personal Details                 |                                                                                                                    | IR56 Job / Quarters Details |                                | IR56 Monetary Details |  |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------|-----------------------|--|
| <b>EmplID:</b>                        | KH0003                                                                                                             |                             | Chow, Jessica                  |                       |  |
| <b>Run Number:</b>                    | 0                                                                                                                  |                             | <b>*Issue Status:</b>          | Not Issued            |  |
| <b>Tax Year:</b>                      | 2002                                                                                                               |                             | <b>Begin Date:</b>             | 04/01/2001            |  |
| <b>Report Type:</b>                   | Annual Return for Employees                                                                                        |                             | <b>End Date:</b>               | 03/31/2002            |  |
| <b>Gender:</b>                        | Female                                                                                                             |                             | <b>Sheet Number:</b>           | 1                     |  |
| <b>Marital Status:</b>                | Single                                                                                                             |                             | <b>Electronic File Status:</b> | Not Submitted         |  |
| <b>Employee Identification Detail</b> |                                                                                                                    |                             |                                |                       |  |
| <b>National ID:</b>                   | BB8769993                                                                                                          |                             |                                |                       |  |
| <b>Passport Number:</b>               |                                                                                                                    |                             |                                |                       |  |
| <b>Employee Spouse Details</b>        |                                                                                                                    |                             |                                |                       |  |
| <b>Name:</b>                          |                                                                                                                    |                             |                                |                       |  |
| <b>National ID:</b>                   |                                                                                                                    |                             |                                |                       |  |
| <b>Passport Number:</b>               |                                                                                                                    |                             |                                |                       |  |
| <b>Address History</b>                |                                                                                                                    |                             |                                |                       |  |
| Find   View All   First 1 of 1 Last   |                                                                                                                    |                             |                                |                       |  |
| <b>Country:</b>                       | HKG Hong Kong                                                                                                      |                             |                                |                       |  |
| <b>Address:</b>                       | <div> RM 1888<br/> NAM SHING BUILDING<br/> 17 NATHAN ROAD<br/> Kowloon, JORDON </div> <a href="#">Edit Address</a> |                             |                                |                       |  |

IR56 Personal Details page

**Issue Status**

Displays the level of the report. The value is *Not Issued* when the process generates the data, but the printing process has not been completed. When you run the printing process, the value changes to *Issued*. To stop a particular record from being processed, select *On Hold*. This status stops both the electronic file process and the printing process from processing the record.

You can also change the status back to *Not Issued*.

**Electronic File Status**

If you are creating an IR56B for an employee after you have sent the electronic file to the IRD, there are additional records that weren't included in the initial file. The new electronic file status is *Supplementary*. The status of the initial file is *Sent*.

## Employee Identification Detail and Employee Spouse Details

In addition to employee details, statutory reports must report details of the employee's spouse. The Workforce Administration menu in Human Resources provides the Dependent Information (DEPEND\_BENEF) and Depndt Identification Details (IDENTIFICATN\_DEP) components to maintain spouse details.

### Name

Displays the employee's full name details. The Name History page in Workforce Administration enables you to enter employee names in non-English characters. You can enter names in Chinese and English at the same time in separate fields.

PeopleSoft enables you to enter employee names in alternate characters. This feature is available in the Workforce Administration - Personal Details component in Human Resources.

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**Note.** The Chinese name is used in correspondence with the Inland Revenue Board and is used on the employee's payslip.

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### National ID

It is necessary to store the employee and spouse Hong Kong Identity Card (IC) numbers or Tax File Numbers. This information is used in correspondence with the Inland Revenue Department. It is also necessary to store the Identity Card numbers of the employee's dependants.

The details are retrieved from the National ID table (PERS\_NID) under Personal Data. The DEP\_BENEF\_NID table contains different IDs for an employee's spouse.

### Passport Number

Displays the employee or spouse passport number (required for noncitizens). The CITIZEN\_PSSPRT table contains passport details of both employees and their dependants.

## Address History

### Edit Address

To change any of the default address details, click this link to access the Edit Address page

## Maintaining IR56 Monetary Details

Access the IR56 Monetary Details page.

IR56 Personal Details

IR56 Job / Quarters Details

IR56 Monetary Details

Chow,JessicaEmployeeEmpID: KH0003

Run Number: 0

Tax Year: 2002

Report Type: Annual Return for EmployeesSheet Number: 1

Total AmountFind | View AllFirst1 of 1Last

\*IR56 Report Element: 01Salary / Wages

|   | Element Name | Begin Date | End Date | Adjustment Amount | Amount   | *Currency | Amount   |   |
|---|--------------|------------|----------|-------------------|----------|-----------|----------|---|
| 1 | BASSAL_FYTDA |            |          |                   | 46666.66 | HKD       | 46666.66 | + |
| 2 | OT1.5_FYTDA  |            |          |                   | 605.77   | HKD       | 605.77   | + |

Amount: 47272.43

Comments:

Tax Amount paid by Employer: 0.00Begin Date:End Date:

Payments by Overseas Concern

Overseas Concern Identifier:

Amount Paid:

Enter -ve amount for Unknown:

IR56 Monetary Details page

## Total Amount

### IR56 Report Element and Element Name

Display predetermined categories that appear in Inland Revenue reports.

Associate payroll accumulators (element names) that must be reported against an IR56 report element instead of rerunning payroll to populate the accumulators.

Associate payroll accumulators with IR56 report elements on the Report Element Setup page.

### Begin Date and End Date

Display the dates during which the element and accumulator link are effective.

### Adjustment Amount, Amount, and Currency

The first instance of the Amount field displays the amount calculated by the data creation process (in HKD) and it initially appears identically in two other locations in the group box. The first field remains the same, regardless of any adjustments (element additions or subtractions) you make. Instead of modifying this generated amount, you enter additional adjustment rows which enable you to add or subtract any additional amounts (in any currency) not calculated during the initial data creation process. You can enter amounts to add or negate a value generated by the process for an accumulator associated with a report element. For example, if you have to subtract 300 USD from the

initial amount because the employee has been temporarily employed by a different pay entity, enter – (minus) 300 in the Adjustment Amount field and select *USD* as the Currency in the new row. The amount in the Amount field at the bottom of the Total Amount group box automatically adjusts by subtracting the equivalent of 300 USD and displaying the new total. Similarly, if you want to add 300 USD, enter 300 in the Adjustment Amount field.

The IR56 creation process supports multiple currency processing which impacts the way year to date values are processed and stored in the IR56 result table. In addition to entering manual adjustments, you can enter the currency code in which you are paying the amount. The process calculates the value in local HKD currency and displays the amount reported on the IR56 reports.

**Tax Amount paid by Employer**

Displays the amount of taxes paid by an employer for an employee. This information is needed for IR56 reporting.

### Payments by Overseas Concern

If the employee received an amount from an overseas concern, select the organization that made the payment and enter the amount.

**Overseas Concern Identifier**

Select the code used to track the overseas concern. Define the overseas concern name and identifier on the Overseas Concern Details page.

**Amount Paid and Enter -ve amount for Unknown:**

Enter the amount paid by the overseas concern to the employee. If the amount is unknown, enter any negative amount (– 400).

### IR56E/F/G/M Specific Details

For each report type that you select, an additional group box appears, enabling you to enter details specific to the report.

### See Also

Chapter 4, “Setting Up Inland Revenue Reports,” Linking Accumulators To Report Elements, page 20

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## Generating the IR56B Electronic File

This section provides an overview of flat file generation and discusses how to create the IR56B electronic file.

### Understanding Flat File Generation

PeopleSoft provides the ability to create a flat file that complies with Hong Kong Inland Revenue Department requirements for the submission of electronic files. The output is created by an Application Engine process using a file layout object that has the same structure as that of the electronic file expected by the IRD of Hong Kong.

The employees are selected from the GPHK\_IR56\_TBL table and records from GPHK\_IR56\_TBL, GPHK\_IR56\_QTR, and GPHK\_IR56\_DTL are retrieved and processed. During the process, personal information, spouse details, and identifications details are also retrieved and the file layout object GPHK\_IR56B is populated.

## Page Used to Generate the IR56B Electronic File

| Page Name                     | Object Name     | Navigation                                                                                                    | Usage                                                                                                                          |
|-------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| IR56 Electronic File Creation | GPHK_IR56_EFILE | Global Payroll & Absence Mgmt, Year-End Processing, Create IR56B Elec File HKG, IR56 Electronic File Creation | Create a flat file that complies with Hong Kong Inland Revenue Department requirements for the submission of electronic files. |

## Creating the IR56B Electronic File

Access the IR56 Electronic File Creation page.

IR56 Electronic File Creation page

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tax Reference Number</b> | IR56 reports run by tax reference number, which has a major impact on the way the system creates and stores IR56 data. For every employee attached to the pay entity (sharing the tax reference number), the system combines amounts for each year to date element by currency code and stores them in the IR56 result tables. After the process is completed, you can use the IR56 Monetary Details page to enter adjustments to reflect the amount that should be reported on the IR56 documents. |
| <b>Tax Year</b>             | Displays the period for which the report must be created. Hong Kong has set the tax period to be April 1 to March 31.<br><br><b>Note.</b> Although the tax year is not required for the IR56G and IR56F reports, you must still enter it.                                                                                                                                                                                                                                                           |
| <b>Test Run</b>             | Select this check box to create (but not send) the electronic file, so that you can view and check your data. When selected, employee records are not marked as sent and the supplementary status is not applicable.                                                                                                                                                                                                                                                                                |

## Running Inland Revenue Reports

There are several statutory reports that you must generate to comply with Hong Kong legislative payroll requirements. The data creation process must be run before running these reports.

- The *IR56B* is an annual report generated for tax declaration purposes. A summary of the earnings and deductions for each employee is reported in a predetermined format. The information is also generated in a predetermined electronic file format and submitted electronically.
- The *IR56M* is a report of candidates, other than employees, who received remuneration at a period in time (for a given tax year) and are about to cease employment in a given period of time.
- The *IR56G* is a report on employees who are about to depart from Hong Kong. All tax liabilities are to be settled before the employee's departure.
- The *IR56F* is a report of employees who are about to cease employment in a given period of time. You are not required to submit the report if a terminated employee is about to depart Hong Kong. Instead, you should submit an IR56G report.
- The *IR56E* is a report that lists employees who have joined the organization in a given period of time. It must be sent within three months from the date of commencement of employment.

**Note.** As companies are split into multiple pay entities, the reports display the company name and not the pay entity name. For example, the company name could be Brentworth Holdings and incorporate the following pay entities—Brentworth Holdings Aeronauticals Ltd., Brentworth Holdings Catering Ltd., and Brentworth Holdings Aviation Services. The IR56 report displays Brentworth Holdings as the reporting name.

## Pages used to Print Inland Revenue Reports

| Page Name    | Object Name        | Navigation                                                                              | Usage                                                                                                       |
|--------------|--------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| IR56B Report | GPHK_IR56B_RUNCTL  | Global Payroll & Absence Mgmt, Year-End Processing, IR56B Report HKG, IR56B Report      | Generate the IR56B (GPHK0001) — Employer's Return of Remuneration and Pensions report.                      |
| IR56M Report | GPHK_IR5M_RUNCTL   | Global Payroll & Absence Mgmt, Year-End Processing, IR56M Report HKG, IR56M Report      | Generate the IR56M (GPHK0002) — Notification of remuneration paid to persons other than an employee report. |
| IR56E Report | GPHK_IR56E_RUNCTL  | Global Payroll & Absence Mgmt, Authority Correspondence, IR56E Report HKG, IR56E Report | Generate the IR56G (GPHK0003) — Notification by Employer of an Employee about to Depart Hong Kong report.   |
| IR56F Report | GPHK_IR56FG_RUNCTL | Global Payroll & Absence Mgmt, Authority Correspondence, IR56F Report HKG, IR56F Report | Generate the IR56F (GPHK0004) — Notification by Employer of an Employee about to cease employment report.   |
| IR56G Report | GPHK_IR56FG_RUNCTL | Global Payroll & Absence Mgmt, Authority Correspondence, IR56G Report HKG, IR56G Report | Generate the IR56E (GPHK0005) — Notification by Employer of an Employee commencing work report.             |



## CHAPTER 13

# Reporting Payroll Data

This section provides an overview of payroll reports for Hong Kong and discusses how to:

- Set up payroll report definitions.
- Run payroll reports for Hong Kong.

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## Understanding Payroll Reports for Hong Kong

The payroll reports for Hong Kong are reports based on the core Global Payroll reports. They each report additional data or present data in a different way to meet Hong Kong reporting requirements.

### See Also

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

## Viewing Delivered Elements

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

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## Setting Up Payroll Report Definitions

When you run the payroll register, reconciliation and pay components reports, you have the option to report earnings and deductions together or just accumulators or both. However, you might not want to always include all earnings and deductions or all accumulators.

You can, therefore set up report definitions that control what is included or excluded. When you run the report, you can select the report definition that will give you the results you want.

## Page Used to Set Up Payroll Report IDs

| Page Name                                 | Object Name        | Navigation                                                                                                                  | Usage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payroll Rept (report) Defns (definitions) | GPHK_PAY_REPT_DEFN | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payroll Reports Definition<br>HKG, Payroll Rept Defns | <p>Use this page to enter earnings and deductions elements that are to be excluded, and the accumulator elements that are to be included from all of the Hong Kong payroll reports. Two templates (tables), one for the exclusion of earnings/deductions, and the other for the inclusion of accumulators are provided. For ease of data entry, the page contains two grids, one for each of these templates. For each of the templates, a Report ID enables you to create different templates to hold the different combinations of earnings/deductions exclusion lists and accumulators inclusions lists, if necessary.</p> <p>For example, you can create a Payroll Report ID that only contains earnings/deductions to be excluded and another Payroll Report ID that contains both the earnings/deductions to be excluded and the accumulators to be included. Then when you run the payroll reports, you nominate the appropriate Payroll Report ID on the run control.</p> |

## Running Payroll Reports for Hong Kong

In the “Pages Used” table following, the usage column details the differences and provides information on the run control.

## Pages Used to Run Payroll Reports for Hong Kong

| Page Name                | Object Name  | Navigation                                                                                                             | Usage                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|--------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payroll Results Register | GPHK_RC_PY11 | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Results Register HKG, Payroll Results Register | Create the report for a whole calendar group, or a specific pay entity in which case you set from and to dates. For pay entity you can specify a summary report only. The sort options are Department, Location and Payee. You can report earnings and deductions or accumulators or both, called Sections. And you can specify a payee population of all (payees), or selected pay groups or selected payees.                                        |
| Reconciliation           | GPHK_RC_PY12 | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Reconciliation HKG, Reconciliation             | Create the report for a whole calendar group, or a specific pay entity in which case you set from and to dates. For pay entity you can specify a summary report only. You can include YTD values. The sort options are department and location. You can also specify whether you want to report earnings only, deductions only or both earnings and deductions called Sections. And you can specify a payee population of all (payees) or pay groups  |
| Pay Component            | GPHK_RC_PY13 | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Components HKG, Pay Component              | Create the report for a whole calendar group, or a specific pay entity in which case you set from and to dates. For pay entity you can specify a summary report only. The sort options are department and location. You can also specify whether you want to report earnings only, deductions only or both earnings and deductions called Sections. And you can specify the element population of all (elements in the section) or selected elements. |

### See Also

Appendix A, “Appendix: Global Payroll for Hong Kong Reports,” page 145



## CHAPTER 14

# Defining Absence Rules

This chapter provides overviews of absence rules for Hong Kong, delivered absence primary elements and discusses how to:

- Calculate annual leave.
- Calculate absence entitlements on termination.
- Calculate sick leave.
- Calculate maternity leave.
- Calculate leave without pay (LWOP).
- Calculate other leave.

---

## Understanding Absence Rules for Hong Kong

This section discusses absence rules for Hong Kong.

Global Payroll for Hong Kong delivers predefined rules for processing absence payments, such as annual leave, long service leave, sick leave, maternity leave, and jury leave. Rules are also delivered to calculate absence entitlements on termination, including rules for the payment of unused annual leave, 13th month payment, outstanding deduction recovery, severance, and long service.

PeopleSoft designed these rules in accordance with Hong Kong statutory requirements. You can modify many of these rules to reflect absence and termination policies that are specific to your organisation or to labor agreements with your employees.

To demonstrate how Global Payroll can process typical absence requirements in Hong Kong, PeopleSoft provides 8 absence entitlement elements and 10 absence take elements. After the table of primary elements—the absence and take elements—we describe the interaction of each element with supporting elements.

---

**Note.** For the customary data discussed in this chapter, two categories of employees are identified: *Statutory* and *General*. Each category has its own customary data (absence entitlement, take rules, and accrual rules).

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### See Also

*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Entering and Processing Absences”

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

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

## Common Elements Used in This Chapter

|                                   |                                                                      |
|-----------------------------------|----------------------------------------------------------------------|
| <b>Leave Without Pay (LWOP)</b>   | Unpaid absence type.                                                 |
| <b>Maternity Leave (MLV)</b>      | Paid confinement period.                                             |
| <b>Sick Leave (SLV)</b>           | Paid sick period.                                                    |
| <b>Annual Leave (ALV)</b>         | Paid absence type.                                                   |
| <b>Other Leave (OLV)</b>          | Paid or unpaid absence type subjected to organisation decision.      |
| <b>Long Service Payment (LSP)</b> | Payment made when termination occurs after a long period of service. |
| <b>General Employees</b>          | Employees employed on a permanent basis.                             |
| <b>Statutory Employees</b>        | Employees employed on an hourly and contract basis.                  |

---

## Understanding Delivered Absence Primary Elements

This section discusses the delivered absence elements.

Primary absence elements are absence entitlements—entitlement or proration and absence takes. In the following tables, we cross-reference entitlements to takes and takes to entitlements in the description column. After the following tables, we discuss each element in detail.

This section discusses:

- Absence entitlements elements.
- Absence take elements.

## Absence Entitlements Elements

The following table lists the Absence Entitlement elements for Hong Kong.

| Name         | Description and Used By                                   |
|--------------|-----------------------------------------------------------|
| Annual Leave |                                                           |
| ALV GENL ENT | Genl (general) annual leave entitlement<br>ALV GENL TKE   |
| ALV STAT ENT | Stat (statutory) annual leave entitlement<br>ALV STAT TKE |
| Jury Leave   |                                                           |

| Name             | Description and Used By                                 |
|------------------|---------------------------------------------------------|
| OLV JURY ENT     | Jury entitlement<br>OLV JURY TKE                        |
| Compassion Leave |                                                         |
| OLV COMP ENT     | Compassion entitlement<br>OLV COMPASS TKE               |
| Marriage Leave   |                                                         |
| OLV MARR ENT     | Marriage entitlement<br>OLV MARRIAGE TKE                |
| Maternity Leave  |                                                         |
| MLV MAT ENT      | Maternity entitlement<br>MLV GENL TKE and MLV STAT TKE  |
| No Paid Leave    |                                                         |
| NPL LWOP ENT     | No paid leave entitlement<br>NPL LWOP TKE               |
| Sick Leave       |                                                         |
| SLV SICK ENT     | Sick leave entitlement<br>SLV GENL TKE and SLV STAT TKE |

## See Also

*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Entering and Processing Absences”

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

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

## Absence Take Elements

The following table lists the Absence Take elements for Hong Kong.

| Name              | Description and Take Uses                |
|-------------------|------------------------------------------|
| Annual Leave      |                                          |
| ALV GENL TKE      | Genl annual leave take<br>ALV GENL ENT   |
| ALV STAT TKE      | Stat annual leave take<br>ALV STAT ENT   |
| Jury Leave        |                                          |
| OLV JURY TKE      | Jury take<br>OLV JURY ENT                |
| Compassion Leave  |                                          |
| OLV COMPASS TKE   | Compassion leave take<br>OLV COMP ENT    |
| Marriage Leave    |                                          |
| OLV MARRIAGE TKE  | Marriage leave take<br>OLV MARR ENT      |
| Maternity Leave   |                                          |
| MLV GENL TKE      | Genl maternity leave take<br>MLV MAT ENT |
| MLV STAT TKE      | Stat maternity leave take<br>MLV MAT ENT |
| Leave Without Pay |                                          |
| NPL LWOP TKE      | Leave without paid take<br>NPL LWOP ENT  |
| Sick Leave        |                                          |

| Name         | Description and Take Uses            |
|--------------|--------------------------------------|
| SLV GENL TKE | Genl sick leave take<br>SLV SICK ENT |
| SLV STAT TKE | Stat sick leave take<br>SLV SICK ENT |

---

**Note.** For Hong Kong, the unit for absence entitlement, take, and accrual is day. While half-day absence is allowed, a quarter day or the hours of absence are generally not accepted. All absence types except maternity leave can take half-day leave. The service date is used as the default base for the absence accrual process. The anniversary date for absence and termination is derived from the service date.

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### See Also

*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Entering and Processing Absences”

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

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

## Viewing Delivered Elements

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

An employee is entitled to annual leave after working 12 months for one employer, and then for each succeeding 12 month period. The following annual leave rules are delivered for general and statutory employees.

This section provides overviews on absence forfeiture, leave accrual, and discusses how to:

- Calculate annual leave for general employees.
- Calculate annual leave for statutory employees.

### See Also

Chapter 6, “Defining Earnings,” Calculating Annual Leave Instead of Annual Leave Entitlement, page 53

## Understanding Absence Forfeiture

This section provides an overview on absence forfeiture.

Annual leave can be carried forward to the next 24 months and compensation is not paid for forfeited annual leave. There is no limitation for statutory employees; the annual leave balance is always carried over to the next year. However, for general employees, the annual leave balance can be carried forward only to the next 24 months.

## Understanding Leave Accrual

This section discusses leave accrual.

The accrual process for annual leave occurs once per month. Run this process before pay calculation. For general employees, prorated entitlement is added to the entitlement balance after the monthly accrual process is finished.

For example, an employee is hired on April 15, 2001 and is entitled to 12 days of annual leave per year. The annual leave entitlement at the end of the first month is:

$$16 / 30 \times 12 / 12$$

If the entitlement increases after a set number of years of service, such as an additional one day, annual leave is awarded when finishing the first year of service. In this case, the employee in the anniversary period gains:

$(14 / 30 \times 12 / 12)$  last years entitlement plus  $(16 / 30 \times 13 / 12)$  new entitlement (effective from the first anniversary day).

For statutory employees, absence accrual runs annually during the anniversary month. For example, if an employee is hired in January 2000, then the first annual absence accrual process is January 2001. After the first accrual, the employee earns seven days of entitlement.

## Calculating Annual Leave for General Employees

The annual leave entitlement ALV GENL ENT, using formula ALV FM GENL ENT, returns the monthly annual leave entitlement during the monthly accrual process. Use the annual leave in lieu earnings ANN LIEU to pay unused annual leave for termination or payment.

The ALV FM GENL ENT formula resolves as follows:

1. The annual leave entitlement value is retrieved from bracket ALV BR GENL ENT.  
The yearly entitlement is deannualised whenever the entitlement has not been changed during the pay period. If the entitlement has been changed, the partial entitlements before and after the anniversary date are added and returned.
2. The current year's annual leave entitlement variable CM VR CUR ENT stores the current deannualised annual leave entitlement.  
The previous year's annual leave entitlement variable CM VR PRV ENT stores the previous deannualised annual leave entitlement.
3. The duration CM DR YR OF SERV returns the employee's years of service (number of years between the service date SERVICE DT and the pay period end date PERIOD END DATE).
4. The formula ALV FM PREV ACCM returns the previous year's balance (system variable PREV VALUE ACCM) and is used in the accumulator initialize rule.

5. The annual leave balance accumulator ALV GENL ENT\_BAL is carried forward to the new annual leave accumulator.  
Whenever the accumulator begins, the previous accumulator balance is brought to the current balance (new accumulator period).
6. The variables, CM VR ANNIV MTH (begin month) and CM VR ANNIV DY (begin day) specify the begin date of the accumulators.  
All accumulator periods are year to date (YTD) and begin to accumulate from the employee's hire date.
7. The formula ALV FM GENL FORFEIT returns the forfeited units that are eventually reduced from the annual leave balance accumulator.  
The formula ALV FM GENL ADJUST returns the forfeiture unit. This formula checks the current year's entitlement plus last year's entitlement and forms a forfeiture level. For example, an employee is entitled to 7 days in the first year, 8 days in the second, and 9 days in the third year. During the second year of service, the employee's annual leave balance cannot exceed 15 days, and it cannot exceed 17 days during the third year of service.

## Calculating Annual Leave for Statutory Employees

The accrual process runs once for every 12 month period from the employee's hire date. The annual leave entitlement ALV STAT ENT, using formula ALV FM STAT ENT, returns the annual leave entitlement for statutory employees, only when their anniversary dates occur in the current pay period. The formula also returns annual leave entitlement from the employee's last anniversary date to the termination date only when the employee is terminated in the current pay period.

The ALV FM STAT ENT formula resolves as follows:

1. The annual leave entitlement value is retrieved from bracket ALV BR STAT ENT.
2. The current year's annual leave entitlement variable CM VR CUR ENT stores the current deannualised annual leave entitlement.  
The previous year's annual leave entitlement variable CM VR PRV ENT stores the previous deannualised annual leave entitlement.
3. The duration CM DR YR OF SERV returns the years of service (number of years between the service date SERVICE DT and the pay period end date PERIOD END DATE).
4. The formula ALV FM PREV ACCM returns the previous year's balance (system variable PREV VALUE ACCM) and is used in the accumulator initialize rule.
5. The annual leave balance accumulator ALV STAT ENT\_BAL is carried forward to the new annual leave accumulator.  
Whenever the accumulator begins, the previous accumulator balance is brought to the current balance (new accumulator period).
6. The formula ALV FM STAT FORFEIT returns the forfeited units that are eventually reduced from the annual leave balance accumulator.
7. The generation control ALV GC ANNIV MTH controls the entitlement by resolving only when the employee's anniversary month equals the pay period month.
8. The formula ALV FM ANNIV MTH resolves when GP PRD END DATE MO (variable that stores the *mm* part of the pay period end date) equals CM VR ANNIVMTH (variable that stores the payee's *mm* part of the hire date) and the employee is not hired in the current pay period.
9. The variables CM VR ANNIV MTH and CM VR ANNIV DT specify the accumulator's begin date.

All accumulator periods are YTD and begin to accumulate from the employee's hire date.

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## Calculating Absence Entitlements on Termination

PeopleSoft delivers a set of predefined rules for processing absences due to termination. PeopleSoft designed these rules in accordance with Hong Kong statutory requirements.

This section discusses how to:

- Calculate unused annual leave.
- Calculate 13th month payment.
- Calculate severance and long service leave payments.
- Pay outstanding deduction recovery upon termination.

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**Note.** The system element TERMINATION DT in the employment record is populated when you select an action reason of either *Retirement* or *Termination* on the Job page. They are both considered termination. Action *Termination* with a reason of *Redundancy* or *Layoff* is considered job redundancy. If the employee is terminated with one these reasons and has worked more than two years, then the employee is entitled to severance payment.

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### See Also

Chapter 6, “Defining Earnings,” Calculating Absence and Termination Earnings, page 53

## Calculating Unused Annual Leave

When general and statutory employees are terminated after three months of continuous service, they are entitled to a payment for their prorated unused annual leave. The earnings element ANN LIEU is the payment in lieu of annual leave entitlement. The calculation of the unused annual leave amount is  $\text{Unit} \times \text{Rate}$ :

- Unit is set by the unused annual leave balance in days formula: TER FM ALV BAL.
- Rate is set by the average daily rate formula: CM FM DAILY RATE.

$$(\text{Average Daily Rate}) = (\text{Average Monthly Earnings}) / 30$$

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**Note.** The constant 30 represents the number of days in a month and is also used in February (28 or 29 days) or March (31 days).

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The TER FM ALV BAL and CM FM DAILY RATE formulas resolve as follows:

1. The system checks the service date system element TER DATE to determine whether the terminated payee is eligible to receive a payment instead of unused annual leave.  
The date CM DT PROBATION is three months after the service date.
2. The actual annual leave balance for termination calculation is returned by formula TER FM ALV BAL, using ALV GENL ENT\_BAL for general employees and ALV STAT ENT\_BAL + current year (up to the termination date) balance.
3. The value is returned to the earnings element ANN LIEU and is then multiplied by the average daily rate calculated by CM FM DAILY RATE.

Use ANN LIEU to pay employees when they accept payments from their employer to offset part of the annual leave. This is a positive input and the unit of ANN LIEU is overridden by the number of adjusted days from the annual leave balance. ANN LIEU is a taxable earnings element. Therefore, it contributes to the annual taxable accumulator.

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**Note.** An employee can have a negative annual leave balance when processing unused leave during the termination process. The outstanding balance should be converted to monetary value and paid back to the employer. The calculation of the outstanding annual leave is the same as the unused annual leave.

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## See Also

Chapter 6, “Defining Earnings,” Calculating Annual Leave Instead of Annual Leave Entitlement, page 53

## Calculating 13th Month Payment

Regular 13th month payment is an additional payment of basic salary (normally 100 percent of regular) paid to employees a few days before the Chinese New Year. If the employee is eligible for 13th month pay and is terminated, then prorated payment is paid even if the employee was hired on or after the cut-off date (assuming that the employee has completed the probation period of three months of service). Some organisations set the cut-off period to stop current yearly 13th month pay if the employee was hired on or after the previous year’s cut-off date.

To pay 13th month payments, use the TER 13TH PAY earnings element attached to the TER SE MAIN section. The 13th month payment is calculated as  $\text{Base} \times \text{Percent}$ :

- Base is set by the formula TER FM 13TH PAY.
- Percent is 100.

The TER FM 13TH PAY formula resolves as follows:

1. If the employee is hired and terminated in the same year (when variable CM VR SERV YR equals variable OE VR CAL YEAR) or if the employee is hired on or after the previous year’s cut-off date and terminated in the current year (when the SERVICE DT is on or after the variable OE VR CUT OFF DT), then the following specific elements are included in the calculation:
  - *A*: Duration from hire date to termination date (using duration TER DR DY IN SERV).
  - *B*: Calendar days in termination year—either 365 or 366 (using duration OE DR DAYS IN YR).
  - *C*: Basic salary as of termination date (using MONTHLY RT).
2. The prorated 13th month pay is calculated as  $A / B \times C$ .
3. If the employee is hired before the previous year’s cut-off date and is terminated in the current year, the following additional element is incorporated into the preceding calculation:
 

*D*: Duration from January 1 of the termination year to the employee’s termination date (using duration TER DR DY LAST YR).
4. The prorated 13th month pay is calculated as  $D / B \times C$ .

The duration TER DR MTH IN SERV determines the total number of service months between the employee’s hire date and termination date. If this is fewer than three months, no payment is made. The date OE DT CAL YEAR extracts the current calendar year.

The service date must be on or after the 13th month pay cut-off date OE VR CUT OFF DT.

## See Also

[Chapter 6, “Defining Earnings,” Calculating Thirteen Month Pay, page 51](#)

[Chapter 6, “Defining Earnings,” Calculating 13th Month Payment on Termination, page 55](#)

## Calculating Severance and Long Service Leave Payments

An employer should pay severance payment when an employee who has been employed under a continuous contract for not less than 24 months is dismissed by reason of redundancy. Customary data with the following rules pays severance payments when:

- The employee has worked for the company for more than 24 months.
- The termination action is redundancy (*terminated with benefit*).

The calculation rule for both severance and long service payments is the same. Employees can receive only severance payment or long service payment, but not both. An employer should pay long service payment to an employee who is employed not less than five years under a continuous contract, and who:

- Is not dismissed due to serious misconduct.
- Dies.
- Resigns due to ill health.
- Retires early or at age 65 or above.

The formula TER FM LSP PAYMT (severance and LSP amount) returns the severance payment or long service payment, depending on the employee’s year of service and the termination action reason.

The TER FM LSP PAYMT formula resolves as follows:

1. The years of service and maximum claim amount for the terminated employee are retrieved from bracket TER BR LSP ENT.

The formula TER FM LSP PERIOD is used as the search key for the bracket.

2. The variable TER VR MAX LSP stores the maximum claimable LSP amounts that are stored in the bracket TER BR LSP ENT.

The variable TER VR LSP CEILING stores the maximum ceiling of average wages (currently 15000 HKD).

3. The duration CM DR MTH OF SERV returns the number of months between the service date SERVICE DT and the pay period end date GP PRD END DT plus one.

The duration CM YR OF SERV NDEC returns the years of service with no decimals.

4. The variable OE VR ROLL UNIT is needed before it calls the formula OE FM ROLL AVG.
5. The formula OE FM ROLL AVG obtains the employee’s average earnings and calculates the employee’s payment using the following formula:

$$\text{LSP} = (\text{Average Earnings} \times 2/3) \times (\text{Reckonable Years of Service})$$

The factor 2/3 is a constant factor defined by the Hong Kong Labor Department. The formula first checks the monthly average earnings and multiplies it by 2/3 (0.67). The result cannot be greater than the maximum ceiling of 15000 HKD, which is also defined by the Labor Department. The total is then multiplied by the employee’s reckonable years of service stored in the bracket TER BR LSP ENT. If it exceeds 15000 HKD, then 15000 HKD is returned and multiplied by the employee’s reckonable years of service.

**See Also**

Chapter 6, “Defining Earnings,” Calculating Severance and Long Service Payments, page 55

## **Paying Outstanding Deduction Recovery Upon Termination**

The earnings element CASHADV is a cash advance that is paid in advance to an employee. The total amount of the advance must then be paid back to the organisation in several installments. The outstanding cash advance balance is stored in the goal amount (balance) accumulator. When the termination occurs, the system checks the goal amount accumulator and resolves the whole goal amount during the last pay period.

The CASHADV recovery deduction is always 20 percent of the CASHADV, and the recovery ceases to resolve when the cash advance goal balance accumulator CM AC GOAL BAL equals zero.

When the employee is terminated, the whole cash advance goal balance should be recovered in the last pay period, so the deduction amount of the CASHADV is overridden by the cash advance goal balance accumulator. A negative net balance is allowed when the net amount is not enough to recover the whole goal balance.

**See Also**

Chapter 6, “Defining Earnings,” Calculating Cash Advance, page 53

Chapter 7, “Defining Deductions,” Calculating Cash Advance Recovery, page 65

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## **Calculating Sick Leave**

One sick leave entitlement SLV SICK ENT (formula SLV FM ENT) for both general and statutory employees is delivered as customary data. The sick leave balance is always carried over to the next period, but the balance cannot exceed 120 days.

### **Statutory Employees**

The employer should pay statutory employees sickness allowance if the employee takes sick leave of no less than four consecutive days. Only 80 percent of the employee’s daily wage is paid. Uncertified sick leave or zero balance sick entitlement is considered LWOP. To pay sick leave for statutory employees, also use the DY WAGE 80 earnings element and take SLV STAT TKE.

### **General Employees**

Employees can take half or more days of paid sickness only when they have enough balance. For an approved sickness, they receive 100 percent of their normal daily wages. Uncertified sick leave or zero balance sick entitlement is considered LWOP. To pay sick leave for general employees, also use the take SLV GENL TKE.

This section discusses how to calculate sick leave payments.

## **Calculating Sick Leave Payments**

The formula SLV FM ENT returns sick leave entitlement if the employee is not terminated during the pay period. When the employee is terminated during the pay period, the formula returns either zero or the SLV BR ENT bracket value, which eventually returns the monthly sick entitlement (two or four days) to the terminated employee.

The SLV FM ENT formula resolves as follows:

1. The bracket SLV BR ENT stores the monthly sick entitlement.

The system checks the bracket and attempts to resolve the sick entitlement. The prorated entitlement is not returned, but the lower is returned from the bracket. For example, 1.9 months of service returns 2 from the bracket. Sick leave accrual is run on each pay period and during the accrual process.

2. The adjustment formula SLV FM ADJUST adjusts the exceeded sick leave balance when it reaches 120 days.

It evaluates the system element ABS END ENTL BAL if it is greater than 120, then returns the exceeded unit to offset the sick leave balance.

3. The formula SLV FM PREV ACCM returns the system element PREV VALUE ACCM, which stores the value of the old accumulator.

This formula is used in the accumulator initialization to bring the old balance to the new accumulator.

4. The formula SLV FM ENT returns sick leave entitlement if the employee is not terminated during the pay period.

When termination occurs during the pay period, the formula returns either zero or the SLV BR ENT bracket value, which eventually returns the monthly sick entitlement (two or four days) to the terminated employee.

5. The absence day formula CM FM TKE UNIT evaluates each day of the absence event.

The required entitlement units (either 1 or 1/2) of each absence date are returned and compared with the beginning entitlement balance to calculate the paid and unpaid units. If PARTIAL HOURS is greater than half of SCHED HRS, it is treated as a one-day leave of absence.

6. For statutory employees, take SLV STAT TKE generates earnings element DY WAGE 80 for every paid sick leave, which calculates 80 percent of the employee's average earnings.

The earnings element uses formula CM FM DAILY WAGE to return the employee's daily wage, which is calculated by the formula OE FM ROLL AVG.

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## Calculating Maternity Leave

This section discusses how to calculate maternity leave.

The following rules are delivered as customary data for maternity leave:

- Employees are eligible if they worked no less than 40 weeks.
- A maximum of 10 weeks of paid maternity leave is granted, if eligible.

Alternative holiday is not granted if statutory or public holidays occur during the maternity period.

- Statutory employees receive 80 percent of average earnings, and general employees receive 100 percent of basic salary.
- Employees cannot take a half-day of maternity leave.

## Calculating Maternity Leave

The maternity leave entitlement MLV MAT ENT is delivered for all employees and is granted when the leave occurs (per absence). The PAID maternity period is 70 days from the maternity commencement date. Absence periods longer than 70 days are considered LWOP.

The maternity leave calculation resolves as follows, using the MLV FM MAT ENT and MLV FM RESOLVE ENT formulas:

1. The date MLV DT ELIG (maternity eligible date), in conjunction with the ABSENCE DATE, specifies the date that must be reached before the maternity absence can be paid.  
The date is 40 weeks after the hire date (service date SERVICE DT). If the date of the absence is earlier than the maternity eligible date, no payment is made.
2. The formula MLV FM MAT ENT returns 1 if the employee has reached the maternity eligible date.
3. The conditional resolution formula MLV FM RESOLVE ENT resolves if the absence date is fewer than 70 days and does not resolve to use the existing entitlement balance.  
The formula returns one SCHED HRS entitlement for each absence date.  
Because there is always no entitlement balance for maternity, the required entitlement units of maternity leave longer than 70 days are considered LWOP.
4. The formula MLV FM RESOLVE ENT uses duration MLV DR MAT to determine the duration in days between the absence begin date and absence date.  
It determines if the maternity absence date is paid or unpaid.
5. The take MLV STAT TKE generates earnings element DY WAGE 80 for statutory employees, which calculates 80 percent of the employee's average earnings.  
The earnings element uses formula CM FM DAILY WAGE to return the employee's daily wage, which is calculated by the formula OE FM ROLL AVG. For general employees, MLV GENL TKE, no positive input is generated because the employees are paid 100 percent of basic salary.
6. The absence day formula CM FM TKE UNIT evaluates each day of the absence event.  
The required entitlement units (either 1 or 1/2) of each absence date are returned and compared with the beginning entitlement balance to calculate the paid and unpaid units. If PARTIAL HOURS is greater than half of SCHED HRS, it is treated as a one-day leave of absence.

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## Calculating Leave Without Pay

There are no entitlement and accruals associated with LWOP. The following rules are delivered:

- LWOP can be taken from the employee's hire date.
- One daily rate (Annual Basic Salary / 365) is deducted from monthly pay for every single LWOP taken during the pay period.

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**Note.** The LWOP2 earnings element is used for leave without pay for hourly rates (for weekly employees—as it uses an hourly rate).

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- A half-day can be taken.

### Statutory Employees

Annual leave cannot be taken if the employee has not earned it. When the accrual balance for annual leave is not enough to cover the whole duration of annual leave, the difference is considered LWOP.

## General Employees

Annual leave can be taken if the employee has not earned it.

### See Also

Chapter 6, “Defining Earnings,” Calculating Leave Without Pay (LWOP), page 54

Chapter 6, “Defining Earnings,” Calculating Leave Without Pay (LWOP2), page 54

## Calculating Leave Without Pay

The NPL LWOP ENT (no paid leave entitlement) is delivered for both general and statutory employees. LWOP can be taken anytime during the servicing period. One daily basic rate is deducted from the employee's salary for every single day of LWOP. The value of one daily basic rate equals the annual salary divided by 365 (even in a leap year).

The LWOP calculation is  $\text{Unit} \times \text{Rate}$  :

- Unit is set at the payee level.
- Rate is the system variable DAILY RT (daily rate).
- Percent is 80.

LWOP pay is calculated as follows:

1. The system element DAY COUNT UPD notifies the system to generate earnings for the UNPAID unit only.  
The total amount is subtracted from the employee's basic salary when the employee takes the LWOP (per absence). A zero entitlement is granted when the LWOP occurs.
2. The take NPL LWOP TKE uses the day formula CM FM TKE UNIT to determine if the absence date requires entitlement.
3. The earnings element LWOP is generated for each day of LWOP using the conditional resolution formula CM FM RESOLVE ENT.  
This returns one SCHED HRS entitlement for each absence date.

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## Calculating Other Leave

Three types of other leave are delivered as customary data for Hong Kong:

- Jury
- Compassion
- Marriage

This section discusses how to calculate other leave.

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**Note.** Examination leave and study leave are considered LWOP.

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## Calculating Other Leave

There are no entitlements for other leave types and no accruals are associated with them. Employees are paid when the absences occur. Although jury, compassion, and marriage leave have similar entitlement and take setup, marriage leave requires completion of an eligibility period of three months. To handle this, a date CM DT PROBATION is defined, which is three months after the service date. The formula OLV FM MARR ENT resolves if the employee has finished the probationary period and returns zero if the employee is under probation.

Other leave is calculated as follows:

1. The variables CM VR ANNIV MTH and CM VR ANNIV DT notify the system when the accumulators should start to accumulate.  
During the initialization session, the payee's hire date is retrieved and the *ddmm* part of the date is extracted and assigned to these variables.
2. The date element CM DT HIRE stores the payee's hire date, then passes the *mm* part of the date to CM VR ANNIV MTH and the *dd* part of the date to CM VR ANNIV DT during the absence initialization.
3. A day formula CM FM TKE UNIT determines each absence date from the absence event (if it is a rest day or a working day).

The formula returns zero for rest days and returns one or half-day if the absence date is a working day.

4. The system uses a conditional resolution formula CM FM RESOLVE ENT that resolves if it is a working day and doesn't resolve if it is a rest day.

No further conditions are required before the entitlement is resolved for all other leave types.

5. Although the entitlement setup for all other leave types is identical, each leave type has its own set of accumulators.

The entitlement formulas OLV FM ENT or OLV FM MARR ENT pay one or half-days of entitlement, which are then resolved whenever the absence occurs. All accumulator periods are YTD accumulators and begin to accumulate from the employee's hire date.

6. The takes for each of the other leave types use the day formula CM FM TKE UNIT to determine whether the absence date requires entitlement.

Only the date CM DT PROBATION is used to specify the eligibility date for marriage leave.



## APPENDIX A

# Appendix: Global Payroll for Hong Kong Reports

The tables in this appendix list the Global Payroll for Hong Kong reports sorted alphanumerically by report ID. There is additional information about some report run control pages within the chapter for particular features.

**Note.** For samples of these reports, see the PDF files published on CD-ROM with your documentation. You can print all of the reports in the Hong Kong official language: Traditional Chinese.

## Global Payroll for Hong Kong Reports: A to Z

This section provides detailed information on individual reports.

### Payroll and Absence Reports

| Report ID and Report Name            | Description                                                                                                                                                                                                          | Navigation                                                                                           | Run Control Page |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------|
| GPHKPY11<br>Payroll Results Register | Lists a summary of all earnings, deductions, and net pay for the period for each payee. Lists the payroll results by pay entity and reports across multiple pay periods.                                             | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register HKG | GPHK_RC_PY11     |
| GPHKPY12<br>Reconciliation           | Assists you in the reconciliation process. Contains a summary of all earnings and deductions paid in the pay period and year to date (YTD) values.                                                                   | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Reconciliation HKG           | GPHK_RC_PY12     |
| GPHKPY13<br>Pay Components           | Lists all of the amounts taken from the employee's pay by element code. Provides the option to report by pay component separately (such as earnings only) or on specific elements in a component (such as overtime). | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Components HKG           | GPHK_RC_PY13     |

## Mandatory Provident Fund Reports

| Report ID and Report Name            | Description                                                                                                                                                                                                                                                                    | Navigation                                                                            | Run Control Page |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------|
| GPHKEE01<br>New — Terminated Rpt     | Enables you to report on new and terminated employees. The report is not specific to MPF and has the general purpose of reporting new and terminated employees. Depending on the report type you select, the program will generate either a new or terminated employee report. | Global Payroll & Absence Mgmt, Authority Correspondence, New – Terminated Rpt HKG     | GPHK_EE01_RC     |
| GPHKMPF1<br>MPF Remittance Statement | Enables you to report on mandatory and voluntary MPF contributions that were deducted for the contribution period for the MPF provider. Used to inform the trustee of the amount of MPF contributions paid for relevant employees.                                             | Global Payroll & Absence Mgmt, Authority Correspondence, MPF Remittance Statement HKG | GPHK_MPF1_RC     |

## Recipient Payment Reports

| Report ID and Report Name            | Description                                                                                                                                                               | Navigation                                                                      | Run Control Page |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------|
| GPHKEFT1<br>Net Payment Report       | Contains information on amounts transferred to employee accounts. Lists the same details that are written to the electronic file (generated for net payments).            | Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report HKG       | GPHK_NPY_RUNCTL  |
| GPHKEFT2<br>Recipient Payment Report | Contains details of amounts collected from employees on behalf of a recipient. Lists the same details that are written to the electronic file (generated for recipients). | Global Payroll & Absence Mgmt, Payment Processing, Recipient Payment Report HKG | GPHK_RCP_RUNCTL  |

## Inland Revenue - Legislative Reports

| Report ID and Report Name                                                               | Description                                                                                                                                                                                                                                                                             | Navigation                                                                | Run Control Page   |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------|
| GPHKIRR1 - IR56B<br>Employer's Return of Remuneration and Pensions                      | Provides an annual report generated for tax declaration purposes. It includes a summary of the earnings and deductions for each employee, reported in a predetermined format. The information is also generated in a predetermined electronic file format and submitted electronically. | Global Payroll & Absence Mgmt, Year-End Processing, IR56B Report HKG      | GPHK_IR56B_RUNCTL  |
| GPHKIRR2 - IR56M<br>Notification of Remuneration Paid to Persons Other Than an Employee | Reports on candidates other than employees who received remuneration during a period for a given tax year and are about to cease employment. You must run the data creation process before running this report.                                                                         | Global Payroll & Absence Mgmt, Year-End Processing, IR56M Report HKG      | GPHK_IR56M_RUNCTL  |
| GPHKIRR5 - IR56E<br>Notification by Employer of an Employee Commencing Work             | Lists employees who joined the organisation during a period. It must be sent within three months of the date on which employment commenced.                                                                                                                                             | Global Payroll & Absence Mgmt, Authority Correspondence, IR56E Report HKG | GPHK_IR56E_RUNCTL  |
| GPHKIRR4 - IR56F<br>Notification by Employer of an Employee About to Cease Employment   | Reports on employees who are about to cease employment during a period. You must run the data creation process before running this report. You are not required to submit the report if a terminated employee is about to depart Hong Kong. Instead, you should submit an IR56G report. | Global Payroll & Absence Mgmt, Authority Correspondence, IR56F Report HKG | GPHK_IR56FG_RUNCTL |
| GPHKIRR3 - IR56G<br>Notification by Employer of an Employee About to Depart Hong Kong   | Reports on employees who are about to depart from Hong Kong. All tax liabilities are to be settled before the employee's departure.                                                                                                                                                     | Global Payroll & Absence Mgmt, Authority Correspondence, IR56G Report HKG | GPHK_IR56FG_RUNCTL |

## Additional Report

| Report ID and Report Name     | Description                                                                                                    | Navigation                                                         | Run Control Page |
|-------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------|
| GPHKPYSL<br>Hong Kong Payslip | Lists payee details of period earnings, taxes and other deductions, leave balances, and payment distributions. | Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips HKG | GPHK_RUNCTL_PSLP |

# Glossary of PeopleSoft Terms

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>absence entitlement</b>   | 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.                                                                                                                                                                                                                                               |
| <b>absence take</b>          | This element defines the conditions that must be met before a payee is entitled to take paid time off.                                                                                                                                                                                                                                                                                                                                                                      |
| <b>academic career</b>       | 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). |
| <b>academic institution</b>  | 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.                                                                                                                                                                                                                                                                              |
| <b>academic organization</b> | 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.                                                                                                                                                                                   |
| <b>academic plan</b>         | 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.                                                                                                                                                                                                                                                                                                            |
| <b>academic program</b>      | In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.                                                                                                                                                                                                                                                                                                                                      |
| <b>accounting class</b>      | 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.                                                                  |
| <b>accounting date</b>       | 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. |
| <b>accounting split</b>      | The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.                                                                                                                                                                                                                                                                                                                                               |
| <b>accumulator</b>           | 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.                                                                                              |
| <b>action reason</b>         | 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,                                                                                                                                        |

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|                                | PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>action template</b>         | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>activity</b>                | <p>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.</p> <p>In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.</p> <p>In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.</p> <p>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.</p> |
| <b>address usage</b>           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>adjustment calendar</b>     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>administrative function</b> | 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.                                                                                                                                                                                                                                                                                                                             |
| <b>admit type</b>              | In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>agreement</b>               | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>allocation rule</b>         | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>alternate account</b>       | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>analysis database</b>       | 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                                                                                                                                                                                                                                                                                     |

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|                               | courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.                                                                                                                                                                                                                                                                                                |
| <b>Application Messaging</b>  | 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.                                                                                                             |
| <b>AR specialist</b>          | Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.                                                                                                                                                                                                                                                          |
| <b>arbitration plan</b>       | In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.                                                                                                                                                                                                                                                                                 |
| <b>assessment rule</b>        | 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.                                                                                                                                                                                                            |
| <b>asset class</b>            | An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.                                                                                                                                                                                                                                                                            |
| <b>attribute/value pair</b>   | In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.                                                                                                                                                                                                                                                                                                |
| <b>audience</b>               | 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.                                                                                                              |
| <b>authentication server</b>  | A server that is set up to verify users of the system.                                                                                                                                                                                                                                                                                                                                                       |
| <b>base time period</b>       | In PeopleSoft Business Planning, the lowest level time period in a calendar.                                                                                                                                                                                                                                                                                                                                 |
| <b>benchmark job</b>          | In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.                                                                                                                                                                                                                                                    |
| <b>billing career</b>         | 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.                                                                                                                                                                                                                              |
| <b>bio bit or bio brief</b>   | 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.                                                                                                                                                                                                                       |
| <b>book</b>                   | In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.                                                                                                                                                                                                                                                |
| <b>branch</b>                 | A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.                                                                                                                                                                                                                                                                                                         |
| <b>budgetary account only</b> | 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."                                                                                                                                                                                                                  |
| <b>budget check</b>           | In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.                                                                                                                                                                                                                                                              |
| <b>budget control</b>         | 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. |

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| <b>budget period</b>        | 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.                                                                                                                                 |
| <b>business activity</b>    | 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.                                                                                                                                                                                                                                            |
| <b>business event</b>       | In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.<br><br>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).                                                            |
| <b>business process</b>     | 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.<br><br>See also <i>detailed business process</i> . |
| <b>business task</b>        | The name of the specific function depicted in one of the business processes.                                                                                                                                                                                                                                                                                                                  |
| <b>business unit</b>        | A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.                                                                                                                                                                                                                                                                |
| <b>buyer</b>                | 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.                                                                                                                                                                    |
| <b>campus</b>               | 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.                                                                                           |
| <b>catalog item</b>         | 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.                        |
| <b>catalog map</b>          | In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.                                                                                                                                                                                                                                                                      |
| <b>catalog partner</b>      | In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.                                                                                                                                                                                                                                                                  |
| <b>categorization</b>       | Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.                                                                                                                                                                                                                                                                                       |
| <b>category</b>             | 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.                                                                                                                              |
| <b>channel</b>              | In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.                                                                                                                                                                                                                                                                          |
| <b>ChartField</b>           | 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.                                                                                                                                                                                               |
| <b>ChartField balancing</b> | You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.                                                                                                                                                                                                                                                                                 |

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| <b>ChartField combination edit</b> | The process of editing journal lines for valid ChartField combinations based on user-defined rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>ChartKey</b>                    | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>checkbook</b>                   | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>checklist code</b>              | 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.                                                                                                                                                                                                                                                                                                                                                              |
| <b>class</b>                       | In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.<br><br>See also <i>course</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Class ChartField</b>            | A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>clearance</b>                   | 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.                                                                                                                                                                                                                                                                                  |
| <b>clone</b>                       | In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>cohort</b>                      | 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.<br><br>See also <i>population</i> and <i>division</i> .                                                                                                                                                                                                                                                                                            |
| <b>collection</b>                  | 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. |
| <b>collection rule</b>             | 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.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>comm key</b>                    | See <i>communication key</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>communication key</b>           | In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i> ) can be created for background processes as well as for specific users.                                                                                                                                                                                                                                            |
| <b>compensation object</b>         | 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.                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <b>compensation structure</b>          | In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>component interface</b>             | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>condition</b>                       | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>configuration parameter catalog</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>configuration plan</b>              | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>constituents</b>                    | 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).                                                                                                                                                                                                                                                                                              |
| <b>content reference</b>               | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>context</b>                         | <p>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.</p> <p>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.</p> <p>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.</p> |
| <b>control table</b>                   | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>cost profile</b>                    | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>cost row</b>                        | A cost transaction and amount for a set of ChartFields.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>course</b>                          | <p>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.</p> <p>See also <i>class</i>.</p>                                                                                                                                                                                                                                                                                                                            |
| <b>course share set</b>                | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b>current learning</b>           | In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>data acquisition</b>           | 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).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>data cube</b>                  | 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.                                                                                                                                                                                                                                                                                                                                                                    |
| <b>data elements</b>              | <p>Data elements, at their simplest level, define a subset of data and the rules by which to group them.</p> <p>For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>dataset</b>                    | 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.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>delivery method</b>            | <p>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.</p> <p>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.</p> |
| <b>delivery method type</b>       | 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.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>detailed business process</b>  | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>dimension</b>                  | <p>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.</p> <p>In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollout structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.</p>                                                                                                              |
| <b>directory information tree</b> | In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>division</b>                   | <p>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.</p> <p>See also <i>population</i> and <i>cohort</i>.</p>                                                                                                                                                                                                                                                                                                                                              |

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| <b>document sequencing</b>       | 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.                                                                                                                                                                                                            |
| <b>dynamic detail tree</b>       | 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.                                                                                                                                                                                                                                                                             |
| <b>edit table</b>                | 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.                                                                                                                                                                                              |
| <b>effective date</b>            | 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.                                                                                                                 |
| <b>EIM ledger</b>                | Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.                                                                                         |
| <b>elimination set</b>           | In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.                                                                                                                                                                                                                                                                                                                         |
| <b>entry event</b>               | 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.                                                                                                                                                                                                    |
| <b>equitization</b>              | 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.                                                                                                                                                                       |
| <b>equity item limit</b>         | 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. |
| <b>event</b>                     | <p>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.</p> <p>In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.</p>               |
| <b>event propagation process</b> | 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.                         |
| <b>exception</b>                 | In PeopleSoft Receivables, an item that either is a deduction or is in dispute.                                                                                                                                                                                                                                                                                                                                                         |
| <b>exclusive pricing</b>         | 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.                                                                                                                                                                                                                                                                           |
| <b>fact</b>                      | 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.                                                                                                                                            |

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| <b>financial aid term</b>   | 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.                                                                                                                                                                        |
| <b>forecast item</b>        | 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.                                                                                                                                                                 |
| <b>fund</b>                 | 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.                                                                                                                                                                                                                                                                                   |
| <b>gap</b>                  | 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.                                                                                                                                       |
| <b>generic process type</b> | 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.                                                                                                                                                                                                                                                                           |
| <b>gift table</b>           | In PeopleSoft Enterprise Campus Solutions, a table or so-called <i>donor pyramid</i> describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.                                                                                                    |
| <b>GL business unit</b>     | Abbreviation for <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.<br><br>See also <i>business unit</i> .                                                                                                                                                                                                                                                     |
| <b>GL entry template</b>    | Abbreviation for <i>general ledger entry template</i> . In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.                   |
| <b>GL Interface process</b> | Abbreviation for <i>General Ledger Interface process</i> . In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.                                                                                                      |
| <b>group</b>                | In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).<br><br>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. |
| <b>incentive object</b>     | 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.                                                                                                                                                                                                           |

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| <b>incentive rule</b>      | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>incur</b>               | In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>initiative</b>          | 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.                                                                                                                                                                                                                          |
| <b>inquiry access</b>      | In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.<br><br>See also <i>update access</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>institution</b>         | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>integration</b>         | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>integration point</b>   | An interface that a system uses to communicate with another PeopleSoft application or an external application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>integration set</b>     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>item</b>                | In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).<br><br>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.<br><br>In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment. |
| <b>item shuffle</b>        | In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>joint communication</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>keyword</b>             | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <b>KPI</b>                  | An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.                                                                                                                                                                                                                                                                                                                                                                |
| <b>LDIF file</b>            | Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>learner group</b>        | 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.                                                                                                                                                                                             |
| <b>learning components</b>  | 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.                                                                                                                                                                                                                                                                |
| <b>learning environment</b> | 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.                                                                                                                                                                               |
| <b>learning history</b>     | In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>ledger mapping</b>       | You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i> ) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table. |
| <b>library section</b>      | 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.                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>linked section</b>       | 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.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>linked variable</b>      | 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.                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>LMS</b>                  | Abbreviation for <i>learning management system</i> . In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.                                                                                                                                                                                                                                                                                              |
| <b>load</b>                 | 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.                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>local functionality</b>  | 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.                                                                                                                                                                                                                                                                                                                                                                         |

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| <b>location</b>               | Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.                                                                                                                                                                                                                                                                                                                                    |
| <b>logistical task</b>        | 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. |
| <b>market template</b>        | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>mass change</b>            | 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.<br><br>See also <i>3C engine</i> .                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>match group</b>            | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>MCF server</b>             | Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>merchandising activity</b> | 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.                                                                                                                                                                                                                                                                                                                                                                      |
| <b>meta-SQL</b>               | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>metastring</b>             | Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>multibook</b>              | 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).                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>multicurrency</b>          | The ability to process transactions in a currency other than the business unit's base currency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>national allowance</b>     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>need</b>                   | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                                              | is based on the amount of financial need. The process of determining a student's need is called <i>need analysis</i> .                                                                                                                                                                                                                                                            |
| <b>node-oriented tree</b>                    | A tree that is based on a detail structure, but the detail values are not used.                                                                                                                                                                                                                                                                                                   |
| <b>pagelet</b>                               | 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.                                                                                                                       |
| <b>participant</b>                           | In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.                                                                                                                                                                                                                                                     |
| <b>participant object</b>                    | Each participant object may be related to one or more compensation objects.<br>See also <i>compensation object</i> .                                                                                                                                                                                                                                                              |
| <b>partner</b>                               | A company that supplies products or services that are resold or purchased by the enterprise.                                                                                                                                                                                                                                                                                      |
| <b>pay cycle</b>                             | In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.                                                                                                                                                                                                                                                |
| <b>payment shuffle</b>                       | 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.                                                                                                                            |
| <b>pending item</b>                          | 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.                                                                                                                                                                                                |
| <b>PeopleCode</b>                            | 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.                                                                  |
| <b>PeopleCode event</b>                      | See <i>event</i> .                                                                                                                                                                                                                                                                                                                                                                |
| <b>PeopleSoft Pure Internet Architecture</b> | 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.                                                                                                                                                                               |
| <b>performance measurement</b>               | 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.                                     |
| <b>period context</b>                        | 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. |
| <b>person of interest</b>                    | A person about whom the organization maintains information but who is not part of the workforce.                                                                                                                                                                                                                                                                                  |
| <b>personal portfolio</b>                    | In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.                                                                                                                                                                                                           |
| <b>plan</b>                                  | 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.                                                                                                                                                   |

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| <b>plan context</b>         | 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. |
| <b>plan template</b>        | 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.                                                                                                                                                                                                                                                                                                              |
| <b>planned learning</b>     | In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>planning instance</b>    | In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>population</b>           | 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.<br><br>See also <i>division</i> and <i>cohort</i> .                                                                                                                                                                                                                                                      |
| <b>portal registry</b>      | 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.                                                                                                                                                                                                                                                                     |
| <b>price list</b>           | 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.                                                                                                                                                                                              |
| <b>price rule</b>           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>price rule condition</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>price rule key</b>       | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>primacy number</b>       | 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.                        |
| <b>primary name type</b>    | 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.                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| <b>process category</b>    | In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.                                                                                                                                                                                                                                                                                                                     |
| <b>process group</b>       | 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.                                                                                                                                                                                                                                                       |
| <b>process definition</b>  | Process definitions define each run request.                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>process instance</b>    | 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.                                                                                                                                                                                                                                                    |
| <b>process job</b>         | 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.                                                                                                                                                                                                                            |
| <b>process request</b>     | 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.                                                                                                                                                                                                                                                  |
| <b>process run control</b> | 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.                                                                                            |
| <b>product</b>             | 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.                                                    |
| <b>product category</b>    | 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.                                                                                                                                                                            |
| <b>product family</b>      | 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.                                                                                                                                                               |
| <b>product line</b>        | 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.                                                                                                                                                                                                                                   |
| <b>programs</b>            | 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.                                                                                                                                                             |
| <b>progress log</b>        | 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. |
| <b>project transaction</b> | In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.                                                                                                                                                                                                                                                                                                 |
| <b>promotion</b>           | In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.                                                                                                                                                                                                                                                    |

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| <b>prospects</b>              | <p>In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>publishing</b>             | In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>rating components</b>      | In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>record group</b>           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>record input VAT flag</b>  | Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT. |
| <b>record output VAT flag</b> | <p>Abbreviation for <i>record output value-added tax flag</i>.</p> <p>See <i>record input VAT flag</i>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>recname</b>                | The name of a record that is used to determine the associated field to match a value or set of values.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>recognition</b>            | 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.                                                                                                                                                                                                                                                                                                                               |
| <b>reference data</b>         | In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>reference object</b>       | 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).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>reference transaction</b>  | 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.                                                                                                  |
| <b>regional sourcing</b>      | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b>relationship object</b>     | In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.                                                                                                                                                          |
| <b>remote data source data</b> | Data that is extracted from a separate database and migrated into the local database.                                                                                                                                                                                                                                                                                 |
| <b>REN server</b>              | Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.                                                                                                                                                                                                                                                                     |
| <b>requester</b>               | In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.                                                                                                                                                                                                        |
| <b>reversal indicator</b>      | In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.                                                                                                                                                                                                              |
| <b>role</b>                    | 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.                                                                                                                                            |
| <b>role user</b>               | 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. |
| <b>roll up</b>                 | In a tree, to roll up is to total sums based on the information hierarchy.                                                                                                                                                                                                                                                                                            |
| <b>run control</b>             | 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.                                                                                                                                                                             |
| <b>run control ID</b>          | A unique ID to associate each user with his or her own run control table entries.                                                                                                                                                                                                                                                                                     |
| <b>run-level context</b>       | 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.                                                 |
| <b>SCP SCBM XML message</b>    | Abbreviation for <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.                                                                                                                              |
| <b>search query</b>            | 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.                                                                                                                                                                                          |
| <b>search/match</b>            | 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.                                                                                                                                                                    |
| <b>seasonal address</b>        | 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.                                                                                                                                                                                                           |
| <b>section</b>                 | 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.                                                                                                                                                |
| <b>security event</b>          | In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.                                                                                                                                                                             |
| <b>serial genealogy</b>        | In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.                                                                                                                                                                                                                                                              |

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| <b>serial in production</b>    | In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>service impact</b>          | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>service indicator</b>       | 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.                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>session</b>                 | <p>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.</p> <p>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.</p> |
| <b>session template</b>        | 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.                                                                                                                                                                                                                                                                                                                                      |
| <b>setup relationship</b>      | In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>share driver expression</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>single signon</b>           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>source key process</b>      | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>source transaction</b>      | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>speed key</b>               | See <i>communication key</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>SpeedChart</b>              | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| <b>SpeedType</b>             | A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.                                                                                                                                                                                                                                                                                                                                                                               |
| <b>staging</b>               | A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>standard letter code</b>  | 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.                                                                                                                                                                                                                                                                   |
| <b>statutory account</b>     | Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.                                                                                                                                                                                                                                                                                                                                 |
| <b>step</b>                  | In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.                                                                                                                                                                                                                                                                                                                                                                              |
| <b>storage level</b>         | 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.                                                                                                                                                                                                                                                                                       |
| <b>subcustomer qualifier</b> | A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Summary ChartField</b>    | 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).                                                                                                                                                                      |
| <b>summary ledger</b>        | 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. |
| <b>summary time period</b>   | 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.                                                                                                                                                                                                                                                                                   |
| <b>summary tree</b>          | A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.                                                                                                                                                 |
| <b>syndicate</b>             | To distribute a production version of the enterprise catalog to partners.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>system function</b>       | In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>TableSet</b>              | 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.                                                                                                                                                                                                                                                                                                                                                       |
| <b>TableSet sharing</b>      | 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.                                                                                                                                                                                                                                                                                                                        |
| <b>target currency</b>       | The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b>tax authority</b>          | 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.                                                                                                                                                                                                                                                                                                         |
| <b>template</b>               | 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.                                                                                                      |
| <b>territory</b>              | In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.                                                                                                                                                                                                                                                                                                                         |
| <b>third party</b>            | A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.                                                                                                                                                                                                                                                                                                            |
| <b>3C engine</b>              | Abbreviation for <i>Communications, Checklists, and Comments engine</i> . In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes. |
| <b>3C group</b>               | Abbreviation for <i>Communications, Checklists, and Comments group</i> . In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.                                                                                                             |
| <b>TimeSpan</b>               | 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.                                                                                                                                                                                                   |
| <b>trace usage</b>            | 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.                                                                                                                                                                                                                                                                |
| <b>transaction allocation</b> | 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.                                                                                                                                                                                                           |
| <b>transaction state</b>      | 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.                                                                                                 |
| <b>Translate table</b>        | 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.                                                                                                                                                                                                                                                                                                                        |
| <b>tree</b>                   | 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.                                                                                                                                                                                                                                                           |
| <b>tuition lock</b>           | In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or <i>locked</i> ) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.                                                                                                                           |

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| <b>unclaimed transaction</b>       | 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.                                                                                         |
| <b>universal navigation header</b> | 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.                                                           |
| <b>update access</b>               | In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.<br><br>See also <i>inquiry access</i> .                                                                                                                                                                                                                                                      |
| <b>user interaction object</b>     | 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). |
| <b>variable</b>                    | 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.                                                                                            |
| <b>VAT exception</b>               | Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This term refers to both VAT exoneration and VAT suspension.                                                                                                                                                                                                          |
| <b>VAT exempt</b>                  | Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.                                                                                                                                                  |
| <b>VAT exoneration</b>             | Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.                                                                                                                                                                                                                                        |
| <b>VAT suspension</b>              | Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.                                                                                                                                                                                                                                                                                |
| <b>warehouse</b>                   | A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.                                                                                                                                                                                                                                                                                                |
| <b>work order</b>                  | 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.                                                                                                   |
| <b>worker</b>                      | A person who is part of the workforce; an employee or a contingent worker.                                                                                                                                                                                                                                                                                                                                       |
| <b>workset</b>                     | 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.                                                                                                                                                                                          |
| <b>worksheet</b>                   | 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.                                                                                                                                                                                                                      |
| <b>worklist</b>                    | 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.                                                                                                                                                                                                           |

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| <b>XML link</b>           | The XML Linking language enables you to insert elements into XML documents to create a links between resources.                                                                                                                                                                                                                                     |
| <b>XML schema</b>         | An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.                                                                                                                                                                                                                       |
| <b>XPI</b>                | Abbreviation for <i>eXtended Process Integrator</i> . PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.                                                                                                                                                         |
| <b>yield by operation</b> | In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.                                                                                                                                                                                                                                |
| <b>zero-rated VAT</b>     | Abbreviation for <i>zero-rated value-added tax</i> . A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery. |

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