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# PeopleSoft Enterprise Global Payroll for Japan 8.9 PeopleBook

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**April 2005**

PeopleSoft Enterprise Global Payroll for Japan 8.9 PeopleBook  
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# About This PeopleBook Preface

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

This preface discusses:

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

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

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## PeopleSoft Application Prerequisites

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

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

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

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

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## PeopleSoft Application Fundamentals

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

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

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

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

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## Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

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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](mailto:peoplebookspress@mmapartner.com).

## See Also

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

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

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

## Visual Cues

PeopleBooks contain the following visual cues.

### Notes

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

---

**Note.** Example of a note.

---

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

---

**Important!** Example of an important note.

---

### Warnings

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

---

**Warning!** Example of a warning.

---

### Cross-References

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

## Country, Region, and Industry Identifiers

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

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

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

### Country Identifiers

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

### Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

### Industry Identifiers

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

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

## Currency Codes

Monetary amounts are identified by the ISO currency code.

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## Comments and Suggestions

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

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

Or send email comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

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

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## Common Elements Used in PeopleBooks

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



# PeopleSoft Enterprise Global Payroll for Japan Preface

This chapter discusses:

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

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## PeopleSoft Products

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

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## PeopleSoft Enterprise HRMS Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

### See Also

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

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## PeopleBook Structure

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

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

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

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

| Chapters                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preface                  | <p>This is the chapter you're reading now. It discusses:</p> <ul style="list-style-type: none"> <li>• How to use the Application Fundamentals book.</li> <li>• How PeopleBooks are structured.</li> <li>• Common elements used in the PeopleBook, if necessary.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    |
| Getting Started With...  | <p>This chapter discusses product implementation guidelines. It explains:</p> <ul style="list-style-type: none"> <li>• The business processes documented within the book.</li> <li>• Integrations between the product and other products.</li> <li>• A high-level overview of how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.</li> </ul>                                                                                                                                                                                                 |
| Navigation               | <p>(Optional) Some PeopleSoft applications provide custom navigation pages that contain groupings of folders that support a specific business process, task, or user role. When an application contains custom navigation pages, this chapter provides basic navigation information for these pages.</p> <p><b>Note.</b> Not all applications have delivered custom navigation pages.</p>                                                                                                                                                                                                                                                     |
| Understanding...         | <p>(Optional) This is an introductory chapter that broadly explains the product and the functionality within the product.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Setup and Implementation | <p>This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter is devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You use the corresponding business process chapter to learn how to use the functionality.</p> <p><b>Note.</b> There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.</p> |

| Chapters                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Process            | <p>This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality.</p> <p><b>Note.</b> There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.</p> |
| Appendixes                  | (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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Reports Appendix            | (Optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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## Global Payroll Documentation

This section discusses:

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

### Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:
  - A payroll rules engine.

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

## Global Payroll Documentation Structure

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

### Core Documentation

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

### Country Extension Documentation

Just as country extensions in the application address local needs, the country extensions in the documentation cover local functionality. This functionality 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 System (PeopleSoft HRMS) setup, such as bank definitions, that varies by country.
- Implementation information that varies by country.

## Documentation Roadmap

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

### What to Read When

You can use the documentation under these guidelines:

- 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

These are the primary audiences for the documentation:

- Technical

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

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

- Functional

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

- Managerial

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

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

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# CHAPTER 1

## Getting Started with Global Payroll for Japan

This chapter discusses:

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

---

### Global Payroll for Japan Overview

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

Global Payroll for Japan delivers earnings and deductions for salary and bonus for monthly exempt, monthly non-exempt, daily, and hourly pay types. You can also calculate commuting allowance in monthly payroll, adjust salaries for overtime and absence, and deduct social insurance and labor insurance premiums, income tax, and inhabitant tax as required by law. You can track paid time off and calculate year-end adjustments. You can calculate retirement allowance, set up and run the banking process, generate payslips, and process multiple job records.

#### See Also

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

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### Global Payroll for Japan Business Processes

Global Payroll for Japan provides these business processes:

- Salary and bonus.
- Time data entry.
- Termination processing.
- Commuting allowance.
- Retirement allowance.
- Social insurance.
- Labor insurance.

- Inhabitant tax.
- Income tax.
- Year-end adjustment.
- Banking.
- Payslips.

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

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## Global Payroll for Japan Integrations

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

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

We discuss integration considerations in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

### See Also

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

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

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## Global Payroll for Japan Implementation

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

### Other Sources of Information

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

### See Also

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

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

*Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces*

## CHAPTER 2

# Understanding Global Payroll for Japan

This chapter discusses:

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

---

## Global Payroll for Japan

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

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## Global Payroll for Japan Business Processes

Global Payroll for Japan supports the following business processes:

- Salary and Bonus.

Global Payroll for Japan provides the necessary elements to calculate earnings and deductions for salary and bonus for four pay types—monthly exempt, monthly non-exempt, daily, and hourly. Map your Global Payroll for Japan system to the base pay compensation rate codes in employees' compensation packages, and enter bonus amounts through positive input. Include commuting allowance in monthly payroll, adjust salaries for overtime and absence, and deduct social insurance and labor insurance premiums, income tax, and inhabitant tax as required by law.

- Time Data.

Flexible rules enable tracking time data for the purpose of calculating salaries and tracking paid time off (PTO). Use variables for processing workdays, overtime, holidays, tardiness, absence, PTO, sick leave, and special leave. Use delivered formulas to track PTO entitlements, takes, and balances. Define processing of PTO that is carried over from the previous year according to your organization's practices.

- Commuting Allowance.

Global Payroll for Japan provides the elements that are necessary to calculate and track payments of cash, non-cash, taxable, and nontaxable commuting allowances in frequencies of one day, one month, three months, and six months. The commuting allowance can be defined by total amount or by commuting route. The system provides a default value for the monthly maximum nontaxable commuting allowance. You can define the maximum nontaxable toll compensation for each employee and input the value of each employee's commuting allowance components. The system generates payment in the appropriate month and also tracks the value of the commuting allowance for calculating monthly remuneration.

- Retirement Allowance.

With Global Payroll for Japan, you can enter an employee's retirement allowance and have the system automatically calculate and deduct the related income tax and inhabitant tax (prefecture tax and municipality tax) on retirement earnings. The system can also generate a withholding tax report and payslips for retirement allowances.

- Social Insurance.

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

- Labor Insurance.

Global Payroll for Japan calculates the employee contribution for employment insurance premiums by using the appropriate premium rate for the industry type based on the employee's total wages. The system also tracks short time labor insured workers, determines exemption from employment insurance, and supports labor insurance reporting.

- Inhabitant Tax.

Global Payroll for Japan provides rules, pages, processes, and reports that you use to prepare Wage Payment reports and summaries for municipalities, load inhabitant tax amounts received from the municipalities, deduct inhabitant tax amounts from monthly salary, and prepare monthly inhabitant tax reports for municipalities.

- Income Tax.

Global Payroll for Japan provides rules to calculate and deduct income tax from both salary and bonus and to adjust income tax on the final payment of the year. Use the Withholding Tax Register report to meet the statutory monthly reporting requirement.

- Year-End Adjustment.

The delivered rules satisfy Japanese statutory and business requirements for year-end adjustment of the final salary or bonus payment and for independent year-end adjustment, as needed. After year-end adjustments are complete, and you prepare your data tables, you can generate the necessary reports to complete the year-end adjustment business process.

- Banking.

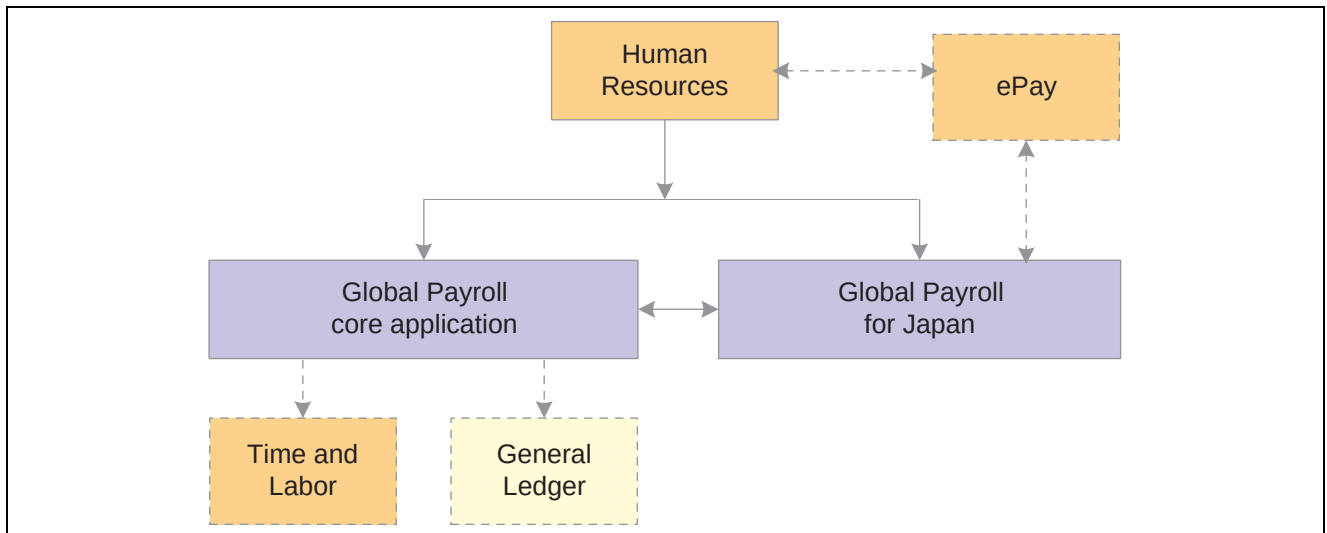
Global Payroll for Japan supports electronic transfers from multiple company accounts to multiple employee accounts. For each employee, you can define the distribution amounts to multiple banks separately for salary, bonus, independent year-end adjustment, and retirement allowance. The system provides the direct deposit file in a common format that is used by all banks in Japan.

- Payslips.

Global Payroll for Japan enables you to print payslips for monthly salaries, bonuses, independent year-end adjustment, and retirement allowance. Because the format of payslips varies greatly from one company to another, the system provides one format as an example. The system also provides a template that enables you to configure the format to accommodate the payslip style that your organization uses.

## Global Payroll for Japan Integrations

This diagram shows the applications with which Global Payroll for Japan integrates:



Global Payroll for Japan integration with other PeopleSoft applications

## Delivered Elements

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

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

## Delivered Element Creation

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

The core application has the following characteristics:

- It consists of a payroll rules engine—a flexible tool that enables users to define the rules and elements of their payroll system and execute payroll and absence calculations.

Global Payroll does not embed payroll-specific logic or computations in application code. Instead, it specifies all business application logic, such as earnings, deductions, absences, and accumulators, in terms of payroll rules and elements. Global Payroll enables the user to enter and maintain payroll rules through a set of pages and offers a comprehensive set of features that enable users to work in their preferred language or currency.

- It provides a payroll processing framework—a flexible way to define and execute payroll and absence processing flows, such as calendars, run types, pay periods, and process lists.

Country extensions have the following characteristics:

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

## Element Ownership and Maintenance

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

### Element Ownership in Global Payroll

Global Payroll has the following five categories of element ownership:

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

### Element Ownership in Global Payroll for Japan

The following table illustrates the approach to element ownership and maintenance in Global Payroll for Japan:

| Functional Area          | Ownership                    | Class                    |
|--------------------------|------------------------------|--------------------------|
| Absence and Overtime.    | PS Delivered/Not Maintained. | Customary.               |
| Commuting Allowance.     | PS Delivered/Maintained.     | Statutory.               |
| Earnings—base pay items. | PS Delivered/Not Maintained. | Customary.               |
| Earnings—other items.    | PS Delivered/Not Maintained. | Statutory and Customary. |
| Income Tax.              | PS Delivered/Maintained.     | Statutory.               |
| Inhabitant Tax.          | PS Delivered/Maintained.     | Statutory.               |
| Labor Insurance.         | PS Delivered/Maintained.     | Statutory.               |
| Social Insurance.        | PS Delivered/Maintained.     | Statutory.               |
| Year-End Adjustment.     | PS Delivered/Maintained.     | Statutory.               |

### See Also

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

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## Element Naming Conventions

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

- Functional area codes for Japan.
- Element type codes (PIN\_TYPE).
- Abbreviations in element names for Japan.
- Suffixes for Japan.

- Industry and regions feature.

## Supporting Elements

Global Payroll for Japan uses the naming convention FF TT NAME for arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, accumulators, sections, element groups, and generation control conditions. This table explains the components of the naming convention:

|             |                                 |
|-------------|---------------------------------|
| <b>FF</b>   | Functional area code.           |
| <b>TT</b>   | Type of supporting element.     |
| <b>NAME</b> | The description of the element. |

For example, in the social insurance variable SC VR MONTH REM, SC represents the functional area (Social Insurance), VR represents the element type (variable), and MONTH REM stands for monthly remuneration.

## Primary Elements

Global Payroll does not use type codes in primary element names. Global Payroll for Japan uses the naming convention FF NAME for earnings and deductions elements, which are primary elements. This table explains the components of the naming convention:

|             |                                 |
|-------------|---------------------------------|
| <b>FF</b>   | Functional area code.           |
| <b>NAME</b> | The description of the element. |

For example, in the earning CM TX ALW, CM represents the functional area (commuting allowance) and TX ALW stands for taxable commuting allowance. In the earning ER BASE PAYM, ER represents the functional area (for elements related to earning contributions but not related to any other specific functional area), and BASE PAYM stands for monthly base pay.

## 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  $EARN1 = \text{rate} \times \text{unit}$ . 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 Japan, all suffixes fall into one of the following types:

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

## See Also

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

## Functional Area Codes for Japan

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

| Functional Area Code | Description                                                                                                                                  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| AO                   | Absence and Overtime.                                                                                                                        |
| CM                   | Commuting Allowance.                                                                                                                         |
| ER                   | Earning Contributions (Used for elements that are related to earning contributions but not specifically related to another functional area.) |
| IH                   | Inhabitant Tax.                                                                                                                              |
| IN                   | Income Tax.                                                                                                                                  |
| LA                   | Labor Insurance.                                                                                                                             |
| SC                   | Social Insurance.                                                                                                                            |
| YE                   | Year-End Adjustment.                                                                                                                         |

## Element Type Codes (PIN\_TYPE)

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

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

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

## Abbreviations in Element Names for Japan

The following table lists some of the common abbreviations used in the names of Japanese elements:

| Abbreviation | Description                |
|--------------|----------------------------|
| ABS          | Absence                    |
| AC           | Actual Result              |
| ADJ          | Adjusted                   |
| ALW          | Allowance                  |
| ANU          | Annual                     |
| BAL          | Balance                    |
| BON          | Bonus                      |
| CD           | Code                       |
| CHG          | Change                     |
| CU           | Current                    |
| D            | Daily                      |
| DED          | Deduction                  |
| DFT          | Default                    |
| EST          | Establishment              |
| GR or GRD    | Grade                      |
| HRS or H     | Hours, Hourly              |
| JDG          | Judge, evaluate, determine |
| M            | Monthly                    |

| Abbreviation | Description   |
|--------------|---------------|
| MON          | Month         |
| MX           | Maximum       |
| NO           | Number        |
| NOM          | Normal        |
| NX           | Next          |
| O            | Occasional    |
| PR           | Previous      |
| PRM          | Premium       |
| PTO          | Paid Time Off |
| RED          | Reduction     |
| REM          | Remuneration  |
| RET          | Retirement    |
| R            | Regular       |
| SAL          | Salary        |
| SK L or SCLE | Sick Leave    |
| SP L or SPLE | Special Leave |
| STA          | Standard      |
| T            | Hourly        |
| TM           | Time          |

| Abbreviation | Description |
|--------------|-------------|
| TTL          | Total       |
| WRK          | Work        |
| YR           | Year        |

## Suffixes for Japan

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

## Industry and Regions Feature

The PeopleSoft system does not use the industry and regions feature in defining elements for Japan.

---

## Element Query

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

### See Also

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



## CHAPTER 3

# Defining Country Data

This chapter provides an overview of Global Payroll for Japan system setup and discusses how to set up file handles.

---

## Understanding Global Payroll for Japan System Setup

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

This section discusses how to:

- Use base pay and other PeopleSoft Enterprise Human Resources data.
- Define pay entity.
- Set up pay types.
- Set up calendar group IDs.
- Understand retroactive pay calculations.
- Use the delivered writable arrays.
- Set up monthly salary earning attributes.
- Set up bonus earning attributes.
- Set up variables for time tracking.

## Using Base Pay and Other Human Resources Data

Your Global Payroll for Japan application is designed to use company data and employee personal and job data that is entered in your Human Resources application. We provide the necessary Global Payroll rules, Structured Query Reports (SQRs), and application engine programs to manage the HR data that is needed for payroll processing.

### Mapping Base Pay Rate Codes

In calculating base pay, Global Payroll for Japan uses the employee's compensation package that you define using compensation rate codes in Human Resources. As sample data, we deliver three generic rate codes for Global Payroll for Japan (J08–J10) and map them to three generic base pay rate codes in HR (J08–J10). Add, remap, and modify these rate codes as required, as long as the HR rate codes that you map to have the Base Pay check box selected on the Comp Rate Code table.

## See Also

*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining Data Retrieval Elements,” Defining Rate Code Elements

[Chapter 5, “Working with Salary and Bonus,” page 37](#)

## Defining Pay Entity

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.

If your social insurance establishments, labor insurance establishments, and tax establishments for income tax and inhabitant tax are smaller organizations than the pay entity, define them on the Tax Establishment page described in this chapter. You must have at least one tax establishment defined for social insurance, labor insurance, income tax, and inhabitant tax even if the pay entity as defined is the same as each of these establishments.

## See Also

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

## Setting Up Pay Types

Global Payroll for Japan uses the variable ER VR PAY TYPE to identify the employee’s pay type. As delivered, the formula ER FM BASE RATE assigns the value of this variable according to the employee’s compensation frequency on the Job Data Compensation record in Human Resources. Valid Human Resources compensation frequencies for Japan are:

|                           |                                                                     |
|---------------------------|---------------------------------------------------------------------|
| <b>M (monthly)</b>        | Monthly salaried employees who are not subject to overtime payment. |
| <b>JM (daily-monthly)</b> | Monthly salaried employees who are subject to overtime payment.     |
| <b>D (daily)</b>          | Employees who are compensated on a daily basis.                     |
| <b>H (hourly)</b>         | Employees who are compensated on an hourly basis.                   |

---

**Note.** You should verify that monthly salaried employees who are subject to overtime payment are assigned the JM frequency on the Job Data-Compensation page in Human Resources.

---

## Setting Up Calendar Group IDs

Set up calendar group IDs that are meaningful to your organization and payroll processing periods. Each calendar group can have only one run type, which means that you must set up a unique calendar group ID for each regular, bonus, year-end tax adjustment, or retirement allowance pay run. As sample data, PeopleSoft provides six run types for Japan: salary, bonus, year-end adjustment on bonus, year-end adjustment on salary, independent year-end adjustment, and retirement allowance.

## See Also

*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Using Calendars”

## Understanding Retroactive Pay Calculations

The Global Payroll for Japan application provides the necessary elements for processing retroactive changes in base salary. The following list summarizes how the application processes retroactive changes:

- The trigger for retroactive base salary processing is any change in the HR Job Data Compensation record (COMPENSATION).

Because this record is a child of the Job Data record, changes in both the Compensation record and the Job Data record trigger retroactive processing.

- The following elements are adjusted for retroactive processing:

ER BASE PAYM, ER BASE PAYD, ER BASE PAYH, ER OVERTIME, ER NIGHT, ER HOLIDAY, ER HOLNIG, ER TAED RED, ER SPLE RED, ER ABS RED, ER SCLE RED, SC REM S01, SC REM S02, SC REM S03, SC REM S04, SC REM S05, SC REM S06, SC REM S07, SC REM S08, SC REM S09, SC REM S10, SC REM S11, SC REM S12.

- Social insurance processing tracks retroactive changes when calculating monthly remuneration and when determining eligibility for occasional revision.

---

**Note.** When you add a retroactive data row in Human Resources records, you should place your cursor in the row of data that you want carried forward into your new row. You must manually update any existing data rows that come after your inserted row if you want your new data to be carried forward into the remaining rows of the table.

---

### Payment Keys

Japan organizations should not use payment keys when configuring payroll for Japan.

### Caution About Element Segmentation

You should not use the segmentation feature of Global Payroll. If you use segmentation, review all of your report output thoroughly for accuracy; segmentation could impact the data that is being reported.

### See Also

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

## Using the Delivered Writable Arrays

Global Payroll for Japan delivers the following writable arrays

- GPJP Writable Array (GPJP\_WA).

This array stores data that is used in PeopleSoft Application Engine and SQR programs.

- Social Insurance Salary Report Writable Array (GPJP\_WA\_SC\_RPT\_SAL).

This array stores salary data used to create social insurance reports.

- Social Insurance Bonus Report Writable Array (GPJP\_WA\_SC\_RPT\_BON).

This array stores bonus data used to create social insurance reports.

### See Also

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

## Set Up Monthly Salary Earning Attributes

When you create a new earning element for Global Payroll for Japan, you must also set up the attributes. Monthly salary earnings have the following attributes:

- Taxable (or nontaxable).
- Cash (or non-cash).
- Cash remuneration (or non-cash remuneration).
- Wage.
- Fixed wage.
- Basis of overtime pay calculation.
- Basis of pay-cut calculation.

You set up these attributes by adding the earning element to the appropriate accumulators. The following table describes the attributes and their corresponding accumulators:

| Attribute                         | Accumulator        | Description                                        |
|-----------------------------------|--------------------|----------------------------------------------------|
| Taxable                           | ER AC TAX PAY SAL  | Total amount of taxable salary pay.                |
| Nontaxable                        | ER AC NTAX PAY SAL | Total amount of nontaxable salary pay.             |
| Cash salary                       | ER AC CASH SAL     | Total amount of cash salary.                       |
| Non-cash salary                   | ER AC NCASH SAL    | Total amount of non-cash salary.                   |
| Cash remuneration                 | ER AC CASH REM SAL | Total amount of cash remuneration from salary.     |
| Non-cash remuneration             | ER AC NCSH REM SAL | Total amount of non-cash remuneration from salary. |
| Wage                              | ER AC TTL WAGE SAL | Total amount of salary wages.                      |
| Fixed wage                        | ER AC FIX WAGE SAL | Total amount of fixed salary wages.                |
| Basis of overtime pay calculation | ER AC PRM BASE SAL | Overtime premium salary amount.                    |
| Basis of pay-cut calculation      | ER AC RED BASE SAL | Reduction base salary amount.                      |

For example, if an earning element were taxable, non-cash, remuneration, wage, fixed wage, and the basis of overtime pay calculation, you would add the element to the following accumulators: ER AC TAX PAY SAL, ER AC NCASH SAL, ER AC NCSH REM SAL, ER AC TTL WAGE SAL, ER AC FIX WAGE SAL, ER AC PRM BASE SAL.

## Set Up Bonus Earning Attributes

When you create a new bonus earning element for Global Payroll for Japan, you must also set up the attributes. Bonus earnings have the following attributes:

| Attribute             | Accumulator        | Description                                       |
|-----------------------|--------------------|---------------------------------------------------|
| Taxable               | ER AC TAX PAY      | Total amount of taxable bonus pay.                |
| Wage                  | ER AC TTL WAGE BON | Total amount of bonus wages.                      |
| Cash                  | ER AC CASH BON     | Total amount of cash bonus.                       |
| Non-cash              | ER AC NCASH BON    | Total amount of non-cash bonus.                   |
| Cash remuneration     | ER AC CASH REM BON | Total amount of cash remuneration from bonus.     |
| Non-cash remuneration | ER AC NCASH REM BO | Total amount of non-cash remuneration from bonus. |

For a bonus earning, the element must be taxable and wage. You must always add the bonus earning element to the following accumulators: ER AC TAX PAY BON (total amount of taxable bonus pay), ER AC TTL WAGE BON (total amount of bonus wages). Additionally, you must add cash bonuses to ER AC CASH BON and ER AC CASH REM BON. You must add non-cash bonuses to ER AC NCASH BON and ER AC NCASH REM BO.

## Set Up Variable for Time Tracking

You must configure the delivered variables to conform to your organization's business rules. Then you can enter time data for each employee each pay period before running payroll.

Here's how you set up variables:

1. Configure variables for overtime and absence.
  - PeopleSoft delivers four variables for overtime and four variables for pay cut due to absence. You can add additional variables to track additional types of overtime or absence.
  - PeopleSoft delivers five additional variables for tracking time data, such as PTO take and compensatory day off. We also deliver a "dummy" earning for each of these variables to enter the time data through positive input.
  - Remember to create corresponding variables for the overtime premium ratio and reduction ratio.
  - If you use the variables that you added to calculate overtime pay, pay-cut for absence, or any other pay calculations, remember to create or modify formulas and other rules accordingly.
2. Change the delivered value of the variable AO VR PR PRI FLAG if your organization deducts PTO from the current year first.
3. Change the delivered value of the variable AO VR ENT MONTHS if your organization entitles PTO as of a month other than October.
4. Set up your PTO entitlement schedule.

PeopleSoft delivers four variables for scheduling PTO entitlement according to length of service.

- Add new variables and define rules to evaluate length of service if necessary to conform to your organization's entitlement schedule.
- Define the amount of PTO entitlement that is associated with each variable.
- Change the default value of the variable AO VR PTO EXP FLAG if unused PTO for the previous year expires at PTO entitlement.

## See Also

[Chapter 6, “Tracking Time Data,” page 43](#)

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

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

## Setting Up File Handles

If you plan to read and write flat files, you must set up file handles. A file handle instructs the application engine program on the file name and character set to use.

This section discusses how to assign file handles.

## Page Used to Set Up File Handles

| Page Name         | Object Name     | Navigation                                                                                                | Usage                                                                                         |
|-------------------|-----------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| File Handle Table | GPJP_FILE_HANDL | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, File Handles JPN, File Handle Table | Assign file handles. Assign a handle to each external file that you want to import or export. |

## Assigning File Handles

Access the File Handle Table page.

File Handle Table page

### File Handle

Assign a unique two-character file handle to each file that you want to import or export. The file handle can be any combination of alphanumeric characters.

### File Name

Enter the exact path (including file name) to the file. Use the proper syntax for your operating system.

### Character Set

Select the character set in which the file is imported or exported.

For file handles related to banking, select JIS\_X0201.

## CHAPTER 4

# Setting Up Insurance, Taxes, and Payslips

This chapter defines common tax and insurance elements and discusses how to:

- View delivered elements.
- Set up tax and insurance establishments.
- Set up for social insurance processing.
- Set up for inhabitant tax processing.
- Set up payslips.

---

## Common Elements Used in This Chapter

|                                       |                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Object Year</b>                    | Generally refers to the year for which you want to run a process or report. Sometimes the object year is not a calendar year, as in the case of labor insurance (April 1 of the previous year through March 31 of the object year) and inhabitant tax (June 1 of the object year through May 31 of the following year). |
| <b>Tax Establishment</b>              | A company or a suborganization of a company, such as a local office, that is responsible to collect (deduct) income and inhabitant tax from employees and to pay the tax to the income tax agency and municipalities.                                                                                                   |
| <b>Salary Payer</b>                   | A salary payer is defined as a tax establishment.                                                                                                                                                                                                                                                                       |
| <b>Salary Payer Reference Number</b>  | The number assigned to the salary payer by the income tax agency.                                                                                                                                                                                                                                                       |
| <b>Taxpayer Specification Number</b>  | The number assigned to the salary payer by the municipality.                                                                                                                                                                                                                                                            |
| <b>Labor Insurance Establishment</b>  | A company or a suborganization of a company, such as a local office, that is responsible to collect (deduct) labor insurance premiums from employees and to pay the premiums to the labor insurance agencies.                                                                                                           |
| <b>Social Insurance Establishment</b> | A company or a suborganization of a company, such as a local office, that is responsible to collect (deduct) social insurance premiums from employees and to pay the premiums to the social insurance agencies.                                                                                                         |

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## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Japan. 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 Tax and Insurance Establishments

This section provides an overview of tax and insurance establishments and discusses how to:

- Define tax establishments.
- Define social insurance establishments.
- Define labor insurance establishments.

## Understanding Tax and Insurance Establishments

The Tax Establishment table holds the establishment numbers assigned by the income tax, social insurance, and labor insurance agencies. These numbers might apply to your entire organization or to parts of your organization. You must set up each establishment number and provide some additional data for each before you begin to process payrolls.

This chapter discusses how to define establishment IDs. Later chapters explain how to relate these establishment IDs to individual employees.

## Pages Used to Set Up Tax and Insurance Establishments

| Page Name                                                 | Object Name     | Navigation                                                                                                                                       | Usage                                                                                                                                                                                                              |
|-----------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tax Establishment                                         | GPJP_TAX_ESTAB  | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Establishment JPN, Tax Establishment                                     | Define tax establishments. Record the establishment numbers assigned to your organization by income tax agencies. Provide address and additional information related to each establishment.                        |
| Social Ins Establishment (social insurance establishment) | GPJP_TAX_ESTAB2 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Social Ins Establishment JPN, Social Ins Establishment | Define social insurance establishments. Record the establishment numbers assigned to your organization by the social insurance agencies. Provide address and additional information related to each establishment. |
| Labor Ins Establishment (labor insurance establishment)   | GPJP_TAX_ESTAB3 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Labor Ins Establishment JPN, Labor Ins Establishment   | Define labor insurance establishments. Record the establishment numbers assigned to your organization by the labor insurance agency. Provide address and additional information related to each establishment.     |

## Defining Tax Establishments

Access the Tax Establishment page.

Tax Establishment

Establishment ID: KJI000000001

Establishment Information

Find | View All First 1 of 1 Last

\*Effective Date: 01/01/2001

Description: Carrot Soft Corp. Short Description:

Name of Owner:

Title of Owner:

Country: JPN Japan

Address: 154-0004 Tokyo-To Setagaya-Ku Taishido 4-4-1 [Edit Address](#)

Phone: 035/432-7700

Details and Options

\*Calculation Method: Computer

Tax Establishment page

## Salary Payer Data

### Calculation Method

Select whether this salary payer (income tax establishment) calculates income tax by the computer calculation or tax table lookup method when an employee's income tax type is KOU. Valid values are *Computer* and *Table*.

## Defining Social Insurance Establishments

Access the Social Ins Establishment page.

**Social Ins Establishment**

---

**Establishment ID:** KJS0000001

**Establishment Information**

Find | View All    First ◀ 1 of 1 ▶ Last

**\*Effective Date:**

**Description:**     **Short Description:**

**\*Name of Owner:**

**Title of Owner:**

**Country:**  Japan

**Address:**   
  
    [Edit Address](#)

**Phone:**

**Details and Options**

**Establishment Reference Nbr:**

**EE Pension Fund Estab Nbr:**

**Establishment Number:**

☐ **Government Managed**

☐ **Employees' Pension Fund**

Social Ins Establishment page

## Social Insurance Establishment Data

|                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Establishment Reference Nbr</b> (establishment reference number)           | Enter the number assigned to the establishment by the social insurance agency. This value is used for reporting purposes.                                                                                                                                                                                                                                                                         |
| <b>EE Pension Fund Estab Nbr</b> (employee pension fund establishment number) | Enter the number assigned to this establishment by the employee pension fund.                                                                                                                                                                                                                                                                                                                     |
| <b>Establishment Number</b>                                                   | Enter the establishment number assigned by the government.                                                                                                                                                                                                                                                                                                                                        |
| <b>Government Managed</b>                                                     | <p>Select this option to indicate that members of this social insurance establishment have government managed health insurance.</p> <p>When this option is selected and the payee has data on the social insurance dependent data table (GPJP_SC_DEP_DTA), the system will trigger a flag on the Enrollment report indicating that the Health Insurance Dependent report should be submitted.</p> |

- Employees' Pension Fund** Select this option to indicate that the members of this social insurance establishment are enrolled in the employee pension fund.
- This field, in addition to the payee's sex and their employment as a mine worker, determine the type used for various SI reports.

## Defining Labor Insurance Establishments

Access the Labor Ins Establishment page.

Labor Ins Establishment

Establishment ID: JL030000001

Establishment Information

Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/2003

Description: CarrotSoft, Tokyo

\*Name of Owner: Sasaki, Kiyoshi

Title of Owner: President

Country: JPN Japan

Address: 112-8571  
Tokyo-To Bunkyo-ku  
Kouraku 1-7-22

Phone:

Details and Options

Labor Ins Establishment No: 1234-567890-1

\*Calculation Method: Table

Industry Type: Type A

Workers Comp Ins Rate: 0.02300

Labor Ins Establishment page

### Establishment Information

- Title of Owner** Enter the establishment owner's title. This value is used for reporting purposes.

### Details and Options

- Labor Ins Establishment No** Enter the labor insurance establishment number for your establishment.
- Calculation Method** Select whether this labor insurance establishment calculates labor insurance by the computer calculation or table lookup method. Valid values are *Computer* and *Table*.

|                              |                                                                                                           |
|------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Industry Type</b>         | Select whether this labor insurance establishment is a type A, type B, or type B (construction) industry. |
| <b>Workers Comp Ins Rate</b> | Enter the worker compensation insurance rate.                                                             |

## Setting Up for Social Insurance Processing

This section lists a prerequisite and discusses how to:

- View standard remuneration grades.
- Set up social insurance premium rates.

### See Also

[Chapter 11, “Managing Social Insurance,” page 79](#)

## Prerequisite

Before setting up social insurance premium rates, you must define social insurance establishments.

See [Chapter 4, “Setting Up Insurance, Taxes, and Payslips,” Setting Up Tax and Insurance Establishments, page 22.](#)

## Pages Used to Set Up Social Insurance Data

| Page Name                                                  | Object Name       | Navigation                                                                                                                               | Usage                                                                                                                            |
|------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| SI Standard Remun (social insurance standard remuneration) | GPJP_SC_STD_REMUN | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Rvw SI Std Remun Grades JPN, SI Standard Remun | View the values and grades on the Monthly Standard Remuneration table.                                                           |
| SI Premium Rates (social insurance premium rates)          | GPJP_SC_EST_DATA  | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, SI Premium Rates JPN, SI Premium Rates         | Set up social insurance premium rates. Enter the default social insurance premium rates for each social insurance establishment. |

## Viewing Standard Remuneration Grades

Access the SI Standard Remun page.

SI Standard Remun

Monthly Standard Remun

Effective Date: 01/01/2001

| Monthly Standard Remun Amounts and Grades |                        |                         | Customize   Find   View All    | First  1-8 of 41  Last |
|-------------------------------------------|------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lower Limit                               | Health Insurance Grade | Pension Insurance Grade | Monthly Std Health Remun                                                                                          | Monthly Std Pension Remun                                                                                                                                                                    |
| 0                                         | 0                      | 0                       | 98,000                                                                                                            | 98,000                                                                                                                                                                                       |
| 95,000                                    | 1                      | 1                       | 98,000                                                                                                            | 98,000                                                                                                                                                                                       |
| 101,000                                   | 2                      | 2                       | 104,000                                                                                                           | 104,000                                                                                                                                                                                      |
| 107,000                                   | 3                      | 3                       | 110,000                                                                                                           | 110,000                                                                                                                                                                                      |
| 114,000                                   | 4                      | 4                       | 118,000                                                                                                           | 118,000                                                                                                                                                                                      |
| 122,000                                   | 5                      | 5                       | 126,000                                                                                                           | 126,000                                                                                                                                                                                      |
| 130,000                                   | 6                      | 6                       | 134,000                                                                                                           | 134,000                                                                                                                                                                                      |
| 138,000                                   | 7                      | 7                       | 142,000                                                                                                           | 142,000                                                                                                                                                                                      |

SI Standard Remun page

View the information on the Monthly Standard Remuneration table, which the system uses to determine an employee's monthly standard remuneration amount and the grade for health insurance and pension insurance premium calculations.

## Setting Up Social Insurance Premium Rates

Access the SI Premium Rates page.

SI Premium Rates

SI Establishment Number: JS05000001
CarrotSoft Setagaya

Social Insurance Premium Rates
Find | View All
First 1 of 1 Last

\*Effective Date: 01/01/2003

Employee Contribution (Salary)

|         |               |          |               |
|---------|---------------|----------|---------------|
| Health: | Nursing Care: | Pension: | Pension Fund: |
| 0.04200 | 0.00540       | 0.05100  | 0.01800       |

Employee Contribution (Bonus)

|         |               |          |               |
|---------|---------------|----------|---------------|
| Health: | Nursing Care: | Pension: | Pension Fund: |
| 0.04200 | 0.00540       | 0.05100  | 0.01800       |

Payer Contribution (Salary)

|         |               |          |               |
|---------|---------------|----------|---------------|
| Health: | Nursing Care: | Pension: | Pension Fund: |
| 0.04210 | 0.00550       | 0.05110  | 0.01810       |

Payer Contribution (Bonus)

|         |               |          |               |
|---------|---------------|----------|---------------|
| Health: | Nursing care: | Pension: | Pension Fund: |
| 0.04210 | 0.00550       | 0.05110  | 0.01810       |

SI Premium Rates page

Enter the premium rates used to calculate employee and payer contributions for salary and bonus payments.

### See Also

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

## Setting Up for Inhabitant Tax Processing

This section provides an overview of the setup for inhabitant tax processing and discusses how to:

- Associate municipality codes with salary payers.
- Associate municipality codes with postal codes.

## Understanding the Setup for Inhabitant Tax Processing

Here’s how you set up for inhabitant tax processing:

1. Associate municipality codes with tax establishments and taxpayer specified numbers on the Municipality Table page.
2. Associate municipality codes with postal codes on the Postal Code Table page.
3. Define a file handle for each municipality's electronic file that you want to load directly into the PeopleSoft Inhabitant Tax table.

Use the File Handle Table page.

You do not have to do this step if you load inhabitant tax amounts manually.

### See Also

Chapter 13, "Managing Inhabitant Tax," page 117

Chapter 3, "Defining Country Data," Setting Up File Handles, page 20

## Pages Used to Set Up Inhabitant Tax

| Page Name          | Object Name     | Navigation                                                                                                     | Usage                                                                                                                                                      |
|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Municipality Table | GPJP_IH_MUNIC   | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Municipality Table JPN, Municipality Table | Define municipality codes and associate them with salary payers. For each salary payer, record the taxpayer-specified number assigned by the municipality. |
| Postal Code Table  | POSTAL_TBL_JPN  | Set Up HRMS, Install, Product and Country Specific, Postal Codes JPN, Postal Code Table                        | Associate municipality codes with postal codes.                                                                                                            |
| File Handle Table  | GPJP_FILE_HANDL | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, File Handles JPN, File Handle Table      | Assign a handle to each external file that you want to import or export.                                                                                   |

## Associating Municipality Codes with Salary Payers

Access the Municipality Table page.

| Municipality Table                                                |                                                                                          |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Municipal Code:</b>                                            | 000003                                                                                   |
| <b>*Description:</b>                                              | Shibuya-ku                                                                               |
| <b>Short Description:</b>                                         | Shibuya-ku                                                                               |
| <b>Salary Payer Information</b> Find   View All First 1 of 4 Last |                                                                                          |
| <b>*Salary Payer Reference Number</b>                             | <input type="text" value="JI10000000001"/> <input type="button" value="CarrotSoft, KK"/> |
| <b>Municipality Data</b> Find   View All First 1 of 1 Last        |                                                                                          |
| <b>*Effective Date:</b>                                           | <input type="text" value="01/01/2001"/> <input type="button" value="31"/>                |
| <b>Status:</b>                                                    | Active                                                                                   |
| <b>*Taxpayer Specified Number:</b>                                | <input type="text" value="0001"/>                                                        |

Municipality Table page

**Salary Payer Reference Number**

Select each income tax establishment associated with this municipality.

**Taxpayer Specified Number**

Enter the number assigned by the municipality to the salary payer for special collection.

## Associate Municipality Codes with Postal Codes

Access the Postal Code Table page.

| Postal Code Table      |                                                                              |
|------------------------|------------------------------------------------------------------------------|
| <b>Postal Code:</b>    | 105-0023                                                                     |
| <b>Municipal Code:</b> | <input type="text" value="000004"/> <input type="button" value="Minato-ku"/> |
| <b>Prefecture:</b>     | <input type="text" value="13"/> <input type="button" value="Tokyo-To"/>      |
| <b>City:</b>           | <input type="text" value="Minato-ku"/>                                       |
| <b>Address 1:</b>      | <input type="text" value="Shibaura"/>                                        |
| <b>AC City:</b>        | <input type="text" value="Minato-ku"/>                                       |
| <b>AC Address 1:</b>   | <input type="text" value="Shibaura"/>                                        |

Postal Code Table page

**Municipal Code**

Select the municipal code to associate with this postal code.

## Setting Up Payslips

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

- Define payslip positions.
- Define payslip templates.
- Associate payslip templates with paygroups.

### See Also

Chapter 17, “Generating Payslips,” page 161

## Understanding Payslip Setup

Global Payroll for Japan enables you to set up payslips to accommodate variations that you may need for your organization.

Here’s how you set up payslips:

1. Define the data element positions on your payslip forms by using the Payslip Position Listing page.  
The PeopleSoft system delivers a list of positions but does not maintain it. You can add positions if necessary.
2. Define payslip templates on the Payslip Templates page.  
Specify which element to display in which position on each template.
3. Assign payslip templates to paygroups and run types on the Payslip Pay Groups page.

## Pages Used to Set Up Payslips

| Page Name                | Object Name      | Navigation                                                                                                              | Usage                                                                                                                            |
|--------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Payslip Position Listing | GPJP_PP_POSVAL   | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Template Positions JPN, Payslip Position Listing | Define payslip positions. View and define all possible data positions on a payslip form or template by section, row, and column. |
| Payslip Template         | GPJP_PP_TEMPLATE | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates JPN, Payslip Template                  | Define templates to use in printing payslips.                                                                                    |
| Payslip Pay Group        | GPJP_PP_PAYGROUP | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Link to Pay Group JPN, Payslip Pay Group         | Associate paygroups and run types with payslip templates.                                                                        |

## Defining Payslip Positions

Access the Payslip Position Listing page.

| Payslip Position Listing                                                                                                                                       |      |         |          |   |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|----------|---|---|
| Positions <span>Customize   Find   </span> <span>First 1-81 of 81 Last</span> |      |         |          |   |   |
| *Section                                                                                                                                                       | *Row | *Column | Position |   |   |
| 01                                                                                                                                                             | 01   | 01      | 010101   | + | - |
| 01                                                                                                                                                             | 01   | 02      | 010102   | + | - |
| 01                                                                                                                                                             | 01   | 03      | 010103   | + | - |
| 01                                                                                                                                                             | 01   | 04      | 010104   | + | - |
| 01                                                                                                                                                             | 01   | 05      | 010105   | + | - |
| 01                                                                                                                                                             | 01   | 06      | 010106   | + | - |
| 01                                                                                                                                                             | 01   | 07      | 010107   | + | - |
| 01                                                                                                                                                             | 01   | 08      | 010108   | + | - |
| 01                                                                                                                                                             | 01   | 09      | 010109   | + | - |
| 01                                                                                                                                                             | 02   | 01      | 010201   | + | - |
| 01                                                                                                                                                             | 02   | 02      | 010202   | + | - |
| 01                                                                                                                                                             | 02   | 03      | 010203   | + | - |
| 01                                                                                                                                                             | 02   | 04      | 010204   | + | - |
| 01                                                                                                                                                             | 02   | 05      | 010205   | + | - |
| 01                                                                                                                                                             | 02   | 06      | 010206   | + | - |

Payslip Position Listing page (partial)

|                 |                                                                                                                                                                    |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section</b>  | The number of the payslip section. For example, you might have separate sections for time data, earnings, deductions, and payments.                                |
| <b>Row</b>      | The horizontal row of data within the section. The first row for a section is always <i>01</i> .                                                                   |
| <b>Column</b>   | The vertical column of data. For each row, the columns are numbered <i>01</i> through <i>09</i> .                                                                  |
| <b>Position</b> | The concatenated section, row, and column. For example, position <i>010203</i> represents the position in the third column in the second row of the first section. |

## Adding Positions

The PeopleSoft system delivers a list of positions. Add positions by entering two-digit numbers in the Section, Row, and Column fields. You must add a row of data for each position. The system completes the Position field after you save the page or click Refresh.

---

**Note.** You can delete positions, but to maintain flexibility we recommend that you do not.

---

## Defining Payslip Templates

Access the Payslip Template page.

**Payslip Template**

**Payslip ID:** JSALSLIP

**\*Description:** Salary Template

**\*Short Description:** Salary Tem

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

**\*Effective Date:** 01/01/2001

**Template Details** Customize | Find | View All 1-4 of 30 Last

| *Position | Entry Type | Element Name   | Heading         |   |   |
|-----------|------------|----------------|-----------------|---|---|
| 010101    | Accumulatr | ER AC BASE PAY | BASE PAY        | + | - |
| 010102    | Earnings   | ER DIREC REM   | DIRECTOR'S REM  | + | - |
| 010103    | Earnings   | ER OVERTIME    | OVERTIME PAY    | + | - |
| 010104    | Earnings   | ER NIGHT       | OVERTIME(NIGHT) | + | - |

Payslip Template page

**Payslip ID** The identifier of the template that you're defining.

**Short Description** If you do not enter a short description, the system enters the first 10 characters of the Description field when you save the page.

### Template Details

**Position** Select the position of a field on your payslip form.

**Entry Type** Select the type of element that you want to appear in the position: *Earning*, *Deduction*, *Accumulator*, or *Variable*.  
The report displays only the last value of a variable if the system encounters segmentation or slicing. Therefore, you must store any values that you want summed into an accumulator.

**Element Name** Select from the elements that are valid for the element type that you selected.

**Heading** Specify the label for this data on the payslip. If you do not enter a heading in this field, the system prints the first 10 characters of the element name in this field and on the payslip.

## Associating Payslip Templates with Pay Groups

Access the Payslip Pay Group page.

**Payslip Pay Group**

**Pay Group:** GD4PG1

**Payslip Data** Find | View All First 1 of 1 Last

**\*Effective Date:** 11/12/2002

**Details** Customize | Find | First 1 of 1 Last

| *Run Type | Short Description | *Payslip ID | Description     |
|-----------|-------------------|-------------|-----------------|
| JRTSAL    | Salary            | JSALSLIP    | Salary Template |

Payslip Pay Group page

**Pay Group**

The paygroup that you select when you enter the page. If you want a group of payees to have their own unique payslip templates, you must define them as a unique paygroup. The system cannot generate payslips for a paygroup if it does not have an entry in this page.

**Run Type**

Add a row for each run type. The system cannot generate payslips for a run type if it does not have an entry in this page.

**Payslip ID**

For each run type, select the payslip template to use when printing payslips.



## CHAPTER 5

# Working with Salary and Bonus

This chapter provides an overview of salary and bonus rules and discusses how to:

- Set up for salary processing.
- Report earnings and deductions.
- View delivered salary and bonus elements.

---

## Understanding Salary and Bonus Rules

The delivered rules for determining salary and bonus satisfy Japanese statutory and business requirements. This section reviews some of the requirements and discusses in general terms how the rules satisfy them. Separate chapters discuss additional earnings and deductions that affect employee take-home pay.

This section provides an overview of:

- Base pay setup.
- Overtime pay.
- Pay cut due to absence.
- Bonus.
- Earning accumulators.

### Base Pay Setup

In calculating base pay, Global Payroll for Japan uses the employee's compensation package that you define by using compensation rate codes in PeopleSoft Enterprise Human Resources. The base pay rate formula (ER FM BASE RATE) gathers the employee's base pay rate codes, converts them to the frequency of the employee's pay type, and sums them to determine the value of the base pay rate variable (ER VR BASE RATE).

Base pay is calculated differently depending on the employee's pay type. If the employee's pay type is daily or hourly, the system also uses time data when calculating base pay. Enter time data each month on Global Payroll Positive Input pages.

### See Also

[Chapter 3, "Defining Country Data," page 15](#)

[Chapter 6, "Tracking Time Data," page 43](#)

## Overtime Pay

You define the value of the variables for overtime premium amounts and overtime premium ratios. The system calculates the employee's overtime base unit, and then calculates overtime pay according to the amount of overtime that you enter for the employee.

The system provides variables for the following overtime premium ratios:

- Regular.
- Holiday.
- Late night.
- Holiday late night.

### See Also

Chapter 3, “Defining Country Data,” page 15

## Pay Cut Due to Absence

You define the value of the variables for reduction base amounts and reduction ratios. The system calculates the employee's reduction base unit, and then calculates the pay cut based on the amount of absence time that you enter for the employee.

The system provides variables for the following reduction ratios:

- Tardy arrival and early departure.
- Special leave.
- Absence.
- Sick leave.

## Bonus

The system delivers the bonus earning element (ER BONUS). Use positive input to enter each employee's bonus amount into this element.

### See Also

*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Working with Positive Input”

## Earning Accumulators

For purposes of taxation and insurance premiums, accumulators track the following amounts of each employee's salary and bonus:

- Taxable.
- Nontaxable.
- Cash.
- Non-cash.
- Remuneration subject to social insurance premium.
- Wages subject to labor insurance premium.

Additional accumulators track other details and totals of pay.

## Setting Up for Salary Processing

You must enter some data into the system before you calculate salaries for employees whose pay types are other than *Monthly*:

1. Map compensation rate codes that are set up in Human Resources to the Global Payroll Japan rate codes.
2. Enter or update the default value of the variables for calculating overtime pay and pay cut due to absences on the Variable by Category page.

This table lists the delivered variables and the corresponding category that are used to access the Variables by Category page:

| Variable           | Description                                                    | Category                                    |
|--------------------|----------------------------------------------------------------|---------------------------------------------|
| ER VR WRK DAYS YR  | Annual number of workdays.                                     | Overtime Premium Reduction Base Information |
| ER VR WRK HRS DAY  | Fixed working hours per day.                                   | Overtime Premium Reduction Base Information |
| ER VR OVR PRM RAT  | Overtime premium ratio for regular overtime.                   | Overtime Premium Rate                       |
| ER VR HOL PRM RAT  | Overtime premium ratio for holiday overtime.                   | Overtime Premium Rate                       |
| ER VR NIG PRM RAT  | Overtime premium ratio for late night overtime.                | Overtime Premium Rate                       |
| ER VR HOLN PRM RAT | Overtime premium ratio for holiday late night overtime.        | Overtime Premium Rate                       |
| ER VR TAED RAT     | Absence reduction ratio for tardy arrival and early departure. | Reduction Ratio                             |
| ER VR SPLE RAT     | Absence reduction ratio for special leave.                     | Reduction Ratio                             |
| ER VR ABS RAT      | Absence reduction ratio for absence.                           | Reduction Ratio                             |
| ER VR SCLE RAT     | Absence reduction ratio for sick leave.                        | Reduction Ratio                             |

3. Override the default value of the variables at any level necessary on the override page for the appropriate supporting element.
4. Enter each employee's time data for overtime and absence through positive input.

### See Also

*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining Data Retrieval Elements,” Defining Rate Code Elements

Chapter 3, “Defining Country Data,” Setting Up Pay Types, page 16

Chapter 6, “Tracking Time Data,” page 43

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## Reporting Earnings and Deductions

Global Payroll provides a generic report that you can configure to list earnings and deductions for each employee.

### See Also

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

---

## Viewing Delivered Salary and Bonus Elements

Global Payroll for Japan delivers earnings and process lists to calculate salaries and bonuses.

### Salary and Bonus Earnings

This table lists the salary and bonus earnings:

| Earning      | Description                   |
|--------------|-------------------------------|
| ER BASE PAYM | Base pay (monthly).           |
| ER BASE PAYD | Base pay (daily).             |
| ER BASE PAYH | Base pay (hourly).            |
| ER OVERTIME  | Regular overtime allowance.   |
| ER NIGHT     | Late night working allowance. |
| ER HOLIDAY   | Holiday working allowance.    |

| Earning     | Description                                                          |
|-------------|----------------------------------------------------------------------|
| ER HOL NIG  | Holiday late night working allowance.                                |
| ER TAED RED | Pay cut due to tardy arrival and early departure (negative earning). |
| ER SPLE RED | Pay cut due to special leave (negative earning).                     |
| ER ABS RED  | Pay cut due to absence (negative earning).                           |
| ER SCLE RED | Pay cut due to sick leave (negative earning).                        |
| ER BONUS    | Bonus.                                                               |

### Salary and Bonus Process Lists

This table lists the salary and bonus process lists:

| Process List | Description                     |
|--------------|---------------------------------|
| JPRSAL       | Regular salary payroll process. |
| JPRBON       | Regular bonus payroll process.  |

### 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 Japan. 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 6

# Tracking Time Data

This chapter provides an overview of time data rules and discusses how to:

- Prepare to enter time data.
- Enter time data.
- Report time data.

---

## Understanding Time Data Rules

The delivered rules for processing time data satisfy Japanese statutory and business requirements. This section discusses:

- Overtime and absence time variables.
- Paid time off (PTO).
- Delivered elements.

## Overtime and Absence Time Variables

Global Payroll for Japan delivers variables for entering various types of overtime and absence. If your organization tracks additional types of overtime or absence, you can create additional variables.

In each pay period, enter the time data for each employee prior to running payroll.

### See Also

Chapter 6, “Tracking Time Data,” Entering Time Data, page 44

## PTO

Following is a summary of the rules regarding PTO entitlement, carryover, and take.

### PTO Entitlement

PTO entitlement rules are:

- The PeopleSoft system provides a set of variables and formulas for a schedule of entitlement.  
You can redefine the delivered elements and add additional variables and formulas to accommodate the entitlement schedule in your organization.
- *October* is the delivered value for the month when PTO is entitled.  
You can redefine this variable or override the value at the pay entity, paygroup, or payee level.

## PTO Carryover

PTO carryover rules are:

- Accumulators separately track balances of PTO that was earned in the previous and current years.
- An expiration indicator variable (AO VR PTO EXP FLAG ) determines whether unused PTO in the previous year is expired when PTO is carried over.

The delivered value is *Yes*; unused previous year PTO is expired at the time of PTO entitlement.

- If the value of the variable is *Yes*, unused PTO in the previous year is deleted (expired) and only the current year's unused PTO is carried into the new entitlement period as previous year unused PTO.
- If the value of the variable is *No*, unused PTO in the previous year is accumulated with the current year's unused PTO, and both are carried into the new entitlement period as previous year unused PTO.

## PTO Take

A priority indicator variable (AO VR PR PRI FLAG) determines whether to first take the current year PTO or PTO carried over from entitlement in the previous year. The delivered value is set to take PTO entitled in the previous year first. You can redefine the delivered value or override the value at the pay entity or paygroup level.

## Viewing Delivered Elements

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

---

## Preparing to Enter Time Data

You must configure the delivered variables to conform to your organization's business rules. Then you can enter time data for each employee each pay period before running payroll.

---

## Entering Time Data

Enter employees' time data as positive input. If you're entering data for many employees, you can speed the process by using the Positive Input by Template page.

Here's how you enter time data by using templates:

1. Set up templates for entering time data on the Positive Input Template page.
  - Set up more than one template if you need more than six elements of time data.
  - Use the same templates each pay period or change them as necessary.

2. Enter time data for each employee in a paygroup and calendar ID on the Positive Input by Template page. Associate a template with the paygroup and calendar ID when you enter the page.

**See Also**

*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Working with Positive Input”

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## Reporting Time Data

Global Payroll provides a generic report that you can configure to list time data and PTO balance for each employee.

**See Also**

Appendix A, “Global Payroll for Japan Reports,” Running Generic Global Payroll Reports for Japan, page 172



## CHAPTER 7

# Processing Terminations

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

- Process terminated employees.
- Create the Withholding Tax report for terminated employees.

---

## Understanding Termination Processing

The PeopleSoft system delivers rules and procedures that support the automatic calculation of year-end adjustment (YEA) for employees terminated by reason of death.

The termination judge formula (YE FM YEA ELIG for regular salary) and the YEA eligibility bonus formula (YE FM ELIG BON) and YE FM ELIG YE (for YEA with Salary and YEA with Bonus) determine the following:

1. When the payee has been terminated.

Whether a payee who is subject to payroll calculation is terminated during the current pay period.

YE FM YEA ELIG determines if the employee has been terminated during the current pay period. YE FM ELIG BON determines if the employee has been terminated as of the bonus payment date.

This decision is based on whether the employee's Job record has the action *TER* (terminated) as of the Period End date if the Payroll is for Salary, or, as of the Payment date if the Payroll is for Bonus, YEA with Salary or YEA with Bonus.

2. Whether the payee is subject to YEA calculation at the time of the last payment calculation.

This determination is based on whether the employee's Job record with action *TER*, selected in the previous step, also has the reason *DEA* (death).

---

**Note.** You can modify formulas YE FM YEA ELIG and YE FM ELIG BON to add additional reason codes if you want the system to automatically calculate YEA for employees who are terminated for reasons other than death, such as international transfer.

---

When the formula YE FM YEA ELIG or YE FM ELIG BON or YE FM ELIG YE returns the value *1*, indicating that the payee qualifies for YEA calculation, the system processes the YEA calculation sections in the salary and bonus process lists. These sections are initial process of YEA (YE SE INIT), and YEA on salary payment (YE SE TAX ADJ SAL) or YEA on bonus payment (YE SE TAX ADJ BON).

## Viewing Delivered Elements

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

### See Also

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

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## Processing Termination Employees

This section discusses how to:

- Insert termination Job records.
- Maintain year-end data of terminated employees.
- Process payroll.

### Inserting Termination Job Records

The termination Job record must be inserted before the payee’s last payment is processed.

For example, an employee’s last day is May 10, and the pay period of her last payment is from April 16 through May 15. The payroll is processed on May 20. In this example, before her last payment is processed on May 20, you must enter her termination Job record with an effective date of May 11.

### Maintaining Year-End Data of Terminated Employees

Follow the standard procedures for entering tax, dependent, and YEA deduction information for the terminated employee.

### See Also

Chapter 15, “Preparing Year-End Adjustment,” page 137

## Processing Payroll

You do not have to take any special action to process payroll for terminated employees. If the employee is terminated during the pay period by reason of death, the system automatically processes YEA salary calculations.

For bonuses, the system determines if the payee is dead as of the payment date. YEA calculations are made if the date of death is after the period end date and before or on the payment date.

You can modify the rules to automatically process YEA for other termination reasons, as well.

### See Also

Chapter 7, “Processing Terminations,” Understanding Termination Processing, page 47

## Creating the Withholding Tax Report for Terminated Employees

This section discusses how to:

- Load YEA report data for terminated employees.
- Review YEA report data and update the Submit to Tax Agent indicator.
- Print the Withholding Tax report for terminated employees.

### Pages Used to Create the Withholding Tax Report for Terminated Employees

| Page Name                               | Object Name      | Navigation                                                                                             | Usage                                                                                                                                                                                                              |
|-----------------------------------------|------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Load YEA Report Data                    | GPJP_RC_YEALOAD  | Global Payroll & Absence Mgmt, Termination Processing, Load YEA Report Data JPN, Load YEA Report Data  | Run the process to load YEA data for terminated employees.                                                                                                                                                         |
| YEA Report Data                         | GPJP_YEA_TABLE   | Global Payroll & Absence Mgmt, Termination Processing, Rvw/Update YEA Report Data JPN, YEA Report Data | View results of the YEA Data Load process for terminated employees. View data and update the Submit to Tax Agent indicator and Summary field.                                                                      |
| W/H Tax Report (withholding tax report) | GPJP_RC_YEAWHRPT | Global Payroll & Absence Mgmt, Termination Processing, Withholding Tax Report JPN, W/H Tax Report      | Print the Withholding Tax report for terminated employees. If the final payment for the employee included year-end processing (termination due to death), then the Withholding Tax report shows the result of YEA. |

### Loading YEA Report Data for Terminated Employees

Access the Load YEA Report Data page.

Load YEA Report Data

Run Control ID: japan

Report Manager

Process Monitor

Run

Language: Japanese

Process Request Parameter(s)

|                     |              |                     |
|---------------------|--------------|---------------------|
| *Salary Payer:      | JI1000000001 | CarrotSoft, KK      |
| *Calendar Group ID: | GJ200411S08  | GJ200411S08         |
| Business Unit:      | JPN01        | Japan Business Unit |
| Department:         | 10000        | Human Resources     |
| EmplID:             |              |                     |

Load YEA Report Data page

**Note.** This page is similar to the Load YEA Report Data page that is accessed through the Year-End Processing menu path. To load YEA data for terminated employees, you must access the page through the Termination Processing menu path. The system compares the termination date with different system dates depending upon the type of payment being made. For salary, the system compares the termination with the period end date. If the termination occurs before the period end date, the system considers the employee terminated. For bonus, the system considers the employee terminated if the effective date occurs before the payment date.

**Calendar Group ID**                      Select the calendar group ID of the final salary or bonus payment.

Business Unit, Department, and EmplID, are optional parameters that you can use to create YEA report data for terminated employees who belong to a specific business unit or department, or for a specific employee.

## Reviewing YEA Report Data and Updating the Submit to Tax Agent Indicator

Access the YEA Report Data page.

See [Chapter 15, “Preparing Year-End Adjustment,” Viewing and Updating the YEA Report Data Table, page 148.](#)

## Printing the Withholding Tax Report for Terminated Employees

Access the W/H Tax Report page.

W/H Tax Report

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

Language: Japanese

Report Request Parameter(s)

|                     |               |                     |
|---------------------|---------------|---------------------|
| *Salary Payer:      | JI1000000001  | CarrotSoft, KK      |
| *Calendar Group ID: | GJ200411S08   | GJ200411S08         |
| Employees:          | All Employees |                     |
| Pay Entity:         | JPE01         | Tokyo Headquarters  |
| Business Unit:      | JPN01         | Japan Business Unit |
| Location Code:      | KJ01          | Tokyo               |
| Department:         | 10000         | Human Resources     |
| EmplID:             |               |                     |

Sort Order

☐ Business Unit
>
☐ Location Code
>
☐ Department

W/H Tax Report page

**Note.** This page is similar to the W/H Tax Report page that is accessed through the Year-End Processing menu path. To print the Withholding Tax report for terminated employees, you must access the page through the Termination Processing menu path.

**Calendar Group ID** Select the calendar group ID of the final salary or bonus payment.

**Employees** Select whether to print the report for all terminated employees or only those with Submit to Tax Agent selected on the YEA Report Data page.

Pay Entity, Business Unit, Location, Department, and EmplID, are optional parameters that you can use to narrow the selection to a group of terminated employees or a specific employee.

The Sort Order group box enables you to sort the report by business unit, location code, and department.

**Note.** You must run the Load YEA Report Data process before printing this report.



## CHAPTER 8

# Managing Unemployment Certificates

This chapter provides an overview of unemployment certificates and discusses how to:

- Load Unemployment Certificate Data.
- Review and update Unemployment Certificate Data.
- Create the Unemployment Certificate.

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## Understanding Unemployment Certificates

Terminated employees can request that the company submit an Unemployment Certificate on their behalf to the appropriate job security office. In return, the agency sends an Unemployment Report to the company, which it must then pass to the employee.

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**Note.** Not all job security offices accept printed Unemployment Certificates, preferring a manually completed form. It is your responsibility to determine whether the Unemployment Certificate can be printed.

---

The certificate comprises three sections. The first section contains the header and personal and labor insurance establishment information. The second section contains the employee's payment history. The third section describes the reasons for termination.

With Global Payroll for Japan, you can:

- Add a row to the Job record for the termination of an employee.

---

**Note.** The effective date on the termination Job record must be the first day that the employee was unemployed.

---

- Load the Unemployment Certificate data.
- Review and update Unemployment Certificate data.
- Create an Unemployment Certificate.

## Viewing Delivered Elements

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

## See Also

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

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## Loading Unemployment Certificate Data

This section provides an overview of the Unemployment Certificate load process and discusses how to:

- Load Unemployment Certificates.
- Define the Payee List.

## Understanding the Unemployment Certificate Load Process

Global Payroll for Japan provides a process to retrieve information for creating the Unemployment Certificate. Some of this information is stored in the results tables for Global Payroll. Other parts of this information must be entered manually or retrieved from a company's time management system, which may be PeopleSoft Enterprise Time and Labor or a third-party time management system.

An intermediate table called the Unemployment Certificate Data table has been created so that the system can store both the information that is loaded from the results tables for Global Payroll and information that is stored outside of the results tables.

The load process extracts the wage history data of terminated employees from the calculation results data for Global Payroll and loads the history data into the intermediate report table.

---

**Note.** Wage history data are automatically loaded by the Load Unemployment Certificate Data process and can be updated manually afterward. When you want to reload the data, you can keep the manually updated data.

---

For the Unemployment Certificate process, the system:

1. Selects the employee ID, employment record number, and termination date.
2. Identifies the corresponding hiring date.
3. Selects Global Payroll Calendar IDs that are subject to the Unemployment Certificate.
4. Finds the dates when the employee changed from a short-time worker to a non-short time worker, or vice versa, if applicable.

This information is necessary because the length of payment history information that is required on the Unemployment Certificate depends on the worker type.

5. Creates a list of appraisal period begin and end dates.
6. Calculates values to be loaded to the Unemployment Certificate Data table by calendar ID.
7. Loads the data into the Unemployment Certificate Data table.

## Pages Used to Load Unemployment Certificate Data

| Page Name                                       | Object Name     | Navigation                                                                                                       | Usage                                                                                               |
|-------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Unemployment Cert<br>(unemployment certificate) | GPJP_RC_UC_LOAD | Global Payroll & Absence<br>Mgmt, Termination<br>Processing, Load<br>Unemployment Cert JPN,<br>Unemployment Cert | Load payroll and<br>work-time information<br>for the generation of the<br>Unemployment Certificate. |
| Payee List                                      | GPJP_RC_UC_SEC  | Click the Payee List link<br>on the Unemployment<br>Cert page.                                                   | Select the payees to<br>be included on the<br>Unemployment Certificate.                             |

## Loading Unemployment Certificates

Access the Unemployment Cert page.

Unemployment Cert page

### Labor Insurance Establishment

Enter the labor insurance establishment for the employee.

### Pay Entity

Enter the pay entity for the employee. Entering a value in this field is optional.

### Terminated from Date and To Date

Enter the termination dates for the employee.

### Overwrite Checkbox

Wage history dates are automatically loaded by the Load Unemployment Certificate Data process and can be manually updated. When you want to reload the data, you can keep the manually updated data. Select if you want the load process to overwrite all data, including data that is updated manually. When you run the load process more than once for an employee, manually updated data will be deleted if you select this check box.

**Note.** The load process always overwrites Wage History data that was loaded previously by the process (not updated manually) with the latest calculation results data for Global Payroll regardless of the status of the Overwrite Checkbox field.

## Payee List

Click to access the list of payees that will be included on the Unemployment Certificate.

If this check box is selected, an employee ID has been entered on the Payee List secondary page. If this check box is not selected, no employee ID is entered on the Payee List secondary page.

## Defining the Payee List

Access the Payee List page.

| Unemployment Certificate |        |  |              |                  |  |
|--------------------------|--------|--|--------------|------------------|--|
| Payee List               |        |  |              |                  |  |
|                          | EmplID |  | Empl Red Nbr | Name             |  |
| 1                        | GJ0110 |  | 0            | Susumu Satonaka  |  |
| 2                        | GJ0307 |  | 0            | Hidehiko Yotsuya |  |
| 3                        | GJ0310 |  | 0            | Hiroo Yamamoto   |  |

Payee List page.

## EmplID

Select the employee IDs for the payees to be included on the Unemployment Certificate. The employees who are listed on the Payee List must meet the criteria that is defined on the Unemployment Cert page. This means that the employees who are on the Payee List must belong to the labor insurance establishment and pay entity that are specified on the Unemployment Cert page and must have been terminated between the dates entered in the Termination From Date and To Date fields.

## Reviewing and Updating Unemployment Certificate Data

This section provides an overview of Unemployment Certificate data updates and describes how to:

- Enter wage payment history.
- Enter reason of termination.

## Understanding Unemployment Certificate Data Updates

The load process creates the wage history information that is required for the Unemployment Certificate. However, this is only one part of the information that is required for the certificate. You also need to enter the terminated employees' personal information, such as reason for termination. You can enter this information in the Update Unemployment Cert JPN component. In this component, you can also enter wage history information for the employee, if necessary.

## Pages Used to Update Unemployment Certificate Data

| Page Name                                | Object Name       | Navigation                                                                                             | Usage                                                   |
|------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Wage Payment Hist (wage payment history) | GPJP_UC_WPMT_HIST | Global Payroll & Absence Mgmt, Termination Processing, Update Unemployment Cert JPN, Wage Payment Hist | Enter and view information about wage payment history.  |
| Reason of Term (reason of termination)   | GPJP_UC_RSN_TERM  | Global Payroll & Absence Mgmt, Termination Processing, Update Unemployment Cert JPN, Reason of Term    | Enter and view information about reason of termination. |

## Entering Wage Payment History

Access the Wage Payment Hist page.

Wage Payment Hist
Reason of Term

Employee ID: GJ0303
Name: Emiko Nakano
Empl Rcd Nbr: 1

Unemployment Certificate
Find | View All
First 1 of 1 Last

Termination Date: 04/29/2004
☒ Eligible

Wage Payment History Until Termination Date
Customize | Find
First 1-3 of 3 Last

|   | Include                             | Calendar ID | Short Time Worker        | Appraisal Prd Begin Date | *Appraisal Prd End Date | Base Num of AP Days | Pay Period Begin Date | Pay Period End Date | Base Num of PP Days |   |   |
|---|-------------------------------------|-------------|--------------------------|--------------------------|-------------------------|---------------------|-----------------------|---------------------|---------------------|---|---|
| 1 | <input checked="" type="checkbox"/> | GJ20040380  | <input type="checkbox"/> | 03/30/2004 31            | 04/29/2004 31           | 30                  | 03/01/2004 31         | 03/31/2004 31       | 31                  | + | - |
| 2 | <input checked="" type="checkbox"/> | GJC2004028  | <input type="checkbox"/> | 02/29/2004 31            | 03/29/2004 31           | 28                  | 02/01/2004 31         | 02/29/2004 31       | 29                  | + | - |
| 3 | <input checked="" type="checkbox"/> | GJC2004018  | <input type="checkbox"/> | 01/30/2004 31            | 02/28/2004 31           | 30                  | 01/01/2004 31         | 01/31/2004 31       | 31                  | + | - |

Particular note about wage:

Last Updated By: System
Update On: 10/25/2004

Wage Payment Hist page

---

**Note.** You can access multiple Unemployment Certificate entries for an employee in the first scroll area of the Unemployment Certificate group box, above the Eligible field.

---

|                         |                                                                                                                                                                                                                                                                                     |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Termination Date</b> | The system displays the date that the employee was terminated.                                                                                                                                                                                                                      |
|                         | <b>Note.</b> You cannot change the termination date on this page; however, a work around is available if you find an incorrect termination date. See the subsequent field description for the Delete button for instructions on how to change the termination date for an employee. |
| <b>Eligible</b>         | Clear if you want to keep the Unemployment Certificate data for a specific employee, but don't want to print the certificate. Eligible is the default value.                                                                                                                        |
| <b>Delete</b>           | If you find that the Termination Date of the Unemployment Certificate data is incorrect, click the Delete button. Next, correct the employee's Termination Date of his or her Job record. Then, run the Load Unemployment Certificate Data process for the employee again.          |
|                         | <b>Note.</b> You cannot keep manual modifications that you made to the Unemployment Certificate data record. You need to enter the modifications again, after completing this procedure.                                                                                            |

---

## Period Tab

|                                                                                                                                      |                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Include</b>                                                                                                                       | Clear if you don't want to include this row of information on the Unemployment Certificate. Include is the default value.                                                                                                                                                                                    |
| <b>Calendar ID</b>                                                                                                                   | Enter the calendar ID for which the process will run.                                                                                                                                                                                                                                                        |
| <b>Short Time Worker</b>                                                                                                             | Select if the employee was a short-time worker.                                                                                                                                                                                                                                                              |
| <b>Appraisal Prd Begin Date</b><br>(appraisal period begin date)<br>and <b>Appraisal Prd End Date</b><br>(appraisal period end date) | Enter appraisal period begin and end dates for the employee.                                                                                                                                                                                                                                                 |
| <b>Base Num of AP Days</b><br>(base number of approval period days)                                                                  | Enter the number of days from the appraisal period begin date to the appraisal Period end date. This information is loaded automatically as an initial value regardless of the pay type for the employee. If the pay type for the employee is not Monthly, the base number of days must be entered manually. |
| <b>Pay Period Begin Date and Pay Period End Date</b>                                                                                 | Enter the pay period begin and end dates to be included in the report.                                                                                                                                                                                                                                       |
| <b>Base Num of PP Days</b> (base number of pay period days)                                                                          | The payment base date that is calculated by the SC FM BASE DAYS formula is loaded into this field automatically.                                                                                                                                                                                             |
| <b>Particular note about wage</b>                                                                                                    | Enter a note about the employee's wages, if necessary.                                                                                                                                                                                                                                                       |
| <b>Last Updated By</b>                                                                                                               | The value of this field is updated by the system. When the process loads the wage history data, this field is set to <i>System</i> . When you modify any information outside of the Wage Payment History grid, the system changes the Last Updated By field to <i>User</i> .                                 |

## Update On

If the Last Updated By field is set to *System*, this field displays the date on which the process was run. If the Last Updated By field is set to *User*, this field displays the date on which you modified the data.

**Note.** The changes to the Update On field apply only if you modify information outside of the Wage Payment History grid. If you modify information on the Wage Payment History grid, no changes will occur in the Update On field.

## Wages Tab

In addition to the common fields defined previously, the Wages tab includes the following fields:

| Wage Payment History Until Termination Date |                                     |                       |                     |                                        |            |               |         |
|---------------------------------------------|-------------------------------------|-----------------------|---------------------|----------------------------------------|------------|---------------|---------|
| Period                                      |                                     | Wages                 |                     | Customize   Find   First 1-3 of 3 Last |            |               |         |
|                                             | Include                             | Pay Period Begin Date | Pay Period End Date | Amount (A)                             | Amount (B) | Total         | Remarks |
| 1                                           | <input checked="" type="checkbox"/> | 03/01/2004            | 03/31/2004          | 290000.000000                          |            | 290000.000000 |         |
| 2                                           | <input checked="" type="checkbox"/> | 02/01/2004            | 02/29/2004          | 290000.000000                          |            | 290000.000000 |         |
| 3                                           | <input checked="" type="checkbox"/> | 01/01/2004            | 01/31/2004          | 300000.000000                          |            | 300000.000000 |         |

Wage Payment Hist page: Wages tab

### Amount (A)

Enter the total amount of wages for a monthly salaried worker.

### Amount (B)

Enter the amount of base pay for daily and hourly salaried workers.

### Total

The total of amount A and amount B is displayed.

### Remarks

Enter the remarks from the time management system.

## Entering Reason of Termination

Access the Reason of Term page.

| Wage Payment Hist                                                                                                                                   |        | Reason of Term.                   |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------|--------------|
| <b>Employee ID:</b>                                                                                                                                 | GJ0303 | <b>Name:</b>                      | Emiko Nakano |
|                                                                                                                                                     |        | <b>Empl Rcd Nbr:</b>              | 1            |
| <b>Unemployment Certificate</b>                                                                                                                     |        | Find   View All First 1 of 1 Last |              |
| <b>Termination Date:</b> 04/29/2004                                                                                                                 |        |                                   |              |
| <b>Reason of Termination</b>                                                                                                                        |        |                                   |              |
| 1 Collapse of Company                                                                                                                               |        |                                   |              |
| <input type="radio"/> (1) Terminated because of stating bankruptcy procedure or suspension of business transaction                                  |        |                                   |              |
| <input type="radio"/> (2) Terminated because of closing business or no perspectives of reopening the business                                       |        |                                   |              |
| 2 Mandatory Retirement or Termination of Employment Contract                                                                                        |        |                                   |              |
| <input type="radio"/> (1) Mandatory Retirement (put the retirement age)                                                                             |        |                                   |              |
| Retirement Age: <input type="text"/>                                                                                                                |        |                                   |              |
| <input type="radio"/> (2) Expiration of term of the employment contract determined at the time of hiring or rehiring after the mandatory retirement |        |                                   |              |
| <input type="radio"/> (3) Expiration of term of the employment contract                                                                             |        |                                   |              |
| Month of each contract: <input type="text"/>                                                                                                        |        |                                   |              |
| Total Months of Service: <input type="text"/>                                                                                                       |        |                                   |              |
| Num of Update of the contract: <input type="text"/>                                                                                                 |        |                                   |              |
| Contract was terminated by: <input type="text"/>                                                                                                    |        |                                   |              |
| <input type="radio"/> (4) Taking an advantage of the favorable early retirement program or elective retirement program                              |        |                                   |              |
| <input type="radio"/> (5) Intercompany Transfer                                                                                                     |        |                                   |              |

Reason of Term page (1 of 3)

3 Company's Decision

- ☐ (1) Dismissal (except Dismissal with Heavy Accusation)
- ☐ (2) Dismissal with Heavy Accusation
- ☐ (3) Application to Voluntary Early Retirement or Accession of Company's suggestion of retirement
- ☐ (3-1) Layoff because of downsizing the business
- ☐ (3-2) Other (put a specific reason in the Reason field below)

4 Employee's Decision

(1) Circumstance of Workplace

- ☐ (1-1) Issue(s) on Working Conditions such as Salary Cut, Delayed Salary Payment and Excessive Overtime Work
- ☐ (1-2) Issue(s) on Working Conditions such as Individual Exclusion and Abuse
- ☐ (1-3) Concerns caused by the fact that there was a large scale of layoff
- ☐ (1-4) Difficulty to adapt the change in job description
- ☐ Did Company gave Training: ☐
- ☐ (1-5) Difficulty to commute to the new location (put a brief description of old and new locations)

Old Location:  New Location:

- ☐ (1-6) Other (put a specific reason in the Reason field below)
- ☐ (2) Employee's personal Reason such as intention to change job or any other personal circumstances

Reason of Term page (2 of 3)

☒ 5 Other (put a specific reason in the Reason field below)

Reason:

Statement on the situations on the termination:

Reason of Term page (3 of 3)

**Note.** You can access multiple Unemployment Certificate entries for an employee in the first scroll area of the Unemployment Certificate group box, above the Termination Date field.

**Termination Date**

Displays the date that the employee was terminated.

**Reason of Termination**

Select the reason for termination. Values are *Collapse of Company*, *Mandatory Retirement or Termination of Employment Contract*, *Company's Decision*, *Employee's Decision*, and *Other*. Depending on what you select, you may need to define the reason with more detail.

|                                                       |                                                                                                                        |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Reason</b>                                         | If you select a termination reason or 3. (3–2), 4. (1)(1.6), or 5, you can enter a description of the specific reason. |
| <b>Statement on the situations on the termination</b> | Add a statement about the termination, if necessary.                                                                   |

---

## Creating the Unemployment Certificate

This section provides an overview the Unemployment Certificate report and discusses how to generate Unemployment Certificates.

### Understanding the Unemployment Certificate Report

After the load process retrieves the information, you can create the Unemployment Certificate report based on data that is in the intermediate report table. The report includes information about the terminated employee, such as Labor Insurance Establishment, employee payment history, and reason for termination.

You can print the information on the blank Unemployment Certificate form or on a plain A3 paper.

---

**Note.** A terminated employee must meet several conditions to be eligible for the unemployment benefit, such as the length of his or her employment. The Unemployment Certificate is not generated unless the employee meets these conditions, even if he or she has the Unemployment Certificate data.

---

### Page Used to Create Unemployment Certificates

| Page Name                                       | Object Name    | Navigation                                                                                                        | Usage                                  |
|-------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Unemployment Cert<br>(unemployment certificate) | GPJP_RC_UC_RPT | Global Payroll & Absence<br>Mgmt, Termination<br>Processing, Print<br>Unemployment Cert JPN,<br>Unemployment Cert | Generate Unemployment<br>Certificates. |

### Generating Unemployment Certificates

Access the Unemployment Cert page.

Unemployment Cert

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

Language: English

Report Request Parameter(s)

\*Labor Insurance Establishment: JL030000006 CarrotSoft, Yokohama

Pay Entity: GJ03PE01 GJ03PE01

\*Terminated from Date: 01/01/2003 \*To Date: 12/31/2004

☒ Payee List

Go To: [Payee List](#)

Unemployment Cert page

**Note.** The fields and parameter settings on this page are the same as those that are used in the Load process that was discussed earlier in this chapter. You don't need to re-enter the same parameters if you want to use the same settings for both loading and printing. You can save the settings when you define them for the run control page for loading and use the same run control ID for printing.

## See Also

Chapter 8, "Managing Unemployment Certificates," Loading Unemployment Certificate Data, page 54



## CHAPTER 9

# Processing Retirement Allowances

This chapter provides an overview of retirement allowance processing and discusses how to:

- Enter retirement allowance data.
- Enter and process retirement allowances.
- Set up payslips for retirement allowances.
- Run the Retirement Allowance Withholding Tax report.

---

## Understanding Retirement Allowance Processing

Upon retirement, payees may be eligible for a retirement allowance based on years of service, base pay, the reason for termination, or other criteria, according to your organization's policies. With Global Payroll for Japan, you can enter an employee's retirement allowance and have the system automatically calculate and deduct the related income tax and inhabitant tax (prefecture tax and municipality tax ) on retirement earnings. The system can also generate a withholding tax report and payslips for retirement allowances.

This section discusses:

- Delivered elements for retirement allowances.
- Viewing delivered elements.
- Deduction processing rules.
- Retirement allowance setup and processing.

## Delivered Elements for Retirement Allowances

Global Payroll for Japan delivers these elements for processing retirement allowances:

- Earning element (ER RET ALW).

Use this element when entering the earning amount of an employee's retirement allowance through positive input.

- Accumulator (ER AC RET ALW EARN).

This elements stores the earning amount of the retirement allowance. It has two members: earning element, ER RET ALW, which you populate through positive input, and the accumulator ER AC RET CUST ERN, which has no contributing members as delivered. You can have additional earnings contribute to ER AC RET ALW EARN by adding earning elements as members of that accumulator.

- Deduction elements (IN TAX RET, IH MUNIC RET), and (IH PREFT RET).

The system uses these elements to calculate income tax, municipality tax, and prefecture tax for retirement allowances.

- Run type (JRTRET).

Use this element when setting up a calendar in preparation for running the payroll process for retirement allowances.

- Process list (JPRRET).

This is the process list that is associated with the delivered run type element.

## Viewing Delivered Elements

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

## Deduction Processing Rules

Global Payroll for Japan processes tax deductions for retirement allowance earnings by:

- Calculating the deduction amount of the retirement allowance, taking into account overlapping years of service and retirement due to disability.
- Calculating the retirement allowance income after the deduction by summing the earning amount of the retirement allowance (that you enter through positive input) and the former retirement allowance paid in the same year (as reported on the Maintain Retirement Allowance Data page) and subtracting the deduction amount of the retirement allowance.
- Calculating the taxable amount of the retirement allowance.
- Determining the income tax on the taxable amount of the retirement allowance, taking into account whether the employee submitted a retirement income report.

---

**Note.** The system calculates income tax of zero when the retirement allowance was paid due to death.

---

- Determines the inhabitant tax based on the retirement allowance income after the deduction.

## Retirement Allowance Setup and Processing

Retirement allowances are handled as unscheduled payments in an off-cycle run.

High-level steps for setting up and processing retirement allowances include:

1. Entering retirement allowance data, including the employee’s years of service and data from the payee’s Retirement Income report on the Maintain Retirement Allowance Data page.

The system uses this information when it calculates the deduction amount of the retirement allowance and the taxes on the current retirement allowance. This step is required whether or not the payee has submitted a Retirement Income report.

2. Using the Off Cycle component to enter the payee’s current retirement allowance earning as an unscheduled payment.

3. If applicable, entering the payee's date of death on the Biographical Details page in the Administer Workforce business process in PeopleSoft Enterprise Human Resources.
4. Running an off-cycle process for retirement allowances.
5. Printing payslips.
6. Generating the Retirement Allowance Withholding Tax report.

## Entering Retirement Allowance Data

This section discusses how to enter years of service and data from an employee's Retirement Income report.

### Page Used to Enter Retirement Allowance Data

| Page Name                          | Object Name      | Navigation                                                                           | Usage                                                                                     |
|------------------------------------|------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Maintain Retirement Allowance Data | GPJP_RA_PYE_DATA | Global Payroll & Absence Mgmt, Payee Data, Terminations, Maintain Ret Allow Data JPN | Enter data that is used to calculate a payee's withholding tax on a retirement allowance. |

## Entering Retirement Allowance Data

Access the Maintain Retirement Allowance Data page.

**Maintain Retirement Allowance Data**

Rebekah Jones EMP ID: K0G001 Empl Rcd #: 0

**Retirement Allowance** Find | View All First 1 of 1 Last

\*Effective Date: 10/22/2004

☐ Retirement by Disability

☒ Retirement Income Report Submitted

☐ Submit to Tax Office

**Years of Service**

\*Period Begin Date: 06/15/1996

\*Period End Date: 10/22/2004

Years of Service: 9 ☐ Override

**Former Retirement Allowance Paid in the Same Year**

Earnings:  Years of Service:

Withholding Tax:

**Inhabitant Tax**

Municipality Tax:  Prefecture Tax:

**Other Retirement Allowance Paid in Last 5 Years**

Earnings:  Years of Service:

Maintain Retirement Allowance Data page

|                                           |                                                                                                                                                                                                                   |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Effective Date</b>                     | Enter the payee's retirement date.                                                                                                                                                                                |
| <b>Date of Death</b>                      | This field appears only if the payee's date of death is entered on the Biographical Details page in Administer Workforce. It is used with the Period End Date field.                                              |
| <b>Retirement by Disability</b>           | Select if the retirement is due to disability.                                                                                                                                                                    |
| <b>Retirement Income Report Submitted</b> | Select if the payee submitted a Retirement Income report to your organization. If this check box is cleared, the system applies an income tax rate of 20 percent to the gross amount of the retirement allowance. |
| <b>Submit to Tax Office</b>               | This check box is used when printing the Legal Payment Summary report. If selected, the payee's earnings and withholding tax are included in the figures that are reported as submitted to the tax office.        |

## Years of Service

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Period Begin Date</b> | The system displays the payee's hire date or rehire date by default (as defined on the Job Information page). You can enter a different date.                                                                                                                                                                                                                                                                                                                                                   |
| <b>Period End Date</b>   | <p>The system displays the payee's termination date by default (as defined on the Job Information page). You can enter a different date.</p> <p>If a date of death is displayed on this page for the payee, and that date matches the period end date, the system considers the retirement allowance as paid due to the payee's death and calculates income tax and inhabitant tax as zero. It also excludes the retirement allowance from the Retirement Allowance Withholding Tax Report.</p> |
| <b>Years of Service</b>  | The system calculates and displays the number of years of service based on the difference between the period begin date and period end date. You can manually enter a number in this field by using the Override check box.                                                                                                                                                                                                                                                                     |
| <b>Override</b>          | To manually enter the years of service, select this check box to make the Years of Service field editable.                                                                                                                                                                                                                                                                                                                                                                                      |

## Former Retirement Allowance Paid in Same Year

Complete the fields in this group box using the data that the employee reported on the Retirement Income report. The system references the data in these fields when it calculates taxes on the retirement allowance.

## Other Retirement Allowance Paid in Last 5 Years

Complete the fields in this group box using the data that the employee reported on the Retirement Income report. The system references the data in these fields when it calculates taxes on the retirement allowance.

If an employee works in two different organizations simultaneously, retirement allowance deductions should be made for only one instance in the overlapping period.

---

## Entering and Processing Retirement Allowances

This section discusses how to enter and process retirement allowances. When the system processes a retirement allowance, it automatically calculates the related income tax and inhabitant tax, based on information entered on the Maintain Retirement Allowance Data page.

To enter processing instructions:

1. Create a calendar for an off-cycle run, using the following settings:
  - Run type = *JRTRET*.
  - Payee Selection = *All Payees with....*
  - Additional Criteria = *Positive Input*.
2. Create an off-cycle request that specifies which employees are to receive a retirement allowance and the amount of each allowance:
  - a. Access the Off Cycle Requests component (GP\_OFFCYCLE\_SETUP) for the appropriate paygroup and target period.
  - b. On the Main page, enter a description and payment date.
  - c. On the Unscheduled Payments page: Period tab, enter a row for each employee who is to receive a retirement allowance.
  - d. On the Unscheduled Payments page: Associated Data (Links) tab, click the P.I. for Target Calendar link to access an employee's Positive Input page.
  - e. On the Positive Input page: Action tab, select the delivered earning element for retirement allowance, *ER RET ALW*, and select an action type of *Override*.

---

**Note.** If you modified the accumulator ER AC RET CUST ERN to include earnings in addition to ER RET ALW, enter the amounts for those earnings elements as well, if applicable.

---

- f. On the Positive Input page: Main Components tab, enter the amount of the retirement allowance for ER RET ALW.
  - g. Repeat step d through f for each employee that is to receive a retirement allowance.
3. Create an off-cycle calendar group using the Calendar Group component (GP\_CALENDAR\_RUN).  
When creating the off-cycle calendar group, select the Off cycle check box and specify the paygroup, period ID, and off-cycle group to process.
4. Run the process.  
Use the Payroll/Absence Run Control page to run the off-cycle process.

### See Also

Chapter 18, "Managing Off-Cycle Payments," page 165

---

## Setting Up Payslips for Retirement Allowances

You can create a payslip template for retirement allowances. For each paygroup, assign the template to the retirement allowance run type, JRTRET.

**See Also**

Chapter 17, “Generating Payslips,” page 161

---

## Running the Retirement Allowance Withholding Tax Report

This section provides an overview of the Retirement Allowance Withholding Tax Report and discusses how to run the report.

### Understanding the Retirement Allowance Withholding Tax Report (GPJP\_RA\_WH)

The Retirement Allowance Withholding Tax report is a comma separated value (csv) file that reports the tax amounts withheld from payees' retirement allowances. For each payee, the report lists the payee's name, address, earnings amount of the retirement allowance, income tax, municipality tax, and prefecture tax. It also lists the employee's years of service, hire date, retirement date, and municipality code. It does not include retirement allowance paid due to a payee's death.

You can edit and print the file with Microsoft Excel.

### Prerequisite

Before you can generate the Retirement Allowance Withholding Tax report, you must create a file handle that specifies the exact path (including file name) for the file.

**See Also**

Chapter 17, “Generating Payslips,” page 161

### Page Used to Run the Retirement Allowance Withholding Tax Report

| Page Name                       | Object Name   | Navigation                                                                             | Usage                                                                            |
|---------------------------------|---------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Create Ret Allow for Wt RPT JPN | GPJP_RC_RA_WH | Global Payroll & Absence Mgmt, Termination Processing, Create Ret Allow for Wt RPT JPN | Creates a file that reports the tax amounts withheld from retirement allowances. |

## CHAPTER 10

# Managing Commuting Allowance

This chapter provides an overview of commuting allowance and discusses how to:

- Enter commuting allowance data.
- Adjust for a change in commuting allowance during the payment term.

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## Understanding Commuting Allowance

The delivered rules for processing commuting allowance satisfy Japanese statutory and basic business process requirements. This section reviews some of the requirements and discusses in general terms how the rules satisfy them. A later section describes the individual elements of the rules.

This section discusses:

- Frequency of commuting allowance.
- Cash and non-cash commuting allowance.
- Commuting allowance input methods.
- Taxable and nontaxable commuting allowance.
- Commuting allowance for multiple jobs.
- Delivered commuting allowance earnings.

## Frequency of Commuting Allowance

Global Payroll for Japan supports payment of commuting allowance in pay cycle frequencies of one day, one month, three months, and six months.

- If the frequency is one day, the system calculates the monthly commuting allowance payment as the daily amount multiplied by the number of days worked.
- If the frequency is one month, the system uses the amount as the monthly commuting allowance.
- If the frequency is three months or six months, the actual payment is made only once for the three- or six-month period, but the system prorates and tracks the monthly value of cash and non-cash commuting allowance for monthly remuneration calculations.

Payment frequency depends on the data input method. For the total amount method, all components of an employee's commuting allowance must be paid on the same frequency. For the route method, each commuting route can be paid according to its own frequency.

## Cash and Non-cash Commuting Allowance

PeopleSoft provides a page on which you enter the values for the following components of an employee's commuting allowance:

- Cash fare.
- Cash toll.
- Non-cash fare.
- Non-cash toll.

The array CM AR COMM ALLOW assigns these values to the appropriate variables.

The system uses the non-cash values that you enter only for purposes of income tax and monthly remuneration calculations. The non-cash amounts are not added to pay as an earning.

## Commuting Allowance Input Methods

Global Payroll for Japan enables you to record commuting allowances by total amount or by commuting route. The system enables you to enter an employee's commuting allowance either as one total commuting amount based on pay cycle (the total amount method), or as separate commuting amounts based on route (the commuting route method).

The input method affects payment cycle and tax calculations. Employees opting for the amount method select one pay cycle in which all allowances are paid.

Employees opting for the commuting route method select one pay cycle for each route.

## Taxable and Nontaxable Commuting Allowance

You must track the amount of taxable and nontaxable commuting allowance for income tax calculations. The statutory nontaxable amount (limit of the tax exemption) for the total commuting allowance (fare and toll) is the same for all employees. The amount is contained in variable CM VR NTAX ALW MX.

If the pay frequency is three or six months, the system calculates the maximum nontaxable amounts for the full term and applies those limits to the commuting allowance amounts for the full term.

### Total Amount Input Method

The maximum nontaxable toll compensation varies by employee. You enter the value on the Commuting Allowance Details page.

Global Payroll for Japan separately tracks amounts for fare and toll. The system first calculates the nontaxable toll amount by applying the individual limit. It then uses that figure to derive the total amounts of taxable and nontaxable commuting allowance compensation.

### Route Input Method

When the commuting allowance input method of route is used, the system assumes that all allowances are nontaxable. It is your responsibility to determine whether the monthly totals are nontaxable. If an employee's commuting allowance nears the monthly nontaxable limit, or contains taxable commuting allowances such as first class passes, you should use the amount input method.

## Commuting Allowance for Multiple Jobs

Global Payroll for Japan supports multiple jobs functionality. For employees with multiple jobs, the commuting allowance is calculated for each job, not for each employee. Likewise, the monthly nontaxable limit is applied for each job, not for each employee, as is described in the following examples.

### Standard Example

A commuting allowance of 140,000 JPY is paid for employee Yuko Yoneda, who has one employment record number. The system will apply the monthly nontaxable limit to the employment record number and deduce that 100,000 JPY is nontaxable and 40,000 JPY is taxable.

### Multiple Jobs Example

Kimi Kubota has two employment records, 1 and 2. A commuting allowance of 60,000 JPY is paid for employment record number 1. A commuting allowance of 80,000 JPY is paid for employment record number 2. The system will apply the monthly nontaxable limit to each employment record number and deduce that allowances are nontaxable. Notice that Kimi Kubota receives the same commuting allowance as Yuko Toned in the preceding example. Kimi Kubota's allowances are nontaxable because each individual payment never exceeds the nontaxable limit.

## Delivered Commuting Allowance Earnings

Global Payroll for Japan delivers the following earnings to calculate and track commuting allowances.

| Earning Item | Description                                |
|--------------|--------------------------------------------|
| CM TAX ALW   | Taxable commuting allowance.               |
| CM NTAX ALW  | Nontaxable commuting allowance.            |
| CM TAX ADJ   | Taxable commuting allowance adjustment.    |
| CM NTAX ADJ  | Nontaxable commuting allowance adjustment. |

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

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## Entering Commuting Allowance Data

This section provides an overview of how to set up commuting allowance data and discusses how to:

- Enter commuting allowance by total amount.

- Enter commuting allowance by routes.

## Setting Up Commuting Allowance Data

Before you can process commuting allowance in the payroll run, you must enter some data that establishes limits on the monthly nontaxable commuting allowance and define the commuting allowance amounts for individual employees.

1. Update the current statutory allowance on the Variables by Category page (only if the statutory limit has changed).
  - PeopleSoft delivers the default value of 100,000 JPY for the variable CM VR NTAX ALW MX.
  - Select the category *CMTX* when you access the Variables by Category page.
  - Enter the new value for the variable CM VR NTAX ALW MX on the Values tab of the Variables by Category page.
2. Enter the commuting allowance data for each employee on the Commuting Allowance page.

### See Also

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

## Page Used to Enter Commuting Allowance Data

| Page Name                   | Object Name      | Navigation                                                                                                                      | Usage                                                                                                        |
|-----------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Commuting Allowance Details | GPJP_CM_PYE_DATA | Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Commuting Allowance JPN, Commuting Allowance Details | Enter commuting allowance amounts. Define the data by total amount or by commuting routes for each employee. |

## Entering Commuting Allowance by Total Amount

Access the Commuting Allowance Details page.

**Commuting Allowance Details**

Endo Fusako EMP ID: KJ1003 Empl Rcd #: 0

Commuting Allowance Find | View All First 1 of 1 Last

\*Effective Date: 01/01/2001 31

\*Data Input Method: Amount

**Total Amount Entry**

Pay Cycle: 1 Month

**Maximum Non-Taxable Toll**

Monthly Amount:

|                | Amount | Remarks  |
|----------------|--------|----------|
| Cash Fare:     | 10,000 | JR Teiki |
| Non-Cash Fare: |        |          |
| Cash Toll:     |        |          |
| Non-Cash Toll: |        |          |

Commuting Allowance Details page

**Empl Rcd #** (employment record number)

Displays the employment record number to which this allowance is applied. The nontaxable limit is applied to each employment record number rather than each employee.

**Data Input Method**

Select *Amount* to access the Total Amount Entry group box.

**Pay Cycle**

Select the frequency of the term of the commuting allowance for this employee: *1 Day, 1 Month, 3 Months, or 6 Months*. All components of the commuting allowance must have the same pay cycle frequency.

**Amount**

Enter the amount of commuting allowance in each of the fields: Cash Fare, Non-Cash Fare, Cash Toll, and Non-Cash Toll.

Fare refers only to the most reasonable commuting expense for the employee's commute, which is generally the cost of public transportation. Toll applies to all commuting allowances other than fare, including commuting ticket fare, mileage, toll, and first class fare.

**Remarks**

Enter a description of the commuting allowance item, such as the name of the transport facility, route, and so on. This is for your information only.

**Maximum Non-Taxable Toll**

**Monthly Amount**

Determine this value on an individual basis for each employee.

## Entering Commuting Allowance by Routes

Access the Commuting Allowance Details page.

**Commuting Allowance Details**  
 Chiba Daisuke EMP ID: KJ1002 Empl Rcd #: 0

**Commuting Allowance** Find | View All First 1 of 1 Last

\*Effective Date: 11/09/2004  
 \*Data Input Method: Route

**Commuting Route Section Entry** Customize | Find | View All | First 1-2 of 2 Last

|   | *Pay Start Date | *Pay Cycle | *Form Of Payment | *Pay Type | Amount | Place From | Place To | Description |     |
|---|-----------------|------------|------------------|-----------|--------|------------|----------|-------------|-----|
| 1 | 11/09/2004      | 1 Month    | Cash             | Fare      | 50.000 |            |          |             | + - |
| 2 | 11/09/2004      | 1 Month    | Cash             | Fare      | 100.00 |            |          |             | + - |

Commuting Allowance Details page

**Empl Rcd #** (employment record number)

Displays the employment record number to which this allowance is applied. The nontaxable limit is applied to each employment record number rather than each employee.

**Data Input Method**

Select *Route* to access the Commuting Route Section Entry group box.

**Pay Start Date**

Enter the first date on which this allowance is paid. The system will then calculate the commuting allowance based on the pay cycle. For instance, a six-month pay cycle beginning on January 1 would be paid in January and July.

**Pay Cycle**

Select the frequency of the term of the commuting allowance for this commuting route: *1 Day, 1 Month, 3 Months, or 6 Months*. Each route section may have a different pay cycle frequency.

**Form of Payment**

Select either *cash* or *non cash*.

**Pay Type**

Select either *Fare* or *Toll*. Fare refers only to the most reasonable commuting expense for the employee's commute, which is generally the cost of public transportation. Toll applies to all commuting allowances other than fare, including commuting ticket fare, mileage, toll, and first class fare.

**Amount**

Enter the commuting allowance paid per cycle.

**Place From and Place To**

Enter the route's start and end point.

**Description**

Enter a description of the route.

## Adjusting for a Change in Commuting Allowance During the Payment Term

An employee might change the commuting route after receiving a three- or six-month payment of the commuting allowance. If this happens, the unused portion of the commuting allowance that was paid in advance would require adjustment for the remaining months in the term.

To adjust for commuting allowance that has already been paid:

1. Calculate the amount of the adjustment and enter it into Global Payroll calculations as positive input.

The total amount of the adjustment is the amount that the employee must reimburse the company for unused commuting allowance that was paid in advance at the rate of the previous commuting route.

PeopleSoft delivers two earnings items for entering the taxable and nontaxable portions of the commuting allowance adjustment as positive input.

2. Enter the employee's new commuting allowance values for the new route on the Commuting Allowance page and process normally for the reimbursed months and continuing onward.

### Example of Commuting Allowance Adjustment

In January, you pay an employee 360,000 JPY for a three-month commuting pass. At the end of February, the employee moves and must reimburse the company a value of 120,000 JPY for one month of the pass (March).

To process reimbursement of the advance payment for the month of March in this example:

1. Enter positive input of the following amounts:

| Earning Element | Description                                | Value in the Example |
|-----------------|--------------------------------------------|----------------------|
| CM TAX ADJ      | Taxable commuting allowance adjustment.    | –20,000 JPY          |
| CM NTAX ADJ     | Nontaxable commuting allowance adjustment. | –100,000 JPY         |

The accumulator CM AC ADJUST calculates the total adjustment of –120,000 JPY.

2. Enter the employee's new commuting allowance values for the month of March on the Commuting Allowance page and process normally.

### See Also

*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Working with Positive Input”



# CHAPTER 11

## Managing Social Insurance

This chapter provides an overview of social insurance rules, lists prerequisites, and discusses how to:

- View delivered earnings and deductions for social insurance.
- Prepare employee social insurance payee data.
- Prepare for Monthly Standard Remuneration Reports.
- Check social insurance calculations.
- Run social insurance reports.
- Create social insurance report data files.
- Prepare for social insurance premium payment.

---

## Understanding Social Insurance Rules

This section discusses:

- Standard remuneration calculations.
- Premium calculations.

### Standard Remuneration Calculations

This section discusses the rules and elements used to calculate:

- Monthly remuneration.
- Monthly standard remuneration and grades.
- Eligibility for regular decision or occasional revision.
- Retroactive increase or decrease in fixed wages.

### Monthly Remuneration

The system is delivered with rules and elements that support monthly remuneration calculations. Some of the highlights are:

- Accumulators track cash and non-cash earnings that are subject to the social insurance premium and monthly fluctuation in the fixed wage portion of salary.
- Variables, formulas, and accumulators track and evaluate the base days for payment in each month for each pay type.

- Formulas calculate average monthly remuneration for appraisal months during which the employee worked sufficient base days.

## Monthly Standard Remuneration and Grades

PeopleSoft delivers and maintains the Monthly Standard Remuneration table. View the values and grades in this table on the SI Standard Remun (social insurance standard remuneration) page.

## Eligibility for Regular Decision or Occasional Revision

The system uses four subject indicators to track eligibility for occasional revision or regular decision during a salary pay run:

|                                      |                                                                                                                                                                                                                                                  |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Occasional Revision</b>           | The employee meets all conditions for occasional revision.                                                                                                                                                                                       |
| <b>Occasional Revision Candidate</b> | The employee's total amount of fixed wages has decreased or increased two months ago. The system calculates the employee's monthly standard remuneration for the previous three-month period and determines eligibility for occasional revision. |
| <b>Regular Decision</b>              | The employee is eligible for regular decision.                                                                                                                                                                                                   |
| <b>Not Applicable</b>                | The field will nullify a system-entered value.                                                                                                                                                                                                   |

The system uses these subject indicators to determine which calculations to perform and which employees to select for reports.

## Retroactive Increase or Decrease in Fixed Wages

When an employee has a retroactive increase or decrease in fixed wages, the system calculates the adjusted average monthly remuneration during the appraisal period if enough base days are in the month of retroactive payment. Eligibility for occasional revision is determined based on the adjusted average monthly remuneration.

## Premium Calculations

This section provides important information that you should keep in mind about how the system determines:

- Premium calculations from salary.
- Premium calculations from bonus.
- Premium deductions for enrollments and terminations.
- Employer contributions.

### Premium Calculations from Salary

The social insurance premiums for monthly salaries are calculated based on the monthly standard remuneration as of the end of the month, then deducted from the salaries that are paid in the following month.

The social insurance premiums that are deducted from salaries are calculated based on the values of the following data as of the end date of the month previous to the month in which payment is made:

- Employee's monthly standard remuneration.
- Standard Remuneration Grade table.
- Premium rates that are set up for the establishment on the SI Premium Rates page.
- The employee's social insurance data that is entered on the Social Insurance Data page.

This means that for premiums deducted in May, the system uses values with an effective date as of April 30 of the same year. Make sure that the data that is effective at the end of a month is the data that you want to use for calculating premiums that are deducted in the following month.

---

**Note.** The social insurance premiums are calculated based only on the monthly standard remuneration as of the end of the month; the actual salary payment in that month does not affect the premiums at all.

---

## Premium Calculations from Bonus

The social insurance premiums that are deducted from bonuses are calculated based on the values of premium rates that are set up for the establishment on the SI Premium Rates page with the effective date as of the end of the month when the bonus is paid. The standard bonus remuneration that is used for the calculation is the actual gross bonus amount truncated to the nearest thousand yen. The standard bonus remuneration is subject to caps for health insurance and employees pension insurance.

## Premium Deductions for Enrollments and Terminations

The system checks the employee's social insurance data to determine whether an enrollment or termination change reason exists in the month of payment or the previous month. If an enrollment or termination change reason exists, the system calculates the appropriate deduction from salaries.

Note that the social insurance termination data must be entered before the payee's last payments are processed.

For example, an employee's last day is May 10 and the pay period of her last payment is from April 16 through May 15. The payroll is processed on May 20. In this example, before her last payment is processed on May 20, you must enter her social insurance termination data with an effective date of May 11.

## Employer Contributions

The system includes the payer social insurance flag variable (SC VR CALC ER FLG), which indicates if the employer contributions are calculated. If this flag is selected, the system calculates the following premiums for employers and employees:

- Health insurance.

The system calculates the employer contribution of health insurance as variable SC VR HEL CO and saves the data in the writable array GPJP WA SCRPT.

- Nursing care insurance.

The system calculates the employer contribution of nursing case insurance as variable SC VR NUR CO and saves the data in the writable array GPJP WA SCRPT.

- Pension insurance.

The system calculates the employer contribution of pension insurance as variable SC VR PEN CO and saves the data in the writable array GPJP WA SCRPT.

- Pension fund.

The system calculates the employer contribution of pension fund as variable SC VR FND CO and saves the data in the writable array GPJP WA SCRPT.

You can set contribution rates for health, nursing care, pension, and pension fund insurance premiums on the SI Premium Rates page.

See [Chapter 4, "Setting Up Insurance, Taxes, and Payslips," Setting Up Social Insurance Premium Rates, page 28](#).

In addition, the system calculates the contribution for child benefit. This contribution is based on the total pension remuneration and is calculated as part of the Social Insurance Check report.

### See Also

[Chapter 4, “Setting Up Insurance, Taxes, and Payslips,” Setting Up for Social Insurance Processing, page 27](#)

[Chapter 11, “Managing Social Insurance,” Entering and Updating Employee Social Insurance Data, page 86](#)

[Chapter 7, “Processing Terminations,” page 47](#)

## Viewing Delivered Earnings and Deductions for Social Insurance

Global Payroll for Japan delivers the following deductions to calculate and track social insurance premiums:

| Deduction  | Description                                  |
|------------|----------------------------------------------|
| SC FND BON | Employees’ Pension Fund bonus installment.   |
| SC FND SAL | Employees’ Pension Fund salary installment.  |
| SC HEL BON | Health Insurance bonus premium.              |
| SC HEL SAL | Health Insurance salary premium.             |
| SC NUR BON | Nursing Care Insurance bonus premium.        |
| SC NUR SAL | Nursing Care Insurance salary premium.       |
| SC PEN BON | Employee’s Pension Insurance bonus premium.  |
| SC PEN SAL | Employees’ Pension Insurance salary premium. |

Global Payroll for Japan delivers to the following earnings to track monthly remuneration:

| Earning    | Description                       |
|------------|-----------------------------------|
| SC REM S01 | Monthly remuneration in January.  |
| SC REM S02 | Monthly remuneration in February. |

| Earning    | Description                        |
|------------|------------------------------------|
| SC REM S03 | Monthly remuneration in March.     |
| SC REM S04 | Monthly remuneration in April.     |
| SC REM S05 | Monthly remuneration in May.       |
| SC REM S06 | Monthly remuneration in June.      |
| SC REM S07 | Monthly remuneration in July.      |
| SC REM S08 | Monthly remuneration in August.    |
| SC REM S09 | Monthly remuneration in September. |
| SC REM S10 | Monthly remuneration in October.   |
| SC REM S11 | Monthly remuneration in November.  |
| SC REM S12 | Monthly remuneration in December.  |

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

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## Prerequisites

You must do the following tasks before you can calculate social insurance premiums:

- Set up social insurance establishments.
- Set up social insurance premium rates.

### See Also

[Chapter 4, “Setting Up Insurance, Taxes, and Payslips,” Setting Up for Social Insurance Processing, page 27](#)

## Preparing Employee Social Insurance Payee Data

This section provides an overview of preparing employee social insurance data and discusses how to:

- Enter and update employee social insurance data.
- Manage social insurance dependent data.

### Overview of Preparing Employee Social Insurance Data

Enter or update an employee's monthly remuneration amount and other social insurance personal information on the Social Insurance Data page. Manually enter this information when you initially set up the system and when you enroll a new employee. The system automatically updates the monthly remuneration amount when you run the Update SI Monthly Remun process (GPJP\_UPD\_REM). You can then edit the data.

### Understanding Effective Dates

The following list explains the effective date for occasional revision and regular decision that is entered by the Monthly Remuneration Update process:

- Occasional revision.

The effective date of the revised monthly standard remuneration and grade is the first day of the month after the payroll month for which the eligibility for occasional revision is established.

For example, if the payee becomes eligible for occasional revision when you run the occasional revision processing after finalizing May payroll, the effective date of the revised monthly standard remuneration grade is June 1. The social insurance premiums for June, which are calculated with the new grade, are deducted from the payee's salary in the July payroll.

- Regular decision.

The effective date of the revised monthly standard remuneration and grade is September 1. The social insurance premiums for September, which are calculated with the new grade, are deducted from the payee's salary in the October payroll.

### Calculating Standard Remuneration and Premiums for Multiple Jobs

When an employee receives salaries from multiple jobs, monthly remuneration is calculated by adding the salaries paid from all jobs. Monthly standard remuneration is calculated by the Occasional Revision or Regular Decision processes based on the monthly remunerations for the appraisal months. Social insurance from salary is calculated based on the monthly standard remuneration and deducted from the salary that is paid from the employment record number that the user assigned on the Social Insurance Data page.

When an employee receives bonuses from multiple jobs, the standard bonus is calculated by adding the bonuses paid from all jobs. Then, social insurance from the bonus is calculated based on the standard bonus, and deducted from the bonus that is paid from the employment record number that the user assigned on the Social Insurance Data page.

The following table shows an example of an employee who has two employment records:

| Employment Record Number | Salary      | Monthly Remuneration            | Monthly Standard Remuneration | Health Insurance Premium      |
|--------------------------|-------------|---------------------------------|-------------------------------|-------------------------------|
| 0                        | 300,000 JPY | 400,000 JPY (300,000 + 100,000) | 410,000 JPY                   | 32,000 JPY (410,000 JPY * 8%) |
| 1                        | 100,000 JPY | 0                               | 0                             | 0                             |

The following steps describe how to calculate social insurance when salaries are paid from more than one job:

- Create five user-defined earnings elements (these are not delivered by PeopleSoft):
  - Separately Paid Cash Remuneration (Salary)—This should be accumulated to the Total Amount of Cash Remuneration (Salary) (ER AC CASH REM SAL) accumulator.
  - Separately Paid Non-Cash Remuneration (Salary)—This should be accumulated to the Total Amount of Non-Cash Remuneration (Salary) (ER AC NCSH REM SAL) accumulator.
  - Separately Paid Fixed Wage—This should be accumulated to the Total Amount of Fixed Wage (ER AC FIX WAGE SAL) accumulator.
  - Separately Paid Cash Remuneration (Bonus)—This should be accumulated to the Total Amount of Cash Remuneration (Bonus) (ER AC CASH REM BON) accumulator.
  - Separately Paid Non-Cash Remuneration (Bonus)—This should be accumulated to the Total Amount of Non-Cash Remuneration (Bonus) (ER AC NCASH REM BO) accumulator.
- Add the earnings that you set up in step 1 into the Process List and the Element Group.
- Use positive input to enter remunerations paid from Employment Record Number 1 into the corresponding earnings in Employment Record Number 0.

The combined Social Insurance Premium for Employment Record Numbers 0 and 1 is calculated by the payroll process for Employment Record Number 0.

## Pages Used to Prepare Employee Social Insurance Data

| Page Name                       | Object Name      | Navigation                                                                                                                           | Usage                                                                                                                                                                                                                                                                                                                     |
|---------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Social Insurance Data           | GPJP_SC_PYE_DATA | Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data JPN, Social Insurance Data            | Enter and update employee social insurance data. Enter a new enrollee's monthly remuneration amount and other social insurance personal information. Run the Update SI Monthly Remun process to automatically update this page. You can enter updates manually, as in the case of Regular Decision by Insurance Provider. |
| Social Insurance Dependent Data | GPJP_SC_DEP_DATA | Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Dep Soc Ins Data JPN, Social Insurance Dependent Data | Maintain a payee dependent's social insurance data.                                                                                                                                                                                                                                                                       |

## See Also

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

## Entering and Updating Employee Social Insurance Data

Access the Social Insurance Data page.

| Social Insurance Data                                                     |                                    |                                                                            |                |
|---------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------|----------------|
| Hiratsu Toshio                                                            |                                    | Person ID: J2001                                                           |                |
| <div> Social Insurance Data Find   View All First 1 of 1 Last </div>      |                                    |                                                                            |                |
| *Effective Date:                                                          | 01/01/2001                         | Empl Rcd Nbr:                                                              | 0              |
| Eligibility Enrollment Date:                                              | 12/15/1981                         | Change Reason:                                                             | New enrollment |
| SI Establishment Number:                                                  | JS20000001                         | CarrotSoft, Setagaya                                                       |                |
| <input type="checkbox"/> Maternity Leave                                  | <input type="checkbox"/> Part-time |                                                                            |                |
| Amount of Monthly Remun:                                                  | 495,000                            | Monthly Cash Remun:                                                        | 495,000        |
|                                                                           |                                    | Monthly Non-Cash Remun:                                                    |                |
| <b>Standard Remuneration and Grades</b>                                   |                                    |                                                                            |                |
| HI Standard Remun:                                                        | 500,000                            | HI Std Remun Grade:                                                        | 26             |
| PI Standard Remun:                                                        | 500,000                            | PI Std Remun Grade:                                                        | 26             |
| <b>Health Insurance</b>                                                   |                                    | <b>Nursing Care Insurance</b>                                              |                |
| Health Insurance Card Number:                                             | 21                                 | <input type="checkbox"/> Special Insured <input type="checkbox"/> Excluded |                |
| <b>Pension Insurance</b>                                                  |                                    | <b>Pension Fund</b>                                                        |                |
| Pension Insurance Code:                                                   | 2000                               | Pension Fund Number:                                                       |                |
| Base Pension Number:                                                      |                                    |                                                                            |                |
| Base Pension Number for Spouse:                                           |                                    |                                                                            |                |
| <input type="checkbox"/> Eligibility for Voluntary Enrollment for Elderly |                                    |                                                                            |                |
| Comment:                                                                  |                                    |                                                                            |                |
| Last Action:                                                              | Online User                        | Updated on:                                                                | 07/13/2004     |

Social Insurance Data page

### Effective Date

Enter the date on which this page's information takes effect.

By using an effective date prior to the date upon which the payroll system was global payroll, the system enables you to enter informational data that will not be included in any global payroll calculation. In this case, the system doesn't validate the consistency between the employment record number on the Social Insurance Data page and the pay system flag on the Job table.

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Empl Rcd Nbr</b> (employment record number) | Enter the employment record number to which the system will apply the social insurance deduction. You can link the social insurance data only to the employment record number whose current pay system flag on the Job table is Global Payroll.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Eligibility Enrollment Date</b>             | Enter the date on which the employee is eligible for enrollment in the social insurance establishment. The system does not use this field. Instead, the system considers the effective date of the change reason of new enrollment or re-enrollment as the eligibility enrollment date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Change Reason</b>                           | <p>Enter the value used to track the Enrollment/Termination status of social insurance. Values are:</p> <p><i>New enrollment.</i> The system uses the effective date as the enrollment date for eligibility into the social insurance establishment for social insurance deductions.</p> <p>The SI Create Other Report File process picks up the rows with this Change Reason when it creates the Enrollment Report.</p> <p><i>Re-enrollment.</i> The system uses the effective date as the enrollment date for eligibility into the social insurance establishment for social insurance deductions.</p> <p>The SI Create Other Report File process picks up the rows with this Change Reason when it creates the Enrollment Report.</p> <p><i>Loss by Death.</i> The system uses the effective date as the termination date for eligibility into the social insurance establishment.</p> <p>The SI Create Other Report File process picks up the rows with this Change Reason when it creates the Termination Report.</p> <p><i>Loss by Age.</i> The system uses the effective date as the termination date for eligibility into the social insurance establishment.</p> <p>The SI Create Other Report File process picks up the rows with this Change Reason when it creates the Termination Report.</p> <p><i>Loss by Other Reason.</i> The system uses the effective date as the termination date for eligibility into the social insurance establishment.</p> <p>The SI Create Other Report File process picks up the rows with this Change Reason when it creates the Termination Report.</p> <p><i>Occasional Revision:</i> This value is set by the Update Social Insurance Monthly Remuneration process when the payee is subject to occasional revision.</p> <p><i>Regular Decision:</i> This value is set by the Update Social Insurance Monthly Remuneration process when the employee is subject to regular decision.</p> <p><i>Other:</i> Use this value when changing social insurance data. For example, you can create a new effective-dated row to change the health insurance card number or pension fund number</p> <p><i>Excluded:</i> Excluded from social insurance premium deduction. Use this value to specify the employment record from which you do not want to deduct the social insurance premium if the payee meets both of the following conditions:</p> <ul style="list-style-type: none"> <li>• The employment record number was changed in the middle of a month.</li> <li>• The payee stayed in the same social insurance establishment.</li> </ul> |

If you do not select an employment record, the system will deduct social insurance premiums from multiple employment records. You should create the data with the Effective Date set to the end date of the month previous to the month when the Employment Record changes.

**SI Establishment Number** (social insurance establishment number)

The system calculates the employee's premiums using the rates that you defined for the establishment you select here.

**Maternity Leave**

Select if the employee is on maternity leave. Social insurance premiums are not deducted for employees on maternity leave.

**Part-time**

Select if the employee works part-time. The system uses this value when calculating total monthly remuneration in the regular decision process and when creating the Monthly Standard Remuneration Regular report.

**Amount of Monthly Remun** (amount of monthly remuneration)

When the Change Reason is *New Enrollment*, *Re-enrollment*, or *New Enrollment after Loss* the system calculates this value as the sum of the monthly cash and non-cash remuneration.

The system updates this value when you run the Monthly Remuneration Update process. If the employee had a retroactive pay adjustment during the calculation period, the system enters the adjusted average monthly remuneration.

The system determines the employee's monthly standard remuneration and standard remuneration grades based on this value.

**Monthly Cash Remun** (monthly cash remuneration)

Enter the expected monthly cash remuneration when the payee is enrolled. The system uses this field to generate the Amount of Monthly Remun. This field becomes visible only when the Change Reason is *New Enrollment* or *Re-enrollment*.

**Monthly Non-Cash Remun** (monthly non-cash remuneration)

Enter the expected monthly non-cash remuneration when the payee is enrolled. The system uses this field to generate the Amount of Monthly Remun. This field becomes visible only when the Change Reason is *New Enrollment* or *Re-enrollment*.

## Standard Remuneration and Grades

Displays the monthly standard remuneration and the standard remuneration grade based on the value in the Amount of Monthly Remun field for the effective date.

These values are display only and are not saved to a table.

## Nursing Care Insurance

**Special Insured**

When you select this check box, nursing insurance is calculated and deducted, regardless of the age of the payee.

**Excluded**

When you select this check box, nursing insurance is not calculated and deducted, regardless of the age of the payee.

## Pension Insurance

|                                                         |                                                                                                                                                                                                                                            |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Base Pension Number</b>                              | Enter the base pension number for the employee and the spouse, if applicable. These values are used by the enrollment, termination, and address change reports.                                                                            |
| <b>Base Pension Number for Spouse</b>                   | This value is for your information only. It is not used by the payroll system.                                                                                                                                                             |
| <b>Eligibility for Voluntary Enrollment for Elderly</b> | Select if the employee is 70 or older and qualifies for payroll deduction of Employees Pension Insurance contribution. Use the PI 70 Year Old Employees report to identify employees who are terminated from pension insurance due to age. |

## Updating Last Action

The system completes the following fields depending on how the data is entered or updated:

| Field       | Manually Entered | Automatically Entered |
|-------------|------------------|-----------------------|
| Last Action | Online user      | System                |
| Updated on  | Current date     | Process run date      |

## Managing Social Insurance Dependent Data

Access the Social Insurance Dependent Data page.

### Social Insurance Dependent Data

Sasaki Kiyoshi Person ID: J0001

**Social Insurance Dependent Data**
Find | View All
First 1 of 3 Last

**Dependent ID:** 01 **Name:** Sasaki Tae

**Relationship:** Spouse **Date of Birth:** 10/03/1946

**Dependent Detail Information**
Find | View All
First 1 of 1 Last

**\*Effective Date:** 10/12/2004

☒ **Insurant of Health Insurance**

Social Insurance Dependent Data page

Select Insurant of Health Insurance if the dependent is included in the employee's health insurance plan.

---

## Preparing for Monthly Standard Remuneration Reports

This section provides an overview of monthly standard remuneration reports and discusses how to:

- Run the Monthly Remuneration Load Process.
- View and Edit Monthly Remuneration Calculations.
- Update Employee Social Insurance Data.

## Understanding Monthly Standard Remuneration Reports

The Monthly Remuneration Load process (GPJP\_LD\_REM) gathers information from Human Resources and Global Payroll tables and updates the Monthly Remuneration Results table (GPJP\_MTHRMN\_TBL). That table is the data source for one page and three monthly remuneration reports that are delivered by PeopleSoft. You can create your own Structured Query Reports (SQRs), application messages, or electronic data files that access data on the Monthly Remuneration Results table.

Here's how you prepare for monthly remuneration reporting:

1. Finalize the salary payroll run.
2. Run the Monthly Remuneration Load Application Engine process (GPJP\_LD\_REM).
3. View and correct results of the monthly remuneration calculations on the SI Monthly Remuneration Results page.
4. Run the following monthly standard remuneration reports:
  - Monthly Standard Remuneration Revised report.
  - Monthly Standard Remuneration Regular report (for June payroll only).
  - Monthly Standard Remuneration (summary) report (for June payroll only).
5. Run the Monthly Remuneration Update Application Engine process (GPJP\_UPD\_REM).

## Pages Used to Prepare for Monthly Standard Remuneration Reports

| Page Name                                                                   | Object Name       | Navigation                                                                                                       | Usage                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Load SI Monthly Remun<br>(load social insurance monthly remuneration)       | GPJP_RC_SC_LOAD   | Global Payroll & Absence Mgmt, Social Security / Insurance, Load SI Monthly Remun JPN, Load SI Monthly Remun     | Run the monthly remuneration load process.                                                                                                                                                                                                                                            |
| SI Monthly Remun Results<br>(social insurance monthly remuneration results) | GPJP_SC_MTH_REMUN | Global Payroll & Absence Mgmt, Social Security / Insurance, Review SI Mthly Remun JPN, SI Monthly Remun Results  | View and edit the monthly remuneration calculations for individual employees. The Monthly Remuneration Load Application Engine process loads and updates this page. The parameters that you enter in the process run control page determine which employees you can see on this page. |
| Update SI Monthly Remun<br>(update social insurance monthly remuneration)   | GPJP_RC_SC_LOAD   | Global Payroll & Absence Mgmt, Social Security / Insurance, Update SI Monthly Remun JPN, Update SI Monthly Remun | Update employee social insurance data. Run the Monthly Remuneration Update process to update the amount of monthly remuneration on the Social Insurance Data page for employees whose subject indicator is Occasional Revision or Regular Decision.                                   |

## Running the Monthly Remuneration Load Process

Access the Load SI Monthly Remun page.

Load SI Monthly Remun

Run Control ID: japan
Report Manager
Process Monitor
Run

Language: Japanese

Process Request Parameter(s)

\*Calendar Group ID: GJ200401S02 2004/01 Salary

☐ Regard Occasional Revision Candidates in July as Subjects to Regular Decision

Load SI Monthly Remun page

The Monthly Remuneration Load process loads the Monthly Remuneration Results table (GPJP\_MTHRMN\_TBL).

The payroll must be finalized for the calendar group ID that you select; otherwise, the system issues an error message. The process uses the payment dates to determine for which month the calendar group applies. The following table lists the eligibility subject indicators for which the process loads data according to the month of the calendar group ID:

| Subject Indicator             | Months Loaded |
|-------------------------------|---------------|
| Occasional Revision           | All months    |
| Occasional Revision Candidate | All months    |
| Regular Decision              | June only     |

## Viewing and Editing Monthly Remuneration Calculations

Access the SI Monthly Remun Results page.

| SI Monthly Remun Results                                                                                                |                               |                        |             |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------|-------------|
| Nobuyasu Okano                                                                                                          |                               | Person ID: GJ0304      |             |
| Regular Decision / Occasional Revision Information <span style="float: right;">Find   View All First 1 of 1 Last</span> |                               |                        |             |
| Health Insurance Card Number:                                                                                           | 5034                          | Calendar Group ID:     | GJ200311S05 |
| Calendar ID:                                                                                                            | GJC200311S05                  | Year:                  | 2003        |
| Subject:                                                                                                                | Occasional Revision Candidate |                        |             |
| <b>Remun in Assessment Months</b>                                                                                       |                               |                        |             |
| Month:                                                                                                                  | 11                            | 10                     | 09          |
| Base Days for Payment:                                                                                                  | 30                            | 31                     | 30          |
| Monthly Cash Remun:                                                                                                     | 250,000                       | 250,000                | 250,000     |
| Monthly Non-Cash Remun:                                                                                                 | 0                             | 0                      | 0           |
| Sum of Monthly Remun:                                                                                                   | 250,000                       | 250,000                | 250,000     |
| <b>Revised Monthly Remun</b>                                                                                            |                               |                        |             |
| Total Amount:                                                                                                           | 750,000                       | Current (HIS):         | 260,000     |
| Average:                                                                                                                | 250,000                       | Current (EPI):         | 260,000     |
| Adjusted Average:                                                                                                       | 0                             | Revised (HIS):         | 260,000     |
|                                                                                                                         |                               | Revised (EPI):         | 260,000     |
| <b>Remarks</b>                                                                                                          |                               |                        |             |
| <input type="checkbox"/> Part-time                                                                                      |                               | Remark 1:              |             |
| Amount of Retroactive Pay: 0                                                                                            |                               | Remark 2:              |             |
| <b>Fixed Wages Change</b>                                                                                               |                               |                        |             |
| Difference:                                                                                                             | -2,500                        |                        |             |
| Effective Month:                                                                                                        | 9                             |                        |             |
| Last Action: System                                                                                                     |                               | Updated on: 10/29/2004 |             |

SI Monthly Remun Results page

An application engine will populate the fields on this page. You can edit many of them if needed.

### Subject

Displays whether the employee is subject to occasional revision or regular decision. Values include *Occasional Revision*, *Occasional Revision Candidate*, *Regular Decision*, and *Not Applicable*.

See [Chapter 11, "Managing Social Insurance," Standard Remuneration Calculations, page 79](#).

### Remuneration in Assessment Months

View or update the amount of cash and non-cash pay that is subject to social insurance premium for each month.

### Month

Displays the three months in the assessment period.

|                                                           |                                                                                                                                                                              |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Base Days for Payment</b>                              | Displays the employee's number of work days within the pay period.                                                                                                           |
| <b>Sum of Monthly Remun</b> (sum of monthly remuneration) | Displays the sum of cash and non-cash remuneration. This value is updated automatically when you change the value in the Monthly Cash Remun or Monthly Non-Cash Remun field. |

### Revised Monthly Remuneration

You can manually update the Total Amount, Average, and Revised (HIS and EPI) values in this group box. The system does not automatically recalculate the values of these fields even when you change the value in the Monthly Cash Remun or Monthly Non-Cash Remun fields. When you save the page, a warning message advises you to manually update these fields if values have changed.

|                         |                                                                                                                                               |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Amount</b>     | Displays the total remuneration for the assessment months during which the element worked sufficient work days.                               |
| <b>Average</b>          | Displays the average remuneration for the period.                                                                                             |
| <b>Adjusted Average</b> | Displays the average remuneration for the period not including any retroactive amount for a month other than the assessment month.            |
| <b>Current (HIS)</b>    | Displays the monthly standard remuneration for health insurance before regular decision or occasional revision.                               |
| <b>Current (EPI)</b>    | Displays the monthly standard remuneration for Employees' Pension Insurance before regular decision or occasional revision.                   |
| <b>Revised (HIS)</b>    | Displays the revised monthly standard remuneration for health insurance as determined by regular decision or occasional revision.             |
| <b>Revised (EPI)</b>    | Displays the revised monthly standard remuneration for Employees' Pension Insurance as determined by regular decision or occasional revision. |

### Remarks

|                                  |                                                                                                                                                                                                   |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Amount of Retroactive Pay</b> | Displays the total amount of retroactive remuneration excluding the retroactive amount for a month that is excluded from the calculation due. Retroactive reduction appears as a negative amount. |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Fixed Wages Change

|                        |                                                                                                                                                                                                                                                                                                  |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Difference</b>      | Displays the increase or decrease applied to the fixed wages. Decreases are accompanied by a negative.                                                                                                                                                                                           |
| <b>Effective Month</b> | Enter the month when retroactivity occurs. This is not the month when the salary change occurs. For example, if a pay raise was given in April and applied to the April payment, the value would be 4. If the pay raise was given in May and applied to the April payment, the value would be 5. |

The system completes the following fields depending on how the data is entered or updated:

| Field       | Manually Entered | Automatically Entered    |
|-------------|------------------|--------------------------|
| Last Action | Online user      | System.                  |
| Updated on  | Current date     | Run date of the process. |

## See Also

Chapter 11, “Managing Social Insurance,” Understanding Social Insurance Rules, page 79

## Updating Employee Social Insurance Data

Access the Update SI Monthly Remun page.

**Update SI Monthly Remun**

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

Language: Japanese ▼

**Process Request Parameter(s)**

|                     |                 |                |
|---------------------|-----------------|----------------|
| *Calendar Group ID: | GJ200401S02     | 2004/01 Salary |
| Selection Criteria  | Regular Process |                |

Update SI Monthly Remun page

Run the Monthly Remuneration Update process to update the amount of monthly remuneration on the Social Insurance Data page for employees whose subject indicator is Occasional Revision or Regular Decision. Use the Selection Criteria field to select the monthly remuneration result data to be printed on the report.

This process uses the same run control page as the Monthly Remuneration Load process.

## See Also

Chapter 11, “Managing Social Insurance,” Running the Monthly Remuneration Load Process, page 91

## Checking Social Insurance Calculations

This section provides an overview of social insurance calculation checks and discusses how to:

- Create the SI Premium Summary report.
- Create the SI Premium Inquiry report.

## Understanding Social Insurance Calculation Checks

Global Payroll for Japan calculates social insurance premiums and creates the employee and employer deductions. The social insurance provider also calculates these premiums independently. The social insurance check report enables you to compare these values. To do so, you:

1. Receive the premium payment documents from the provider.

The provider should send a payment notification, detail statement, and a change statement for the previous month.

2. Compare the provider's data with your calculations using the SI Premium Summary report and the SI Premium Inquiry report.

The SI Premium Summary report lists the following information for an establishment ID: employee and employer premium amounts for salary and bonus payments and the number of insureds by grade.

The SI Premium Inquiry report lists, by establishment ID, those payees whose premiums have changed in the month.

## Pages Used to View Premium Reports

| Page Name                                                                  | Object Name    | Navigation                                                                           | Usage                                                                                                                                            |
|----------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| SI Premium Summary Rpt JPN (social insurance premium summary report Japan) | GPJP_RC_SC_GRD | Global Payroll & Absence Mgmt, Social Security/Insurance, SI Premium Summary Rpt JPN | Create the SI Premium Summary report to view information about the social insurance premiums and grades of all employees in an establishment.    |
| SI Premium Inquiry Rpt JPN (social insurance premium inquiry report Japan) | GPJP_RC_SC_CHK | Global Payroll & Absence Mgmt, Social Security/Insurance, SI Premium Inquiry Rpt JPN | Create the Social Insurance Premium Inquiry report to view employee's whose premium data has changed in the between previous and current months. |

## Creating the SI Premium Summary Report

Access the SI Premium Summary Rpt JPN page.

### SI Premium Summary Rpt JPN

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

Language:

Report Request Parameter(s)

\*Object Year

\*Month  

\*SI Establishment Number   CarrotSoft2 Setagaya

SI Premium Summary Rpt JPN page

## Report Request Parameter(s)

Select the object year, month, and SI establishment for which you want to run the report. For example, if you would like to print the summary for the premium that is deducted and paid to the social insurance provider in March, you should select 03 for the Month.

## Creating the Social Insurance Premium Inquiry Report

Access the SI Premium Inquiry Rpt JPN page.

**SI Premium Inquiry Rpt JPN**

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

Language: Japanese

**Report Request Parameter(s)**

\*Object Year: 2004

\*Month: 05

\*SI Establishment Number: KJS0000001 Carrot Soft Corp.

**Report Request Parameter(s)**

- ☒ Health Insurance
- ☒ Nursing Care Insurance
- ☒ Pension Insurance
- ☒ Pension Fund

SI Premium Inquiry Rpt JPN page

### Object Year and Month

Enter the month and year for which you want to run the report. For example, to report the difference between the premiums that are deducted and paid to the social insurance provider in February and March, you should select 03 for the Month.

## Report Request Parameter(s)

Select an option to find the payees whose corresponding premiums have changed in the current month. Select multiple options to search for payees whose premiums have changed for all of the corresponding premiums. For example, if Health Insurance and Nursing Care Insurance are selected, the system lists the payees whose health insurance premium and nursing care premium have changed between the previous and current months.

If you do not select a parameter the report will display the social insurance premiums of all the payees, even when the premiums are unchanged.

---

## Running Social Insurance Reports

This section provides an overview of social insurance reports and lists the pages used to run them.

### Understanding Social Insurance Reports

You can print the following reports:

- Monthly Standard Remuneration Revised report (GPJPSC01), which you submit monthly.
- Monthly Standard Remuneration Regular report (GPJPSC02), which you submit annually.
- A summary of monthly standard remuneration (GPJPSC03) that you can use to complete the Monthly Standard Remuneration Summary report.
- Bonus Payment Detail report (GPJPSC05).
- Bonus Payment Summary report (GPJPSC06).
- PI 70 Years Old Employees report (GPJPSC04), which you use to review and update the Eligibility for Voluntary Enrollment for Elderly field on the Social Insurance Data page.

The monthly standard remuneration reports are provided in the format for the Tokyo municipality. You can modify the format as required.

The following topics provide more details about these reports.

#### Monthly Standard Remuneration Revised Report

Submit this report to the social insurance provider after each salary pay run in which employees exist who are subject to occasional revision. The report lists the following information for all employees whose subject indicator is Occasional Revision (fixed wages increased or decreased two months ago resulting in a change of standard remuneration grade by two grades or more):

- Health card number, name, birth date, and type.
- Base days, cash, non-cash, and sum of remuneration for each of the three months in the assessment period.
- Total of monthly remuneration, as well as current and revised standard remuneration for health insurance and pension insurance.
- Amount of retroactive pay, difference of fixed wages, and effective month.

#### Monthly Standard Remuneration Regular Report

Submit this report to the social insurance provider annually by the tenth of July. The report lists the following information for employees whose subject indicator is Regular Decision:

- Health card number, name, birth date, and type.
- Base days, cash, non-cash, and sum of remuneration for April, May, and June of the current year.
- Total of monthly remuneration, as well as current and revised standard remuneration for health insurance and pension insurance.
- Amount of retroactive pay, difference of fixed wages, and effective month.

## Summary of Monthly Standard Remuneration Report

Use the information in this report to complete the Monthly Standard Remuneration Summary report that you submit annually to the social insurance provider with the Monthly Standard Remuneration Regular report. This report lists the following information for each establishment:

- The number of employees who became insured between June 1 and July 1.
- The number of employees submitting the Monthly Standard Remuneration Regular report.
- The number of employees who are subject to occasional revision in July.
- The health card number and name of each employee who might be subject to occasional revision in August and September.

## Social Insurance Bonus Payment Detail Report

Submit this report each time a bonus is paid. This report lists:

- Health insurance card number, birth date, name, and type.
- The cash bonus amount.
- The non-cash bonus amount.
- The total bonus amount.

## Social Insurance Bonus Payment Summary Report

Submit this report each time a bonus is paid. For each establishment number, this report lists:

- The number of bonus payees.
- The total amount of the bonus.
- The number of insured employees.

## PI 70 Years Old Employees Report

The report lists employees who became ineligible for Employees' Pension Insurance premium due to reaching the age of 70, along with their names, employee IDs, genders, supervisor levels, and whether they are eligible for voluntary enrollment. It also lists, for each establishment number and department number if you specified these parameters, the total number of employees who became ineligible and the total number eligible for voluntary enrollment.

The report determines which employees are age 70 or over as of the date that you enter as the object date on the run control page.

## Pages Used to Run Social Insurance Reports

| Page Name                                                                             | Object Name    | Navigation                                                                                                                 | Usage                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SI Mthly Remun Rpt (Revised) (social insurance monthly remuneration report [revised]) | GPJP_RC_SC01   | Global Payroll & Absence Mgmt, Social Security / Insurance, SI Mthly Rev Remun Rpt JPN, SI Mthly Remun Rpt (Revised)       | Run the Monthly Standard Remuneration Revised Report (GPJPSC01), which lists social insurance and remuneration information for all employees whose subject indicator is Occasional Revision. |
| SI Mthly Remun Rpt (Regular) (social insurance monthly remuneration report [regular]) | GPJP_RC_SC03   | Global Payroll & Absence Mgmt, Social Security / Insurance, ANN – SI Mthly Reg Remun Rpt JPN, SI Mthly Remun Rpt (Regular) | Run the Monthly Standard Remuneration Regular Report (GPJPSC02), which lists social insurance and remuneration information for all employees whose subject indicator is Regular Decision.    |
| SI Mthly Remun Rpt (Summary) (social insurance monthly remuneration report [summary]) | GPJP_RC_SC03   | Global Payroll & Absence Mgmt, Social Security / Insurance, ANN – SI Mthly Sum Remun Rpt JPN, SI Mthly Remun Rpt (Summary) | Run the Monthly Standard Remuneration Summary Report (GPJPSC03), which summarizes information about employees who are subject to regular decision and occasional revision.                   |
| SI Bonus Payment Detail Rpt (social insurance bonus payment detail report)            | GPJP_RC_SC_BNS | Global Payroll & Absence Mgmt, Social Security/Insurance, SI Bonus Payment Report JPN, Bonus Payment Rpt                   | List each payee's bonus amount.                                                                                                                                                              |
| SI Bonus Payment Summary Report (social insurance bonus payment summary report)       | GPJP_RC_SC_BNS | Global Payroll & Absence Mgmt, Social Security/Insurance, SI Bonus Payment Report JPN, Bonus Payment Rpt                   | Summarize payee information and the total of all payees' bonus amounts.                                                                                                                      |
| PI 70 Years Old Employees Rpt JPN (pension insurance 70 years old employees report)   | GPJP_RC_SC04   | Global Payroll & Absence Mgmt, Social Security / Insurance, PI 70 Years Old EE Rpt JPN, SI Pension Term Report JPN         | Run the Pension Termination Report (GPJPSC04), which lists employees who became ineligible for Employees' Pension Insurance premium due to reaching the age of 70.                           |

## Creating Social Insurance Report Data Files

This section provides an overview of social insurance report data files and discusses how to:

- Create remuneration report files.
- Create bonus report files.

- Create the enrollment, termination, and address change report files.

## Understanding Report Data Files

In addition to the printed reports listed previously, you can also submit some social insurance reports electronically. You can create the following files for the following reports:

- Monthly Standard Remuneration Revised report.
- Monthly Standard Remuneration Regular report.
- Bonus Payment report.
- Enrollment report.
- Termination report.
- Address change report.

Three processes, and therefore three run control pages, are used to create these files:

- Remuneration report file creation.
- Bonus report file creation.
- Other report file creation.

Each of these processes has the same basic structure. First, they select the report data from the appropriate tables. Next, the system validates the content and the format of the report files. Last, the system places the data to a file.

If errors are found during the validation step, the system creates a detailed log file for each error that is detected. The error file includes the record row number, employee ID, health insurance card number, name, report type, field name containing the error, and an error description. The error file name follows the format *gpjp\_sc\_det\_log\_process instance number.csv*.

When the data is placed in the file, commas are replaced with spaces. When creating the file handle, you should not use the extension .csv.

### Remuneration Report Files

The process that is used to create both the Monthly Standard Remuneration Report (Regular) and the Monthly Standard Remuneration Calculation Report (Revised) selects rows from the Monthly Remuneration Results Record (GPJP\_MTHRMN\_TBL), whose object date (GPJP\_OBJECT\_DATE) and social insurance establishment (GPJP\_TAX\_ESTAB) match the values on the SI Create Remun Rpt File JPN page. The selected rows are extracted and used to create the report file.

Additionally, for the Monthly Standard Remun Calc Report (Revised), the process selects rows where the subject indicator (GPJP\_SUBJECT\_IND) is occasional revision. For the Monthly Standard Remun Calc Report (Regular), the process selects rows where GPJP\_SUBJECT\_IND is regular decision.

---

**Note.** Prior to creating the remuneration report files, you must run the load social insurance monthly remuneration process.

---

### Bonus Report Files

The process used to create the bonus report file selects data from the Global Payroll result table (GPJP\_WA\_PIN) for the payees who are insured as of the end of the bonus payment month. The selected rows are extracted and used to create the report file.

## Other Report Files

The process that is used to create the enrollment report, termination report, and address change report files selects data from the employee social insurance payee table (GPJP\_SC\_PYE\_DTA) where the effective date is within the period and the SI establishment is equal to the value that is selected on the SI Create Other Report File page.

In addition, the change reason should match the following criteria for each file:

| Data File          | Change Reason                                           |
|--------------------|---------------------------------------------------------|
| Enrollment Report  | New enrollment.<br>Re-enrollment.                       |
| Termination Report | Loss by Death.<br>Loss by Age.<br>Loss by Other Reason. |

To create the Address Change report data file, the system looks for the following conditions:

- An active row is on the Address table (ADDRESSES) whose effective date is between the period that is specified on the SI Create Other Report File page and the address type is *Home*.
- For the effective date of the active row used above, an effective row is on the social insurance payee table whose change reason is not *Excluded*.
- No row is on the social insurance payee table whose effective date is equal to the address row listed previously whose change reason is *New Enrollment* or *Re-enrollment*.

## Pages Used to Create Social Insurance Report Data Files

| Page Name                                                                             | Object Name     | Navigation                                                                                                                 | Usage                                                                                                                                  |
|---------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| SI Create Remuneration Report File (social insurance create remuneration report file) | GPJP_RC_SC_RPT1 | Global Payroll & Absence Mgmt, Social Security/Insurance, SI Create Remun Rpt File JPN, SI Create Remuneration Report File | Create the report files for the Monthly Standard Remuneration Report (Revised) and the Monthly Standard Remuneration Report (Regular). |
| SI Create Bonus Report File (social insurance create bonus report file)               | GPJP_RC_SC_BNS2 | Global Payroll & Absence Mgmt, Social Security/Insurance, SI Create Remun Rpt File JPN, SI Create Bonus Report File        | Create the bonus report file.                                                                                                          |
| SI Create Other Report File (social insurance create other report file)               | GPJP_RC_SC_RPT2 | Global Payroll & Absence Mgmt, Social Security/Insurance, SI Create Remun Rpt File JPN, SI Create Other Report File        | Create the enrollment, termination, and address change report files.                                                                   |

## Creating Remuneration Report Files

Access the SI Create Remuneration Report File page.

## SI Create Remuneration Report File

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

Language:

### Selection Criteria

Object Year:

Month:

\*SI Establishment Number:  CarrotSoft3 Setagaya

### Report Selection

☒ Monthly Remun Report (Revised)

☐ Monthly Remun Report (Regular)

### Data SetUp

\*FD Sequential Number:

\*Media:

\*File Creation Date:

### File Output Location

File Handle:

SI Create Remuneration Report File page

### Report Selection

Select which report data to use when creating the file.

### File Output Location

**File Handle** Select a predefined file handle.

## Creating Bonus Report Files

Access the SI Create Bonus Report File page.

## SI Create Bonus Report File

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

Language:

### Selection Criteria

\*Calendar Group ID:   2004/07 Salary

SI Establishment Number:   CarrotSoft Setagaya

\*Bonus Payment Date:  

### Data SetUp

\*FD Sequential Number:

\*Media:

\*File Creation Date:  

### File Output Location

File Handle:  

SI Create Bonus Report File page

### File Output Location

**File Handle**  Select a predefined file handle.

## Creating the Enrollment, Termination, and Address Change Report Files

Access the SI Create Other Report File page.

## SI Create Other Report File

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

Language:

---

### Selection Criteria

Begin Date:   End Date:  

\*SI Establishment Number:   CarrotSoft Setagaya

---

### Report Selection

☒ Enrollment Report

☐ Termination Report

☐ PI Address Change Report

---

### Data SetUp

\*FD Sequential Number:

\*Media:

\*File Creation Date:  

---

### File Output Location

File Handle:  

SI Create Other Report File page

### Report Selection

Select which report data to use when creating the file.

### File Output Location

**File Handle**                      Select a predefined file handle.

## Preparing for Social Insurance Premium Payment

Use the Global Payroll generic reporting functionality to prepare a report of earnings and deductions that you can use to review the amount of social insurance premium to be submitted to the insurance provider each month.

### See Also

[Appendix A, “Global Payroll for Japan Reports,” Running Generic Global Payroll Reports for Japan, page 172](#)



## CHAPTER 12

# Managing Labor Insurance

This chapter provides an overview of labor insurance rules and discusses how to:

- Enter labor insurance information.
- Enter and view labor insurance report data.
- Run labor insurance reports.

---

## Understanding Labor Insurance Rules

This section discusses:

- Delivered elements for calculating labor insurance premiums.
- Delivered elements for determining exemption for age.
- Delivered elements for tracking short time labor insured.
- Viewing delivered elements.

### Delivered Elements for Calculating Labor Insurance Premiums

PeopleSoft delivers elements for calculating the payee and payer contributions to employment insurance premiums.

#### Payees' Labor Insurance Premiums

The following elements are used to calculate payee's employment insurance premiums:

- Deduction elements LA EMP SAL and LA EMP BON for processing labor insurance deductions for salary or bonus.
- Variables for three employment insurance industry types: Type A, Type B (agriculture, forestry, fishery, and winery), and Type B(Cs) (construction).
- Bracket for determining the employment insurance rate for industry Types A and B, when the total amount of wages is between 92,000 JPY and 484,000 JPY.
- Variables and formula for calculating the employment insurance premium when the amount of total wages falls outside the bracket.

#### Payer's Labor Insurance Premiums

The following elements are used to calculate the payer's contribution to labor insurance:

- Variable element LA VR CALC ER FLG, which determines whether to calculate the payer's contribution. The default value is 0 (do not calculate).

- Variables for industry types (the same those that are used for payee's contributions).
- Bracket for determining the employment insurance rate of the payer's contribution for the three industry types.
- Variable LA VR WKRCMP RT, which holds the workers compensation insurance rate.
- Variable LA VR EMPL INS CO for the calculated employment insurance premium of the payer's contribution.
- Variable LA VR WKR COMP for the calculated workers compensation insurance premium.
- Writable array GPJP\_WA\_SCRPT that holds the calculated results for labor insurance of the payer's contribution (LA VR EMPL INS CO and LA VR WKR COMP).

## Delivered Elements for Determining Exemption for Age

PeopleSoft delivers date elements, durations, formulas, variables, and generation control to determine whether the employee is over age 64 on April 1 and, if so, to prevent the premium deduction.

## Delivered Elements for Tracking Short Time Labor Insured

A delivered variable tracks short time workers for reporting purposes. Use this information to submit the Status Change report when an employee changes to or from short time insured worker status and to determine the contents of the unemployment certificate.

## Viewing Delivered Elements

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

---

## Entering Labor Insurance Information

This section provides an overview of setting up labor insurance information and discusses how to enter labor insurance data.

## Understanding Labor Insurance Information Setup

You must enter some data into the system before you calculate labor insurance premiums.

Setting up labor insurance data includes these steps:

1. Define labor insurance establishments on the Labor Ins Estab page.

Select the industry type for each labor insurance establishment.

2. Set up employee labor insurance data on the Labor Insurance Data page.

If an employee has multiple jobs and receives separate payments for each job, enter labor insurance data for each job separately.

Labor insurance data will be deducted for each of the employee's job record.

## Page Used to Enter Labor Insurance Data

| Page Name            | Object Name      | Navigation                                                                                                              | Usage                                                            |
|----------------------|------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Labor Insurance Data | GPJP_LA_PYE_DATA | Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Labor Ins Data JPN, Labor Insurance Data | Enter labor insurance data for all job records of each employee. |

### See Also

Chapter 4, “Setting Up Insurance, Taxes, and Payslips,” Setting Up Tax and Insurance Establishments, page 22

## Entering Labor Insurance Data

Access the Labor Insurance Data page.

The screenshot displays the 'Labor Insurance Data' page. At the top, a tab labeled 'Labor Insurance Data' is active. Below it, employee information is shown: 'Hiratsu Toshio' with 'EMP' status, 'ID: J2001', and 'Empl Rcd #: 0'. The main section is titled 'Labor Insurance Data' and includes a 'Find | View All' link and navigation buttons. It contains several input fields and sections:
 

- \*Effective Date:** 01/01/2001 (with a calendar icon).
- \*Labor Insurance Establishment:** JL20000000001 (with a magnifying glass icon) and 'CarrotSoft, Tokyo'.
- Workers Compensation Insurance** section with **\*Insurance Type:** Full Time Insured Worker (dropdown menu).
- Employment Insurance** section with **Insurance ID Number:** 1312-001234-5, **\*Insurance Type:** Insured (dropdown menu), and checkboxes for **Elderly Insured** and **Short Time Worker**.

Labor Insurance Data page

### Workers Compensation Insurance

#### Insurance Type

*Full Time Insured Worker, Insured Officer, Temporary Insured Worker, and Exclusion.*

Select *Exclusion* when a payment, such as a director's remuneration, is not subject to workers compensation insurance.

### Employment Insurance

#### Insurance Type

*Insured:* Ordinary worker who is eligible for employment insurance.

*Officer:* Officers who work as employees and are eligible for employment insurance.

*Exclusion:* Any other payees who are not eligible for employment insurance, such as payees whose standard hours are less than 20 per week.

---

**Note.** Employees with insurance type *Officer* and *Insured* are subject to the deduction of employment insurance premiums unless their age is 64 or more at the time of payment. The age is determined by the system and is not affected by the value of the Elderly Insured check box. Global Payroll for Japan does not support voluntary elderly insured.

---

### Elderly Insured

Select if the payee's employment insurance type is *Officer* or *Insured* and the payee is categorized as *Elderly Insured* in the Annual Basic Employment Premium report. Use the Annual Employment Insurance Exempt report to help identify employees to be categorized as elderly insured.

### Short Time Worker

Select if the payee's employment insurance type is *Officer* or *Insured* and the payee needs to be categorized as a short time worker. This check box is informational.

---

## Entering and Viewing Labor Insurance Report Data

This section provides an overview of the process for entering labor insurance data and discusses how to enter labor insurance report data .

### Understanding Labor Insurance Report Data

Global Payroll for Japan provides pages for capturing the data that you will use to manually complete the following labor insurance reports:

- Enrollment report.
- Termination report.
- Status Change report.
- Transfer (Move In) report.
- Name Change report.

To enter data for the reports:

1. Complete the relevant fields on the Maintain Labor Insurance Report Data page.

---

**Note.** To determine which fields to complete for a given report, select the report type and click the View Report link.

---

2. Click the View Report link at the bottom of the page.

The page that appears depends on the value that you selected in the Report Type field on the Maintain Labor Insurance Report Data page.

3. Review for accuracy.

The system automatically converts dates to the imperial format. It also displays the reporting code that corresponds to certain values that you selected on the Maintain Labor Insurance Report Data page.

After confirming that your entries are correct, copy the data into the reports. The online report pages display data in the approximate order in which you enter the data on the OCR report forms defined by the government.

**Note.** If an employee has multiple jobs that are paid separately, enter labor insurance report data separately for each job.

## Common Elements Used in This Section

|                        |                                                                                                                                                               |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enrollment Date</b> | Displays the effective date entered on the Maintain Labor Insurance Report Data page when the report type is enrollment.                                      |
| <b>Monthly Wage</b>    | Displays the value that you entered in the Estimated Monthly Wage field on the Maintain Labor Insurance Report page, divided by 1000 (without the fractions). |
| <b>Standard Hours</b>  | Displays the number of standard hours and minutes for the payee as they appear on the Job Information page.                                                   |

## Pages Used to Enter and View Labor Insurance Report Data

| Page Name                            | Object Name      | Navigation                                                                                                                                                 | Usage                                                                           |
|--------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Maintain Labor Insurance Report Data | GPJP_LA_PYE_RPT  | Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Lab Ins Rpt Data JPN, Maintain Labor Insurance Report Data                  | Enter data for labor insurance reports.                                         |
| Enrollment Report                    | GPJP_LA_PYE_RPT1 | Click the View Report link on the Maintain Labor Insurance Report Data page. (You must select enrollment as the Report Type on that page.)                 | Displays data that you can copy to the Enrollment report.                       |
| Name Change/Termination Report       | GPJP_LA_PYE_RPT2 | Click the View Report link on the Maintain Labor Insurance Report Data page. (You must select Name Change or Termination as the Report Type on that page.) | Displays data you can copy to the Termination report or Name Change report.     |
| Transfer/Status Change Report        | GPJP_LA_PYE_RPT3 | Click the View Report link on the Maintain Labor Insurance Report Data page. (You must select Transfer or Status Change as the Report Type on that page.)  | Displays data that you can copy to the Transfer report or Status Change report. |

## Entering General Data for Labor Insurance Reports

Access the Maintain Labor Insurance Report Data page.

## Maintain Labor Insurance Report Data

Hiratsu Toshio                      EMP                      ID: J2001                      Empl Rcd #: 0

| Labor Insurance Report Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <p><b>*Effective Date:</b> <input type="text" value="10/29/2004"/> </p> <p><b>*Report Type:</b> <input type="text"/></p> <p><b>Enrollment Reason:</b> <input type="text"/></p> <p><b>Wage Payment Method:</b> <input type="text"/>      <b>Estimated Monthly Wage:</b> <input type="text"/></p> <p><b>Type of Employment:</b> <input type="text"/></p> <p><b>Job Type:</b> <input type="text"/></p> <p><b>Predefined Term of Contract:</b> <input type="text"/></p> <p><b>Contract from Date:</b> <input type="text"/>       <b>To Date:</b> <input type="text"/> </p> <p><b>Insurant Type:</b> <input type="text"/></p> <p><b>Notes:</b> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p> | <p style="text-align: right;">Find   View All    First  1 of 1  Last</p> <p style="text-align: right;"> </p> |

[View Report](#)

Maintain Labor Insurance Report Data page

**Report Type**

Select from the following report types: *Enrollment*, *Name Change*, *Status Change*, *Termination*, *Transfer*. The selected value determines which page appears when you click the View Report link.

**Enrollment Reason**

Values are: *Change from Daily Laborer*, *New Hire (New Graduates)*, *New Hire (Others)*, *Others*, *Return to Home Company*.

**Contract from Date and To Date**

The contract's begin and end dates are required if you select *Contract term, and no renewal* condition or *Contract term, and renewal condition* in the Predefined Term of Contract field.

**Note**

Use this field to enter notes. For example, you can explain why there is no renewal condition, the reason for insurance ineligibility, or if an unemployment certificate is needed.

**View Report**

Click to access a page where you can view the data that you entered for the selected report type.

## Displaying Enrollment Report Data

Access the Enrollment Report Data page.

**Report Type**

Displays 10101 for the enrollment report. (Global Payroll for Japan does not support report type 10162.)

|                      |                                                                                                                                                                                                                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hire Type</b>     | Displays a value of 1 or 2, depending on your selection in the Type of Employment field on the Maintain Labor Insurance Report Data page. If you selected <i>New Hire (New Graduates)</i> or <i>New Hire (Others)</i> , the system displays 1; for the other selections, it displays 2. |
| <b>Change Reason</b> | Displays a value of 1, 2, 3, 4, or 8, depending on your selection in the Enrollment Reason field on the Maintain Labor Insurance Report Data page.                                                                                                                                      |

## Displaying Name Change and Termination Report Data

Access the Name Change/Termination Report Data page.

|                                                   |                                                                                                                                                                                                         |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AC Name</b> (alternate character name)         | Displays the AC name for the day previous to the effective date that appears on the Maintain Labor Insurance Report Data page.                                                                          |
| <b>New AC Name</b> (new alternate character name) | Displays the current AC name.                                                                                                                                                                           |
| <b>Report Type</b>                                | Displays <i>10102</i> for the name change report or <i>10103</i> for the termination report. (Global Payroll for Japan does not support report type 10190 for name changes or 10191 for terminations.)  |
| <b>As of Date</b>                                 | For the termination report, this field displays the date prior to the effective date that is entered on the Maintain Labor Insurance Report Data page. This field is hidden for the name change report. |

## Displaying Transfer and Status Change Report Data

Access the Transfer/Status Change Report page.

|                                                                                |                                                                                                                                                                           |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report Type</b>                                                             | Displays <i>10106</i> for the transfer report or <i>10107</i> for the status change report.                                                                               |
| <b>Prev Labor Ins Estab No</b> (previous labor insurance establishment number) | Displays the labor insurance establishment number prior to the effective date of the transfer. The system retrieves the number from the Labor Insurance Payee Data table. |

---

## Running Labor Insurance Reports

This section provides overviews of labor insurance reports, lists prerequisites, and discusses how to run the following reports:

- Employment Insurance Premium Exempt report.
- Basic Employment Insurance Premium report.
- Newly Enrolled Employee report.

## Understanding the Employment Insurance Exempt Report (GPJPLA01)

This report lists employees who are 64 years of age or older as of April 1 of the object year you select on the run control page. It provides their employee IDs, departments, supervisor level, birth dates, and genders. The report also lists the total number of exempt employees in each department and establishment if you select these parameters.

If any employees listed in this report are elderly insured, select the Elderly Insured check box on the Labor Insurance Data page.

## Understanding the Basic Employment Insurance Premium Report (GPJPLA02)

This report helps you complete the Insurance Premium report that you must submit each May. All 12 payroll runs for the insurance year (April 1 through March 31) must be finalized before you run this report.

For both workers compensation insurance and employment insurance, the report lists the number of workers and wages attributed to salary and bonus, as well as the total for each insurance type (full time insured worker, insured officer, and so on). It provides the grand totals for workers compensation insurance and for employment insurance, including and excluding the elderly insured.

The report lists data for the period April 1 of the previous year through March 31 of the object year you select on the run control page.

## Understanding the Newly Enrolled Employee Report (GPJPLA03)

When you run the Newly Enrolled Employee Report, the system produces:

- A PDF version of the Newly Enrolled Employee Report (GPJPLA03).
- A summary log file (GPJP\_LA03\_sum.csv).

This file contains the labor insurance establishment details, file creation date, total number of employees in the data file, and the number of errors detected in the data file.

- A data file (shutoku.csv).

This file contains the details of the employees who are newly enrolled as of the run control date.

- A detail log file (GPJP\_LA03\_dtl.csv).

This file contains the employee ID, name, the field in which the error is present, and the error details.

To submit enrollment data to the Employment Security Office, you can complete a separate paper report for each employee by copying enrollment report data from the Enrollment Report page. Alternatively, you can submit these three items: the csv data file, the Newly Enrolled Employee report (GPJPLA03), and a summary report. To prepare the summary report, copy data from the summary log file to the preprinted form supplied by the Employment Security office.

## Prerequisite to Running the Newly Enrolled Employee Report

Before you can run the Newly Enrolled Employee report, you must create a file handle. Although you're required to enter a file name when you create the file handle, the system does not use this name when it generates the files. It applies the naming convention described in the following table:

| File        | Naming Convention                      |
|-------------|----------------------------------------|
| Data file   | shutoku + (job instance) + .csv        |
| Summary log | gpjp_la03_sum_ + (job instance) + .csv |
| Detail log  | gpjp_la03_dtl_ + (Job Instance) + .csv |

### See Also

Chapter 3, “Defining Country Data,” Setting Up File Handles, page 20

## Pages Used to Run Labor Insurance Reports

| Page Name                                                              | Object Name        | Navigation                                                                                                                | Usage                                                                                                                                                                                                                            |
|------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EI Exempt Report<br>(employment insurance exempt report)               | GPJP_RC_LA01       | Global Payroll & Absence Mgmt, Social Security/Insurance, ANN – EI Exempt Report JPN, EI Exempt Report                    | Run the Employment Insurance Exempt Report (GPJPLA01), which lists employees who are exempt from labor insurance premium because of age.                                                                                         |
| Basic EI Premium Report<br>(basic employment insurance premium report) | GPJP_RC_LA01       | Global Payroll & Absence Mgmt, Social Security/Insurance, ANN – Basic EI Premium Rpt JPN, Basic EI Premium Report         | Run the Basic Employment Insurance Premium report (GPJPLA02), which provides the workers compensation and employment insurance wage information you need to complete the Insurance Premium report that you must submit each May. |
| EI Newly Enrolled Employee Report                                      | GPJP_RC_LA_PYE_RPT | Global Payroll & Absence Mgmt, Social Security/Insurance, EI Newly Enroll Empl Rpt JPN, EI Newly Enrolled Employee Report | Generates the Newly Enrolled Employee report (GPJPLA03), data file, summary log file, and detail log file.                                                                                                                       |



## CHAPTER 13

# Managing Inhabitant Tax

This chapter provides an overview of the inhabitant tax business process and maintaining the Inhabitant Tax table, lists prerequisites, and discusses how to:

- Set up the Inhabitant Tax table.
- Load the Inhabitant Tax data.
- Print the Inhabitant Tax report.

---

## Understanding the Inhabitant Tax Business Process

Global Payroll for Japan provides rules, pages, processes, and reports that you use to:

- Set up the Inhabitant Tax table, which holds municipality and recipient-number data for employees as well as inhabitant-tax monthly amounts.
- Prepare Wage Payment reports and summaries for municipalities.
- Load inhabitant tax amounts and individual numbers that are received from the municipalities either manually or through a data load process.
- Deduct inhabitant tax amounts from monthly salary.
- Prepare monthly inhabitant tax reports for municipalities.

See [Chapter 15, “Preparing Year-End Adjustment,” Running Year-End Reports, page 150.](#)

### Object Year

*Object Year* generally refers to the year for which you want to run a process or generate a report. When we discuss inhabitant tax, object year is defined like this: The municipality provides monthly inhabitant tax amounts for a period that runs from June 1 to May 31 of the following year. The object year is the year in which June 1 falls.

## Viewing Delivered Elements

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

### See Also

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

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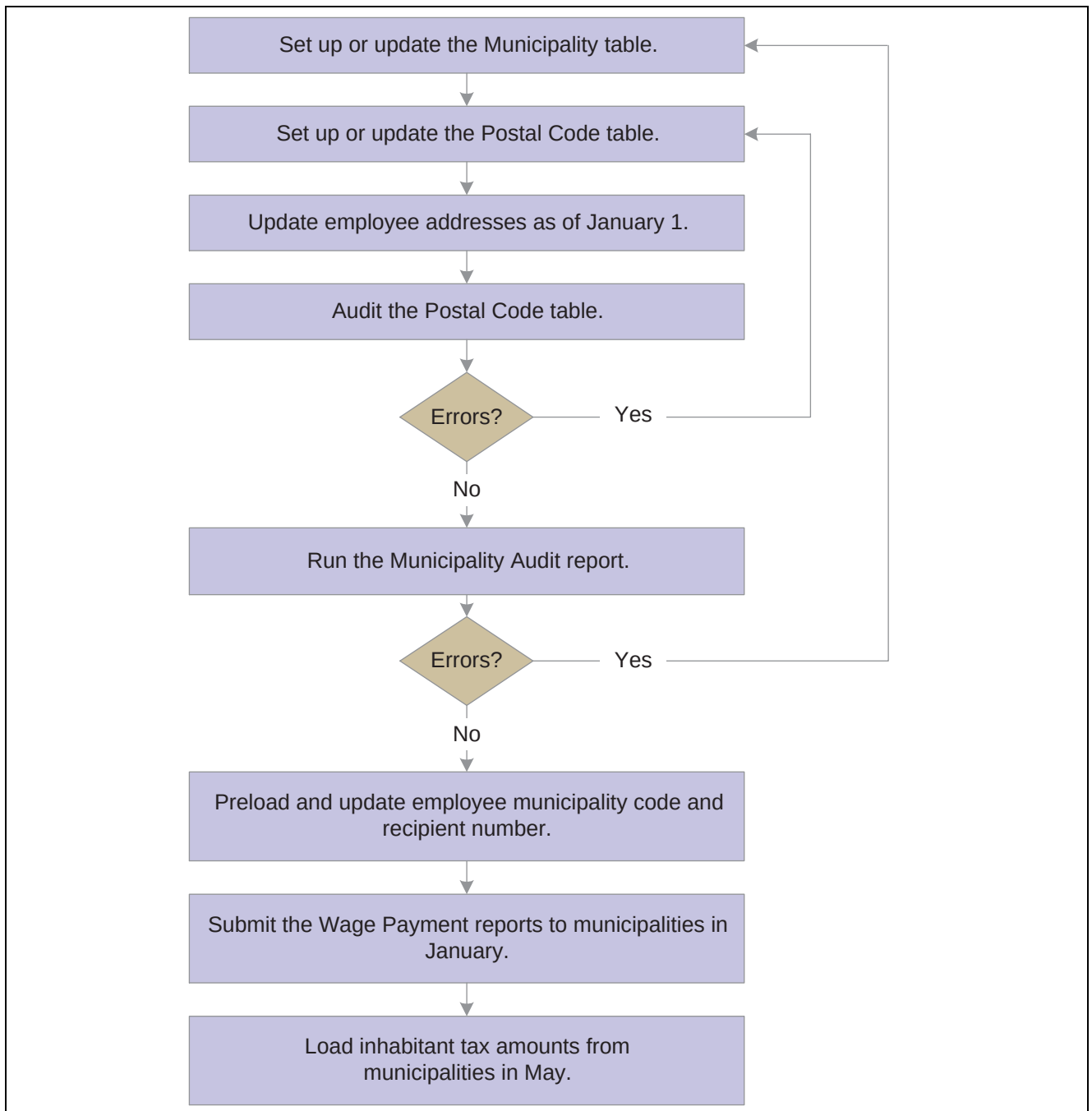
## Maintaining the Inhabitant Tax Table

The Inhabitant Tax table (GPJP\_IH\_PYE\_TAX) includes effective-dated rows for each employee paying inhabitant tax. This row includes employee ID, employment record number, recipient number, individual number, municipality code, previous employment last month, and special collection amount. Inhabitant Tax will be deducted only from one Job Record of an employee for each payment that the employee receives.

To determine an employee's inhabitant tax, the system first creates a relationship between the postal code in which employees live and the municipalities that charge inhabitant tax. This requires a correlation between the municipality table and the postal code table. The Blank Municipality Audit Report query identifies postal codes that are not associated with municipality codes. After this relationship is established, a connection exists between the employee and the municipality.

Now that the employee-municipality relationship has been identified, you can create the Inhabitant Tax table. The table will be populated with tax amounts either by loading data electronically using the Load Inhabitant Tax process (GPJP\_IHMUN2) or by entering the data manually.

This diagram illustrates the process of maintaining the Inhabitant Tax table:



#### Maintaining the Inhabitant Tax table

The following list provides more details about maintaining the Inhabitant Tax table:

1. Associate municipality codes with tax establishments and taxpayer-specified numbers on the Municipality table.
2. Associate municipality codes with postal codes on the Postal Code table.
3. Update employee addresses as of January 1 of the object year.
4. Run the Blank Municipality Audit Report query to identify postal codes that do not have a municipality code in the Japan Postal Code table.

Add missing municipality codes to the Japan Postal Code table.

5. Run the Municipality Audit report to check for invalid postal codes in employee addresses.
  - Correct errors that are reported by the audit report.
  - Rerun the audit report until all errors are corrected.
  - Correct all errors before you run the Pre-Load Inhabitant Tax process (GPJP\_IHMUN1).
6. Run the Pre-Load Inhabitant Tax process.
 

The process loads each employee's municipality code and recipient number into the Inhabitant Tax table with the effective date of June 1 of the object year.

Edit recipient numbers and/or employment record number for the object year on the Inhabitant Tax Data page, if necessary.
7. Send updated Wage Payment reports with summary to each municipality by the end of January of the object year.
8. Load employee inhabitant tax amounts and individual numbers that are provided by the municipality in May of the object year.
  - To load data from a printed list, manually enter tax amounts on the Inhabitant Tax Data page.
  - To load data from an electronic file, use the Load Inhabitant Tax process (GPJP\_IHMUN2).

### See Also

Chapter 15, "Preparing Year-End Adjustment," Running Year-End Reports, page 150

---

## Prerequisites

Before processing inhabitant tax, perform these setup steps:

1. Associate municipality codes with tax establishments and taxpayer-specified numbers on the Municipality Table page.
2. Associate municipality codes with postal codes on the Postal Code Table page.
3. Define a file handle for each municipality's electronic file that you want to load directly into the Inhabitant Tax table. Use the File Handle Table page.

You do not have to do this step if you load inhabitant tax amounts manually.

### See Also

Chapter 4, "Setting Up Insurance, Taxes, and Payslips," Setting Up for Inhabitant Tax Processing, page 29

---

## Setting Up the Inhabitant Tax Table

This section provides an overview of the Pre-Load Inhabitant Tax Process and discusses how to:

- Identify and correct blank municipality codes on the Japan Postal Code table.
- Audit and correct postal code errors.
- Run the Pre-Load Inhabitant Tax process.

## Understanding the Pre-Load Inhabitant Tax Process

The Pre-Load Inhabitant Tax process (GPJP\_IHMUN1) selects employees by the specified salary payer reference number. It loads their municipality codes and recipient numbers into the Inhabitant Tax table with the effective date of June 1 of the object year. You can view and update or correct the results of this process on the Inhabitant Tax Data page.

### Municipality Code

The process selects the municipality code in the Postal Code table based on the postal code that is in the employee's legal address record as of January 1 of the object year. If the employee does not have a legal address, the process uses the postal code that is in the home address record.

#### Employment Record Number

If a row of Inhabitant Tax data already exists, then the Employment Record of the New row is updated with the Employment Record of the old row. If no row exists, then the record that has a tax type of 'KOU' is selected for tax deductions for the newly inserted row. If there are no record with tax type 'KOU' then the minimum Job Record with a Pay System Flag of 'GP' is selected for Tax Deductions for the newly inserted row.

### Recipient Number

The process loads each employee's recipient number in the following way:

- Implementation year.  
The process enters the employee ID as the recipient number. You must correct the recipient number manually if the recipient number is different from the employee ID.
- Subsequent years.  
The process looks up the municipality code of the object year. It compares that municipality code with the employee's municipality code existing in the Inhabitant Tax record of the previous year.
  - If the municipality codes do not match, the process assigns a new recipient number.
  - If the municipality codes match, the process carries forward the recipient number.

### Cautions About Running the Process

Before running this process, be sure to run the Blank Municipality Audit Report query and the Municipality Audit Report, and correct all postal code errors.

You can run this process only once for each salary-payer reference number and object year. If you try to run it a second time, the process halts with an error message.

### Auditing and Correcting Postal Code Errors

Run the Municipality Audit report to find postal code errors in employee address records as of January 1 of the object year. When looking up the postal code, the process first looks to the legal address. If the employee does not have a legal address, the process looks to the home address.

The following table shows the possible error messages and the method of correction:

| Error Message                                           | Correction                                                                                                                       |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Unregistered Municipality Code.                         | The postal code does not have an associated municipality code in the Postal Code table. Update the Postal Code table.            |
| Municipality Code does not exist on Municipality Table. | If the code is valid, add it to the Municipality table and associate it with the postal code on the Postal Code table.           |
| Postal Code does not exist on the Postal Code Table.    | Correct the employee's postal code on the Personal Address table.                                                                |
| Unregistered Postal Code.                               | The postal code is missing from employee address data. Add the postal code to the employee's data in the Personal Address table. |

## Pages Used to Set Up the Inhabitant Tax Table

| Page Name               | Object Name     | Navigation                                                                                 | Usage                                                                                                                                                                                                                     |
|-------------------------|-----------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Query Manager           | QRY_SELECT      | Reporting Tools, Query, Query Manager, Query Manager                                       | Identify and correct blank municipality codes on the Japan Postal Code table. Run the Blank Municipality Audit Report query to identify postal codes that do not have a municipality code in the Japan Postal Code table. |
| Municipality Audit      | GPJP_RC_IH_AUD  | Global Payroll & Absence Mgmt, Taxes, Municipality Audit Rpt JPN, Municipality Audit       | Audit and correct postal code errors. Run the Municipality Audit report, which lists error messages for employees with invalid postal codes in their legal (or home) addresses.                                           |
| Pre-Load Inhabitant Tax | GPJP_RC_IH_MUN1 | Global Payroll & Absence Mgmt, Taxes, Pre-Load Inhabitant Tax JPN, Pre-Load Inhabitant Tax | Run the Pre-Load Inhabitant Tax process to load the employee, municipality, and recipient numbers for the object year into the Inhabitant Tax table.                                                                      |

## Identifying and Correcting Blank Municipality Codes on the Japan Postal Code Table

Access the Query Manager page.

To identify and correct blank municipality codes on the Japan Postal Code table:

1. Search for the GPJP\_AUDIT\_BLANK\_MUNIC query.

2. Run the query.
3. View the list of postal codes for which the municipality code is blank.

---

**Note.** Correct the missing municipality codes on the Japan Postal Code table before running the Pre-Load Inhabitant Tax process.

---

## Running the Pre-Load Inhabitant Tax Process

Access the Pre-Load Inhabitant Tax page.

Pre-Load Inhabitant Tax page

**Object Year** The default is the current year.

**Salary Payer Reference Number** The process selects all employees who are reported to the municipality for the salary payer reference number that is entered here.

### See Also

Chapter 13, “Managing Inhabitant Tax,” Understanding the Pre-Load Inhabitant Tax Process, page 121

---

## Loading Inhabitant Tax Data

This section provides an overview of loading inhabitant tax data and discusses how to:

- Update inhabitant tax data and manually enter tax amounts.
- View year-to-date inhabitant tax amounts.
- Load inhabitant tax amounts from electronic file.

## Understanding Loading Inhabitant Tax Data

You can either enter the inhabitant tax amounts manually or load the tax amounts from an electronic file.

After a payee’s inhabitant tax data is loaded, the data can be changed through the reloading process. You can overwrite or delete the data when the status is Updated by User.

When loading inhabitant tax data, you can:

- Load the file that was sent from a Municipal office into the table.

- Modify the rows that were loaded by the process, if necessary.
- Create new rows, especially for new employees whose information has not yet been submitted to the Municipal office.

## Pages Used to Load Inhabitant Tax Data

| Page Name                 | Object Name      | Navigation                                                                                                  | Usage                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------|------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inhabitant Tax Data       | GPJP_IH_PYE_TAX  | Global Payroll & Absence<br>Mgmt, Payee Data, Taxes,<br>Maintain Inhab Tax Data<br>JPN, Inhabitant Tax Data | Update inhabitant tax data.<br>View and correct recipient numbers after running the Pre-Load Inhabitant Tax process.<br><br>Enter inhabitant tax data for new hires, if necessary.<br><br>Enter the employment record number from which the tax needs to be deducted.<br><br>Enter one-time collection of balance for employees who terminate, if necessary.<br><br>Manually enter inhabitant tax amounts from the municipality if you do not use the electronic file load process. |
| Collection Status Details | GPJP_IH_COL_STAT | Click the Collection Status link on the Inhabitant Tax Data page.                                           | View the year-to-date inhabitant tax amounts for each employee.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Load Inhabitant Tax       | GPJP_RC_IH_MUN2  | Global Payroll & Absence<br>Mgmt, Taxes, Load<br>Inhabitant Tax JPN, Load<br>Inhabitant Tax                 | Load inhabitant tax amounts from electronic file. Run the Load Inhabitant Tax process to load the tax amounts from the municipality if using electronic file data.                                                                                                                                                                                                                                                                                                                  |

## Updating Inhabitant Tax Data and Manually Entering Tax Amounts

Access the Inhabitant Tax Data page.

**Inhabitant Tax Data**

Ken Sasaki Person ID: GJ0101

---

**Inhabitant Tax Data** Find | View All First 1 of 1 Last

\*Effective Date: 06/01/2003 Empl Rcd Nbr 0

\*Recipient Number: GJ0101

Individual Number

\*Municipal Code: 000003 Shibuya-ku

Prev Employment Last Month

**Tax Amount**

Yearly Total 111500.000000

**Tax Amount Details** Customize | Find | View All First 1-2 of 2 Last

| *Begin Date | *End Date  | One-Time Tax Amount | Updated/Processed |
|-------------|------------|---------------------|-------------------|
| 06/01/2003  | 06/30/2003 | 8100                | User              |
| 07/01/2003  | 05/31/2004 | 9400                | User              |

[Collection Status](#)

Inhabitant Tax Data page

### Effective Date

The Pre-Load Inhabitant Tax process sets this date to June 1 of the object year for employees who are reported to the municipality. Use June 1 of the object year for manual entry of Inhabitant Tax Data for new hires regardless of their actual dates of hire.

### Empl Rcd Nbr (employment record number)

Select the record number of the employment record from which you want to collect inhabitant tax data.

### Recipient Number

If the employee ID is not the correct recipient number, you can change it.

### Individual Number

View the value loaded by the Load Inhabitant Tax process.

### Municipal Code

Based on the employee's postal code as of January 1 of the object year.

### Prev Employment Last Month (previous employment last month)

Enter the last month that the previous employer paid inhabitant tax. Use this field if the payee was hired during the object year.

### Tax Amount Details

#### One-Time Tax Amount

Enter the monthly amount of the employee's inhabitant tax deduction for the salary whose payment falls between the begin date and end date.

When you manually enter the tax amount for new hires, enter the first and last day of the month in the Begin Date and End Date fields respectively.

## Viewing Year-to-Date Inhabitant Tax Amounts

Access the Collection Status Details page.

**Collection Status Details****Inhabitant Tax Data****Name:** Ken Sasaki**Individual Number:****Collection Status**

|                                |              |                    |            |                         |            |
|--------------------------------|--------------|--------------------|------------|-------------------------|------------|
| <b>Object Year:</b>            | 2004         | <b>Begin Date:</b> | 06/01/2003 | <b>End Date:</b>        | 03/31/2004 |
| <b>Month Last Collected:</b>   | March        |                    |            |                         |            |
| <b>Special Collection Tax:</b> | 92700.000000 | <b>To Date:</b>    | 9400       | <b>To Be Collected:</b> | 83300      |

**Municipality**

|                                    |                 |                                                |
|------------------------------------|-----------------|------------------------------------------------|
| <b>Municipal Code:</b>             | 000003          | Shibuya-ku                                     |
| <b>Specified Number:</b>           | 0001            |                                                |
| <b>Address as of January First</b> | <b>Country:</b> | Japan                                          |
|                                    | <b>Address:</b> | 150-0042<br>Tokyo-To Shibuya-ku<br>Udagawa-cho |

**Current Address**

|                        |                 |                                                |
|------------------------|-----------------|------------------------------------------------|
| <b>Current Address</b> | <b>Country:</b> | Japan                                          |
|                        | <b>Address:</b> | 150-0042<br>Tokyo-To Shibuya-ku<br>Udagawa-cho |

Collection Status Details page

This page summarizes the data that you need to complete the Change of Status Report on Special Collection.

**Loading Inhabitant Tax Amounts from Electronic File**

Access the Load Inhabitant Tax page.

**Load Inhabitant Tax**

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

Language: Japanese ▼

**Process Request Parameter(s)**

\*Object Year: 2004

\*File Handle: J1 🔍

File Name: JFH1.txt

**Record Load Options**

☒ Delete Only Loaded/Not Overwrite

☐ Delete Only Loaded/Overwrite

☐ Delete All

Load Inhabitant Tax page

**Object Year**                      The current year is the default.

**File Handle**                      Select the file handle that identifies the municipality file that you want to load to the Inhabitant Tax table.

**Note.** PeopleSoft provides the file layout for the Tokyo municipality as a model. You can modify the layout for other municipalities using Application Designer.

### Record Load Options

**Delete Only Loaded/Not Overwrite**                      Select to reload the file that was sent from a Municipal office into the table without overwriting user modifications and new rows.

**Delete Only Loaded/Overwrite**                      Select to reload the file that was sent from a Municipal office into the table and overwrite user modifications without overwriting the new rows.

**Delete All**                      Select to reload the file that was sent from a Municipal office into the table and overwrite all user modifications and new rows.

### See Also

[Chapter 3, “Defining Country Data,” Setting Up File Handles, page 20](#)

## Printing the Inhabitant Tax Report

This section lists the page you use to print the Monthly Inhabitant Tax report.

## Page Used to Print the Monthly Inhabitant Tax Report

| Page Name                     | Object Name     | Navigation                                                                                        | Usage                                                                                                                                                                                 |
|-------------------------------|-----------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monthly Inhabitant Tax Report | GPJP_RC_IH_MNTH | Global Payroll & Absence Mgmt, Taxes, Mthly Inhabitant Tax Rpt JPN, Monthly Inhabitant Tax Report | Print the Monthly Inhabitant Tax report (GPJPIH02), which provides the number of inhabitant tax collections and the total amount collected for each municipality for each pay period. |

# CHAPTER 14

## Withholding Income Tax

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

- Prepare for income tax withholding.
- Meet withholding tax reporting requirements.
- View delivered income tax deductions.

---

### Understanding Income Tax Withholding

Global Payroll for Japan provides rules to calculate and deduct estimated income tax from both salary and bonus. It also enables you to calculate income tax for employees with multiple jobs.

#### Income Tax on Salary

The rules for the KOU type income tax include the following:

- Data input pages and elements to calculate the adjusted number of dependents and the dependents deduction.
- Elements to calculate net salary pay.
- Determination of the tax amount using the computerized calculation formula (IN FM SAL MAC KO) or the monthly income tax table lookup formula (IN FM SAL TBL KO) as specified for each salary payer.

The rules for the OTSU type income tax include the following:

- Elements to calculate net salary pay.
- Determination of tax amount by monthly income tax table lookup formula (IN FM SAL TBL OT).

#### Income Tax on Bonus

The rules for income tax on bonuses accomplish the following:

- Determine whether to use the previous month's salary or an adjusted previous month's salary.
- Calculate adjusted salary pay of the previous month, if required.
- Calculate adjusted number of dependents for the KOU type.
- Determine the tax on the bonus from the KOU type or the OTSU type bonus income tax rate table.

#### Income Tax for Multiple Jobs

The rules for calculating income tax for employees with multiple jobs include the following:

- The user must create income tax data for each employment record.
- Income tax is calculated by each employment record based on the corresponding income tax data.

- More than one employment record cannot have tax type KOU at the same time. However, multiple employment records can use OTSU and designated rate.
- An employee cannot claim a deduction for the same dependent on multiple jobs at the same time. Each dependent can be claimed only once per employee.

## Prerequisite

Set up salary payer reference numbers, and specify the calculation method for KOU type income tax on the Tax Establishment page.

## See Also

Chapter 4, “Setting Up Insurance, Taxes, and Payslips,” page 21

---

## Preparing for Income Tax Withholding

This section provides overviews of income tax withholding preparation and dependent deductions and discusses how to:

- Enter employee income tax data.
- Enter dependent income tax data.

## Understanding Income Tax Withholding Preparation

Enter the following data into the system before processing income tax withholding:

1. Enter income tax data for each employee on the Income Tax Data page.
2. Enter dependent data.
  - Enter dependent identification, relationship to employee, and birth date on the Dependent Data pages in PeopleSoft Enterprise Human Resources.
  - Enter spouse or dependent type and disability information on the Dependent Tax Data page.

## Understanding Dependent Deductions

Global Payroll for Japan recognizes three types of employees from the standpoint of withholding tax. The employee's type is determined by which Dependent Deduction report the employee submits to the organization.

The following table defines each employee type and discusses how to set up data on the Income Tax Data and Dependent Tax Data pages:

| Type of Dependent Deduction Report Submitted            | Income Tax Data Page: Income Tax Type field | Dependent Tax Page                                                       |
|---------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------|
| Dependent Deduction report for <i>primary</i> salary.   | Select <i>KOU</i> .                         | Enter the dependent data as submitted on the Dependent Deduction report. |
| Dependent Deduction report for <i>secondary</i> salary. | Select <i>OTSU</i> .                        | Enter the dependent data as submitted on the Dependent Deduction report. |
| No Dependent Deduction report submitted.                | Select <i>OTSU</i> .                        | Do not enter any dependent tax information.                              |

**Note.** The system processes dependent deductions based on the combinations in the preceding table. If you select *OTSU* as the tax type and define dependent deductions on the Dependent Tax Data page, the system assumes that the deductions are for a secondary salary and calculates deductions accordingly. Do not enter dependent deduction information if you did not receive a Dependent Deduction report from the payee.

## Pages Used to Set Up Income Tax Withholding

| Page Name          | Object Name     | Navigation                                                                                      | Usage                                                                                                   |
|--------------------|-----------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Income Tax Data    | GPJP_IT_PYE_TAX | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Income Tax Data JPN, Income Tax Data | Enter employee income tax data, such as salary payer number, employee type, and disability information. |
| Dependent Tax Data | GPJP_IT_DEP_TAX | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Dep Tax Data JPN, Dependent Tax Data | Enter spouse or dependent income tax data, such as spouse or dependent type and disability information. |

### See Also

Chapter 4, “Setting Up Insurance, Taxes, and Payslips,” page 21

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

## Entering Employee Income Tax Data

Access the Income Tax Data page.

**Income Tax Data**

Izawa Toshizo EMP ID: J4018 Empl Rcd #: 0

**Income Tax Data** Find | View All First 1 of 1 Last

\*Effective Date: 11/01/2001

\*Salary Payer: JI4000000001 CarrotSoft, KK

\*Income Tax Type: KOU

Tax Rate:

\*Employee Type: Ordinary

Relationship to HOH: Self

HOH Name:

**Disability Description**

\*Employee Disability Type: No Disability

Disability Description:

Reason of Disability Change:

Income Tax Data page

**Income Tax Type**

Select from the following values: *Designated Rate*, *KOU*, and *OTSU*.

For employees with multiple jobs, *KOU* can be selected only once for all employment records. Otherwise, the system generates an error message. As the system doesn't allow multiple employment records with tax type *KOU* at the same time, you have to update the current *KOU* record to a non-*KOU* value and then update the non-*KOU* record to *KOU*.

If the employee type is not *KOU*, the employee can't update this dependent data on the self-service pages.

**Tax Rate**

Enter a value here only if you select *Designated Rate* for the income tax type. For example, enter *0.2* if the designated tax rate is 20 percent.

**Relationship to HOH**  
(relationship to head of household)

Select the relationship of the employee to the head of the household. If the employee is the head of household, select *Self*.

**HOH Name** (head of household's name)

If the employee is not the head of the household, enter the name of the person who is.

**Disability Information**

Enter or edit disability information that is provided by employees on the Dependent Deduction report.

**See Also**

Chapter 15, "Preparing Year-End Adjustment," Entering Deduction Data for YEA, page 142

## Entering Dependent Income Tax Data

Access the Dependent Tax Data page.

**Dependent Tax Data**

EmpID: J4018      Name: Izawa Toshizo

**Dependent Tax Data** Find | View All    First 1 of 2 Last

Dependent ID: 01      Name: Izawa Yae

Relationship: Spouse      Date of Birth:

**Dependent Detail Information** Find | View All    First 1 of 1 Last

\*Effective Date: 11/01/2001      Empl Rcd Nbr 0

Spouse Type: Ordinary

Dependent Type: N/A

Dependent Job:      Expected Annual Income:

Reason of Change:

**Disability Description**

Dependent Disability Type: Disabled

Disability Description: DISABLED

Reason of Disability Change: NEWLY ADDED

Dependent Tax Data page

If the employee type is not KOU, the employee can't update this dependent data on the self-service pages.

### Dependent Detail Information

You must link the dependent tax data with an employment record number. If the employee has multiple jobs, the employment record number that is linked to the tax type KOU on the Income Tax Data page is defaulted to the Empl Rcd Nbr field. If no employment record number is linked to tax type KOU, zero is defaulted.

### Disability Description

Enter or edit disability information that is provided by employees on the Dependent Deduction report.

### Change of Dependent Deduction Qualification

When a dependent is no longer subject to income tax deduction because of death or other reason, insert a new row with the effective date of the dependent's change, and set both the Spouse or Dependent Type and Disability Type fields to *N/A*.

### Deleting Dependent Tax Data

If dependent tax data exists on this page, it will be orphaned if the dependent data is deleted from the Dependent Information page, unless application message DEPBEN\_SYNC is enabled.

## See Also

Chapter 15, “Preparing Year-End Adjustment,” Entering Deduction Data for YEA, page 142

---

## Meeting Withholding Tax Reporting Requirements

This section provides an overview of the Withholding Tax Register and discusses how to run the report.

### Understanding the Withholding Tax Register

A PeopleSoft Application Engine process loads the results of Global Payroll calculations into the Withholding Tax Register data table (GPJP\_IT\_WH\_REG) and the Detail Withholding Tax Register table (GPJP\_IT\_WH\_REG2).

An SQR process selects data from the Withholding Tax Register records and from static Human Resources and Global Payroll records and prints the data.

Print a Withholding Tax Register report for an employment record, an employee, or for all employees for a specified salary payer. Run this report after year-end adjustment or at any time during the year.

---

**Note.** To include the year-end values on the Withholding Tax Register, you must run the Load YEA Table Application Engine process (GPJP\_YEALOAD) before you run this report.

---

### Page Used to Run the Withholding Tax Register Report

| Page Name                    | Object Name     | Navigation                                                                                       | Usage                                                                                                                                                                                                                                                                       |
|------------------------------|-----------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inc Tax Withholding Register | GPJP_RC_IT_WHRG | Global Payroll & Absence Mgmt, Taxes, Inc Tax Withhold Reg Rpt JPN, Inc Tax Withholding Register | Run the Withholding Tax Register Report (GPJPIT01), which prints payroll data in the following categories: employee identification data, salary data, bonus data, PTO data, former employment data, total amounts data, year-end adjustment data, and retirement allowance. |

---

## Viewing Delivered Income Tax Deductions

Global Payroll for Japan delivers the following deductions to process income tax:

| Deductions | Description         |
|------------|---------------------|
| IN TAX SAL | Income tax (salary) |
| IN TAX BON | Income tax (bonus)  |

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

### See Also

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



## CHAPTER 15

# Preparing Year-End Adjustment

This chapter provides an overview of year-end adjustment (YEA) and discusses how to:

- Print the Dependent Deduction report and the Insurance and Spouse Special Deduction report.
- Enter deduction data for YEA.
- Prepare for YEA reporting.
- Run YEA reports.

---

## Understanding YEA

Global Payroll for Japan provides rules that satisfy statutory and business requirements for calculating and reporting YEA on the final salary or bonus payment and for calculating and reporting independent YEA when an event that affects a payee's annual income tax occurs after the YEA adjustment.

When you run the YEA process on the final salary or bonus, the system calculates for each payee, the difference between income tax withheld and the income tax on actual earnings and settles this tax difference in the final payment of the year. For independent YEA processing, where the tax difference represents an underpayment of income tax, the system carries over the tax difference as a deduction to be taken in the first payment of the following object year. If the tax difference represents excess withholding of income tax, the excess amount is refunded to the payee at year end. You can carry over this amount to the next year.

This section discusses:

- Delivered YEA elements.
- Viewing delivered elements.
- Tax difference carry-over for independent YEA.
- YEA reports.
- Self-service YEA data collection.
- YEA data collection through printed reports.

## Delivered YEA Elements

Global Payroll for Japan delivers these elements for processing year-end adjustments:

- Deduction elements YE TAX DIF and YE TXDIF CY.

YE TAX DIF represents the tax difference amount that the system calculates during YEA processing. YE TX DIF CY represents the tax amount difference that is carried over to the next year for employees subject to independent YEA processing.

- Process lists, JPRADJSAL, JPRADJBON, and JPRADJIND.

Use the applicable payroll process list to run the YEA process for salary or bonus, or for independent YEA adjustments.

## Viewing Delivered Elements

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

## Tax Difference Carry Over for Independent YEA

When the tax difference calculated for an independent YEA represents an underpayment of income tax, the system uses the deduction element, YE TXDIF CY, to carry over the difference to the next object year. When you run the regular payroll process for January (using process list JPRSAL), the system deducts the amount from the payee’s earnings. If the tax difference is greater than the payee’s earnings in January or cannot be deducted from the January salary, the tax difference is carried over to the next month, until the deduction is taken.

By default, refunds are not carried forward but are paid to employees in the last payment of the year. To carry over refunds, set the value of variable YE VR CYOVR FLG to 1 (one).

The system reports the tax difference that is carried over on the YEA payslips, the Withholding Tax Register report, and the Tax Difference Carried Over from the Previous Year report.

## YEA Reports

After year-end adjustments are complete and you prepare your data tables, you can generate these reports to complete the YEA business process:

- Withholding Tax report (GPJPYE01).
- Wage Payment report (GPJPYE01).
- Legal Payment Summary report (GPJPYE02).
- Wage Payment Summary report (GPJPYE03).
- Tax Difference Carried Over from the Previous Year report (GPJPYE06).

## Self-Service YEA Data Collection

Global Payroll for Japan supports both a paper exchange method and a self-service method for collecting YEA data from employees.

If your organization licenses PeopleSoft Enterprise ePay and PeopleSoft Enterprise eProfile, you can collect YEA data from employees through self-service pages. The process for collecting and reviewing self-service YEA data includes these steps:

1. The payroll administrator specifies the time period in which employees can update data through the self-service transaction.
2. Employees access a main YEA Information page in ePay.

From that page, they access other pages where they can review and update this YEA data:

- Employee tax information, such as head of household and disability information.
  - Employee personal data information, such as name, address, and birth date. (Available only if your organization also licenses eProfile.)
  - Dependent tax information, such as relationship and disability types.
  - Life insurance and personal pension insurance information.
  - Nonlife insurance, social insurance, and small enterprise mutual aid insurance information.
  - Spouse special deduction information.
  - Housing loan special deduction information.
3. Payroll administrators review the data and accept it or notify the employee to revise it.
  4. (Optional) The payroll administrator prints the Dependent Deduction report and Insurance and Spouse Special Deduction report for record-keeping purposes.

## YEA Data Collection Through Printed Reports

Payroll administrators perform the following steps to collect YEA data using printed reports:

1. Print and distribute the following two forms on which employees manually enter their YEA data:
  - Dependent Deduction report.
  - Insurance and Spouse Special Deduction report.
2. Collect the completed forms from employees.

Use these forms to enter data into Global Payroll for Japan income tax and YEA tables.

Retain the completed forms for record-keeping purposes.

---

## Printing the Dependent Deduction Report and the Insurance and Spouse Special Deduction Report

This section provides an overview of the Dependent Deduction report and the Insurance and Spouse Special Deduction report, lists common elements, and discusses how to:

- Run the Dependent Deduction report.
- Run the Insurance and Spouse Special Deduction report.

## Understanding Dependent Deduction and Insurance and Spouse Deduction Reports

The data collection method that you use determines when you run these reports and what they contain.

### Data Collection Through Printed Reports

Use these reports to collect the data that you later enter into the system manually:

- Dependent Deduction report.

This report prints the current employee and dependent information, which the employee can modify if there is a correction or update.

- Insurance and Spouse Special Deduction report.

This report prints the basic employee information only. Employees must fill out the form and submit it as proof of the declaration of their special deduction information even when they have nothing to declare.

For record-keeping purposes, you can retain the reports submitted by employees.

## Self-Service Data Collection

With self-service data collection, you can print the reports for record-keeping purposes after employees have updated their data. The reports gather data from the tables on which the self-service data is stored in the system.

## Common Elements Used in This Section

### Print Options

Select the Print Bus Unit and Location check box to print the business unit and location on the report. This information appears at the bottom of the report.

### Sort Order

Select the sort order in which you want the report to print. Options include *Business Unit*, *Location Code*, *Department*, and *Supervisor Level ID*.

## Pages Used to Run the Dependent Deduction and Insurance and Spouse Special Deduction Reports

| Page Name                                                              | Object Name     | Navigation                                                                                                 | Usage                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| YEA Dependent Deduction<br>(year-end adjustment dependent deduction)   | GPJP_RC_YEA04   | Global Payroll & Absence Mgmt, Year-End Processing, Report YEA Dependent Ded JPN, YEA Dependent Deduction  | Run the Dependent Deduction report (GPJPYE04). For manual data collection, print the report and distribute it to employees for review and update. For self-service data collection, print the report for record-keeping purposes after employees have updated their data in the ePay and eProfile transactions.      |
| YEA Insurance and Spouse<br>(year-end adjustment insurance and spouse) | GPJP_RC_YEA05   | Global Payroll & Absence Mgmt, Year-End Processing, Report YEA Ins and Spous JPN, YEA Insurance and Spouse | Run the Insurance and Spouse Special Deduction report (GPJPYE05). For manual data collection, print the report and distribute it to employees for review and update. For self-service data collection, print the report for record-keeping purposes after employees have updated their data in the ePay transaction. |
| Payee List                                                             | GPJP_RC_YEA_SEC | Click the Payee List link on the YEA Dependent Deduction or YEA Insurance and Spouse page.                 | Select individual employees to report. Do not use this page in conjunction with other employee selection criteria.                                                                                                                                                                                                   |

### Running the Dependent Deduction Report

Access the YEA Dependent Deduction page.

#### Object Year

This field determines the date for which report data is retrieved. The Dependent Deduction report is based on information as of the last day of the object year. So, if you enter 2004 in this field, the report is based on data that was in effect on December 31, 2004.

The exception to this rule is the payee's address, which is retrieved as of the first date of the object year. So, if the object year is 2004, the as of date for the address is January 1, 2004.

### Running the Insurance and Spouse Special Deduction Report

Access the YEA Insurance and Spouse page.

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Object Year</b> | <p>If ePay is not installed, this field determines the date for which report data is retrieved. The Insurance and Spouse Special Deduction report is based on information as of the last day of the object year. So, if you enter 2004 in this field, the report is based on data that was in effect on December 31, 2004.</p> <p>If ePay is installed, the system uses the date entered in the As of Date field on the Year End Adjustment Self Service Setup page to retrieve data for the report.</p> |
| <b>YEA Status</b>  | This group box appears only if ePay is installed. Select the appropriate status for the year-end adjustment: <i>Submitted</i> , <i>Approved</i> , or <i>Sent to Payroll</i> .                                                                                                                                                                                                                                                                                                                            |

### See Also

*PeopleSoft Enterprise ePay 8.9 PeopleBook*, “(JPN) Updating Year-End Adjustment Data,” Setting Up the YEA Data Self-Service Transaction

---

## Entering Deduction Data for YEA

This section provides overviews of entering deduction data for YEA and manual adjustments for multiple jobs, and discusses how to:

- Load self-service insurance, spouse, and housing special deduction data.
- Edit YEA type.
- Enter prior employment data.
- Enter employee tax deduction data collected by reports.
- Enter dependent tax deduction data collected by reports.

## Understanding Deduction Data Entry for YEA

Before processing the YEA reports, you must enter deduction information for YEA into the GPJP\_YEA\_PYEADJ table and ensure that data in the GPJP\_IT\_PYE\_TAX and GPJP\_IT\_DEP\_TAX tables is up-to-date.

Much of this data is collected through either the self-service or the manual method of YEA data collection. The method of entering the data differs according to the collection method.

---

**Note.** Even if you use data collected through the self-service pages, you must still access the YEA Adj Data (year-end adjustment data) page if you need to edit the employee’s YEA type. You must also access the Prior Employment page to enter prior employment data.

---

This table lists how the tables for each method of data collection are updated:

| Data and Payroll Table Loaded                                                   | Self-Service Method                                                                                                                                                                             | Manual Method                                                                                                                   |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Employee tax deduction data on (GPJP_IT_PYE_TAX)                                | Automatically updated when the employee saves information entered on the Employee Tax Information self-service page.                                                                            | Collected on the Dependent Deduction report and manually entered on the Income Tax Data page (GPJP_IT_PYE_TAX).                 |
| Dependent tax deduction data on (GPJP_IT_DEP_TAX)                               | Automatically updated when the employee saves information entered on the Edit Dependent Tax Information self-service page.                                                                      | Collected on the Dependent Deduction report and manually entered on the Dependent Tax Data page (GPJP_IT_DEP_TAX).              |
| Insurance, spouse, and housing loan special deduction data on (GPJP_YEA_PYEADJ) | Run the Load YEA Self Service Data process (GPJP_YEASSLD), which loads data that is entered by employees on the Employee Personal Information and insurances and deductions self service pages. | Collected on the Insurance and Spouse Special Deduction report and manually entered on the YEA Adj Data page (GPJP_YEA_PYEADJ). |

## Understanding Manual Adjustments to YEA Data for Multiple Jobs

When an employee has multiple jobs, YEA report data is loaded for each employment record independently. The data is always loaded using the tax type that was in effect as of the payment date for the year-end adjustment process. When the tax type changes during the year, you may need to make a manual adjustment on the Prior Employment page so that the system bases the year-end adjustment and Withholding Tax report on the proper salary amount.

### Example: Employee is Paid from One Employment Record Each Month

As an example, assume that an employee's salaries were paid from Empl Rec Nbr 0 (employment record number 0) for every month except May through August when salaries were paid from Empl Rcd Nbr 1 as shown in this table:

| Empl Rcd # | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| 0          | Kou | Kou | Kou | Kou | No  | No  | No  | No  | Kou  | Kou | Kou | Kou |
| 1          | No  | No  | No  | No  | Kou | Kou | Kou | Kou | No   | No  | No  | No  |

Assume that the payment date is December 30. Because the employee's tax type as of this date is Kou, as long as the employee meets other conditions required for the year-end adjustment, the adjustment is processed on Empl Rec Nbr 0. The year-end adjustment is based on the salaries paid for Empl Rec Nbr 0 from January to April and from September to December, and the Withholding Tax report is printed.

To include salaries paid from May to August for Empl Rcd Nbr 1 in the year-end adjustment purposes, you must access the Prior Employment page for Empl Rcd Nbr 0 and enter the salaries and deductions for Empl Rcd Nbr 1 before you run the year-end adjustment process for Empl Rec Nbr 0.

## Pages Used to Enter Deduction Data for YEA

| Page Name                                                        | Object Name        | Navigation                                                                                                | Usage                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Load YEA Self Service<br>(load year-end adjustment self service) | GPJP_RC_YEALOAD_SS | Global Payroll & Absence Mgmt, Year-End Processing, Load YEA Self Service Data JPN, Load YEA Self Service | Load self-service deduction data. Payroll administrators run the Load YEA Self Service process (GPJP_YEASSLD) to load updated self-service employee personal data, life and non-life insurance, and spouse and housing loan deduction information into the YEA Adj Data table and the corresponding page (GPJP_YEA_PYEADJ). |
| Payee List                                                       | GPJP_RC_YEA_SEC    | Click the Payee List link on the Load YEA Self Service page.                                              | Select individual employees to load their data.                                                                                                                                                                                                                                                                             |
| YEA Adj Data (year-end adjustment data)                          | GPJP_YEA_PYEADJ    | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Year-End Adj Data JPN, YEA Adj Data            | Enter deduction data (housing acquisition deduction, insurance, and spouse deduction) and edit YEA type. Indicate whether employees are subject to adjustment.                                                                                                                                                              |
| Prior Employment                                                 | GPJP_YEA_PYEPRI    | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Year-End Adj Data JPN, Prior Employment        | Enter income, tax, and social insurance premium data from prior employment with prior employer's name and address.                                                                                                                                                                                                          |
| Income Tax Data                                                  | GPJP_IT_PYE_TAX    | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Income Tax Data JPN, Income Tax Data           | Enter the salary payer number and employee tax deduction information that is collected by report, such as employee type and disability type.                                                                                                                                                                                |
| Dependent Tax Data                                               | GPJP_IT_DEP_TAX    | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Dep Tax Data JPN, Dependent Tax Data           | Enter spouse or dependent deduction information that is collected by report, such as dependent type and disability type.                                                                                                                                                                                                    |

## Loading Self-Service Deduction Data

Access the Load YEA Self Service page.

See *PeopleSoft Enterprise ePay 8.9 PeopleBook*, “(JPN) Updating Year-End Adjustment Data,” Loading YEA Self-Service Deduction Data.

## Entering YEA Deduction Data and Editing YEA Type

Access the YEA Adj Data page.

| YEA Adj Data                                                                                |            | Prior Employment         |                         |
|---------------------------------------------------------------------------------------------|------------|--------------------------|-------------------------|
| Hiratsu Toshio                                                                              |            | EMP                      | ID: J2001 Empl Rcd #: 0 |
| <b>Year-End Adjustment Data</b> <span>Find   View All</span> <span>First 1 of 1 Last</span> |            |                          |                         |
| *Effective Date:                                                                            | 01/01/2001 |                          |                         |
| *Object Year:                                                                               | 2001       |                          |                         |
| *YEA Type:                                                                                  | Subject    |                          |                         |
| <b>Insurance Premium Deduction</b>                                                          |            |                          |                         |
| Life Insurance Premium:                                                                     | 100,000    | <b>Insurance Premium</b> |                         |
| Non-Life Insurance Premium:                                                                 | 13,000     | Pension Ins Premium:     | 240,000                 |
| Social Insurance Premium:                                                                   |            | Long Term Non-Life Ins:  | 10,000                  |
| Mutual Aid Fund Deduction:                                                                  |            |                          |                         |
| <b>Spouse Deduction</b>                                                                     |            |                          |                         |
| Spouse Special Deduction:                                                                   |            | Spouse Total Income:     |                         |
| <b>Housing Acquisition Spcl Ded</b>                                                         |            |                          |                         |
| Housing Loan Deduction:                                                                     | 300,000    | Residence Start Date:    | 04/01/1999              |

YEA Adj Data page

**YEA Type** (year end adjustment type)

Select a value to indicate whether the employee is subject to income tax adjustment. The default is *Subject*. Select *Not Subject* to exclude the employee from the YEA process.

## Entering Prior Employment Data

Access the Prior Employment Data page.

YEA Adj Data

Prior Employment

Hiratsu Toshio

EMP

ID: J2001

Empl Rcd #: 0

Prior Employment Data

Find | View All

First 1 of 1 Last

Employer:

Gross Income from Prior Employ:

Withholding Tax from Prior Emp:

Prior Social Insurance Premium:

Prior Employment Term Date:

Country: JPN Japan

Address:

Edit Address

Prior Employment page

Use this page to enter earning and deduction data from previous employers.

## Entering Employee Tax Deduction Data Collected by Report

Access the Income Tax Data page.

### See Also

Chapter 14, “Withholding Income Tax,” Preparing for Income Tax Withholding, page 130

## Entering Dependent Tax Deduction Data Collected by Report

Access the Dependent Tax Data page.

### See Also

Chapter 14, “Withholding Income Tax,” Preparing for Income Tax Withholding, page 130

## Preparing for YEA Reporting

This section provides an overview of YEA report data preparation and discusses how to:

- Update municipality codes and recipient numbers.
- Load the YEA report data.
- View and update the YEA data table.

## Understanding YEA Report Data Preparation

The Load YEA Table Application Engine process (GPJP\_YEALOAD) loads an intermediate table that contains most of the data necessary for these reports: Withholding Tax, Wage Payment, Legal Payment Summary, and Withholding Tax Register.

Regardless of whether you use the self-service or manual method of collecting data, follow this sequence when preparing to report YEA data:

1. Update employee addresses if necessary.  
If you collect YEA data through self-service transaction, you accomplish this step using the Employee Personal Information page and the Load YEA Self-Service Data process (GPJP\_YEASSLD).
2. Run the Pre-Load Inhabitant Tax process (GPJP\_IHMUN1) to preload municipality codes to the Inhabitant Tax table.
3. Update employee recipient numbers, if necessary, on the Inhabitant Tax Data page.
4. Run the Load YEA Report Data process (GPJP\_YEALOAD).
5. Update the Submit to Tax Agent indicator and edit the summary, if necessary, on the YEA Report Data page.

## Pages Used to Prepare for YEA Reporting

| Page Name                                                   | Object Name     | Navigation                                                                                          | Usage                                                                                                                                                                                                                              |
|-------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pre-load Inhabitant Tax                                     | GPJP_RC_IH_MUN1 | Global Payroll & Absence Mgmt, Taxes, Pre-Load Inhabitant Tax JPN, Pre-load Inhabitant Tax          | Update the municipality codes and recipient numbers by running the Pre-Load Inhabitant Tax process (GPJP_IHMUN1), which loads the employee, municipality, and recipient numbers for the object year into the Inhabitant Tax table. |
| Inhabitant Tax Data                                         | GPJP_IH_PYE_TAX | Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Inhab Tax Data JPN, Inhabitant Tax Data  | View and correct recipient numbers after running the Pre-Load Inhabitant Tax process.                                                                                                                                              |
| Load YEA Report Data (load year-end adjustment report data) | GPJP_RC_YEALOAD | Global Payroll & Absence Mgmt, Year-End Processing, Load YEA Report Data JPN, Load YEA Report Data  | Load the YEA report data.                                                                                                                                                                                                          |
| YEA Report Data (year-end adjustment report data)           | GPJP_YEA_TABLE  | Global Payroll & Absence Mgmt, Year-End Processing, Rvw/Update YEA Report Data JPN, YEA Report Data | View and update the YEA Data table. View results of the YEA Data Load process and update the Submit to Tax Agent indicator and Summary field.                                                                                      |

## Updating Municipality Codes and Recipient Numbers

Access the Pre-load Inhabitant Tax page.

**Note.** You must update and audit employee addresses and the postal code table before preloading data.

See [Chapter 13, “Managing Inhabitant Tax,” Setting Up the Inhabitant Tax Table, page 120.](#)

## Loading YEA Report Data

Access the Load YEA Report Data page.

Load YEA Report Data

Run Control ID: JPN

[Report Manager](#)

[Process Monitor](#)

Run

Language: Japanese

Process Request Parameter(s)

|                |                                           |                     |
|----------------|-------------------------------------------|---------------------|
| *Salary Payer: | <input type="text" value="JI0700000001"/> | CarotOffice         |
| *Object Year:  | <input type="text" value="2004"/>         |                     |
| Business Unit: | <input type="text" value="JPN01"/>        | Japan Business Unit |
| Department:    | <input type="text" value="10000"/>        | Human Resources     |
| EmplID:        | <input type="text"/>                      |                     |

Load YEA Report Data page

**EmplID** (employee ID)      If you select an employee ID, the process updates the row of data for the selected employee only.

**Note.** To load YEA data for terminated employees, access the process through the Termination Processing menu path.

### See Also

[Chapter 7, “Processing Terminations,” page 47](#)

## Viewing and Updating the YEA Report Data Table

Access the YEA Report Data page.

| YEA Report Data                                                      |                                               |
|----------------------------------------------------------------------|-----------------------------------------------|
| Asano Bunji                                                          | EMP ID: KJ1001 Empl Rcd #: 0                  |
| <b>Withholding Tax Report Data</b> Find   View All First 1 of 1 Last |                                               |
| Object Year:                                                         | <input type="checkbox"/> Submit to Tax Office |
| Recipient Number:                                                    | <input type="checkbox"/> Foreigner            |
| Calendar Group ID:                                                   | <input type="checkbox"/> Terminated by Death  |
| Amt of Earnings:                                                     | Total Amt of Income Deductions:               |
| Salary after Deductions:                                             | Amt of Withholding Tax:                       |
| <b>Dependents</b>                                                    |                                               |
| Nbr of Dependents (Specified):                                       | Nbr of Disability (Special):                  |
| Nbr of Dependents (Elderly):                                         | Nbr of Disability (Other):                    |
| Nbr of Dependents (Other):                                           |                                               |
| <b>Insurance/Spouse Deductions</b>                                   |                                               |
| <b>Social Insurance Premium</b>                                      |                                               |
| Mutual Aid Ded:                                                      | Housing Loan Deduction:                       |
| Total SI Premium:                                                    | Spouse Total Income:                          |
|                                                                      | Pension Ins Premium:                          |
| Life Insurance Premium:                                              | Long Term Non-Life Ins:                       |
| Non-Life Insurance Premium:                                          |                                               |
| <b>Summary</b>                                                       |                                               |
|                                                                      |                                               |

YEA Report Data page

**Submit to Tax Office**

The system selects this check box if the KOU-type employee's gross income is over 5 million yen or OTSU-type employee's gross income is over 500,000 yen (formula YE FM SUBMIT). The system does not verify whether the employee is an officer, is retired, or any of the other criteria for determining whether to submit the Withholding Tax report to the tax office.

**Summary**

The system enters deductible spouse and dependent identification, prior employment data, special tax reduction data, and the beginning date of residence (for employees who receive the housing acquisition special deduction). You can edit this data.

Because of length limitations, the entire summary might not appear on the printed reports.

## Running Year-End Reports

This section discusses how to:

- Run the Withholding Tax report.
- Run the Wage Payment report.
- Run the Legal Payment Summary report.

**Note.** Before running these reports, run the Load YEA Report Data process.

### See Also

Chapter 7, “Processing Terminations,” page 47

## Pages Used to Run Year-End Reports

| Page Name                                   | Object Name      | Navigation                                                                                                    | Usage                                                                                  |
|---------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| W/H Tax Report<br>(withholding tax report)  | GPJP_RC_YEAWHRPT | Global Payroll & Absence<br>Mgmt, Year-End Processing,<br>Withholding Tax Report<br>JPN, W/H Tax Report       | Run the Withholding Tax<br>report (GPJPYE01).                                          |
| Wage Payment Rpt (wage<br>payment report)   | GPJP_RC_YEAWGRPT | Global Payroll & Absence<br>Mgmt, Year-End Processing,<br>Wage Payment Rpt JPN,<br>Wage Payment Rpt           | Run the Wage Payment<br>report (GPJPYE01).                                             |
| Legal Payment Rpt (legal<br>payment report) | GPJP_RC_YEA      | Global Payroll & Absence<br>Mgmt, Year-End Processing,<br>Legal Payment Summary<br>Rpt JPN, Legal Payment Rpt | Run the Legal Payment<br>Summary report<br>(GPJPYE02).                                 |
| Wage Pmt Summary (wage<br>payment summary)  | GPJP_RC_YEA      | Global Payroll & Absence<br>Mgmt, Year-End Processing,<br>Wage Payment Summary Rpt<br>JPN, Wage Pmt Summary   | Run the Wage Payment<br>Summary report<br>(GPJPYE03).                                  |
| Tax Difference Carry<br>Over JPN            | GPJP_RC_IT_TXDIF | Global Payroll and Absence<br>Mgmt, Year-End Processing,<br>Tax Difference Carry Over<br>JPN                  | Run the Tax Difference<br>Carried Over from the<br>Previous Year report<br>(GPJPYE06). |

## Running the Withholding Tax Report

Access the W/H Tax Report page.

### Employees

*All Employees:* Select to deliver the report to all employees after YEA has been processed.

*Submit to Tax Agent Employees:* Select to deliver the report to tax agencies for employees who fall into specific criteria.

---

**Note.** To run the report for terminated employees, use the page in the Termination Processing menu.

---

## Running the Wage Payment Report

Access the Wage Payment Rpt page.

Deliver this report to municipalities after YEA has been processed. Municipal Code and Recipient Number are optional parameters. Use these to restrict the output.

## Running the Legal Payment Summary Report

Access the Legal Payment Rpt page.

This report displays amounts from the withholding tax reports for salary and bonus, as well as amounts from the retirement allowance withholding tax reports.



# CHAPTER 16

## Working with Banking

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

- Set up banking.
- Set up alternate source banks.
- Generate banking electronic funds transfer (EFT) files and report.

---

### Understanding the Banking Process

The following is a brief summary of the direct deposit banking process that is used for net payments to employees in Japan. Subsequent sections provide more details about these steps:

1. Set up bank accounts and schedule disbursements.
2. Run payroll.
3. Run the Banking process.
4. Run the Japan EFT process, which automatically generates the EFT file and Structured Query Report (SQR).

### Terms and Definitions

The following terms are used in discussing the banking process:

**Source bank**                      The bank that pays out the funds.

**Transfer bank**                    The bank that receives the funds.

For direct deposit, the source bank is the company's bank and the transfer bank is the employee's bank.

### Delivered Elements

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

Setting up banking involves entering three categories of information on up to 11 pages. The setup involves:

- Identifying banks, branches, and accounts for your company and payees.
- Identifying source banks and defining the level of funding.
- Identifying transfer banks and scheduling disbursements.

Employees can specify percentage or amount disbursements to any number of bank accounts for each payment type (salary or bonus).

Banking setup steps are documented fully in the “Understanding Banking” chapter of the core *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*. However, there are some details about following these steps that are important for banking in Japan.

## Banking Setup Details

The following table lists the details for using the banking setup pages to set up banking in Japan:

| Page Name                | Element                                             | Instructions                                                                                                                                                                                                         |
|--------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bank Table               | AC Bank Name (alternate character bank name).       | Enter the bank name in single-byte Katakana format.                                                                                                                                                                  |
| Bank Branch Table        | Branch Information group box.                       | Specify a branch for every source bank and transfer bank that you set up. The EFT process halts with an error message when it encounters a net payment that does not have a branch associated with it.               |
| Bank Branch Table        | AC Branch Name (alternate character branch name).   | Enter the branch name in single-byte Katakana format.                                                                                                                                                                |
| Source Bank Accounts     | AC Account Name (alternate character account name). | Enter the bank account name in single-byte Katakana format.                                                                                                                                                          |
| Source Bank Accounts     | Other Required Information.                         | Click this link to access the Japan Bank Additional Data page, where you must enter the company code and account type. If you leave the Account Type field blank, the EFT process supplies the <i>Regular</i> value. |
| Bank Account Information | AC Account Name (alternate character account name). | The default value is the alternate character name from the AC Name field on the Personal Data page.                                                                                                                  |

---

**Note.** All alternate character (AC) fields appear only if you enabled AC functionality on the Organization Defaults by Permission List page.

---

### See Also

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

*PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, “Setting Up and Working with Languages”

---

## Setting Up Alternate Source Banks

This section provides an overview of alternate source banks and discusses how to define alternate source banks.

### Understanding Alternate Source Banks

If needed, you must define multiple pay entity source banks and multiple organizational unit source banks before running the banking process. Doing so establishes the appropriate source bank for each payee based on the recipient bank account.

While running the Global Payroll for Japan banking process, the system tries to match the payee’s bank with the source bank in the following order:

1. The organization’s default source bank.
2. The organization link’s alternate source banks.
3. The pay entity’s default source bank.
4. The pay entity’s alternate source banks.

When a matching bank is found, the system uses this value for the remainder of the banking process.

### Pages Used to Set Up Alternate Source Banks

| Page Name                  | Object Name        | Navigation                                                                                                         | Usage                                                             |
|----------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Pay Entity Source Bank JPN | GPJP_PE_ALT_SBANK  | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Source Bank JPN | Define alternate source banks for pay entities and organizations. |
| Alternate Source Bank      | GPJP_ALT_SBANK_SEC | Click the Alternate Source Bank link on the Pay Entity Source Bank JPN page.                                       | Define the alternate source banks for an organization link.       |

### Defining Alternate Source Banks

Access the Pay Entity Source Bank JPN page.

## Pay Entity Source Bank JPN

**Pay Entity:** KJPE01 Tokyo Headquarters  
**Pay Entity Source Bank ID:** KJ0001 Daiichi Kangyou Bank  
**Bank ID:** 0001 Mizuho Bank  
**Organization Link Option:** Company

| Alternate Source Bank For Pay Entity            |                 |                  |         |           |
|-------------------------------------------------|-----------------|------------------|---------|-----------|
| Customize   Find   View All   First 1 of 1 Last |                 |                  |         |           |
|                                                 | *Source Bank ID | Source Bank Name | Bank ID | Bank Name |
| 1                                               | J01             | UFJ Bank         | 0008    | UFJ Bank  |

| Alternate Source Bank For Organizational Link   |                            |                |                                       |
|-------------------------------------------------|----------------------------|----------------|---------------------------------------|
| Find   View All   First 1 of 1 Last             |                            |                |                                       |
| <b>Effective Date:</b> 01/01/2003               |                            |                |                                       |
| Organizational Link List                        |                            |                |                                       |
| Customize   Find   View All   First 1 of 1 Last |                            |                |                                       |
| Organization Unit                               | Organization Unit Name     | Source Bank ID | Alternate Source Bank                 |
| KJ1                                             | Business Institute - Japan | KJ0001         | <a href="#">Alternate Source Bank</a> |

Pay Entity Source Bank JPN page

Enter one or multiple source banks for the pay entity level or the organizational link or both. The Global Payroll for Japan banking process uses these values to override the source bank that is used for each payment row on the payment processing results table (GP\_PAYMENT).

Click the Alternate Source Bank link to further define the source bank associated with the organizational link.

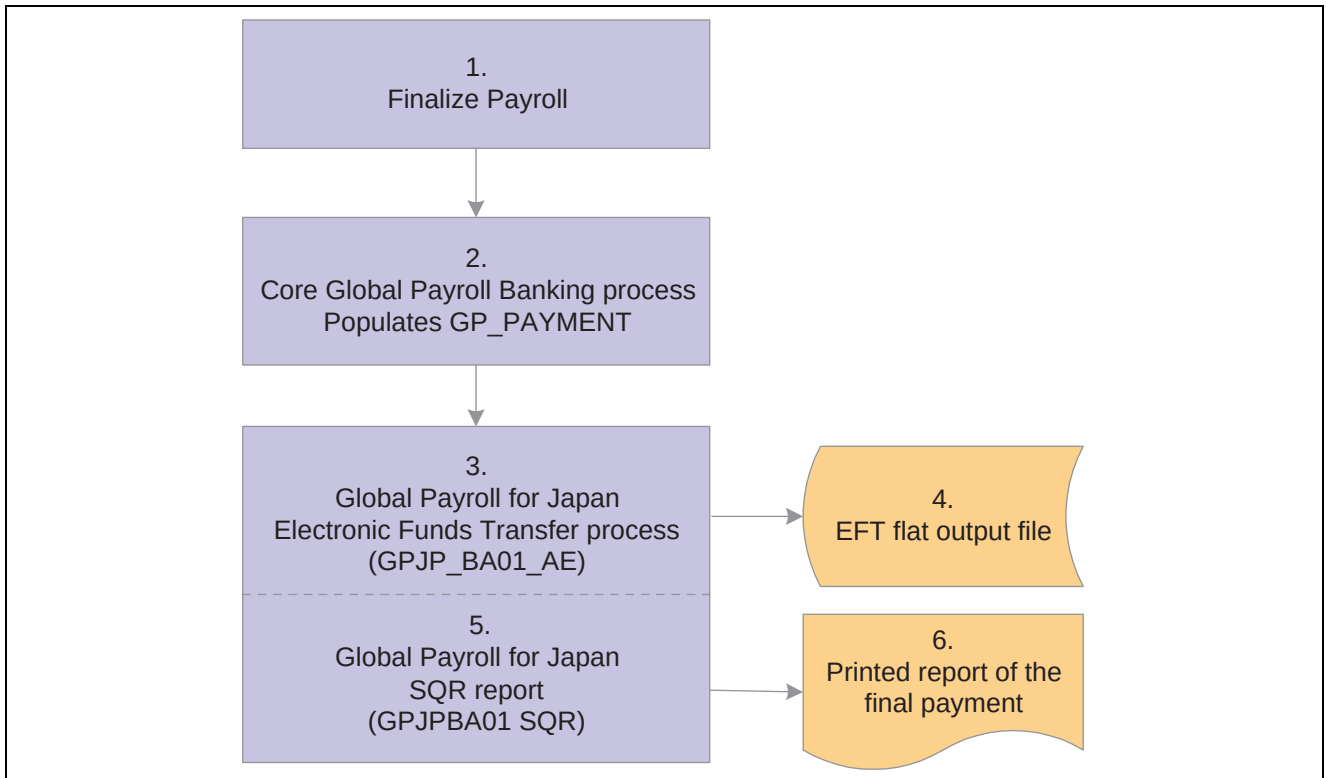
## Generating Banking EFT Files and Report

This section provides overviews of the EFT process flow and processing steps, lists a prerequisite, and discusses how to:

- Run the banking process.
- Create payment EFT.

## Understanding the EFT Process Flow

This diagram illustrates the payroll EFT process flow for Japan:



Payroll EFT process flow for Japan

## Understanding the Processing Steps

The steps in this section correspond to the numbers in the preceding diagram:

1. Process payroll in the Global Payroll core application.
2. Run the Global Payroll for Japan banking process.

This process populates the GP\_PAYMENT output record.

---

**Note.** Select the Finalize check box on the Banking Run Control page when you run the Banking process. If you do not, there won't be any data available for the next step.

---

3. Run the Global Payroll for Japan EFT process (GPJP\_BA01\_AE).

This process selects all rows in GP\_PAYMENT that have a status of *Finalized* for the specified calendar group ID, run type name, and source bank ID.

The process populates the following records, which form the header, transaction, and trailer of both the EFT file and the printed report:

- GPJP\_BA\_HEADER: The data in this record comes from the run control parameters that you enter on the EFT page.

It identifies the company and the source bank account information.

- GPJP\_BA\_TRANS: The data in this record comes from GP\_PAYMENT and from the source and transfer bank data that you set up previously.

It details the employee information, the transfer bank account information, and the amount of the transfer.

- **GPJP\_BA\_TRAILER:** This record stores totals, such as the number of records in the TRANS record and the total amount of money being transferred.

The process changes the status of rows in GP\_PAYMENT from *Finalized* to *Transferred*.

4. The EFT process consolidates the data from the three records into one EFT file that you send to the source bank.

It uses the file name and character set from the File Handle Table page.

5. The EFT process launches the SQR program (GPJPBA01 SQR).
6. The SQR program prints the Banking report in the standard character set by using data from the same three records as the EFT file.

### See Also

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

## Prerequisite

You must set up file handles on the File Handle Table page before you can run the EFT process. The file handle looks up the file name and character set (single-byte Katakana) that is used to generate the file.

### See Also

[Chapter 3, “Defining Country Data,” Setting Up File Handles, page 20](#)

## Pages Used to Run the Banking and EFT Processes and Print the Report

| Page Name                                                     | Object Name     | Navigation                                                                                                | Usage                                                                                                                                                                                       |
|---------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Run Banking Process JPN                                       | GPJP_RC_BA02    | Global Payroll & Absence Mgmt, Payment Processing, Run Banking Process JPN                                | Run a process to create a payment file that contains banking details.                                                                                                                       |
| File Handle Table                                             | GPJP_FILE_HANDL | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, File Handles JPN, File Handle Table | Assign a handle to each file that you want to export.                                                                                                                                       |
| Create Payment EFT (create payment electronic funds transfer) | GPJP_RC_BA01    | Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File JPN, Create Payment EFT        | Create payment EFT. Run the EFT process, which prepares the EFT flat file that you transmit to the appropriate bank and launches the SQR program that prints the Banking report (GPJPBA01). |

## Running the Banking Process

Access the Run Banking Process JPN page.

## Run Banking Process JPN

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

| Payroll Run             |                                                                                                                                    | Processing Phases and Options                     |  |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--|
| <b>*Calendar Group:</b> | GJ200303S05                                                                                                                        | <input type="checkbox"/> <b>Calculate</b>         |  |
| <b>Description:</b>     | GJ200303S05                                                                                                                        | <input type="checkbox"/> <b>Update Statistics</b> |  |
| <b>Stream Number:</b>   | <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> <input type="checkbox"/> <b>Process Streams</b> | <input type="checkbox"/> <b>Finalize</b>          |  |

| Calendar List |              |              |
|---------------|--------------|--------------|
| Pay Group     | Calendar ID  | Payment Date |
| GJPG031       | GJC200303S05 | 03/31/2003   |
| GJPG032       | GJC200303S05 | 03/31/2003   |
| GJPG051       | GJC200303S05 | 03/31/2003   |

| Streams       |             |           |                          |
|---------------|-------------|-----------|--------------------------|
| Stream Number | EmplID From | EmplID To | Calculated               |
|               |             |           | <input type="checkbox"/> |

Run Banking Process JPN page

**Calendar Group**

Select a calendar group for which to run the process. The system processes any items (segments) that are approved or finalized by the payroll process.

**Stream Number**

If the Process Streams check box is selected, and you select *Calculate* in the Processing Options group box, you must select the stream number to process. Each stream number represents a predefined range of payees.

**Process Streams**

The Process Streams check box is selected automatically if you selected the stream processing option when defining the calendar group.

**Processing Options****Calculate**

Select to have the system create the payment file by matching the approved and finalized results from the payroll process with information that you defined in banking setup.

You can run the calculate step repeatedly until you finalize the banking process.

**Finalize**

Select, after everything is calculated. (If you use stream processing for the Calculate phase, the system finalizes all streams for the calendar group simultaneously.)

---

**Note.** If you're not using streams, you can select *Calculate* and *Finalize* at the same time.

---

**Update Statistics**

Select to have the banking system generate statistics to help the data administrator fine-tune system performance.

## Streams

This group box displays all streams that are associated with the calendar group.

## Calendars in Run

After you run the Calculate phase, this group box displays information for each calendar in the calendar run.

## See Also

*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Processing Payroll,” Creating Process Streams

## Creating Payment EFT

Access the Create Payment EFT page.

Create Payment EFT page

All of the fields on this page are required to run the process.

### Calendar Group ID

The EFT process uses the values that you select in the Calendar Group ID, Run Type Name, and Source Bank ID fields to extract the appropriate information from the GP\_PAYMENT table.

### File Handle

The file handle set up on the File Handle Table page that identifies the file name and character set used in this process.

### Payment Type

Valid values are *Salary* and *Bonus*. This data appears in the header of the EFT file.

### Deposit Date

This date appears in the header of the EFT file.

## CHAPTER 17

# Generating Payslips

This chapter lists prerequisites and discusses how to generate payslips.

---

### Prerequisites

Before generating payslips, you must perform the following setup:

1. Define the data element positions on your payslip forms.
2. Define payslip templates.
3. Assign payslip templates to paygroups and run types.

#### See Also

[Chapter 4, “Setting Up Insurance, Taxes, and Payslips,” Setting Up Payslips, page 32](#)

---

### Viewing Delivered Elements

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

#### See Also

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

---

### Generating Payslips

This section provides an overview of payslip generation and discusses how to run payslips.

#### Understanding Payslip Generation

Before generating payslips, you must set up payslip templates to specify each data element in the report and its exact location on the page. The header at the top of the report always contains department ID, employee ID, employee name, report title, remarks, and company name.

Use the Payslip run control page to print any of the following:

- Regular (salary) payslip.
- Bonus payslip.
- Tax Amount Difference report (year-end adjustment payslip).
- Retirement allowance.

The Payslip page launches two processes in sequence:

1. The GPJP\_PP01\_AE Application Engine process gathers information and creates an intermediate table.
2. The Structured Query Report (SQR) GPJPPP01 prints the payslip.

PeopleSoft provides a sample of a common payslip format. You might have to change the SQR to work with the specific form and printer that you're using. You must modify only the SQR if you require specific formatting for payslips.

Use the parameters on the Payslip page to narrow the selection of employees within the calendar group ID that is selected. The system selects the appropriate payslip template for each employee by paygroup for the run type of the calendar group.

You may also enter parameters to define print options and specify a sort order.

---

**Note.** Each calendar group can have only one run type, which means that you must set up a unique calendar group ID for each regular, bonus, year-end tax adjustment, or retirement allowance pay run.

---

## See Also

Chapter 4, “Setting Up Insurance, Taxes, and Payslips,” [Setting Up Payslips, page 32](#)

## Page Used to Generate Payslips

| Page Name | Object Name  | Navigation                                                                        | Usage                                                                                                                                                                                                                                      |
|-----------|--------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payslip   | GPJP_RC_PP01 | Global Payroll & Absence<br>Mgmt, Payslips, Create/Print<br>Payslips JPN, Payslip | Run the payslip report (GPJPPP01), which prints a regular (salary) payslip, a bonus payslip, the Tax Amount Difference report (year-end adjustment payslip), or retirement allowance. Define print options and sort order for the payslip. |

## Running Payslips

Access the Payslip page.

**Payslip**

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

Language: English

**Report Request Parameter(s)**

\*Calendar Group ID:

Report Title:

**Payee Selection**

Pay Entity:

Business Unit:       [Payee List](#)

Location Code:       ☐ Payee List

Department:

Supervisor Level:

**Print Options**

☐ Include Bus Unit, Location, Supv Lvl

**Sort Order**

☐ Business Unit > ☐ Location Code > ☐ Department > ☐ Supervisor Level ID

Description:

Payslip page

## Report Request Parameter(s)

**Calendar Group ID**      Only finalized pay runs are available.

**Report Title**      This prints at the top of the payslip.

## Payee Selection

**Pay Entity**      If you select only this parameter, the system prints payslips for all employees who are in the pay entity and calendar group. To narrow the payee group further, select additional parameters.

**Business Unit**      Required field if you select a department or location.

**Location Code**      To print payslips for a particular location, select one that is in the business unit that you specified.

**Department**      To print payslips for a particular department, select one that is in the business unit that you specified.

**Supervisor Level**      To print payslips for the employees with a particular supervisor level, select one that is in the business unit that you specified.

**Payee List**      Click this link to access the Payee List page, where you can select any number of individual employees for the payslip run. Employees must be in the calendar group that was selected on the Generate Payslips page.

When you return to the Generate Payslips page, the check box is selected.

## Print Options

**Include Bus Unit, Location, Supv Lvl** (include business unit, location, supervisor level)

Select the Include Bus Unit, Location, Supv Lvl check box if you want the business unit, location, and supervisor level to appear on the payslip.

**Sort Order**

Select the sort order in which you want the payslip to print. Options include *Business Unit, Location Code, Department, and Supervisor Level ID*.

## CHAPTER 18

# Managing Off-Cycle Payments

This chapter provides an overview of:

- Off-cycle processing.
- Manual payments.
- Corrections.
- Unscheduled payments.
- Advance payrolls.

---

**Note.** Please refer to *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook* for information about off-cycle setup and processing.

---

### See Also

*PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Managing Off-Cycle Processing”

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## Understanding Off-Cycle Processing

This section discusses:

- The off-cycle process.
- Types of off-cycle transactions.
- Delivered elements.

### 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 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:

- Manual payments

Manual payments enable you to enter payments that you have calculated and paid outside the payroll system. Examples include paying a new hire with a manual check because their pay details were not entered in time for the normal pay run.

- 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.

- Unscheduled payments

Unscheduled payments enable you to enter one-time payments that are outside the normal payroll process. Examples include one-time bonuses or expense reimbursement.

- Advances

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

## Delivered Elements

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

---

## Understanding Manual Payments

This section provides an overview of manual payments.

### Manual Payments

When you enter manual payments for Japanese payees, all calculations should be mutually calculated outside the system and then entered. Observe the following guidelines 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 the payment date need to be considered carefully. When selecting the period paid, you should 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 be supplied by default after you select *Period (Calendar) Paid*. These dates should not be changed because the delivered Japanese rules have been designed to calculate using whole periods and may not automatically segment if a partial period is entered.

The run type comes from *Period (Calendar) Paid* and the defaults should 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 the payee has 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 that are 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 are calculated independently of pre- or post-processing formulas, because 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.

---

---

## Corrections

Use the Corrections page of the Off-Cycle Requests component (GP\_OFFCYCLE\_SETUP) when you need to change finalized results, usually due to a user error. This page uses period-to-date logic that is built into the Japanese delivered statutory rules.

When you enter 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.

---

## Unscheduled Payments

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

Consider the following guidelines when entering unscheduled payments:

- All earnings and deductions need to have period-to-date logic applied.
- When selecting the period paid, you should select the previous finalized calendar or the current open calendar.
- Use this page to record monetary values only.

Absence accumulators will not be updated.

---

## Advance Payrolls

Use the Advance Payrolls page of the Off-Cycle Requests component (GP\_OFFCYCLE\_SETUP) when you would like to pay an employee before his or her normal on-cycle pay run. For example, an employee is terminating employment with your organization and the termination payment needs to be paid immediately and not in the next on-cycle payrun. When making advance payments:

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



## APPENDIX A

# Global Payroll for Japan Reports

This appendix discusses how to:

- View summary table of all reports.
- View a list of generic report templates for Japan.

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

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### See Also

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

*Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*

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## Global Payroll for Japan Reports: A to Z

This table lists the Global Payroll for Japan reports, sorted alphanumerically by report ID. For more information about a report, refer to the report details at the end of this appendix.

| Report ID and Report Name                 | Description                                                                                                                 | Navigation                                                                     | Run Control Page |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------|
| GPJPBA01<br>EFT Payment File              | Generated as part of the EFT process, it prints the information transferred to the bank by the EFT process.                 | Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File JPN | GPJP_RC_BA01     |
| GPJPIH01<br>Municipality Audit Report     | Lists error messages for employees with invalid postal code and municipality code in their legal (or home) addresses.       | Global Payroll & Absence Mgmt, Taxes, Municipality Audit Rpt JPN               | GPJP_RC_IH_AUD   |
| GPJPIH02<br>Monthly Inhabitant Tax Report | Provides the number of inhabitant tax collections and the total amount collected for each municipality for each pay period. | Global Payroll & Absence Mgmt, Taxes, Mthly Inhabitant Tax Rpt JPN             | GPJP_RC_IH_MNTH  |

| Report ID and Report Name                                | Description                                                                                                                                                                                                  | Navigation                                                                                   | Run Control Page   |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------|
| GPJPIT01<br>Withholding Tax Register                     | Prints payroll data in the following categories: employee identification, salary data, bonus data, PTO data, former employment data, total amounts data, retirement allowance, and year-end adjustment data. | Global Payroll & Absence Mgmt, Taxes, Inc Tax Withhold Reg Rpt JPN                           | GPJP_RC_IT_WHRG    |
| GPJPLA01<br>EI Exempt Report                             | Lists employees who are exempt from labor insurance premium because of age.                                                                                                                                  | Global Payroll & Absence Mgmt, Social Security/Insurance, ANN – EI Exempt Report JPN         | GPJP_RC_LA01       |
| GPJPLA02<br>Basic Employment Insurance Premium Report    | Provides the workers compensation and employment insurance wage information that you need to complete the Insurance Premium report that you must submit each May.                                            | Global Payroll & Absence Mgmt, Social Security/Insurance, ANN – Basic EI Premium Rpt JPN     | GPJP_RC_LA01       |
| GPJPLA03<br>EI Enrollment File Generation Log            | Generates a list of new employees.                                                                                                                                                                           | Global Payroll & Absence Mgmt, Social Security/Insurance, EI Newly Enroll Empl Rpt JPN       | GPJP_RC_LA_PYE_RPT |
| GPJPPP01<br>Payslip                                      | Prints regular (salary) payslip, bonus payslip, retirement allowance payslip, or Tax Amount Difference report (year-end adjustment payslip).                                                                 | Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips JPN                           | GPJP_RC_PP01       |
| GPJPSC01<br>Monthly Standard Remuneration Revised Report | Lists social insurance and remuneration information for all employees whose subject indicator is Occasional Revision.                                                                                        | Global Payroll & Absence Mgmt, Social Security / Insurance, SI Mthly Rev Remun Rpt JPN       | GPJP_RC_SC01       |
| GPJPSC02<br>Monthly Standard Remuneration Regular Report | Lists social insurance and remuneration information for all employees whose subject indicator is Regular Decision.                                                                                           | Global Payroll & Absence Mgmt, Social Security / Insurance, ANN – SI Mthly Reg Remun Rpt JPN | GPJP_RC_SC03       |
| GPJPSC03<br>Monthly Standard Remuneration Summary Report | Summarizes information about employees subject to regular decision and occasional revision.                                                                                                                  | Global Payroll & Absence Mgmt, Social Security / Insurance, ANN – SI Mthly Sum Remun Rpt JPN | GPJP_RC_SC03       |
| GPJPSC04<br>PI 70 Years Old Employee Report              | Lists employees who became ineligible for Employees' Pension Insurance premium due to reaching the age of 70.                                                                                                | Global Payroll & Absence Mgmt, Social Security / Insurance, PI 70 Years Old EE Rpt JPN       | GPJP_RC_SC04       |
| GPJPSC05<br>Bonus Payment Report (Detail)                | Print bonus payment details.                                                                                                                                                                                 | Global Payroll & Absence Mgmt, Social Security/Insurance, SI Bonus Payment Report JPN        | GPJP_RC_SC_BNS     |

| Report ID and Report Name                                                         | Description                                                                                                                                                                                                                                                              | Navigation                                                                                                                                                                                                                          | Run Control Page |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| GPJPSC06<br>Bonus Payment Report (Summary)                                        | Print a bonus payment summary.                                                                                                                                                                                                                                           | Global Payroll & Absence Mgmt, Social Security/Insurance, SI Bonus Payment Report JPN                                                                                                                                               | GPJP_RC_SC_BNS   |
| GPJPSC07<br>SI Premium Inquiry Report                                             | Create the social insurance premium report file.                                                                                                                                                                                                                         | Global Payroll & Absence Mgmt, Social Security/Insurance, SI Premium Inquiry Rpt JPN                                                                                                                                                | GPJP_RC_SC_CHK   |
| GPJPSC08<br>SI Premium Summary Report                                             | Summarize information about the social insurance premium for all employees.                                                                                                                                                                                              | Global Payroll & Absence Mgmt, Social Security/Insurance, SI Premium Summary Rpt JPN                                                                                                                                                | GPJP_RC_SC_GRD   |
| GPJPUC01<br>Unemployment Certificate                                              | Print an unemployment certificate.                                                                                                                                                                                                                                       | Global Payroll & Absence Mgmt, Termination Processing, Print Unemployment Cert JPN                                                                                                                                                  | GPJP_RC_UC_RPT   |
| GPJPYE01<br>Withholding Tax Report (YEA) and Withholding Tax Report (Termination) | Reports income, deductions, and insurance premiums. Deliver this report to all employees after year-end adjustment has been processed and at midyear for terminating employees. You also deliver this report to tax offices for employees who meet specific criteria.    | <ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt, Year-End Processing, Withholding Tax Report JPN</li> <li>Global Payroll &amp; Absence Mgmt, Termination Processing, Withholding Tax Report JPN</li> </ul> | GPJP_RC_YEAWHRPT |
| GPJPYE01<br>Wage Payment Report                                                   | This is the same SQR as the Withholding Tax Report, but with different parameters to select, sort, and report the data.                                                                                                                                                  | Global Payroll & Absence Mgmt, Year-End Processing, Wage Payment Rpt JPN                                                                                                                                                            | GPJP_RC_YEAWGRPT |
| GPJPYE02<br>Legal Payment Summary Report                                          | Contains information for the Legal Payment Summary report that you submit to the tax office.                                                                                                                                                                             | Global Payroll & Absence Mgmt, Year-End Processing, Legal Payment Summary Rpt JPN                                                                                                                                                   | GPJP_RC_YEA      |
| GPJPYE03<br>Wage Payment Summary Report                                           | Contains information for the Wage Payment Summary report that you submit to municipalities.                                                                                                                                                                              | Global Payroll & Absence Mgmt, Year-End Processing, Wage Payment Summary Rpt JPN                                                                                                                                                    | GPJP_RC_YEA      |
| GPJPYE04<br>YEA Dependent Deduction Report                                        | For manual data collection, print the report and distribute it to employees for review and update. For self-service data collection, print the report for record-keeping purposes after employees have updated their data in the PeopleSoft Enterprise ePay transaction. | Global Payroll & Absence Mgmt, Year-End Processing, Report YEA Dependent Ded JPN                                                                                                                                                    | GPJP_RC_YEA04    |

| Report ID and Report Name                   | Description                                                                                                                                                                                                                                        | Navigation                                                                       | Run Control Page  |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------|
| GPJPYE05<br>YEA Insurance and Spouse Report | For manual data collection, print the report and distribute it to employees for review and update. For self-service data collection, print the report for record-keeping purposes after employees have updated their data in the ePay transaction. | Global Payroll & Absence Mgmt, Year-End Processing, Report YEA Ins and Spous JPN | GPJP_RC_YEA05     |
| GPJPYE06<br>Tax Difference Carried Over     | For those employees who were subject to the independent year-end adjustment (YEA) process, the report lists the tax difference (deduction amount) carried over from the previous year.                                                             | Global Payroll & Absence Mgmt, Taxes, Tax Difference Carry Over JPN              | GPJP_RC_IT_TAXDIF |

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## Running Generic Global Payroll Reports for Japan

Global Payroll provides the framework for you to define generic reports of basic payroll results.

### Generic Report Templates for Japan

PeopleSoft delivers the following templates specifically for payroll reporting in Japan:

- JGR01 - Earning/Deduction List (Salary).
- JGR02 - Accumulator List (Salary).
- JGR03 - Earning/Deduction List (Bonus).
- JGR04 - Accumulator List (Bonus).
- JGR05 - Wage Ledger.
- JGR06 - Absence and Overtime List .
- JGR07 - Withholding Tax (Terminated).
- JGR08 - Retirement Allowance.

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

# Glossary of PeopleSoft Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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