



PeopleSoft Enterprise Global Payroll for Italy 8.9 PeopleBook

April 2005

PeopleSoft Enterprise Global Payroll for Italy 8.9 PeopleBook
SKU HRCS89MP1GPI-B 0405

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About This PeopleBook Preface

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

This preface discusses:

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

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

PeopleSoft Application Prerequisites

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

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

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

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

PeopleSoft Application Fundamentals

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

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

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

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

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

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

Ordering Printed Documentation

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

- Web
- Telephone
- Email

Web

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

Telephone

Contact MMA Partners at 877 588 2525.

Email

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

See Also

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

Additional Resources

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

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

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

Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

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

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

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Cross-References

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

Country, Region, and Industry Identifiers

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

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

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

Country Identifiers

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

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

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

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

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

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

Common Elements Used in PeopleBooks

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

PeopleSoft Enterprise Global Payroll for Italy 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 Italy.

PeopleSoft Enterprise HRMS Application Fundamentals

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

See Also

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

PeopleBook Structure

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

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

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

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

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

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

Global Payroll Documentation

This section discusses:

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

Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

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

Global Payroll Documentation Structure

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

Core Documentation

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

Country Extension Documentation

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

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

Documentation Roadmap

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

What to Read When

You can approach the documentation in the following way:

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

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

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

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

Technical readers who are interested in the technical design of the application 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 application.

Note. To fully understand Global Payroll, technical or functional persons who are involved in the application implementation should read the core documentation and the applicable country extension documentation in their entirety.

CHAPTER 1

Getting Started With Global Payroll for Italy

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

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

Global Payroll for Italy Overview

Global Payroll for Italy delivers elements, rules, pages, processes, and reports that work with the Global Payroll core application to form a complete payroll package for Italy. You can calculate INPS refunds and employer contributions for absences, manage employee loans and repayments, and calculate and deduct the annual income tax withholding (IRPEF). You can generate the S503 report, the monthly DM10 declaration, and the tax data needed for the F24 form. With Global Payroll for Italy you can calculate termination pay, generate payslips, and manage INPS contributions.

Global Payroll for Italy Business Processes

The following are the Global Payroll for Italy business processes:

- Absence
- S503
- Payslips
- Loans
- Social Security
- DM10
- Contractors
- Tax
- IRPEF F24 control report
- 730
- CUD
- TFR termination payments

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

Global Payroll for Italy Integrations

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

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

Integration considerations are discussed in the PeopleSoft Enterprise Global Payroll 8.9 PeopleBook.

See Also

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

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

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

Global Payroll for Italy 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 documentation, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, with information about where to find the most current version of each.

See Also

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

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

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Understanding Global Payroll for Italy

This section provides an overview of the Global Payroll country extension and discusses:

- Business processes supported by Global Payroll for Italy.
- Delivered elements for Italy.
- Element creation.
- The naming convention for delivered elements.
- How to view delivered elements.

Global Payroll for Italy

Global Payroll for Italy is a “country extension” of the core Global Payroll application. It provides the payroll rules and elements needed to run an Italian payroll.

Global Payroll Business Processes

Global Payroll for Italy supports the following business processes:

- Absence

The system includes rules that calculate INPS refunds and employer contributions for absences related to vacations, festivities, reduction of work hours, licenses, maternity leave, work accidents, professional illness, illness (with *comporto*), marriage leave, and disability leave.

- S503

Print the S503 report, which contains the details of the calculation and payment of the social security indemnities related to every event of illness or maternity for a payee on a monthly basis.

- Payslips

Global Payroll for Italy enables you to generate payslips. You can adapt your payslip to display the exact information you require. You can also reprint the payslip numerous times.

- Loans

The system enables you to manage employee loans and repayment schedules.

- Social Security

Global Payroll for Italy manages INPS contributions. For INPS, the social security feature assesses income to calculate the different employer and employee contribution payments, applies minimum and maximum contribution income, rounding rules, and deductions, calculates decontribution, solidarity, contribution on overtime, and the weekly *marche*, and prepares data for the monthly DM10 and 770 declarations.

- DM 10

Global Payroll for Italy enables you to deliver salary and contribution data to the National Authority for Social Security using the monthly DM10 declaration, both in paper and electronic format.

- Tax

The system provides rules to calculate and deduct the annual income tax withholding (IRPEF). This is done both for local and national taxes and for incomes related to the current year, previous year, and additional monthly payments. Tax deductions to gross tax are then calculated.

- IRPEF F24 control report

Print the report containing the tax data needed for the official F24 form. The report contains the amounts needed for all tax types: ordinary, local, previous year, and termination payments.

- 730

The system enables you to calculate all reimbursements and deductions linked to 730 fiscal assistance.

- CUD

Print both fiscal and social security portions of this report. Online pages display the annual report details considering separately fiscal and social security data.

- TFR Termination payments

The system calculates the applicable income, and months of reference income, applies the specific TFR taxes, contributions, and allowances, and manages advanced TFR payments.

Delivered Elements

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

Creating Delivered Elements

All of the elements and rules delivered as part of this country extension were created using the core application—the same application you use to create additional elements or rules, and (in many cases) to 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).

Element Ownership and Maintenance

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

Understanding Element Ownership in Global Payroll

Global Payroll has the following five categories of element ownership:

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

Understanding Element Ownership in Global Payroll

The following table illustrates the approach to element ownership and maintenance in Global Payroll for Italy.

Functional Area	Ownership	Class
Absence	PS Delivered/Not Maintained	Customary
Payslips	PS Delivered/Not Maintained	Customary
Loans	PS Delivered/Not Maintained	Customary
Social Security	PS Delivered/Not Maintained	Customary
DM10	PS Delivered/Not Maintained	Customary

Functional Area	Ownership	Class
S503	PS Delivered/Not Maintained	Customary
Taxation	PS Delivered/Not Maintained	Customary
F24	PS Delivered/Not Maintained	Customary
730	PS Delivered/Not Maintained	Customary
CUD	PS Delivered/Not Maintained	Customary
TFR	PS Delivered/Not Maintained	Customary
Gross Salary	PS Delivered/Not Maintained	Customary
Assignees	PS Delivered/Not Maintained	Customary
Contractors	PS Delivered/Not Maintained	Customary
Pay enhancements	PS Delivered/Not Maintained	Customary

See Also

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

Creating Elements

The Global Payroll core application consists of a payroll rules engine that enables you to define the rules of your payroll system and execute payroll calculations. It provides a set of pages for entering and maintaining payroll rules. All of the elements delivered as part of the country extension were created using these pages in the core application.

Global Payroll for Italy delivers most of the legal elements needed to run an Italian payroll. You must create additional elements to meet needs that are specific to your own industry or organization. To do this, use the same core components and pages that PeopleSoft used to create the elements delivered for Italy.

The tools needed to define payroll elements are fully documented in the core application PeopleBook.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Naming Elements

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

- Supporting elements.
- Primary elements.
- Component names (suffixes).

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

- Functional area codes for Italy.
- Element type codes (PIN_TYPE).
- Abbreviations in element names in Italy.
- Suffixes for Italy.
- Industry and regions feature.

Primary and Supporting Elements

Global Payroll for Italy uses the naming convention FFF TT NAME for supporting and primary elements (earnings and deductions). Supporting elements are arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, accumulators, sections, element groups, and generation control conditions.

Component Names (Suffixes)

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

For example, you define the earning element named EARN1 with the calculation rule $EARN1 = Rate \times Unit$. 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 Italy, all suffixes fall into one of the following types:

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

See Also

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

Functional Area Codes

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

Functional Area Code	Description
730	Fiscal assistance
770	770 report elements
ABS	Absences
CCC	Contractors
CNL	Related to Labor Agreement
CUD	CUD report
DTR	Tax deductions
F24	F24 control report
FER	Vacations, PTO
FPC	Complementary pension funds
GEN	Common to more than 1 functional area
INA	INAIL
IND	Recurring indemnities
INPS	INPS social security
IRP	Taxation
MAG	Additional monthly payments
MAT	Maternity
ONE	Deductible and detractable expenses <i>Oneri</i>
POL	Complementary health insurances
PRE	Loans
RTR	Gross earnings
SCA	Seniority increases
SNG	Blood donation
STR	Overtime and majorations

Functional Area Code	Description
TFR	TFR
TRA	Transfer indemnities

Element Type Codes (PIN_TYPE)

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

Element Type Code	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Historical Rule
PP	Previous Period Rule
PR	Process
PO	Proration Rule
RC	Rate Code

Element Type Code	Description
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable

Suffixes

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

See Also

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

Viewing Delivered Elements

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

See Also

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

CHAPTER 3

Defining Country Data

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

- Access family data.
- Access previous employment data.
- Establish reasons for changing information.

Understanding Core Functionality for Global Payroll

This section describes how to use specific core Global Payroll features, integration with Human Resources, segmentation, retroactivity and pay entities in the Italian payroll system.

Integration with PeopleSoft Enterprise Human Resources

Global Payroll for Italy is designed to use company data and employee personal and job data entered in the Human Resources (HR) application. We provide the necessary arrays and Structured Query Reports (SQRs) to collect the HR data needed for payroll processing.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, “Updating Person and Job Information”

Segmentation

Global Payroll for Italy permits segmentation only in the following instances:

- Hiring/termination during the month.
- Changes in the labor agreement during the month.
- Changes of company during the month.

Changes in labor agreement and company require a separate payslip. Only one payslip is issued for periods related to hiring and termination.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Segmentation”

Retroactivity

Global Payroll for Italy uses forward retroactivity as its standard.

Retroactive deltas on earnings and deductions to be forwarded in case of retroactive calculation can be defined at a single element level.

See Also

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

Pay Entity Definition

The pay entity is a legal definition of an organization from a payroll perspective; it is the organization that is responsible for making payments to payees. Often the organization and the pay entity are the same. Use the Pay Entity component in the core Global Payroll application to define pay entities for your organization.

See Also

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

Viewing Delivered Elements

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

Accessing Family Data

Family data is specifically used to manage Italian payroll and is complementary to Human Resource data. This section discusses how to enter family information.

Pages Used to Access Family Data

Page Name	Object Name	Navigation	Usage
Name	GPIT_DEPEND_BENEF1	Global Payroll & Absence Mgmt, Payee Data, Define Family Data ITA, Name	Enter information about family members. Enter one Familiar ID for each relative.
Personal Profile	GPIT_DEPEND_BENEF2	Global Payroll & Absence Mgmt, Payee Data, Define Family Data ITA, Personal Profile	Enter additional information about family members. Indicate if they are ANF or tax dependent.
Family Summary	GPIT_DEP_BENEF_SUM	Global Payroll & Absence Mgmt, Payee Data, Review Family Data ITA, Family Summary	View family information.

Entering Family Member Information

Access the Name page.

Richard Stankowski **Person ID:** C10001

Dependent/Beneficiaries Find | View All First 1 of 1 Last

*Dependent/Beneficiary ID:	01
----------------------------	----

Name History Find | View All First 1 of 1 Last

*Effective Date:	10/11/2004
*Format Type:	English
Name:	Stankowski, Thomas Edward

[Edit Name](#)

Name page

Enter the relative's name and relationship to the employee.

Personal Profile

Access the Personal Profile page.

Name | **Personal Profile**

Michelangelo Buonarroti | **Person ID:** KIG001

Familiar ID | Find | View All | First 1 of 2 Last

Familiar ID: 01

Familiar information | Find | View All | First 1 of 1 Last

Relationship to Employee: Spouse

Familiar Name: Bellotti, Anna

Date of Birth: 01/02/1940 | **Birth Country:** ITA | **Birth Location:** CN

Gender: Female | **Marital Status:** Married | ☐ Disabled

ANF Data

☒ Flag ANF Dependant

ANF End Date: 07/31/2004

ANF Family Income: EUR

TAX Data

☒ Flag Tax Dependant

Tax Dependant %: 35

National ID | Customize | First 1 of 1 Last

Country	National ID Type	Description	National ID	Primary ID
ITA	CF	CF	Fiscal Code	☐

Personal Profile page

Use the ANF Data and TAX Data group boxes to indicate a dependent's status for ANF and tax purposes.

Accessing Previous Employment Data

Global Payroll for Italy uses previous employment data when running a payroll. This information is complementary to Human Resource data.

Use the Previous Employer page to enter an employee's previous employment data for the year. When calculating termination or year-end adjustment, the system reads this data, totals the values from previous employers, increases the year-to-date accumulators accordingly, and prepares previous employment data for year-end reports. The system reads this data only once; it won't reread it during a second adjustment.

Page Used to Access Previous Employment Data

Page Name	Object Name	Navigation	Usage
Prior Employment Data	GPIT_PDL_EE1	Global Payroll & Absence Mgmt, Payee Data, Taxes, Define Prior Employer Data ITA, Prior Employment Data	Enter the employee's previous employment data for the year.

Defining Prior Employment Data

Access the Prior Employment Data page.

Employee ID: KIG001	Name: Michelangelo Buonarroti	Empl Rcd Nbr: 0
----------------------------	--------------------------------------	------------------------

Previous employer			Find View All	First 1 of 1 Last
*Fiscal Code:	Name:	ID: 1	*Year:	+ -
Reason for Changing:		Currency Code: EUR		

IRPEF Ass. Income: Ass. Income no Detr: Net Tax: Total Deduction:	Detraction Details Expense: Work Detr: Days: Spouse: Children/ Other:	Additional IRPEF City Tax: County Tax: State Tax:
Oneri Deducibili Insur. Ass.Inc.: Health Ass.Inc.: Deduction Cost:	New Deduction Details Base Ded: Work Ded:	Additional IVS Ass. Income: Add IVS Contrib:

Prior Employment Data page

Establishing Reasons for Changing Information

Global Payroll for Italy uses reasons for changing information data when running a payroll. This information is complementary to Human Resources data.

Page Used to Establish Reasons for Changing Information

Page Name	Object Name	Navigation	Usage
Changing Reason	GPIT_REA_CHANGE1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Employment Change Reasons ITA, Changing Reason	Create a reason for changing information code.

CHAPTER 4

Understanding Pay Enhancement Elements

This chapter discusses:

- Sample accruals.
- Contributions on compensatory time off (CTO).
- Advanced contributions on paid time off (PTO).
- Transfer indemnities and garnishments.
- 14th month payments.

Note. You can find the results of these calculations on the payroll results tables. Also, you can run the Results Register report using the print class KIVARIE to display elements related to these calculations.

See Also

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

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

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

Sample Accruals

Many organizations keep track of various accruals throughout the year, because they must pay these amounts at fixed months of the year or at termination. Global Payroll for Italy keeps track of the 13th month, *Trattamento di fine Rapporto* (TFR), and vacation accruals. The basic principle behind the accrual mechanisms is that the monthly accrual is equal to the up-to-date total accrual minus the total accrual of the previous month.

Note. The system assumes that all paid time off (PTO) such as vacations, *Riposi Orari Lavorativi* (ROL), and ex-festivities, are accrued together and that paid and unused PTO are bundled.

Contributions on CTO

Most labor agreements have a mechanism of compensatory time off where employees that work extra hours can store their extra hours, instead of having them paid as overtime, and recover them in the following months. This balance is paid to the payee upon termination. Because this balance comes from overtime hours, the stored balance is split into three ranges and liable to different contribution percentages (5%, 10%, and 15%) unless the labor agreement states otherwise.

Advanced Contributions on PTO

Employers and employees should pay social contributions on PTO that is unused for two years. To do this the monetary value corresponding to the unused balance increases the social security income. If the payee takes the PTO after receiving the advance, the contribution should be recovered. To obtain this, the monetary value of the used PTO decreases the social security income.

Transfer Indemnities and Garnishments

This section discusses three features:

- Daily allowances.
- Transfer indemnities.
- Garnishments.

Daily Allowances

These are daily amounts paid to payees who work away from their business location. These amounts are liable to special tax and social security rules. The exemption limits depend on whether the transfer is within Italy or abroad and which part of the travel expenses is reimbursed by the employer. To specify this information, units and rates should be entered as positive input (PI) for the following earnings:

Earning	Description
TRAERDIA1IT	Transfer in Italy 1/3.
TRAERDIA2IT	Transfer in Italy 2/3.
TRAERDIA3IT	Transfer in Italy 3/3.
TRAERDIA1ES	Transfer abroad 1/3.
TRAERDIA2ES	Transfer abroad 2/3.
TRAERDIA3ES	Transfer abroad 3/3.

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

Transfer Indemnities

These are one time payments granted to payees to compensate for a change in work location. These amounts can be partially exempt from tax and social security rules, depending on the situation. The amount of exemption depends on whether the transfer is within Italy or abroad. The exemption limit is a total value for the year, even if the employee has more than one transfer indemnity in the year.

Earning	Description
TRAERINTRITA	Transfer indemnity in Italy.
TRAERINTREST	Transfer indemnity abroad.

Garnishments

These are amounts withdrawn from the payee and paid directly to a third-party due to a court order or a suspended loan repayment. The amount is 1/5 of the net pay, excluding guaranteed payments such as family allowances. To trigger a garnishment deduction, a supporting element override must be selected for the PRE VR CESSQUINTO variable.

Earning	Description
PREDDCESSQUI	Garnishment deduction.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Setting Up Overrides”.

Viewing Delivered Elements

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

14th Month Payment

Depending on labor and company agreements, your payees may be entitled to a 14th month payment. The payment depends on entitlements accrued in a yearly period and the last salary. The process assumes the accrual period is from July to June of the following year and that the payment is made in June—at the end of the accrual period.

CHAPTER 5

Setting Up Contractors

This chapter provides an overview of contractors and discusses how to set up contractor data.

Understanding Contractors

The system manages contractors the same way as regular employees. Taxes are calculated using normal brackets and tax deductions are applicable when requested. The system applies local taxation, fiscal assistance (730), and previous employer data. However, contractors are exempt from some entitlements, such as PTO, additional monthly payments, and TFR.

Some setup steps are unique to these payees. Contractors are not limited to monthly payment frequencies. In these cases you must prorate tax and deduction brackets accordingly.

Contractors should be grouped in separate paygroups that can be processed with or without regular payees. Payroll runs for contractors must use specific process lists that include only general elements for which contractors are eligible, and specific contractor elements, while excluding elements that don't apply.

Special social contribution rules (INAIL and INPS) and taxation rules on termination payments apply to contractors.

Viewing Delivered Elements

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

See Also

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

Setting Up Contractor Data

The process for setting up contractor data is similar to the payee setup. The exceptions are noted below.

This section explains how to:

- Set up payroll information.
- Set up calendars.
- Set up process lists.

- Set up rate codes.
- Enter the presence of other pension fund information.

Pages Used to Set Up Contractor Data

Page Name	Object Name	Navigation	Usage
Payroll	JOB_DATA2	Workforce Administration, Job Information, Job Data, Payroll	Set up payroll information for contractors.
Calendar - Definition	GP_CALENDAR1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Definition	Set up a calendar for contractors.
Process List - Definition	GP_PROCESS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Definition	Set up process lists for contractors.
Compensation	JOB_DATA3	Workforce Administration, Job Information, Job Data, Compensation	Set up rate codes for contractors.
Maintain Social Ins Data	GPIT_CTR_EE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data	Enter pension fund information for contractors.

Setting Up Payroll Information

Access the Payroll page.

Contractors must use KI COCOCO for the *Eligibility Group* field.

See Also

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

Setting Up Calendars

Access the Calendar - Definition page.

The paygroup used on the Calendar-Definition page must only contain contractors with the same pay frequency. This frequency must also agree with the Calendar period.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Using Calendars”

Setting Up Process Lists

Access the Process List - Definition page.

Possible additional elements for contractors should be added to sections of process list IT CCC.

See Also

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

Setting Up Rate Codes

Access the Compensation page.

Set up two rate codes for contractors:

- KICCCM for contractors paid monthly.
- KICCCT for contractors paid quarterly.

Select the frequency conversion option for both.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, “Increasing the Workforce,” Adding Organizational Instances for Employees, Contingent Workers, and POIs

Entering the Presence of other Pension Fund Information

Access the Social Insurance Page.

Select the pension status of the contractor that can be either enrolled to another pension fund, not enrolled to any other pension fund or retired payee.

See Also

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

CHAPTER 6

Setting Up Assignees

This chapter explains how to set up assignments.

Setting Up Assignments

This section explains how to maintain payee assignment data and set up assignee data tax exemptions.

Pages Used to Set Up Assignments

Page Name	Object Name	Navigation	Usage
Define Assignee Data	GPIT_ESPATR_EE	Global Payroll & Absence Mgmt, Payee Data, Taxes, Define Assignee Data ITA, Define Assignee Data	Maintain payee assignment data.
Specify Tax Reduction	GPIT_TDETR_FAMDEP	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Reduction ITA, Specify Tax Reduction	Assignee exemption status to assignees out.

Defining Payee Assignment Data

Access the Define Assignee Data page.

Employee ID:	KIG041	Name:	Antonio Vivaldi	Empl Rcd Nbr:	0
Assignee Data Find View All First 1 of 1 Last					
*Effective Date:	07/27/2004	Status:	Active		
Assignee in/out End Date:	07/01/2004	*Country:	AUS		
*Type of Assignee:	Assignee out				
*Contributive Status:	Assignee out non Conventionate				
Taxation Status:	Fiscally Non Conventionate				

Define Assignee Data page

Country

Select the country from which the Assignee In comes, or in which the Assignee Out works.

Type of Assignee

Select either *Assignee In* or *Assignee Out*.

Contributive status

Enter the contribution status based on the Type of Assignee and the Country. Options are *Assignee in from EEC Country*, *Assignee in non conventionate*, *Assignee in partial convent*, *Assignee out conventionate*, *Assignee out in EEC country*, *Assignee out non conventionate*, *Assignee out partial convent*.

Note. Contribution rates and contributive income calculations depend on contributive status.

Note. Convention status impacts DM10 codes. For conventionate and non conventionate employees, illness and maternity contributions should be printed separately with codes P300 and P400. For partially conventionate employees, all contributions should have separate codes.

Taxation status

Select either *Fiscally Convent*, *Fiscally Exempt*, or *Fiscally Non Conventionate*.

Note. Even tax exempt payees are included in year-end tax calculations. Tax status often depends on length of stay which, in the future, can change retroactively. If the payee is tax exempt, the same information must be reported in the tax deductions page. Also, additional months and previous year payments are tax liable because they are related to periods different than the assignment period.

Assigning Exemption Status to Assignees Out

Access the Specify Tax Reduction page.

Employee ID: KIG003 Name: Giacomo Leopardi Empl Rcd Nbr: 0

Tax Reductions Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001 Status: Active

Salary of Reference: Other Income: EUR

Dependant: Dependant spouse

☐ Exempt taxation assignee out ☐ Disable for Veneto

Child / Other dependents Customize | Find First 1-3 of 3 Last

	*Type of familiar dependent	*Dependent Number	*Percentage of Charge		
1	FI<3	1	100.000		
2	FIGL	3	100.000		
3	FIOP	2	100.000		

Specify Tax Reduction page

Select the Exempt taxation assignee out field.

Tax exempt assignees are not entitled to tax deductions, however, this page must be completed for all payees. Note that selecting tax exempt as a payee's tax status does not automatically stop the entitlement to tax deductions.

Viewing Delivered Elements

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

See Also

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

CHAPTER 7

Setting Up Absences

This chapter provides an overview of absence types specific to Italy and discusses how to:

- Manage absence rules.
- Report absence data.

See Also

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

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

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

Understanding Absences

Specific absences are treated, used, stored, and entered as common absences on the Absence Event Entry page. Global Payroll for Italy uses the following absence types:

- Vacations.
- Festivities.
- Reduction of working hours.
- Licenses.
- Maternity leaves.
- Work accidents and professional illness.
- Illness.
- Disabled payee licenses.
- Marriage leaves.

See Also

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

Vacations

The system uses the following terms:

- Due units (days or hours).

The vacation units the employee is entitled to each year, according to labor and company agreements. May vary according to category and seniority.

- Accrued units.

Part of the total of the due units that the employee has accrued and can use. Time is accrued each month of active service.

- Used units.

The actual units used by the employee.

- Use period.

The period when the employee can use the days accrued every year.

- Accrual period.

The period when the employee accrues vacation days. Decided at the company level. Companies may apply different rules based on employee category. The following table shows when an absence or period is a vacation accrual period.

Absence/Period	Vacation Accrued?
Absences for illness or work accident.	Y
Absences, such as mandatory maternity leave and marriage leave.	Y
Paid licenses.	Y
Probation period.	Y
Worked and paid notice period.	Y
Absences for military service.	N
Optional maternity leave.	N
Extended leave.	N
Periods of INPS assistance – <i>Cassa Integrazione</i> .	N

Festivities

The system accounts for civil and religious festivities.

Reduction of the Working Hours

Labor agreements, national law, and company rules dictate the details of reduced working hours (ROLS). These details include the amount, usage, and accrual of ROLS.

The amount the employees receive for licenses is assessable income for contributions and taxes.

Licenses

In addition to those listed above, employees are entitled to additional licenses. Some examples are listed below.

Situation	Details
Election	Employees working as election officials may be absent for the length of their assignments.
Union	Employees have additional licenses for union meetings. Union representatives have licenses reflecting their constituencies, and for official meetings.
Public Office	Employees holding public office may take an extended, unpaid leave, or may have licenses pursuant to their duties. Those governing the public office pay for these licenses.
Blood Donation	The INPS funds a paid day off for blood donators. The reimbursement covers the total effective salary: additional monthly payments, overtime, and other earnings. Contributions are not applied to this payment. Taxes are.

Maternity Leaves

While on maternity leave, an employee receives a salary based on maternity allowances from the INPS and the employer. While on leave, she continues to accrue seniority and maintains the right to keep her job. The employer disburses the maternity allowance on a monthly basis. By making monthly payments, the employer is providing the allowance before receiving this money from INPS. The organization must then request a refund from INPS on the DM10 report.

The labor agreement (CCNL) can guarantee an allowance greater than that given by the INPS. The employer pays the difference.

The INPS allowance is based on the average daily salary, referred to as RMG-INPS. This amount does not change during the maternity period, regardless of any change in employee status, such as seniority. This includes cases where the employee returns to work, receives a salary increase, and then continues maternity leave.

Thus the employer must pay:

- An advance of the INPS allowance.
- The difference between the INPS and CCNL allowances.
- Festivity payments occurring during the leave.

There are three types of maternity leave: mandatory, optional, and daily break. This section discusses each of these, as well as child illness license and employer integration.

Mandatory Maternity Leave

Mandatory maternity leave lasts at least five months (possibly longer), depending on job and contract specifics. It is composed of pre-childbirth and post-childbirth periods.

INPS grants an allowance equal to 80 percent of an average salary (RMG-INPS). The labor agreement may grant a larger percentage. The employer pays the difference.

Earlier mandatory maternity leave grants additional months to the pre-childbirth entitlement period.

Optional Maternity Leave

At any time before the baby's third birthday, the parent can take up to six months (180 days) of optional maternity leave. The total leave amount can be divided into multiple smaller periods. The optional maternity pay rate by INPS is 30 percent of the RMG-INPS.

Additional monthly payments are not accrued during optional maternity periods.

The maternity allowance is a percentage of the average daily salary the employee earned the month before the beginning of the absence. If the optional maternity absence is not directly linked to mandatory maternity, the allowance base is calculated using the wages from the month prior to the optional maternity absence.

The INPS amounts paid for maternity leave are as follows:

Period	Amount Paid by INPS
Mandatory Period	80% RMG-INPS
Optional Period	30% RMG-INPS

The days considered for allowance payment are as follows:

Category	Days Paid	Days Excluded
Operai	Every working day including Saturdays.	Sundays, festivities during the week, and the festivity for the patron saint, if normally paid by the employer.
Impiegati	Every day in the maternity period.	Festivities on Sundays and the festivity for the patron saint, if normally paid by the employer.

The reference salary contains the following elements:

- Earnings paid at the end of each pay period, such as base salary and overtime.
- Earning paid on a regular basis, such as additional monthly payments and allowances for unused vacation days.

The rules governing the calculation of the RMG-INPS depend on the category and the employment type.

Daily Break

According to government regulation, the employee may use two one-hour breaks per day before the baby's first birthday. If the employee's contractual hours are less than six hours per day, she is entitled to only one one-hour break per day. If the employee has more than one infant, she is allowed double the normal allowance. The employee must schedule this break with the employer.

This break is completely paid by the INPS and includes the gross salary and every accessory earning normally received on a continuing basis, such as the monthly rate for additional monthly payments. Overtime is excluded from this calculation. To calculate the hourly rate, the system uses the CCNL hourly coefficient.

Like the Maternity Allowance, the employer makes the payment before receiving reimbursement from the INPS. The INPS amount is not applicable to contributions.

Daily break allowances, hourly rates used, and the corresponding additional monthly payments must be shown separately from other amounts on the payslip.

Child Illness License

Both parents are entitled to unpaid absences for a child's illness when that child is younger than eight years old. Employees are granted seniority increases during this absence, regardless of whether they are given an allowance.

The entire period of certified illness for children under three years is covered by the license. From three to eight, a period of five working days is granted each year.

Employer Integration

According to the national labor agreement, the employer's supplement varies by industry sector.

Industry Sector	Mandatory Allowance
Chemical/Pharmaceutical Manufacturing	100% of the salary (the total absence must not exceed nine months).
Commerce/Service	100% of the salary.
Credit/Finance	100% of the salary.
Food Industry Manufacturing	100% of the salary.
Metal/Mechanics Manufacturing	100% of the salary.

Work Accidents and Professional Illness

A work accident is one that:

- Happens violently and causes damage to the employee.
- Is due to the specific employee's job and happens while that job is being performed.
- Causes death, temporary, or permanent disability.

Professional illness is an alteration of an employee's health caused by that employee's specific job. The National Authority for the Insurances and the Work Accidents (INAIL) is responsible for these allowances. All other similar events that have different characteristics are classified as illness. INAIL allowances cannot be accumulated with INPS allowances.

Work accident indemnity is calculated through two takes depending on the period. The user must always enter take INA AT PERIODO1. The second take is automatically triggered.

This section discusses how to calculate the INAIL average salary.

Calculating the INAIL Average Salary

INAIL allowances are computed using an average daily salary. The calculation differs for hourly and monthly waged employees.

- Hourly compensated employees.

The INAIL allowance is the sum of the following elements. Each element refers to amounts accumulated in the 15 days before the accident.

- Regular hourly wage.
 - Average payment for overtime.
 - Average payment for vacation.
 - Average payment for festivity.
 - Additional monthly payments.
 - Other annual payments.
 - Other additional elements.
- Monthly compensated employees.

The INAIL allowance is the sum of the following elements. Note that festivities are not considered.

- Regular hourly wage.
- Average payment for overtime.
- Average payment for vacation.
- Additional monthly payments.
- Other annual payments.
- Other additional elements.

Employer Supplement

Employer payments are regulated by law. These laws are augmented by the national labor agreements. The majority of labor agreements state that the employer should guarantee a percentage of the normal salary for a fixed period in the event of a work accident.

The employer may pay the work accident allowance before receiving funds from the government.

The employer may pay the allowance after receiving funds from INAIL.

Contribution and Tax Treatment

The work accident allowance from INAIL is taxable, but free from other deductions. However, the employer integration is subject to other deductions. Once in receipt of the check from INAIL, the employer must compare the actual INAIL allowance with the amount paid to the employee. Any accounting differences must then be resolved.

Festivities During Absences

If a festivity occurs during an illness period, the employee receives 100 percent of the INAIL average salary. The employer pays the amount not allocated by INAIL. Thus, the employer pays:

- 100 percent of the INAIL average salary during carenza.
- 40 percent of the INAIL average salary when INAIL pays 60 percent.
- 25 percent of the INAIL average salary when INAIL pays 75 percent.

Illness

For illness allowances paid by INPS, the first three days are paid by the employer without any repayment from INPS. For the following days, INPS pays a percentage of the total salary. In most cases, the CCNL states that the employer must pay the remainder of the regular salary. Normally the employer pays this allowance in advance and is later reimbursed by INPS. The calculation is composed of three parts: days covered by INPS, the allowance paid by INPS, and the allowance paid by the employer. Each of these require access to past records.

Illness indemnity is calculated through two takes, depending on the period. The user must always enter the MAL AT OFFSET take. The second take is triggered automatically.

Note. When implementing Global Payroll for Italy, you must be able to work with previous absence and payroll data in order to correctly access each employee's situation.

Disability Licenses

Special licenses are assigned to three types of beneficiaries: disabled employees, employees with disabled children, and employees with disabled relatives (as long as these relatives are within the third degree and are residing with the employee). INPS is charged for the payment of these licenses, but the employer pays the allowance in advance. Payees absent for disabled licenses do not accrue vacation time and time for additional monthly payments, but they do accrue seniority.

Because DM10 Codes related to this INPS allowance are different for each type of beneficiary, different absence takes must be used to generate different earnings codes for INPS allowance payments.

Disability Licenses are calculated using the gross salary, including every accessory earning the employee normally receives on a continuing basis. If the employee receives other earnings with a different frequency, only the ones that constitute the normal remuneration, such as additional monthly payments, should be included in the calculation. Overtime is excluded from this calculation.

If two absence takes are defined for the same absence event, the user should always enter the absence take code defined for the first period. The system will automatically use the absence rules for the second period when the first period entitlement is expended.

Marriage Leaves

Every employee is granted a paid leave for marriage. The calculation is different for Impiegati and Operai.

For Impiegati, the employer is fully responsible for remuneration. The payee receives normal salary during the leave, with no allowance related to performance and no changes to the treatment of contributions and taxes. If the marriage leave coincides with another absence, the employee only gets the marriage leave, unless the marriage leave is postponed.

For Industry Operai, the employer must integrate the Check for Marriage Leave *Assegno per congedo matrimoniale* paid by INPS-CUAF. The employee is also paid for any festivities that occur during the marriage leave.

INPS is charged for this allowance, using the DM10 form, but the employer pays the allowance in advance. The allowance is not applicable to contribution payments, but it is taxable.

Understanding Absence Rules

Global Payroll for Italy delivers the following elements to process absences:

- Maternity.
- General absence elements.
- Licenses and vacations.
- INAIL.
- Illness.
- Marriage leave.
- Disability leave

Maternity

Earnings/Deductions	Description
MATEROBLIG	Mandatory maternity.
MATERFACOLT	Optional maternity.
MATDDTRATT	Maternity deduction.
INPERINTGAZ+	Positive company integration.
INPERINTGAZ-	Negative company integration.
MATERALLBASE	Nurse allowance.
MATERALLMAGG	Nurse allowance by additional month.
MATDDTRATTAL	Nurse deduction.

General Absence Elements

Earning/Deduction	Description
ABSDDTRATTOR	Hourly absence deduction with CCNL Divisor.
ABSDDTRATTGG	Daily absence deduction with CCNL Divisor.
ABSDDORDIVMO	Absence hourly deduction with variable division.

Licenses and Vacations

Earning/Deduction	Description
FEREROREFER	Hours of paid vacation.
FERERSTIPEN	Days of paid vacation.
FERERHHROL	Paid ROL.
FERERHHFSOPP	Suppressed festivity paid.

Earning/Deduction	Description
FERERFERNGOD	Unused vacation units.
FERERFSONGOD	Unused ex festivity units.
FERERROLNGOD	Unused ROL units.
SINERPERMESS	Union meetings allowance.
PUBERPERMESS	Public positions allowance.
EDUERESAMI	University leaves payments.
EDUERCORSI	Educational course payment.
SNGERDONAZIO	Blood donation.

INAIL

Earning/Deduction	Description
INAERPERIOD1	Indemnity INAIL first period.
INAERPERIOD2	Indemnity INAIL second period.
INAERINTGAZ+	Positive INAIL integration.
INAERINTGAZ-	Negative INAIL integration.
INADDTRATT	Deduction work accident.
INAERRMGNRMM	RMG-INAIL normal monthly paid.
INAERRMGNRMO	RMG-INAIL normal hourly paid.

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

Illness

Abs Entitlement/Take	Description
MALAEMALAT1P	Illness Entitlement first period.
MAL AT MALATTIA	Illness.
MAL AT PERIODO2	Second illness period.

Marriage Leave

Abs Entitlement/Take	Description
PER AT MATRIMONIO	Marriage leave.
PERAEMATRIM	Marriage leave entitlement.

Disability Leave

Abs Entitlement/Take	Description
HND AT GIORNIDIP	Employee disability leave.
HNDAEGIORNI	Disability days for month.
HND AT GIORNIFIGLI	Child-disability leave (days).
HND AT OREDIP	Employee disability leave (hours).
HND AT OREFIGLIO	Child disability leave (hours)

See Also

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

Viewing Delivered Elements

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

Reporting Absence Data

The following reports include absence data:

- Payslip.
- CUD form.
- 770 form.

- DM10.
- S503 payment request for illness and maternity allowances.

This section explains how to:

- Set up the S503 report.
- Select the report format.

See Also

[Chapter 8, “Setting Up Payslips,” page 41](#)

[Chapter 13, “Preparing the DM10 Form,” page 67](#)

[Appendix A, “Global Payroll for Italy Reports,” page 101](#)

Pages Used to Run the S503 Report

Page Name	Object Name	Navigation	Usage
Square B	GPIT_S503_RPT2	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Illness/Maternity S503 Dtl ITA, Square B	Review the illness and maternity absence details for the S503 report created by the payroll run.
Square A	GPIT_S503_RPT1	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Illness/Maternity S503 Dtl ITA, Square A	Review the illness and maternity absence details for the S503 report created by the payroll run.
S503 Report	GPIT_S503_RCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, S503 Report ITA	Establish the parameters and run the S503 report.

Setting Up the S503 Report

Access the S503 Report page.

Run Control ID: 123 [Report Manager](#) [Process Monitor](#) [Run](#)

Language:

Selection Criteria

*From Date: *To Date:

Pay Entity: Pay Entity 1

Pay Group: Pay Group GNPGMEN101

Currency Code:

Company: Establishment ID:

SetID: Labor Agreement: Department:

Employee Category: Location Code:

EmpID	Name
1	

Sort Criteria

Criteria 1: Criteria 2: Criteria 3:

S503 Report page

Use the From Date and To Date fields to isolate the range in which the event payment date must fall.

Selecting the Report Format

Access the Process Scheduler Request page for the S503 Report page.

Illness Maternity (App Eng + Crw)	Runs the application engine that calculates the data, and the crystal report that prints the data to a PDF file.
Illness Maternity (App Eng + SQR)	Runs the application engine that calculates the data, and the SQR that prepares the data for a separate template.
Illness Maternity Report	Runs the crystal report that prints the data to a PDF file.
Illness Maternity (SQR Form)	Runs the SQR report that prints the data to a PDF file.
SQR Forms Landscape Test Grid	Runs the SQR that prepares the template for the report printout.
S503 Report	Runs the application engine that calculates the data.

CHAPTER 8

Setting Up Payslips

This chapter explains how to:

- Set up payslips.
- Set up payslip messages.
- Set up payslip reports.

Setting Up Payslips

The system maintains the information displayed on the payslip in three areas: the header, the body, and the footer. The header and footer use data contained in four writable arrays derived from payroll: company and employee data, monthly amounts, yearly amounts, and vacations and PTO data. You can easily customize the layout of the header and footer.

To designate print criteria for a payslip report:

- Access the Print Class page.
- Select a print class or create a new one.
- Select the elements you want to appear on the report.
- Group the elements in print groups.
- Choose the print sequence in which elements within the print group will appear.
- Select the components to appear such as hours, factor, percent, or amount.
- Select the additional criteria.

This section discusses how to designate print criteria.

See Also

[Appendix A, “Global Payroll for Italy Reports,” page 101](#)

Viewing Delivered Elements

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

See Also

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

Pages Used to Set Up Payslips for Italy

Page Name	Object Name	Navigation	Usage
Print Class	GPIT_BL_PRINT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes ITA, Print Class	Select the elements contained in the columns of the body.
Print Class View	GPIT_BL_PRNT_VW	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes ITA, Print Class View	View the fields on the Print Class page.

Designating Print Criteria

Access the Print Class page.

Print Class
Print Class View

Print Class: KICUD

Element List														Customize Find View 100			First	1-8 of 108	Last
		Entry Type	Element Name	*Status as of Effective Date	Override Indicator	Print Group	Print Sequence	Box Number	Note Code	Description	Print Hours	Print Factor	Print Percent						
1	+	Accumulatr	IRP AC IMPONIB YTD	Active		1	2	1											
2	+	Accumulatr	IRP AC IMPNODT YTD	Active		2	1	2											
3	+	Accumulatr	IRPDDLORDANN_YTD	Active		32	1	32											
4	+	Accumulatr	IRP AC ONERI YTD	Active		37	1	37											
5	+	Accumulatr	DTRDDFIGLIEA_YTD	Active		34	2	34		DEPENDANT DETR									
6	+	Accumulatr	DTRDDCONIUGE_YTD	Active		34	1												
7	+	Accumulatr	DTRDDLAVDIP_YTD	Active		33	1	33											
8	+	Accumulatr	DTR AC GG DETR YTD	Active		6	1	6											

Print Class page (1 of 2)

<u>Print Amount</u>	<u>Print Base</u>	<u>Print Sum</u>	<u>Print Total</u>	<u>Static Pin Indicator</u>	<u>Print Flag</u>	<u>Check Box</u>	<u>Conditional Execution Flag</u>
☒	☐	☐	☒	☐	☒	☐	☐
☒	☐	☐	☒	☐	☒	☐	☐
☒	☐	☐	☐	☐	☒	☐	☐
☒	☐	☐	☒	☐	☒	☐	☐
☒	☐	☒	☐	☐	☒	☐	☐
☒	☐	☒	☐	☐	☒	☐	☐
☒	☐	☐	☒	☐	☒	☐	☐
☒	☐	☐	☒	☐	☒	☐	☐

Print Class page (2 of 2)

Status as of Effective Date	The system populates this automatically.
Override Indicator	Changes the default sign of the element.
Print Group	The group in which the element is printed on the report.
Print Sequence	The sequence in which the element is printed on the report within the print group.
Box Number	Used only for the CUD report.
Note Code	Used only for the CUD report.
Print Hours	Select if Units should be printed.
Print Factor	Select if Rate should be printed.
Print Percent	Select if Percent should be printed.
Print Amount	Select if Amount should be printed.
Print Base	Select if Base should be printed.
Static Pin Indicator	Used only for the CUD report.
Print Flag	Used only for the CUD report.
Check Box	Prints element as conventional value. Does not enter in net accumulator.
Conditional Execution Flag	Used only for the CUD report.

Setting Up Payslip Messages

Global Payroll for Italy enables you to send a message—printed on the payslip—to an individual payee or to payees belonging to designated paygroups, locations, or departments.

To create a payslip message:

- 1. Access the Payslip Messages page.
- 2. Select the pay period for which you want to create the message.
- 3. Choose who will receive the message, by group or individual.
- 4. Write the payslip message.

Page Used to Set Up Payslip Messages

Page Name	Object Name	Navigation	Usage
Payslip Messages	GPIT_AL_01_MSG	Global Payroll & Absence Mgmt, Payslips, Add Payslip Messages ITA, Payslip Messages	Designate which payees or payee groups receive payslip messages for a given pay period. Create the payslip message.

Creating Payslip Messages

Access the Payslip Messages page.

Current Pay End Date: 07/31/2004

Payslip Messages

Find | View All First 1 of 1 Last

Pay Entity:

Pay Group:

Business Unit:

ITA01

Italian Business Unit

Location Code:

Department:

EmplID:

*Description:

nuovo anno felice

Payslip Messages page

- Current Pay End Date

Select the pay end date for which you want the message to appear on the payslip.
- Pay Entity, Pay Group, Business Unit, Location Code, Department

Use if you want to include only those payees belonging to a certain pay entity, paygroup, location, set ID, or department.
- EmplID (employee ID)

Use to create a message to an individual payee.

Description Enter the message.

Setting Up Payslip Reports

Once you establish what appears on the payslip, you can run the report. You can select the parameters used to print the reports. To establish reporting options, select the report parameters and sort criteria used to organize the printed results on the Report Options page. To report in multiple currencies, select the element and currency code on the Pay Element View page. The report can also be run to prepare a e-payslip that can be accessed by self-service users.

Pages Used to Set Up Payslip Reports

Page Name	Object Name	Navigation	Usage
Report Options	GPIT_RC_AL01_1	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips ITA, Report Options	Create a comprehensive summary of an employee's pay elements according to pay month. One page is generated for each month. Employee and company data for the given month are printed in the header.
Pay Elements View	GPIT_RC_AL01_2	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips ITA, Pay Elements View	Define currency used to display elements on the payslip.

Establishing Report Options

Access the Create/Print Payslips ITA - Report Options page.

Report Options		Pay Elements View					
Run Control ID:	123	Report Manager	Process Monitor Run				
Language:	Italian						
Selection Criteria							
Print Class:	KICONTR	Current Pay End Date:	07/31/2004				
Pay Entity:	KIPE1	Pay Entity 1					
Pay Group:	GS2PG1	Weekly Pay Group					
Currency Code:	EUR						
Company:		Estab ID:					
SetID:		Labor Agreement:					
		Department:					
		Category:					
		Location:					
Customize Find View All First 1 of 1 Last <table border="1"> <thead> <tr> <th>EmplID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> </tbody> </table>				EmplID	Name	1	
EmplID	Name						
1							
Sort Criteria							
Criteria 1:	Emplid	Criteria 2:					
		Criteria 3:					

Create/Print Payslips ITA - Report Options page

Print Class

PeopleSoft delivers one print class (KIPAYSL) that contains elements related to country extensions for the normal monthly run. This is the print class used for normal monthly runs, to which customer specific elements can be added. Other print classes can be created for additional monthly runs.

Currency Code

Enter a value here to override the payroll currency used on the payee's compensation record.

Retro and Current Period

Use to display the results for retro calculation, as well as for the current period.

Current Period Only

Use to display the results for the current period only.

Retro Periods Only

Use to display the results for retro calculation only.

Department, Location, Category, Establishment ID

Use to select the population on which the report is to be run.

EmplID (employee ID)

Use to run only selected employees.

Sort Criteria

Select the sort criteria you require. Organize the payslip report by category, department ID, employee ID, paygroup, location, name, and pay entity.

See Also

[Appendix A, "Global Payroll for Italy Reports," page 101](#)

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 9

Managing TFR Termination Payments

This chapter explains how to:

- Process terminations.
- Override termination elements.
- Enter termination elements through positive input.
- Select the termination payment period.
- Run termination reports.

Processing Terminations

Entering the termination action on the Job component triggers the termination process. The system processes the termination payment the month after the termination date.

To calculate termination pay, the system calculates:

1. Applicable income and months of reference income.
2. Reevaluation of the previous years' accrued TFR fund (ISTAT).
3. TFR anticipation.
4. Payment of the accrued TFR in the month after termination (Reference income, TFR tax rate, IRPEF on accrued TFR until 2000 and after 2000 and TFR Deductions).
5. Payment of the accrued TFR Reevaluation in the month after termination (TFR Reevaluation and IRPEF on Reevaluation.)
6. Calculation of the taxation of the other indemnities (*Incentivo all'esodo*, Notification payments and *Integrazione transattiva*).
7. Calculation of the taxation on accrued reevaluation and accrual mechanism.

Note. The system calculates termination payments with the payroll, not as a separate process.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, “Managing Country-Specific Workforce Data,” (ITA) Recording End of Employment Information for Italian Workers

Overriding Termination Elements

Though most termination elements are taken from existing tables, you can override the following elements on the Supporting Element Overrides page.

Element	Usage
TFR FM FLAGEROG	Set to 1 to force payment of TFR. Set to 0 to freeze payment of TFR.
TFR FM FLGTAXTFR	Set to 1 to force taxation of TFR after TFR has been paid and taxed.
TFR VR RIVALPAG	Enter reevaluation to use on payment if different from calculated.
TFR VR PCTPAGANT	Enter percentage of fund to pay as anticipation.

See Also

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

Viewing Delivered Elements

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

See Also

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

Entering Termination Elements Through Positive Input

Though most termination elements are taken from existing tables, you can enter the following payment elements through positive input.

Element	Description
RTRERPRAVV	Amount to pay as notification.
TFRERANTICIP	TFR anticipation.

Element	Description
RTRERINCESOD	Amount to pay as <i>incentivo esodo</i> .
RTRERINTTRAN	Amount to pay as <i>integrazione transattiva</i> .

Page Used to Enter Termination Elements Through Positive Input

Page Name	Object Name	Navigation	Usage
Positive Input	GP_PI_MNL_ERNDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input)	Enter additional payments related to termination payments.

Running Termination Reports

Global Payroll for Italy uses the print class KITFR on the Generic Report format for termination reports.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Setting Up and Running Generic Reports”.

CHAPTER 10

Managing Off-Cycle Payments

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

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

Manual Payments

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

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

The selection of the period paid and payment date need to be considered carefully. When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar. The selection of the payment date directly affects how elements are accumulated. For example, if you have an accumulator that accrues based on period end date, the payment date may not update the accumulator balances at the right time.

- Selecting processing controls on the Manual Payments page.

The *Period Begin Date* and *Period End Date* should default after selecting the *Period (Calendar) Paid*. It is recommended that these dates not be changed as the delivered rules have been designed to calculate using whole periods, and may not automatically segment if a partial period is entered.

The run type defaults from the *Period (Calendar) Paid* and it is recommended that the default be used. To ensure that the payee’s manual payment is processed by the system, the *Allow Duplicates* check box must be selected on the run type; otherwise, the payee may not be processed again if the system detects that they have already been processed in the period.

Stop Regular Resolution enables you to stop the resolution of all elements on the process list except the elements entered into the manual payment. If you decide to allow regular resolution, an analysis would need to be performed to understand the impact on your supporting elements.

If using the Limited Element Set, you need to ensure that all elements calculate independently of pre- or post-processing formulas, as these do not resolve during off-cycle processing.

Note. Manual payments are used to record monetary values only, absence accumulators will not be updated using this method.

Entering Corrections for Italy

This section provides an overview of corrections and provides examples of how to make corrections using the delivered rules.

Corrections

The Corrections page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used when you need to change finalized results, usually due to a user error. This method uses period-to-date logic built into the 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 Italy

The Unscheduled Payments page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used to make one-time payments that are processed outside of the on-cycle payroll. Examples include bonuses and expense reimbursements. This method uses period-to-date logic built into the delivered statutory rules when calculating.

The following areas need to be considered when entering unscheduled payments:

- All earnings and deductions need to have period-to-date logic applied.
- When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar.
- This method is used to record monetary values only. Absence accumulators will not be updated.

Advancing Payrolls for Italy

The Advance Payrolls page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used when you would like to pay an employee before their normal on-cycle pay run. For example an employee is terminating employment with your organisation, and the termination payment needs to be paid immediately and not in the next on-cycle payrun. The following is recommended when making advance payments:

- Always select the next open calendar, as skipping calendars may update accumulators incorrectly.
- Absence accumulators will calculate automatically for the calendar group selected.

Note. Advance Payroll does not replace Pay in Advance functionality used for absences.

CHAPTER 11

Setting Up Loans

This chapter explains how to manage loan data.

Managing Loan Data

This section explains how to enter loan and beneficiary data.

Pages Used to Manage Loan Data

Page Name	Object Name	Navigation	Usage
Loans Data	GPIT_PREST_EE	Global Payroll & Absence Mgmt, Payee Data, Loans, Loans Data ITA, Loans Data	Enter data for loans that the payee must repay through the payroll process.
Beneficiary Data	GPIT_PRE_BENEF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Loans, Beneficiary Data ITA, Beneficiary Data	Enter the beneficiary for loan deductions.

Entering Loan Data

Access the Loans Data page.

Employee ID:	KIG005	Name:	Dante Alighieri	Empl Rcd Nbr:	0
---------------------	--------	--------------	-----------------	----------------------	---

Loans Data					
Find View All First ◀ 1 of 1 ▶ Last					
*Effective Date:	07/27/2004	*End Date:	12/31/2004		
*Loan code:	123TZ345				
Beneficiary:	INA INA Ist. Nazionale Assicuraz.				
*Loan Amount:	1200.00	*Installment Amount:	100.00	*Currency:	EUR
*Element Name:	PRE VR PREST1				
			☒ Active Recovery on Termination		
Yearly Installments Nbr:					

Loans Data page

End Date	Enter the loan period end date.
Loan Code	This is the code the system uses to reference the payee's loan information.
Beneficiary	Enter the loan beneficiary. This field prompts from the Beneficiary page.
Loan Amount	Enter the total loan amount
Installment Amount	Enter the amount to be deducted for each installment. If, at the last installment, the remaining total is less than this amount, the system deducts only the remaining balance. Any change in the recovery mechanism, such as suspending the installment recovery for a month, must be done in this page and not directly to the deduction elements. Otherwise the loan recovery balance will be incorrect.
Element Name	Select the element that should contain the amount to deduct for the specific payee/loan code. The element is normally a variable. This variable will be connected to the deduction used to deduct this specific loan. The prompt only displays variables containing PRESTITO in Customer Field 1.
Active Recovery on Termination	Select to deduct the outstanding loan payment from the payee's final payments if the payee terminates employment before the loan is fully paid.
Yearly Installment Number	Enter the number of payment installments made per year. For example, entering 13 doubles the December deduction.

Entering Beneficiary Data

Access the Beneficiary Data page.

Beneficiary: CARIPLO

Strings		Find View All	First	1 of 1	Last
*Effective Date:	01/01/2001				
Status:	Active				
*Description:	Cariplo - Gruppo Intesa BCI				
Short Description:	Cariplo				

Beneficiary Data page

Enter the name and description of the beneficiary organization. This page is referenced by the **Beneficiary** field on the Loans Data page.

Viewing Delivered Elements

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

See Also

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

CHAPTER 12

Setting Up Social Security

This chapter provides an overview of the social security process and discusses how to:

- Set up social security.
- Set up pension funds.
- Report social contribution data.

Understanding the Social Security Process

Contributions are amounts paid by the employer to the National Social Security entity or the Complementary Social Security entities. These amounts can be paid on behalf of the employer and the employee. Employee contributions are withheld by the employer and paid to the Social Security entity. Amounts can be fixed amounts or percentages of income.

This section discusses:

- Assessable income calculations.
- Contribution calculations.
- Reduction calculations.
- Adjustment processing.

Assessable Income Calculations

The assessable income for the main National Social Security contributions includes all gross earnings except amounts paid by the employer on behalf of the National Social Security entities. Contributions due to Complementary Social Security entities are based on a gross income that depends on the entity, such as the *Trattamento di fine Rapporto* (TFR) income.

Contribution Calculations

The main National Social Security contributions are percentages of the assessable income, except in particular cases in which the income exceeds a ceiling. Employer and employee rates vary depending on labor agreement and employee category. All of these percentages are retrieved by the system via brackets.

The complementary social security contributions are normally made by both employers and employees and can include part of the TFR fund as a destination. Both assessable income and percentages vary depending on the complementary social security entity and on the kind of enrollment. An employee can also add a voluntary contribution that can be either a fixed amount or a percentage of an income.

Other contributions to national social security include contributions on overtime and solidarity contribution.

Reduction Calculations

These reductions apply to the employer contributions made for employees hired under specific conditions. The existence and extent of the reduction depend on these factors:

- Employment type and kind of hiring.
- Hiring location.
- Industrial sector.

There are several types of reductions:

- Reductions calculated as a percentage of employer social contributions dependant on employment type and hiring location.
- Reductions calculated as a percentage of the assessable income dependant on the type of part time compensation.
- Fixed reduction amounts *Sgravi* normally granted to employers that hire employees in regions of southern Italy with high unemployment rates.

Adjustment Processing

You can make end-of-the-year contribution calculations and their corresponding adjustments. Situations that may require adjustments include:

- Assessable income exceeding pension fund (IVS) contribution ceilings for newly enrolled employees.
- Additional IVS contribution.

IVS contributions are calculated monthly and are based on monthly income. Because monthly income may not accurately represent annual income, a contribution adjustment calculation must be done at the end of the year.

- Decontribution.

Earnings based on company productivity are social security exempt up to a percentage of the yearly social security assessable income. In the course of the year, the yearly amount is estimated and the ceiling is calculated on the estimated amount. At year-end or termination the actual yearly amount is calculated, and an adjustment is made to the estimates.

- December earnings *Elementi Variabili della retribuzione*.

Amounts paid in January but related to December, such as overtime, must be considered in the year end report (CUD, 770) of the year to which they relate.

Viewing Delivered Elements

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

See Also

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

Setting Up Social Security

This section discusses how to:

- Set up *Assegni Nucleo Familiare* (ANF) data.
- Set up employee social insurance data.

Pages Used to Set Up Social Security

Page Name	Object Name	Navigation	Usage
ANF Data	GPIT_ANF_EE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain ANF Data ITA, ANF Data	Enter data necessary for the family allowance calculation.
Inps Category	GPIT_INPS_CAT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, INPS Categories ITA, INPS Category	Maintain the INPS Category table.
Inps Contribution Code	GPIT_INPS_CDCTR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, INPS Contribution Codes ITA	Maintain the INPS Contribution Code table.
Inps Profile	GPIT_INPS_PROF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, INPS Profiles ITA	Maintain the INPS Profile table.
Inps Sgravi	GPIT_INPS_SGRAVI	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, INPS Sgravi ITA	Maintain the INPS Sgravi table.
S.I.(Social Insurance) Data	GPIT_CTR_EE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data ITA, S.I. Data	Set up an employee's INPS and Sgravi data.

Setting Up ANF Data

Access the ANF Data page.

Employee ID: KIG012 Name: Enrico Fermi Empl Rcd Nbr: 0

ANF Data Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001 Status: Active + -

INPS Table Element: INPS BR ANF TAB 11 Inps Table: 11 Default INPS ANF Table

Family Data

Family Income: 9000.00 EUR Family Condition Code: YSpo NDis

Members Family Unit: 4 Disabled Children of Age: ☐ Children Under Age: 1

Other Relatives: 1 ☐ Other Disabled Relatives ☐ Disabled Parent

ANF Data page

INPS Table Element Enter the element to retrieve the base allowances.

Family Income Enter the family income and select the currency.

Family Condition Code Use only if the INPS table must be retrieved online. Identifies the presence of a spouse and disabled dependents.

Setting Up Employee Social Insurance Data

Access the Social Insurance Data page.

Employee ID: KIG009 Name: Caterina Da Siena Empl Rcd Nbr: 0

Contribution Regime Find | View All First 1 of 1 Last

*Effective Date: 04/01/2002 Status: Active *Contribution Regime: INPS + -

INPS Data

INPS Category: 2 Impiegato INPS Contr Prof: 0000 Norm Contr

Contribution Code: End Date:

Contract Contr: New Enrolled ☐

INPDAI Data

INPDAI Regime: INPDAI Matricula: Enrollment Date:

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

	Sgravio Code	Description	Begin Date	End Date		
1						

Social Insurance Data page

Contribution Regime	Select the national social security entity in which the employee is enrolled, such as INPS.
INPS Category	Enter the INPS category.
INPS Contr Prof (INPS contribution profile)	Use to manage the employee's rules eligibility.
Contribution Code	Enter the contribution code. This on the INPS contribution profile that you entered.
Contract Contr.	Enter the pension status only for contractors. Specify if already enrolled in other pension plan, not enrolled in any pension plan or retired payee.
New enrolled	Select to track the employee's enrollment in statutory insurance before and after 1993.
INPDAI Regime	Select either <i>CM</i> , <i>CP</i> , or <i>RP</i> depending on the payee's enrollment date.
INPDAI Matricula	Enter the payee's INPDAI enrollment code.
Sgravio Code	Tracks the employee's eligibility for contributive reductions. There can be multiple entries.

Setting Up Pension Funds

To manage pension funds, you must establish the fund in the Global Payroll system and enter the contribution amounts for each employee. This section discusses how to set up pension funds.

Pages Used to Set Up Pension Funds

Page Name	Object Name	Navigation	Usage
Complementary Fund Code	GPIT_FPC_COD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, Complementary Fund Codes ITA, Complementary Fund Code	Set up fund codes.
Complementary Fund Regime	GPIT_FPC_REG	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, Complementary Fund Regimes ITA, Complementary Fund Regime	Set up fund regimes.
Complementary Fund Type	GPIT_FPC_TYP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, Complementary Fund Types ITA, Complementary Fund Type	Set up fund types.
Complementary Pension Funds	GPIT_FPC_EE	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Maintain Compl Fund ITA, Complementary Pension Fund	Select employee pension fund data and voluntary contribution rates using the codes drawn from the complementary pension fund setup pages.

Reporting Social Contribution Data

Global Payroll for Italy enables you to create the monthly DM10 report for INPS, the S503, and the CUD reports.

See Also

[Chapter 13, “Preparing the DM10 Form,” page 67](#)

[Chapter 7, “Setting Up Absences,” Reporting Absence Data, page 38](#)

[Chapter 17, “Managing CUD Reports,” page 95](#)

[Appendix A, “Global Payroll for Italy Reports,” page 101](#)

CHAPTER 13

Preparing the DM10 Form

This chapter explains how to:

- Set up the DM10 report.
- Run the DM10 report.

Setting Up the DM10 Report

Using the setup pages, you can:

1. Define the groups of payroll elements used in the DM10 report using the DM10 Group component.
Create group codes to connect a group of elements to more than one DM10 Code. For example, codes 10, 11, and 256 are all related to the same elements, but depend on the payee's condition. Whenever information is introduced, cancelled, or changed, you can manually update the group codes.
2. Position these element groups on the DM10 report using the DM10 Setcode1 page.
3. Set eligibility conditions for reporting payroll elements using the DM10 Setcode2 page.
Every entry on the DM10 Setcode1 page represents a single potential row of the B, C, or D squares of the DM10 form. This does not mean that the report will show the corresponding line. It means only that there are conditions that, if fulfilled, cause the line to appear.

This section discusses how to:

- Set up DM10 group codes.
- Set up square B.
- Set up square C and D.
- Set up DM10 report columns.
- Establish DM10 conditions.

Viewing Delivered Elements

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

See Also

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

Pages Used to Set Up the DM10 Report

Page Name	Object Name	Navigation	Usage
Setup General	GPIT_DM10_SETGRP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Groups ITA, Setup General	Set the description and effective date of a DM10 Group Code.
Setup Square B	GPIT_DM10_SETGRP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Groups ITA, Setup Square B	Assign the Global Payroll result table elements to the DM10 Group Code.
Setup Square C/D	GPIT_DM10_SETGRP3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Groups ITA, Setup Square C/D	Assign more Global Payroll result table elements to the DM10 Group Code columns related to square C/D.
DM10 Setcode1	GPIT_DM10_SETCODE1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Codes ITA, DM10 Setcode	Position element groups on the DM10 report columns.
DM10 Setcode2	GPIT_DM10_SETCODE2	Set Up HRMS, Product Related, Global Payroll Absence Mgmt, Social Security/Insurance, DM10 Codes ITA, DM10 Setcode	Establish the conditions a payee must fulfill for the DM10 code to be included in the report.

Setting Up DM10 Group Codes

Access the DM10 Groups ITA - Setup General page.

Setup General | Setup Square B | Setup Square C/D

DM10 Group Code: 0001

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/2001

Description: MAIN INPS CONTRIBUTIONS

Comments:

DM10 Groups ITA - Setup General page

Enter the Group Code and its definition.

Setting Up Square B

Access the DM10 Groups ITA - Setup Square B page.

Setup General | **Setup Square B** | Setup Square C/D

DM10 Group Code: 0001

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/2001 **Description:** MAIN INPS CONTRIBUTIONS

Square B - Payees Customize | Find | View All First 1 of 1 Last

*Sequence Number	Element Type	Element Name	*Component Element
1			Amount

Square B - Days Customize | Find | View All First 1 of 1 Last

*Sequence Number	Element Type	Element Name	*Component Element
1	10	ER0	INPSERUNINPS

Square B - Salary Customize | Find | View All First 1 of 2 Last

*Sequence Number	Element Type	Element Name	*Component Element
1	10	DD0	INPSDDFPLDDI

DM10 Groups ITA - Setup Square B page

Square B – Payees

Used for statistical codes (such as FE00) to list the element that identifies if the payee satisfies the statistical condition.

Square B – Days

Selects the elements from the results table used in the Days column for the DM10 codes related to that group. You can establish a period of validity for each element.

Square B - Salary

Selects the elements from the results table used in the Salary column for the DM10 codes related to that group. You can establish a period of validity for each element.

Setting Up Square C and D

Access the DM10 Groups ITA - Setup Square C/D page.

Setup General Setup Square B **Setup Square C/D**

DM10 Group Code: 0001

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/2001 Description: MAIN INPS CONTRIBUTIONS

Square C - Debit Customize | Find | View All First 1 of 12 Last

*Sequence Number	Element Type	Element Name	*Component Element
1 10	ER0	INPSERCUFAZ	Amount

Square D - Claims Customize | Find | View All First 1 of 1 Last

*Sequence Number	Element Type	Element Name	*Component Element
1			Amount

Setup Square C/D page

Square C – Debit

Selects the elements from the results table used in the Debit column for the DM10 codes related to that group. You can establish a period of validity for each element.

Square D – Claims

Selects the elements from the results table used in the Credit column for the DM10 codes related to that group. You can establish a period of validity for each element.

Setting Up DM10 Report Columns

Access the DM10 Setcode page.

DM10 Setcode **DM10 Setcode**

DM10 Row ID: 10

Definition Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001 Status: Active

Description: OPERAI FULL TIME Position: B001

Square Name: B/C Count Payee ☒

*DM10 Code: 10 *DM10 Code Description: OPERAI

*Group Code: 0001 DM10 Group Description: MAIN INPS CONTRIBUTIONS

Comments:

DM10 Setcode page

Position

Enter the position within the selected square where the row should be written. If a position is entered, the DM10 Code and DM10 Code Description fields can remain blank. Both are preprinted. If this field is blank, the first free row in the square is used, and the system looks for data in the DM10 Code and DM10 Code Description fields.

Square Name

Select either B/C or D, depending on the location of the line.

Count Payee

Identifies, for this DM10 code, if the payee column must be filled if at least one of the related column amounts is not zero.

DM10 Code

Enter the DM10 code corresponding with the line you are establishing. One row for each line. Use only if the Position field is blank.

DM10 Code Description

Content of the Description column of the DM10. Use only if the Position field is blank.

Group Code

Only those group codes defined in the DM10 Group component are available.

Establishing DM10 Conditions

Access the DM10 Setcode2 page.

DM10 Setcode

DM10 Setcode

DM10 Row ID: 10

Definition

Find | View All First 1 of 1 Last

Effective Date: 01/01/2001

Status: Active

Description: OPERAI FULL TIME

Eligibility conditions	From	To
INPS Category:	1	1
Percentage Part time:		
Contributive Code:	00	00
Reduced Employee Pay:	N	N
Type of Assignment:	0	0

DM10 Setcode2 page

Eligibility Conditions

Indicate the ranges that represent the conditions the payee must satisfy for their amounts to be included in the report line. Enter the field limits for the appropriate fields listed. If fields are blank, the condition is considered satisfied for every payee.

Running the DM10 Report

The system enables you to prepare both a paper and an electronic report. Once you have completed the Run Control page, the Process Scheduler page enables you to select the report format.

See Also

[Appendix A, “Global Payroll for Italy Reports,” Global Payroll for Italy Reports: A to Z, page 101](#)

Pages Used to Run the DM10 Report

Page Name	Object Name	Navigation	Usage
DM10 Report ITA	GPIT_DM10_RUNCTL	Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Report ITA	Run the DM10 Report.

Selecting the Report Format

Access the Process Scheduler Request page for the DM10 Run Control.

Paper DM10 AE

Select this to run an SQR process to create a printed version of the DM10 report

Electronic DM10 Report	Select this to run an AE process to create an electronic version of the DM10 report.
Common + Paper DM10 Report	Select this to run an AE process to create the common table used to produce both the printed report and the electronic report and run the SQR that produces the printed report.
Common + Electronic DM10 Report	Select this to run an AE process to create the common table used to produce both the printed report and the electronic report and run the AE that produces the electronic report.
Common DM10 Process	Select this to run the AE that prepares the common table used to produce both the printed and electronic report.

CHAPTER 14

Managing Taxation

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

- View delivered rules for income tax withholding.
- Set up income tax data.
- Report income tax data.

Understanding Italian Income Tax Withholding

This section explains:

- Additional monthly payments.
- Tax detractions.
- Additional IRPEF taxes.
- Job-end adjustments.
- Separate taxation.

Additional Monthly Payments

Additional monthly payments, even when paid along with regular monthly salaries, must be kept separate from all other earnings in the tax calculation. The system applies the same monthly brackets it uses for normal payments, but stores the resulting values in a separate accumulator.

The system separately applies contribution deductions to additional monthly income to obtain the taxable income value.

Tax Detractions

The net tax is determined by subtracting tax detractions from the gross tax. Tax detractions include deductions for:

- Subordinate employment.
- Family dependents: spouse, children and other relatives.
- Deductible costs.
- Detractable costs.

For specific income ranges the assessable tax income is lowered with respect to the actual income through the application of a no-tax area

Additional IRPEF Taxes

Additional taxes are local taxes. They are calculated as part of the year-end adjustment as a percentage of that year's taxable income. These taxes are paid in installments in the next year. This category includes:

- Additional county tax.
- Additional city tax.

If the annual tax deductions are greater than or equal to the annual gross IRPEF tax, causing the net IRPEF value to be zero, then no additional IRPEF tax is due.

Additional County Tax

This tax percentage is made up of a fixed percentage (currently 0.9%) plus a possible additional part that varies by region. The percentage applied corresponds to the region of the payee's physical address as of adjustment time. If the payee has changed address lately, the county as of 60 days prior to time of the adjustment is considered.

Additional City Tax

This tax percentage varies by city.

Job End Adjustments

You must also make adjustments when a payee's employment ends.

The system calculates the adjustment values by doing the following:

- Computing monthly values for taxes and deductions for the month in which the adjustment is taking place.
- Computing yearly values for taxes and deductions as by that month.
- Retrieving what has already been held from the employee during the year, including the current month.

The difference between what should be held on an annual base and what has been actually held so far, including the current month, is the adjustment value.

- Year-end adjustments.
- Job-end adjustments.

Separate Taxation

To calculate separate taxation, the system:

- Averages the employee's taxable earnings from the two years preceding the retroactive payment. This calculation excludes other retroactive payments or end of employment allowances.
- Applies current tax brackets and percentages to this amount to produce the gross tax.
- Subtracts the deductions not previously applied from the gross tax to produce the net tax.

The tax is deducted from the retroactive payment and separated from current and end of employment taxes.

Viewing Delivered Elements

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

See Also

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

Viewing Delivered Rules for Income Tax Withholding

Global Payroll for Italy provides rules to calculate and deduct estimated income tax from monthly earnings and to make year-end and end-of-employment adjustments.

Monthly Income Tax Estimates and Deductions

Rules for IRPEF income tax include the following:

- Determination of tax rates according to Scaglioni tables.
- Data input pages and elements to calculate tax deductions for family dependents.
- Elements to calculate net salary.
- Data input pages and elements to calculate additional county, city, and state IRPEF taxes.

Year-End and End-of-Employment Adjustments

Rules for year-end and end-of-employment adjustments include the following:

- Accumulators to calculate taxes paid.
- Elements to compare annual and monthly calculations.

Setting Up Income Tax Data

Before processing income tax withholding, you must:

1. Set up current *Scaglioni* values for tax brackets.
2. Set up additional IRPEF default information.
3. Set up current municipal, regional, and provincial IRPEF tax percentages.
4. Set up income tax dependent data.

Pages Used to Set Up Income Tax Withholding

Page Name	Object Name	Navigation	Usage
Scaglioni Table	GPIT_SCAGL_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Scaglioni ITA, Scaglioni Table	Enter new Scaglioni rates, when necessary. PeopleSoft delivers the elements that populate the income tax brackets; however, you must maintain them.
Local IRPEF Defaults	GPIT_ADD_DFLT_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Local IRPEF Defaults ITA, Local IRPEF Defaults	Enter system defaults for additional IRPEF tax payments. You must enter additional income tax information into the system.
City IRPEF Details	GPIT_ADDCOM_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, City IRPEF Details ITA, City IRPEF Details	Enter new local tax percentages.
State IRPEF Details	GPIT_ADDPROV_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, State IRPEF Details ITA, State IRPEF Details	Enter new state tax percentages.
County IRPEF Additional	GPIT_ADDREG_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, County IRPEF Details ITA, County IRPEF Details	Enter new county tax percentages.
Specify Tax Reduction	GPIT_TDETR_FAMDEP	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Reduction ITA, Specify Tax Reduction	Enter spouse or dependent type and age, and percentage of dependency.

Maintaining Scaglioni Values

Access the Scaglioni Table page.

Scaglioni Table: IRPF

***Description:** Yearly tax rates for IRPEF

Scaglioni Find | View All First 1 of 1 Last

Effective Date: 01/01/2003

Status: Active

Scaglioni values Customize | Find | View All First 1-4 of 5 Last

	Lower Limit	Upper Limit	Currency	Applied Rate		
1	0.000000	15000.000000	EUR	23.000	+	-
2	15000.000000	29000.000000	EUR	29.000	+	-
3	29000.000000	32600.000000	EUR	31.000	+	-
4	32600.000000	70000.000000	EUR	39.000	+	-

Scaglioni Table page

PeopleSoft delivers the elements that populate this page, but you must maintain them.

Setting Up Additional Income Tax Defaults

Access the Local IRPEF Defaults page.

Type of IRPEF Additional: COM

Percentage Find | View All First 1 of 1 Last

Effective Date: 01/01/2001

Status as of Effective Date: Active

Number of Installments: 11

Common Fixed Percentage:

☐ Addl IRPEF Paid at Adjustment ☐ Fixed % Reduce Others IRPEF %

Local IRPEF Defaults page

Number of installments Enter the number of installments in which additional tax is held.

- Common fixed percentage** For each kind of additional tax, the applied percentage comprises a fixed value (decided by the central government) and a variable percentage (decided by the local government). Enter the fixed value.
- Add. IRPEF paid at adjustment** (additional IRPEF paid at adjustment) Select this check box to pay all additional IRPEF at adjustment time.
- Fixed % reduce to others IRPEF %** The fixed value entered here can reduce the IRPEF percentage of the Scaglioni by which gross tax is computed.

Setting Up Income Tax Dependent Data

Access the Specify Tax Reduction page.

Employee ID: KIG003 Name: Giacomo Leopardi Empl Rcd Nbr: 0

Tax Reductions Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001 Status: Active

Salary of Reference: Other Income: EUR

Dependant: Dependant spouse

☐ Exempt taxation assignee out ☐ Disable for Veneto

Child / Other dependents Customize | Find | First 1-3 of 3 Last

	*Type of familiar dependent	*Dependent Number	*Percentage of Charge		
1	FI<3	1	100.000	+	-
2	FIGL	3	100.000	+	-
3	FIOP	2	100.000	+	-

Specify Tax Reduction page

- Salary of reference** Enter the salary to use in the calculation of ranges of tax deductions. If blank, the system uses an estimate based on the payee's earnings.
- Other Income** Possible additional income to use in the calculation of dependent deduction ranges. Indicate its currency.
- Exempt taxation assignee out** Select if the payee is not entitled to tax deductions because he is an assignee out tax exempt. Note that deduction exclusion is not triggered automatically by selecting *tax exempt* as the tax status on the Assignment page.
- Dependent** Select either spouse or child in place of spouse.
- Familiar Disable** Select this field if at least one dependent is disabled.

Child/Other Dependents

Type of familiar dependent	Select from the following: Children (all dependent children except disabled children and children in place of spouse). Child under 3 years (included in number of children). Additional child (children after first, included in number of children). Other dependents. Disabled children (not included in number of children).
Dependent Number	Indicate the number of dependents charged at this percentage.
Percentage of charge	Enter the percentage for deduction.

Reporting Income Tax Data

Global Payroll for Italy enables you to create the IRPEF F24 control report, 730 report, and the CUD report.

See Also

Chapter 15, “Preparing the IRPEF F24 Control Report,” page 83

Chapter 16, “Managing 730 Calculations,” Reporting 730 Tax Balances, page 93

Chapter 17, “Managing CUD Reports,” page 95

CHAPTER 15

Preparing the IRPEF F24 Control Report

This chapter provides an overview of the IRPEF F24 Control Report and discusses how to:

- Set up the IRPEF F24 control report.
- Run the IRPEF F24 control report.

Understanding the IRPEF F24 Control Report

The IRPEF F24 Control Report calculates the tax codes that will be printed on the actual F24 report used to pay taxes and social security to state entities. The control report is split into an application engine and an SQR, which may be run individually or together. The application engine creates a temporary table that could also eventually be used by the F24 report. The SQR prints the tax data used to fill in the F24 form. In addition to tax codes that are printed on the F24 report, the control report can contain additional data used to check the construction of the tax codes.

The sections of the F24 report that are considered are:

- *Sezione erario.*

These are ordinary taxes that have different codes based on the location of the establishment and the company. Taxes can be related to the current or previous year. Separate codes are used for payments and deductions related to fiscal assistance for 730.

- *Sezione regioni ed enti locali.*

This section reports local taxes. Local taxes are divided into county taxes *tasse regionali* and city taxes *tasse enti locali*. County taxes are organized by county and year, either current or previous. City taxes are listed separately for the states of Trentino, Friuli, and Val D'Aosta. All other states are grouped in the same code. All city taxes must be organized by year. Separate codes are used for payments and deductions related to fiscal assistance for 730, and for managing separate local codes for employee and spouse.

The system uses the following variables to identify the county and city codes that determine the main and local tax rates, and to extract the company and establishment location.

Variable	Description
GEN VR REGF24AC	County for F24 for the current year.
GEN VR REGF24AP	County for F24 for the previous year.
GEN VR COMF24AC	City for F24 for the current year.

Variable	Description
GEN VR COMF24AP	City for F24 for the previous year.
GEN FM ZONAF24	Geographical zone for payee.
730 VR COMCON	City of spouse for 730.
730 VR COMDIP	City of payee for 730.
730 VR REGCON	County of spouse for 730.
730 VR REGDIP	County of payee for 730.

Viewing Delivered Elements

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

See Also

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

Setting up the IRPEF F24 Control Report

This section explains how to:

- Set up F24 national and local tax codes.
- Set up elements to fill in the F24 tax sections.
- Set up the list of possible sections for the F24 report.

Pages Used to Set Up the IRPEF F24 Control Report

Page Name	Object Name	Navigation	Usage
F24 Codes	GPIT_F24_CODE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, F24 Codes	Arrange the tax codes on the printed report, link the tax code with the element results, establish if payees are eligible for this tax code based on location.
F24 Groups	GPIT_F24_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, F24 Groups	Enter the setup elements to fill in boxes of F24 tax sections.
F24 Squares	GPIT_F24_QUADRO	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, F24 Squares	Enter the list of sections for the F24 report.

Setting Up F24 National and Local Tax Codes

Access the F24 Codes page.

The screenshot displays the 'Definition and Eligibility Conditions' window for Tax ID 1001. The window includes the following fields and options:

- Tax ID:** 1001
- Effective Date:** 01/01/2001
- Status:** Active
- Description:** Ordinary Tax
- Square:** A (selected from a dropdown)
- Position:** 1
- Tax Code:** 1001
- Local Tax:** (dropdown menu)
- 730 Local Tax:** (dropdown menu)
- Installments:** (dropdown menu)
- Year:** Current
- Compensation:** ☐ (checkbox)
- Minimum:** (text field)
- Tax Group:** 1001 (selected from a dropdown)
- Geographical Area From:** 01 (selected from a dropdown)
- To:** 01 (selected from a dropdown)

F24 Codes page

Square	Select A, C, or D.
Position	Enter the progressive position with the section.
Tax Code	This is the tax code <i>codice tributo</i> printed on the report.
Local Tax	Select County or City if tax is local.
730 Local Tax	Select Employee or Spouse.

Installments	Select City Taxes Table, County Table, or Installment Number. If you select Installment Number, the system will print 0101 in the report's installment column.
Year	Select Current or Previous.
Compensation	This field is not used in the IRPEF F24 report.
Minimum	This field is not used in the IRPEF F24 report.
Tax Group	Select a value to create a link to the elements related to the tax code.
Geographical Area	Code eligibility depends on the location of the payee's company or establishment. Enter the location ranges or leave blank to automatically include a payee.

Setting Up Elements for the F24 Tax Sections

Access the F24 Groups page.

Tax Group: 1001

Definition Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001 *Status: Active

*Description: Ordinary Tax

Tax Elements Customize | Find | View All First 1-5 of 11 Last

	Entry Type	Element Name	Sign		
1	Seg. Accm	IRP AC NET1001 STD	Add	+	-
2	(Invalid Value)	IRP FM TX1001 CON	Add	+	-
3	Earnings	IRPERRESTEUR	Subtract	+	-
4	Deduction	CCCDDIMPCESS	Add	+	-
5	Earnings	730ERRIMBIRP	Subtract	+	-

F24 Groups page

This page is used to select the elements from the results and combine them to find the value to fill in the tax code. Select the elements to populate the F24 tax section boxes.

Setting Up the List Sections for the F24 Report

Access the F24 Squares page.

Square: A

Definition		Find View All	First 1 of 1 Last
*Effective Date:	01/01/2001	*Status:	Active
Description:	Erario Taxes Section		

F24 Squares page

Create the squares for the possible sections in the F24 report.

Running the IRPEF F24 Control Report

This section explains how to run the IRPEF F24 control report.

Page Used to Run the IRPEF F24 Control Report

Page Name	Object Name	Navigation	Usage
F24 Control Report	GPIT_F24_RUNCTL	Global Payroll & Absence Mgmt, Taxes, F24 Control Report ITA	Initiate the process to create and print the IRPEF F24 Control Report.

Generating the IRPEF F24 Control Report

Access the F24 Control Report page.

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

Language: Italian

Selection Criteria									
From Date: 09/01/2004	Company Customize Find View All First 1 of 1 Last <table border="1"> <thead> <tr> <th></th> <th>Company</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td> </td> </tr> </tbody> </table>		Company	Description		1			
	Company	Description							
1									
End Date: 09/30/2004	Establishment Customize Find View All First 1 of 1 Last <table border="1"> <thead> <tr> <th></th> <th>Estab ID</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td> </td> </tr> </tbody> </table>		Estab ID	Description		1			
	Estab ID	Description							
1									
Pay Entity: KIPE1 Pay Entity									
Pay Group:									

Sort Criteria	
S	Y Establ Company

F24 Control Report page

The report prints 3 pages for each of the following:

- National taxes.
- County taxes.
- City taxes.

The last processed payee will always force a break in the report. Additional breaks can be present depending on the selection of sort criteria (company and establishment).

Using the process scheduler you can run the application engine and the SQR separately or together.

CHAPTER 16

Managing 730 Calculations

This chapter discusses how to:

- Set up 730 data.
- Report 730 tax balances.

Setting Up 730 Data

This section discusses how to:

- Enter normal or corrective 730 data.
- Enter integrative 730 data.
- Enter CAF data.

Pages Used to Set Up 730 Data

Page Name	Object Name	Navigation	Usage
Normal or Corrective 730	GPIT_730_DATI	Global Payroll & Absence Mgmt, Payee Data, Taxes, 730 Data ITA, Normal or Corrective 730	Enter payee data for the original and corrective 730 tax assistance forms.
Integrative 730	GPIT_730_INTEGR	Global Payroll & Absence Mgmt, Payee Data, Taxes, 730 Data ITA, Integrative 730	Enter payee data for the integrative 730 tax assistance form.
CAF Data	GPIT_CAF_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, CAF Data ITA	Enter and view CAF specific data.

Entering Normal or Corrective 730 Data

Access the Normal or Corrective 730 page.

Normal or Corrective 730		Integrative 730	
Employee ID:	KIG001	Name:	Michelangelo Buonarroti
		Empl Rcd Nbr:	0
Normal or Corrective 730 Data			
Find View All First 1 of 1 Last			
*Effective Date:	09/14/2004	*Status:	Active
CAF Data			
Delivery Date:		*Form Type:	Corrective
		*Assistance:	CAF
CAF Code:	0003	CAF CGIL LOMBARDIA S.R.L.	
Installments:		Currency Code:	EUR
Irpef Data		County Tax Data	City Tax Data
Reimburse:		Reimbursement Payee:	
Repay:		Repayment Payee:	
1 Advance:		County Code Payee:	
2 Advance:		Reimbursement Spouse:	
Separate Taxation Data		Repayment Spouse:	
Advance Payee:		County Code Spouse:	
Advance Spouse:		City Code Spouse:	
730 Data to 770 form			
Adjustment Type:		Second Advance:	
Corrective 730:		☐ Not Payable 770	
Adjustments Not Completed:			

Normal or Corrective 730 page

Delivery Date

Enter the date the payee delivered the form to CAF.

Form Type

Indicate whether the form is corrective or original.

Assistance

Indicate whether CAF or the employer gave the fiscal assistance.

CAF Code

Available values prompt from the CAF table.

Installments

Enter a number between one and five, corresponding with the number of months between July and November. (If the payment date is in the month after the period end date then the fiscal assistance will be between June and October.) The installment number is used to create an equal number of payments for each monthly installment. This value applies to all the deductions and advances except the second ordinary tax advance, which is deducted in November (or October).

Reimburse

Enter the amount owed to the payee.

Repay	Enter the amount owed by the payee.
1 advance	Enter the amount of the first advance. This deduction is triggered in July (or June if the payment date is in the month after the period end date).
2 advance	Enter the amount of the second advance. This deduction is triggered in November (or October if the payment date is in the month after the period end date).
Reimbursement payee	Enter the amount paid to the payee.
Repayment payee	Enter the amount owed by the payee.
Reimbursement spouse	Enter the amount paid to the payee's spouse.
Repayment spouse	Enter the amount owed by the payee.
Advance Payee on separate taxation	This advance is paid on behalf of taxes related to previous years' earnings.
Advance Spouse on separate taxation	This advance is paid on behalf of taxes related to previous years' earnings.
Adjustment type	Select the reason for the adjustment.
Second advance	Select the reason why the second advance was not completed or was different from the original value.
Corrective 730	Select the description and reason for the correction.
Not payable 770	Select the field to indicate that the 730 reimbursement process was not completed.
Adjustments not completed	Enter the reason why adjustments were not collected or paid. Values are <i>Termination</i> , <i>Unpaid Leave</i> , <i>Deceased Payee</i> , <i>Low Compensation</i> , and <i>Reimbursement not Done</i> .

Entering Integrative 730 Data

Access the Integrative 730 page.

Normal or Corrective 730
Integrative 730

Employee ID: KIG001
Name: Michelangelo Buonarroti
Empl Rcd Nbr: 0

Integrative 730 Data
Find | View All
First 1 of 1 Last

*Effective Date: 09/14/2004
*Status: Active
Currency Code: EUR

Delivery Date:
*CAF Code:

IRPEF to Reimburse:

County Tax Data

City Tax Data

Reimbursement Payee:
County Code Payee:
Reimbursement Spouse:
County Code Spouse:

Reimbursement Payee:
City Code Payee:
Reimbursement Spouse:
City Code Spouse:

Integrative 730 page

Delivery date	Enter the date on which the integrative data is delivered to CAF.
IRPEF to reimburse	Enter the amount of IRPEF to be reimbursed.
Reimbursement payee	Enter the amount of county or city tax to be reimbursed.
Reimbursement spouse	Enter the amount of county or city tax to be reimbursed.

Entering CAF Data

Access the CAF Data page.

CAF Code: 0001

CAF Informations

Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001

*Status: Active

*Description: CAF CGIL PIEMONTE VALLE AOSTA

*Fiscal Code: 06418720014

*Number of enrollment: 00001

Address:

Postal Code:

State: TO Torino

City: TORINO

Country: ITA

CAF Data page

Fiscal Code Enter the CAF identification number.

Number of enrollment Enter the CAF identifier.

Viewing Delivered Elements

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

Reporting 730 Tax Balances

The system uses the data entered on the Normal or Corrective 730 and Integrative 730 pages in the payslip calculations during the normal payroll run. Deductions and reimbursements linked to 730 are reported to the tax authorities in the IRPEF F24 report.

CHAPTER 17

Managing CUD Reports

This section provides an overview of Global Payroll for Italy's CUD functionality and discusses how to produce the CUD reports.

Understanding the CUD Report

The CUD report is a legal report that every company must produce every year. The report is actually comprised of two smaller parts, which show tax and social security data. A merge engine combines data produced by the two report components and presents data in a printable format.

Fiscal Control Report

The application engine GPIT_FCUD creates the GPIT_FCUD_T% tables, which contain all of the tax data needed for the fiscal control report and for the fiscal part of the CUD report.

The report can be split into nine sections, corresponding to the main divisions of the CUD form. These sections are not identified by codes in the form, they are just a grouping of boxes related to similar subjects. The report contains the following data:

1. General company data such as name, fiscal code, and address.
2. Employee data such as name and fiscal code.
3. Data related to ordinary taxation and local taxation such as tax incomes and tax deductions.
4. Data related to detractions, contributions to complementary health and pension funds and tax reimbursements.
5. Data related to adjustments, such as previous employers' data and year-end adjustments.
6. Data related to previous year's taxation, such as assessable amounts and deducted amounts.
7. TFR and other indemnities data, such as assessable amounts, taxation percentage, and tax deductions.
8. Automatically generated notes.
9. Print date and signature.

Data in sections three through eight is entered in print class KICUD and on the notes pages. Data is retrieved from standard payroll results tables.

Social Security Control Report

Two application engines, GPIT_PCUD1 and GPIT_PCUD2, create the GPIT_PCUD_T% tables that contain all of the social security data needed for the social security control report and for the social security part of the CUD report.

These control report online pages enable the user to check data used in the contributive portion of the CUD form. Data contained in this part of the form is used by social security to compute pension entitlement. The company may have to produce more than one form per year for the same employee, depending on how his contributive HR data changes in the year. Thus, the report should show:

- The data slice by slice. HR data must be uniform within a slice.
- The data grouped by uniform HR data.

This form can be divided into three sections, mainly corresponding to slices and groups:

1. General contributive data.
2. Special payments.
3. Protected absences data.

Writable arrays populate five records with the starting data used to produce the report.

- GPIT_RP_0001 contains payee and company anagraphical data at the detail slice level.
- GPIT_RP_0002 contains payee and company income data at the detail slice level.
- GPIT_CUD_WA contains data specific for CUD at the detail slice level.
- GPIT_PRS_WKDATA contains absence data for protected absences at the detail weekly level in weeks with absences.
- GPIT_ABS_WKDATA contains absence data for protected absences at the detail weekly level in weeks with absences.

The two application engines combine all of the slice level data and group it at a form level.

Viewing Delivered Elements

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

Producing the CUD Reports

This section explains how to:

- Create CUD notes.
- Create the CUD reports.

Once you have created the CUD reports, you can view the results on the CUD Data page.

Page Used to Produce the CUD Reports

Page Name	Object Name	Navigation	Usage
CUD Notes	GPIT_CUDNOTE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, CUD Notes	Create CUD notes.
CUD Report	GPIT_CUD_RUNCTL	Global Payroll & Absence Mgmt, Social Security/Insurance, CUD Report ITA	Create the CUD reports.
CUD Data	GPIT_CUD_PAGE1	Global Payroll & Absence Mgmt, Social Security/Insurance, CUD Data ITA	View data from the CUD Fiscal or Social Security Control reports, or the CUD legal form.

Creating CUD Notes

Access the CUD Notes page.

Note Code: 03A

Definition

Find | View All First 1 of 1 Last

*Effective Date: 01/01/2003

Status: Active

+ -

*Description: Note for New tax algorithm - 1

Comments: NEW TAX ALGORITHM ACCORDING TO NEW DEDUCTION

First Part: IMPONIBILE ASSOGGETTATO IRPEF:

☒ Amount

Second Part: EUR

CUD Notes page

If the Amount option is selected, the CUD note imbeds the payroll result from the print class between the First Part and Second Part fields.

Creating the CUD Reports

Access the CUD Report page.

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

Language: Italian

Selection Criteria

*From Date: 01/01/2004 *Thru Date: 12/31/2004

Pay Entity: *Population: All

Print Class: KICUD

Company	Descr
1	

EmplID	Name
1	

Establishment ID	Descr
1	

Pay Group	Descr
1	

Override Options

Print Date: 09/14/2004 ☐ Override Data

Signature:

Signature Composition

Legal Representative ☐ Company ☐

Sort Criteria

CUD Report page

Enter the parameters for the population you would like to process. The population fields enable you to process the report for payees that have TFR paid in the period included between the report start and end dates. The override options enable you to process the selected population without deleting the content of results tables for non-processed payees, to override the Print Date entered on the report, and to print a fixed signature such as the company name. Use the sort criteria to define a print sort order.

Selecting the Report Format

Access the Process Scheduler Request page for the CUD Report page.

CUD Report — All Jobs	Runs the fiscal report, the social security report, and the merge engine.
CUD Report (F and SS)	Runs the fiscal report and the social security report.
CUD Report (Merge + SQR Form)	Runs the merge report and an SQR to prepare data to be printed on a template form.
CUD Report (Merge + Crystal)	Runs the merge report and a Crystal report to prepare data and a template form to be printed together as a PDF file.
Cud — Social Security	Runs the CUD Social Security Report.
SQR Forms Portrait Test Grid	Produces a test grid to locate data on the form. This is not to be used when running the report.

Cud — Fiscal Part Runs the CUD Fiscal Report.

Note. After running the merge engine, you can view the CUD results tables on the CUD Data page.

APPENDIX A

Global Payroll for Italy Reports

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

- View summary tables of all reports.
- View report details and source records.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

Global Payroll for Italy Reports: A to Z

These tables list the Global Payroll for Italy reports, sorted by functional category and report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
GPITAL01 Payslip Report	This report produces monthly payslips. Report can also be run to prepare e-payslip.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips ITA, Report Options	GPIT_RC_AL01_1
GPITDM10 DM10 Form	Monthly DM10 form to report social contributions to INPS	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Social Security/Insurance, DM10 Report ITA, DM10	GPIT_DM10_RUNCTL
GPITF24C IRPEF F24 Control Report	Create and print the IRPEF F24 Control Report.	Global Payroll & Absence Mgmt, Taxes, F24 Control Report ITA	GPIT_F24_RUNCTL
GPITS503 S503 Report	S503 Payment request for illness and maternity allowances.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, S503 Report ITA	GPIT_S503_RCTL
GPITTX01 Generic Report	Report used to print and group used defined elements	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register ITA, Generic Control Report	GPIT_RC_TX02

Report ID and Report Name	Description	Navigation	Run Control Page
GPITX01 CUD Report	Yearly report to control fiscal data to be printed in the actual CUD form.	Global Payroll & Absence Mgmt, Social Security/Insurance, CUD Report ITA	GPIT_CUD_RUNCTL
GPITTFR1 TFR Summary	Report used to print detailed calculation of how TFR (Termination payments) accrual is defined	Global Payroll & Absence Mgmt, Termination Processing, TFR Reports ITA	GPIT_RC_TFR
GPITTFR2 TFR Payment Report	Report used to print detailed calculations of TFR payments (Termination payments) and how taxation is applied	Global Payroll & Absence Mgmt, Termination Processing, TFR Reports ITA	GPIT_RC_TFR

See Also

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

Glossary of PeopleSoft Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

	PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
action template	In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.
address usage	In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.
adjustment calendar	In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.
administrative function	In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
admit type	In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.
agreement	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
analysis database	In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

	courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also <i>detailed business process</i> .
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
class	In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term. See also <i>course</i> .
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clearance	In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
cohort	In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>division</i> .
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.
collection rule	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
comm key	See <i>communication key</i> .
communication key	In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i>) can be created for background processes as well as for specific users.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
component interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.
condition	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
constituents	In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions. In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also <i>class</i>.
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.
delivery method	In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method. In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.
delivery method type	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
detailed business process	A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.
dimension	In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollout structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.
directory information tree	In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.
division	In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>cohort</i>.

document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
fund	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called <i>donor pyramid</i> describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GL business unit	Abbreviation for <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also <i>business unit</i> .
GL entry template	Abbreviation for <i>general ledger entry template</i> . In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.
GL Interface process	Abbreviation for <i>General Ledger Interface process</i> . In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.
group	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
initiative	In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.
inquiry access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data. See also <i>update access</i> .
institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
integration	A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft application or an external application.
integration set	A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.
item	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
item shuffle	In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.
joint communication	In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.
keyword	In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI	An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
LMS	Abbreviation for <i>learning management system</i> . In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
mass change	In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution. See also <i>3C engine</i> .
match group	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
meta-SQL	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
need	In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package

	is based on the amount of financial need. The process of determining a student's need is called <i>need analysis</i> .
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	See <i>event</i> .
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also <i>division</i> and <i>cohort</i> .
portal registry	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
price list	In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule condition	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
price rule key	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product	A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.
product line	The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects	In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution. In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
rating components	In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i>. See <i>record input VAT flag</i>.
recname	The name of a record that is used to determine the associated field to match a value or set of values.
recognition	In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
regional sourcing	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
SCP SCBM XML message	Abbreviation for <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
serial genealogy	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry. It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements. In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
speed key	See <i>communication key</i> .
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
third party	A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.
3C engine	Abbreviation for <i>Communications, Checklists, and Comments engine</i> . In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for <i>Communications, Checklists, and Comments group</i> . In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
tuition lock	In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or <i>locked</i>) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
update access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data. See also <i>inquiry access</i> .
user interaction object	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This term refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
work order	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for <i>eXtended Process Integrator</i> . PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.
yield by operation	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
zero-rated VAT	Abbreviation for <i>zero-rated value-added tax</i> . A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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