



PeopleSoft Enterprise Global Payroll for Singapore 8.9 PeopleBook

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Contents

General Preface

About This PeopleBook Preface	xv
PeopleSoft Application Prerequisites.....	xv
PeopleSoft Application Fundamentals.....	xv
Documentation Updates and Printed Documentation.....	xvi
Obtaining Documentation Updates.....	xvi
Ordering Printed Documentation.....	xvi
Additional Resources.....	xvii
Typographical Conventions and Visual Cues.....	xviii
Typographical Conventions.....	xviii
Visual Cues.....	xix
Country, Region, and Industry Identifiers.....	xx
Currency Codes.....	xx
Comments and Suggestions.....	xx
Common Elements Used in PeopleBooks.....	xxi

Preface

PeopleSoft Enterprise Global Payroll for Singapore Preface.....	xxiii
PeopleSoft Products.....	xxiii
PeopleSoft Enterprise HRMS Application Fundamentals.....	xxiii
PeopleBook Structure.....	xxiii
Global Payroll Documentation.....	xxv
Global Payroll Application Design.....	xxv
Global Payroll Documentation Structure.....	xxvi
Documentation Roadmap.....	xxvi

Chapter 1

Getting Started with Global Payroll for Singapore.....	1
Global Payroll for Singapore Overview.....	1
Global Payroll for Singapore Business Processes.....	2
Global Payroll for Singapore Integrations.....	2
Global Payroll for Singapore Implementation.....	3

Chapter 2

Understanding Global Payroll for Singapore.....	5
Global Payroll for Singapore.....	5
Global Payroll for Singapore Business Processes.....	5
Viewing Delivered Elements.....	7
Delivered Elements for Singapore.....	7
Delivered Element Creation.....	8
Element Ownership and Maintenance.....	8
Element Naming Conventions in Singapore.....	10
Naming Conventions.....	11
Functional Area Codes.....	13
Element Type Codes (PIN_TYPE).....	14

Chapter 3

Setting Up Global Payroll for Singapore.....	15
Defining Global Payroll for Singapore Installation.....	15
Processing Retroactive Payments.....	15
Entering IRAS, CPF and Payslip Paygroup Information.....	16
Page Used to Enter IRAS, CPF and Payslip Paygroup Information.....	16
Entering Additional Information for Other Features.....	16
Defining Triggers and Segmentation Events for Singapore.....	16
Triggers.....	16
Segmentation Events.....	18
Identifying Proration Rules and Rounding Rules.....	19
Viewing Delivered Elements.....	20

Chapter 4

Setting Up Banking and Recipient Processing.....	21
Understanding Banking and Recipient Processing Setup for Singapore.....	21
Setting Up Multiple Source Banks by Debit Type.....	21
Pages Used to Set Up Additional Source Bank Details.....	22
Linking Source Banks to Debit Types.....	22
Setting Up Additional Recipient Information.....	23
Pages Used to Enter Additional Recipient Information.....	24
Setting Up Additional Deduction Recipient Data.....	24
Linking Payee Membership Numbers to Providers.....	25
Viewing Delivered Elements.....	26

Chapter 5

Setting Up Payslips.....	27
Understanding Payslip Set Up for Singapore.....	27
Creating Payslip Templates and Messages.....	27
Pages Used to Create Payslip Templates and Messages.....	28
Setting Up Templates and Accumulators.....	28
Setting Up Payslip Earnings and Deductions.....	30
Creating Payslip Messages.....	32
Attaching Payslip Templates to paygroups.....	32
Viewing Delivered Elements.....	33

Chapter 6

Defining Earnings.....	35
Understanding Earnings for Singapore.....	36
Understanding Delivered Earnings Elements.....	36
Calculating Basic Salary.....	39
Calculating Basic Monthly Variable Component.....	39
Calculating Basic Non-Pensionable Component.....	40
Calculating Basic Non-Pensionable Variable Component.....	40
Calculating Daily Salary.....	41
Calculating Daily Monthly Variable Component.....	41
Calculating Daily Non-Pensionable Component.....	42
Calculating Daily Non-Pensionable Variable Payment.....	43
Calculating Annual Wage Supplement.....	43
Calculating Night Shift Allowance.....	44
Calculating Overtime 1.5.....	44
Calculating Meal Allowance.....	45
Calculating Oncall Allowance.....	45
Calculating Transport Allowance.....	46
Calculating Mileage Allowance.....	46
Calculating Commission.....	47
Calculating Loan Payment.....	47
Calculating Make-Up Pay.....	48
Calculating Annual Leave in Lieu.....	48
Calculating Central Provident Fund Retro Adjustment.....	49
Calculating Festive Advances.....	49
Calculating Earnings for GLI Reporting.....	50
Calculating Annual Leave Liability Days.....	50
Calculating Terminated Annual Liability Days.....	51

Calculating Salary Accrual.....	51
Calculating GST Earnings.....	52
Calculating Bonus Accrual Earnings.....	52

Chapter 7

Defining Deductions.....	53
Understanding Deductions for Singapore.....	53
Understanding Delivered Deduction Elements.....	54
Calculating Social Club Deductions.....	56
Calculating Employee Stock Purchase Plan.....	57
Calculating Loan Payback.....	57
Calculating Loan Repayment on Termination.....	57
Calculating Leave Without Pay.....	58
Calculating Parking Deductions.....	58
Calculating Insurance Deductions.....	58
Calculating CPF Funds and Levies.....	59
Calculating the Foreign Worker Levy.....	59
Calculating the Mosque Building Mendaki Fund.....	60
Calculating the Singapore Indian Development Association.....	60
Calculating the Chinese Development Assistance Council.....	60
Calculating the Share Programme Donations.....	61
Calculating ECF Contributions.....	61
Calculating the Skills Development Levy.....	61
Calculating Normal CPF Deductions.....	62
Calculating Employee Ordinary CPF.....	62
Calculating Employer Ordinary CPF.....	62
Calculating Employer Additional CPF.....	62
Calculating Employee Additional CPF.....	62
Calculating Voluntary CPF Deductions.....	63
Calculating Employer Voluntary CPF.....	63
Calculating Employee Voluntary CPF.....	63
Calculating Additional CPF Deductions.....	63
Calculating Employer Additional CPF.....	64
Calculating Employee Additional CPF.....	64
Calculating Adjustment CPF Deductions.....	64
Calculating Employer CPF Adjustment.....	64
Calculating Employee CPF Adjustment.....	64
Calculating Festive Advance Payback Deductions.....	65

Chapter 8

Managing Singapore Inland Revenue Authority Reporting.....	67
Understanding IRAS Reporting.....	67
Tax Reference Tracking.....	68
IR8A/IR8S and Appendix 8A and 8B Processing Management.....	68
IR21 and Appendix 1 Processing Management.....	71
Setting Up IRAS Reporting.....	72
Pages Used to Set Up IRAS Reporting.....	72
Setting Up and Managing IRAS Company Information.....	72
Setting Up IRAS Tax Form Categories.....	74
Setting Up IRAS Benefit Rates.....	76
Creating IR8A or IR8S Data.....	76
Understanding the IR8A/IR8S Creation Process.....	77
Page Used to Create IR8A or IR8S Data.....	78
Creating IR8A or IR8S Data.....	78
Reviewing and Maintaining IR8A and IR8S Forms.....	79
Pages Used To Review and Maintain IR8A/IR8S Forms.....	80
Reviewing Employee Data.....	81
Reviewing and Maintaining IR8A Income Details.....	81
Reviewing and Maintaining IR8A Deductions Details.....	84
Reviewing and Maintaining IR8S Details.....	85
Creating Appendix 8A Data.....	88
Understanding the Appendix 8A Creation Process.....	89
Page Used To Create Appendix 8A Data.....	90
Creating Appendix 8A Data.....	90
Creating Appendix 8B Data.....	91
Understanding Appendix 8B Data.....	91
Page Used To Create Appendix 8B Data.....	92
Entering Appendix 8B Details.....	92
Reviewing and Maintaining Appendix 8A Forms.....	93
Understanding Appendix 8A Forms.....	94
Pages Used to Review and Maintain Appendix 8A Forms.....	94
Reviewing and Maintaining Appendix 8A Place of Residence Details.....	94
Reviewing Benefit Item Units and Values for Furniture or Fittings.....	96
Reviewing Hotel Accommodation Taxable Value Calculations.....	96
Reviewing and Maintaining Appendix 8A Additional Gains or Profits Details.....	96
Printing Appendix 8A, 8B, and IR8A and IR8S Forms.....	99
Understanding Appendix 8A, 8B, and IR8A and IR8S Forms Print Processes.....	99
Pages Used To Print Appendix 8A, 8B and IR8A/IR8S Forms.....	100
Creating IR21 and Appendix 1 Forms.....	100

Understanding the IR21 and Appendix 1 Forms.....	100
Page Used To Create IR21 and Appendix 1 Forms.....	101
Reviewing and Maintaining IR21 and Appendix 1 Forms.....	101
Understanding IR21 and Appendix 1 Forms.....	101
Pages Used to Review and Maintain IR21 Forms.....	102
Reviewing and Maintaining IR21 Employment Record Details.....	102
Reviewing and Maintaining IR21 Income and Deductions Details.....	104
Reviewing and Maintaining IR21, Appendix 1 Residence and Hotel Accomodation Details.....	109
Reviewing and Maintaining IR21, Appendix 1 Other Benefits Details.....	111
Printing IR21 Forms.....	112
Page Used To Print IR21 Forms.....	112
Creating IRAS Electronic Files.....	113
Pages Used To Create IRAS Electronic Files.....	113

Chapter 9

Posting Festive Advances to Global Payroll.....	115
Understanding Festive Advance Payroll Integration.....	115
Posting and Unposting Festive Advance Payments.....	116
Understanding Festive Advance Payment Posting and Unposting.....	116
Page Used to Post and Unpost Festive Advance Payments.....	117
Paying Festive Advance Payments in Global Payroll.....	117
Recovering Festive Advance Payments in Global Payroll.....	118
Managing Festive Advance Recoveries.....	118

Chapter 10

Printing and Viewing Payslips.....	121
Overriding Payslip Delivery Options.....	121
Page Used to Override Payslip Delivery Options.....	121
Printing Payslips.....	121
Page Used to Print Payslips.....	122
Viewing Payslips Online.....	122

Chapter 11

Reporting Payroll Data.....	123
Setting Up Payroll Report Definitions.....	123
Understanding Payroll Report Definitions.....	123
Page Used to Set Up Payroll Report IDs.....	124

Running Payroll Reports for Singapore.....	124
Understanding Payroll Report Processes.....	124
Pages Used to Run Payroll Reports for Singapore.....	125

Chapter 12

Running Banking and Recipient Processes.....	127
Understanding Banking and Recipient Processing.....	127
Understanding Bank Accounts for Singapore.....	127
Managing the Singapore Banking Process Flow.....	128
Managing Electronic Fund Transfers.....	130
Understanding Electronic Fund Transfer.....	130
Page Used to Create the GIRO File.....	130
Creating the Electronic Funds Transfer (EFT) GIRO File.....	131
Generating Recipient Payment Report Files.....	132
Understanding Recipient Payment Report Files.....	132
Page Used to Create Recipient Payment Electronic Files and Reports.....	133
Creating the Recipient Payment Electronic Files and Reports.....	133
Reporting Net Payment.....	133
Understanding Net Payment Reports.....	134
Page Used to Create Net Payment Report.....	134
Creating a Net Payment Report.....	134

Chapter 13

Using the General Ledger Interface.....	135
Processing Payroll Data to GLI.....	135
Linking Journal Types to GL Groupings.....	137
Understanding Journal Types to GL Grouping Links.....	137
Page Used to Link Journal Types to GL Groupings.....	137
Calculating Accrued Salary, Bonus and GST.....	138
Calculating Leave Liability.....	138
Reporting Leave Liability and Absence History.....	139
Understanding Leave Liability and Absence History.....	139
Pages Used to Report Leave Liability and History.....	140
Calculating Annual Leave for Accrual in Days.....	140
Calculating Annual Leave Liability for Reversal on Termination.....	140
Calculating Salary Accrual Earnings.....	141
Calculating GST Accrual Earnings.....	141
Calculating Bonus Accrual Earnings.....	141

Calculating Non-Contractual Bonus Earnings.....	142
Reversing Leave Liability When the Cost Centre Changes.....	142
Running the GLI Processes.....	142
Understanding GLI Processes.....	142
Pages Used to Run the GLI Processes.....	143
Running the General Ledger Processes.....	143
Remapping ChartFields after Initial Calculation.....	144
Understanding ChartField Remapping after Initial Calculation.....	145
Page Used to Remap ChartFields After Initial Calculation.....	145
Remapping ChartFields.....	145

Chapter 14

Administering Central Provident Fund Contributions.....	147
Understanding Administering Central Provident Fund Contributions.....	147
Common Elements Used in This Chapter.....	148
Calculating Statutory CPF Deductions.....	150
Using CPF Calculation Fundamentals.....	153
Managing CPF Earnings.....	153
Controlling Eligibility for CPF and Other Contributions.....	153
Managing CPF Rates.....	155
Working With Monthly CPF Calculations.....	155
Managing Currency for CPF Calculations.....	155
Managing Retropay Processing for CPF.....	156
Setting Up and Tracking Employee and Employer CPF Details.....	156
Page Used to Set up and Track Employee and Employer CPF Details.....	157
Setting up and Tracking Employer CPF Reference Numbers.....	157
Tracking Employer CPF Sector Details.....	157
Managing Employee CPF Details.....	158
Calculating CPF Contributions.....	159
Calculating Normal CPF Contributions.....	160
Calculating Voluntary CPF Contributions.....	161
Calculating Additional CPF Contributions.....	161
Calculating Other CPF Contributions.....	163
Calculating MBMF Contributions.....	164
Calculating SINDA Contributions.....	164
Calculating FWL Contributions.....	164
Calculating SHARE Programme Donations.....	165
Calculating SDL Contributions.....	165
Calculating CDAC Contributions.....	165

Calculating ECF Contributions.....	165
Setting Up and Managing Additional CPF Details.....	166
Pages Used to Set Up and Manage CPF Details.....	166
Running CPF Reports and Files.....	167
Understanding CPF Reports and Files.....	167
Pages Used to Run the CPF Reports.....	168

Chapter 15

Defining Absence Rules.....	169
Understanding Absence Rules for Singapore.....	169
Understanding Delivered Absence Primary Elements.....	169
Delivered Absence Entitlements.....	170
Delivered Absence Takes.....	171
Calculating Annual Leave.....	172
Understanding Annual Leave Calculations.....	172
Calculating Annual Leave by Pay Period.....	172
Calculating Annual Leave at Every Anniversary.....	174
Calculating Sick Leave.....	175
Calculating Hospitalization Leave.....	175
Calculating Maternity Leave.....	176
Calculating Maternity Leave Payments.....	176
Calculating National Service Leave.....	176
Calculating National Service Payments.....	177
Calculating Other Leave.....	177
Calculating Paternity Leave.....	177
Calculating Newly Wed (Married) Leave.....	178
Calculating Special Leave.....	178
Calculating Leave Without Pay.....	179
Calculating Absence Entitlements on Termination.....	179
Calculating Unused Annual Leave on Termination.....	179

Appendix A

Global Payroll for Singapore Reports.....	181
Global Payroll for Singapore General Reports.....	181

Glossary of PeopleSoft Terms.....185

Index 207

About This PeopleBook Preface

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

This preface discusses:

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

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

PeopleSoft Application Prerequisites

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

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

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

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

PeopleSoft Application Fundamentals

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

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

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

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

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

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

Ordering Printed Documentation

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

- Web
- Telephone
- Email

Web

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

Telephone

Contact MMA Partners at 877 588 2525.

Email

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

See Also

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

Additional Resources

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

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

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

Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

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

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

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Cross-References

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

Country, Region, and Industry Identifiers

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

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

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

Country Identifiers

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

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

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

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

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

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Or send email comments to doc@peoplesoft.com.

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

Common Elements Used in PeopleBooks

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

PeopleSoft Enterprise Global Payroll for Singapore Preface

This preface discusses:

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

PeopleSoft Products

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

PeopleSoft Enterprise HRMS Application Fundamentals

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

See Also

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

PeopleBook Structure

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

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

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

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

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

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

Global Payroll Documentation

This section discusses:

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

Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

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

Global Payroll Documentation Structure

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

Core Documentation

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

Country Extension Documentation

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

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

Documentation Roadmap

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

What to Read When

You can approach the documentation in the following way:

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

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

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

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

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

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

- Functional

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

- Managerial

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

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

CHAPTER 1

Getting Started with Global Payroll for Singapore

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

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

Global Payroll for Singapore Overview

Global Payroll for Singapore leverages the core system, and provides carefully developed country specific rules, processes, and reports that address your payroll needs. Global Payroll for Singapore enables you to quickly implement your payroll solution to comply with Singapore laws and regulations.

Rules

Global Payroll for Singapore includes payroll and absence processing rules to address most of the payroll and absence functionality that you need to handle day-to-day payroll and absence processing.

Earnings and Deductions

Global Payroll for Singapore is delivered with a number of earnings and deductions set up to enable you to meet common business practices.

Absences and Terminations

Global Payroll for Singapore delivers rules for processing absence payments, such as annual leave, sick leave, maternity leave, other leave and national service leave. Rules are also delivered to calculate unused annual leave on termination. You can modify any of these rules to reflect absence and termination policies that are specific to your organization or to labor agreements with your employees.

Central Provident Fund

The Central Provident Fund (CPF) feature enables you to calculate, record, and report contributions for Central Provident Fund and other funds and levies collected by the CPF board. PeopleSoft supports the administrative and reporting requirements of CPF administration and maintenance.

Festive Advance Business Process Integration

Festive advance business process integration provides the integration between the Administer Festive Advance business process in PeopleSoft Enterprise Human Resources and Global Payroll. This enables you to post the festive advance amounts calculated in Human Resources to Global Payroll and provides for the updating of the festive advance status in Human Resources.

Payslips

Global Payroll for Singapore includes a generic payslip template, which you can use as a pattern when you create your own. The design of the payslip feature enables you to create and control payslips so that they display the data that you want and in the format that you want. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario that you may have.

Banking and Recipient Processing

The banking process of Global Payroll brings together payroll data, pay entity source bank data, and payee or recipient bank data. The EFT file creation process extracts data compiled by the banking process, merges it with data provided by the Global Payroll for Singapore, and creates the file for transmission.

General Ledger Interface

When you integrate Global Payroll and PeopleSoft Enterprise General Ledger, you can automatically post elements that are associated with a finalized calendar run to the PeopleSoft general ledger system. The General Ledger Interface (GLI) functionality for Singapore builds on the standard GLI functionality delivered with Global Payroll.

Inland Revenue Reporting

The Inland Revenue Reporting feature enables you to capture, generate, and maintain both employee and company identification and biographical data that support the reporting requirements of the Singapore Inland Revenue Authority (IRAS). The system meets the IRAS requirement to produce the IR8A, IR8S, Appendix 8A and 8B, IR21 and Appendix 1 forms which are required for reporting annual payments, benefits, gains or profits from share options and foreign employees who are terminating their employment.

Global Payroll for Singapore Business Processes

Global Payroll for Singapore provides these business processes:

- Banking and recipient processing.
- Payslips.
- Payroll reporting.
- Inland revenue reporting.
- General ledger interface.
- Absences and terminations.
- Festive advance integration.
- Central provident fund.

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

Global Payroll for Singapore Integrations

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

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

We discuss integration considerations in the core Global Payroll PeopleBook.

See Also

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

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

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

Global Payroll for Singapore 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.

Note. The order in which you set up tables required to implement Global Payroll for Singapore may vary; each individual application isn’t necessarily set up in sequence. For example, you may set up Human Resources tables, then tables for the Global Payroll core application, then several tables specific to the country extension, followed by additional Global Payroll core tables. In addition, the order in which you set up tables may also depend on the features you want to use and whether you’re implementing one or multiple Global Payroll country extensions. The information provided in this chapter offers a high-level guide 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.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation documentations, 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.

CHAPTER 2

Understanding Global Payroll for Singapore

This chapter discusses:

- Global Payroll for Singapore.
- Global Payroll for Singapore business processes.
- Delivered elements for Singapore.
- Element naming conventions in Singapore.
- Viewing Delivered Elements.

Global Payroll for Singapore

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

Global Payroll for Singapore Business Processes

Global Payroll for Singapore supports the following business processes:

- Banking and recipient processing.

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

- Payslips.

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

- Payroll reporting.

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

- Payroll Results Register.

- Reconciliation Report.
- Pay Components.
- Leave History.
- Leave Liability.
- Inland revenue reporting.

This feature includes the ability to capture, generate, and maintain both employee and company identification and biographical data that support the reporting requirements of the Singapore Inland Revenue Department. Singapore Inland Revenue reporting functionality enables you to:

- Create IR8A, IR8S and Appendix 8A forms as required by the Singapore IRAS for reporting annual payments and benefits of employees. We provide a process to extract most of the data from payroll, system pages that enable you to enter other data manually, and reports to print the forms in the required format.
- Produce files in the format required by Singapore IRAS for electronic reporting of employees' payments and benefits. We provide processes to create the files in the format required by the CPF/IRAS Line system.
- Create IR21 and Appendix 1 forms as required by the Singapore IRAS for reporting of foreign employees who are terminating their employment. We provide a process to extract the data from the IR8A/S forms, pages that enable you to enter other data manually, and a report to print the forms in the required format.
- General ledger interface.

Building on the Global Payroll General Ledger (GL) Interface, the Singapore country extension enables you to link journal types to GL groupings so you can report by journal type, calculate accrued salary and leave liability, report leave liability, and run the GLI or QSP processes.

- Absences and terminations.

Global Payroll for Singapore delivers predefined rules for processing absence payments such as annual leave, sick leave and other leave types such as national service leave, newly wed leave, maternity leave, no pay leave and paternity leave. We also deliver rules to calculate absence entitlements on termination, including rules for the payment of unused annual leave. You can modify many of these rules to reflect absence and termination policies that are specific to your organization or to labor agreements with your employees.

- Festive advance integration.

This feature provides the integration between the Administer Festive Advance business process in Human Resources and Global Payroll. This enables you to post the festive advance amounts calculated in Human Resources to Global Payroll and for the status of the festive advance in Human Resources to be updated.

- Central provident fund (CPF).

This feature enables you to calculate, record and report contributions for CPF and other funds and levies collected by the CPF board. PeopleSoft supports the administrative and reporting requirements of CPF administration and maintenance and provides:

Note. If you elect to use the delivered rules for Global Payroll Singapore, use only the employment instance in HR.

- Support for employee and employer payments to a nominated CPF or other fund or levy in accordance with the calculation of eligibility rules for CPF legislation.
- The calculation of monthly CPF contributions on ordinary and additional wages according to CPF rate schedules for government and non-government employees.
- The calculation of other contributions collected by the CPF Board according to the required rate schedules.
- The identification and management of unique company and employee identifiers.

- Re-calculation and adjustment of CPF contributions at year-end using actual wages for the year versus previous year.
- Additional CPF contributions taken from the final pay.
- A process that creates a file containing all CPF contributions for a month for submission to the CPF Board via the CPF PAL Internet facility or CPF/IRAS Line.
- Reports to support administrative reporting in accordance with CPF requirements.
- Monthly CPF Schedule reports provide listings of all CPF contributions and other deductions that can be submitted to the CPF Board each week.

See Also

Chapter 9, “Posting Festive Advances to Global Payroll,” page 115

Chapter 13, “Using the General Ledger Interface,” page 135

Chapter 11, “Reporting Payroll Data,” page 123

Chapter 10, “Printing and Viewing Payslips,” page 121

Chapter 14, “Administering Central Provident Fund Contributions,” page 147

Chapter 4, “Setting Up Banking and Recipient Processing,” page 21

Chapter 15, “Defining Absence Rules,” page 169

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” page 67

Viewing Delivered Elements

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

Delivered Elements for Singapore

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

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

Note. If you elect to use the delivered rules for Global Payroll Singapore, use only the employment instance in HR.

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 you will use both to create additional elements or rules, and (in many cases) to configure existing elements delivered as part of your Global Payroll system. Because the tools needed to redefine or create new payroll elements are fully documented in the core application PeopleBook, we do not reproduce this information here. Instead, we briefly review the relationship between the core application (which contains the tools you need to define your own elements and rules) and the country extensions (which contain country-specific rules and elements defined by PeopleSoft).

The core application:

- Consists of a payroll rules engine.

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

- Provides a payroll processing framework.

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

Country extensions:

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

Element Ownership and Maintenance

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

Element Ownership in Global Payroll

There are five categories of element ownership in Global Payroll:

PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements delivered by PeopleSoft that must be maintained by the customer. This category consists primarily of either customary (non-statutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft may occasionally update elements defined as <i>PS Delivered/Not Maintained</i> , you are not required to apply these updates.

Customer Maintained	Elements created and maintained by your organization. PeopleSoft does not deliver rules defined as <i>Customer Maintained</i> .
PS Delivered/Customer Modified	Elements that were originally PS Delivered/Maintained elements over which the customer has decided to take control (this change is irreversible).
PS Delivered/Maintained/Secure	Delivered elements that the customer can never modify or control.

Element Ownership in Global Payroll for Singapore

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

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

In general, Global Payroll for Singapore mostly uses the ownership category PS Delivered/Not Maintained except where the modification of an element might interfere with calculations designed to satisfy legislative requirements.

The following table contains an element-by-element description of Global Payroll for Singapore's approach to element ownership and maintenance.

Element Type	Ownership	Exceptions
Accumulators	PS Delivered/Not Maintained	CPF MTD, SEG and YTD accumulators
Absence Entitlements	PS Delivered/Not Maintained	None
Arrays	PS Delivered/Not Maintained	• CPF personal data and rates arrays • IRS arrays
Absence Takes	PS Delivered/Not Maintained	None
Brackets	PS Delivered/Not Maintained	The CPF brackets are PS Delivered /Maintained/Secure.
Counts	PS Delivered/Not Maintained	CPF counts.
Deductions	PS Delivered/Maintained	• ESPP • Parking and social club • Insurance, loans and leave without pay.
Durations	PS Delivered/Not Maintained	CPF durations.
Dates	PS Delivered/Not Maintained	CPF dates

Element Type	Ownership	Exceptions
Element Groups	PS Delivered/Not Maintained	None
Earnings	PS Delivered/Not Maintained	None
Formulas	PS Delivered/Not Maintained	CPF formulas
Generation Controls	PS Delivered/Not Maintained	CPF generation controls
Manage Historical Data Rules	PS Delivered/ Maintained	None
Proration Rules	PS Delivered/Not Maintained	CPF proration rules
Processes	PS Delivered/Not Maintained	None
Rate Codes	PS Delivered/Not Maintained	None
Rounding Rules	PS Delivered/ Maintained	None
Sections	PS Delivered/Not Maintained	CPF sections
Variables	PS Delivered/ Maintained	• Areas common to multiple functional areas (prefix CMN) • Some CPF variables which are either PS Delivered/Not Maintained or PS Delivered/Maintained/Secure. • Other earnings (prefix ERN) • Other deductions (prefix DED) • Payslip message variables (PSLP)

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

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

Element Naming Conventions in Singapore

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.

This section discusses:

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

Naming Conventions

This section discusses the naming conventions for:

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

We also discuss additional information about abbreviations used in Singapore elements.

Primary Elements

Primary elements, such as earnings, deductions, absence take, and absence entitlement elements often do not contain functional area codes or element type codes in their names. This is because primary elements have names, based on Singapore terms, that identify their function and element type without the use of additional codes. For example, the name of the earning element DEEPAVALI AD clearly identifies this element as an earning, and more specifically, as an advance (AD) payment for Deepavali.

Supporting Elements

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

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

For example, in the CPF variable CPF VR EMPLR ADJ, CPF stands for Central Provident Fund, VR stands for variable and EMPLR ADJ stands for employer adjustment. The element's 30 character (maximum) description (DESCR) provides a fuller description of what the element does or is for.

Component Names (Suffixes)

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

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

- Separator.

- Earnings and Deductions and Absence Entitlement component suffixes.
- Earnings and Deductions and Absence Entitlement accumulator suffixes.
- Deduction arrears component suffixes.
- Deduction arrears accumulator suffixes.
- Recipient suffixes.

Note. To view the suffixes used for Singapore, navigate to Set Up HRMS, Product Related, Global Payroll, System Settings, Element Suffixes.

Additional Clues to the Use of Singapore Elements

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

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

Abbreviation	English
ADD	Additional
ADJ	Adjustment
ANN	Anniversary or Annual Leave
ADV	Advance
CDAC	Chinese Development Assistance Council
CHK	Check
CPF	Central Provident Fund
ECF	Eurasian Community Fund
EE	Employee
ER	Employer
ESPP	Employee Stock Purchase Plan
FAD	Festive Advance
FORE WKR	Foreign Worker
FWL	Foreign Worker Levy
LMT	Limit
GRAD IND	Gradual Indicator
MAT	Maternity
MBMF	Mosque

Abbreviation	English
MTD	Month To Date
NP	Non Pensionable
NPL	No Pay Leave
NSL	National Service Leave
NWD	Newly Wed Leave
ORD	Ordinary
PAT	Paternity Leave
PERM	Permanent
PR	Permanent Resident
PREV / PRV	Previous
PSLP	Payslip
SDL	Skills Development Levy
SGD	Singapore Dollar (Currency)
SHARE	SHARE Programme Donations
SINDA	Singapore Indian Development Association
SLV	Sick Leave
SPL	Special Leave
TAX REF	Tax Reference Number
TER	Termination
VOL	Voluntary
YMD	Year, Month, Day

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

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

Functional Area Codes

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

Functional Area Code	Description
ABS	Absence
ANN	Annual Leave
CMN	Areas common to multiple functional areas
CPF	Central Provident Fund

Functional Area Code	Description
DED	Other Deductions
ERN	Other Earnings
ESPP	Employee Stock Purchase Plan
FAD	Festive Advance
HSP	Hospitalization Leave
IRS	Inland Revenue Reporting
LVE	Other Leave Types
MLV	Maternity leave
NPL	No Pay Leave
NSL	National Service Leave
NWD	Newly Wed Leave
PAT	Paternity Leave
PSLP	Payslip
SLV	Sick Leave
SPL	Special Leave
TER	Termination

Element Type Codes (PIN_TYPE)

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

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

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

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

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

CHAPTER 3

Setting Up Global Payroll for Singapore

This chapter discusses how to:

- Define Global Payroll for Singapore installation.
- Process retroactive payments.
- Enter IRAS, CPF and payslip paygroup information.
- Enter additional information for other features.
- Define trigger and segmentation events.
- Identify proration rules and rounding rules.
- Viewing Delivered Elements.

Defining Global Payroll for Singapore Installation

In order to install Global Payroll for Singapore, you need to select the SGP- Singapore check box on the Products: Global Payroll Country Extensions page. The Products page is discussed in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*.

See Also

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

Processing Retroactive Payments

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

See Also

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

Entering IRAS, CPF and Payslip Paygroup Information

You can specify the payslip template, CPF employer reference number and tax reference number the system uses for the paygroup.

Page Used to Enter IRAS, CPF and Payslip Paygroup Information

Page Name	Object Name	Navigation	Usage
paygroup,	GPSG_PYGRP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, paygroups SGP.	Specify the payslip template, CPF employer reference number and tax reference number the system uses for the paygroup.

Entering Additional Information for Other Features

The following additional pages are used specifically for setup required for Global Payroll for Singapore. They are documented in full in their respective sections as shown in the following list.

- Source Bank Override; Setting Up Banking and Recipient Processing for Singapore.
- Deduction Recipient; Setting Up Banking and Recipient Processing for Singapore.
- IRD Details; Managing Inland Revenue Department Reporting.
- Journal Type (GL Grouping Journal Type) Using the General Ledger Interface.
- Employer CPF Reference; Administering Central Provident Fund Contributions for Singapore.
- CPF Rates; Administering Central Provident Fund Contributions for Singapore.
- CPF/FWL Interest; Administering Central Provident Fund Contributions for Singapore.
- Define IRAS Employer SGP; Managing Singapore Inland Revenue Authority Reporting.
- Define IRAS Tax Forms SGP; Managing Singapore Inland Revenue Authority Reporting.
- Define IRAS Benefit Rates SGP; Managing Singapore Inland Revenue Authority Reporting.
- Messages SGP; Setting Up Payslips for Singapore.
- Templates SGP; Setting Up Payslips for Singapore.

Defining Triggers and Segmentation Events for Singapore

These tables list triggers and segmentation events for Singapore.

Triggers

The following is a list of triggers for Singapore.

Record (Table) Name	Type	Trigger Event ID
ADDRESSES	Iterative	N/A
COMPENSATION	Iterative	N/A
COMPENSATION	Retro	COMPENSATI
CONTRACT_DATA	Iterative	N/A
EMPLOYMENT	Iterative	N/A
GP_ABS_EVENT	Iterative	N/A
GP_ABS_EVENT	Retro	GPABSEVENT
GP_ABS_OVRD	Iterative	N/A
GP_ABS_OVRD	Retro	GPABSOVRD
GP_PI_MNL_DATA	Iterative	N/A
GP_PI_MNL_DATA	Retro	GPPIMNLDAT
GP_PI_MNL_SOVR	Iterative	N/A
GP_PI_MNL_SOVR	Retro	GPPIMNLISOV
GP_PYE_OVRD	Iterative	N/A
GP_PYE_OVR_SOVR	Iterative	N/A
GP_PYE_OVR_SOVR	Retro	GPPYEOVRSO
GP_PYE_SECT_DTL	Iterative	N/A
GP_PYE_SECT_DTL	Retro	GPPYESECTD
GP_RTO_TRGR	Iterative	N/A

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

Segmentation Events

The following is a list of segmentation events for Singapore.

Name	Description	Segment Type
COMPRATE	Comp rate segmentation	Element
JOB	Job segmentation	Period

See Also

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

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Segmentation”

Identifying Proration Rules and Rounding Rules

We have added a number of proration rules and rounding rules to those supplied for all countries to meet Singapore’s payroll processing requirements.

Identifying Proration Rules

We have added six proration rules to the fifteen supplied for All countries. The following table lists the rules and indicates the numerator and denominator the rule uses.

Name	Description	Numerator	Denominator
CMN PO ANNL CALDYS	Percent of Annual - Cal Days	Duration CMN DR CAL DYS SEG	Formula CMN FM PRD CALDAYS
CMN PO ANNL WRKDYS	Percent of Annual - Workdays	Count CMN CT WORK DAYS	Formula CMN FM PRD WRKDAYS
CPF PO PR WORK DAY	Proration for PR Date	Count CPF CT PR WORK DAY	Count GP WORK DAY COUNT
CMN PO WORK DAYS	Work Days in Period	Count CMN CT WORK DAYS	Count CMN CT WORK DAYS
ERN PO AWS DAYS YR	AWS Days in the Year	Duration ERN DR AWS SERVICE	Duration CMN DR CAL DAYS
CMN PO MTH WRKDAYS	Percent of Month - Work Days	Count CMN CT WORK DAYS	Formula CMN FM MTH WRKDAYS

Identifying Rounding Rules

We have added two rounding rules to the sixty supplied for all countries. The following table shows the key information about them. In column 3, R / I indicates Rounding or Increment. In column 5, R / U / T indicates Round Up If >= Else Down (with value), Up or Truncate Down.

Name	Description	R / I	Size	R / U / T
CMN RR NEAR 0 DEC	Round to Nearest 0 Decimals	R	0	R 5
CMN RR DOWN 0 DEC	Round Down to 0 Decimals	R	0	T 5
CMN RR ROUND 3 DEC	Round to 3 decimal places	R	03	R5

See Also

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

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

Viewing Delivered Elements

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

See Also

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

CHAPTER 4

Setting Up Banking and Recipient Processing

This chapter provides an overview of banking and recipient processing and discusses how to set up:

- Multiple source banks by debit type.
- Additional recipient information.
- Viewing Delivered Elements

Understanding Banking and Recipient Processing Setup for Singapore

Before you can successfully run your banking and recipient processes, you need to set up additional source bank details and link your source banks to debit types. Additional set up is also required on an ongoing basis, such as the linking of payees to recipients and additional recipient information for reporting and collection of any commission that may be payable. The system requires additional bank, bank account, recipient and payee data to process payments to banks and providers for Singapore. That information includes:

- Source bank overrides for certain debit types.
- Data related to fees and commissions that may be payable by providers to pay entities for collecting payee deductions on the provider's behalf.
- Group IDs, assigned by providers, that identify your pay entity for those providers.
- Payee IDs—membership numbers—assigned by providers.

See Also

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

Chapter 12, “Running Banking and Recipient Processes,” page 127

Setting Up Multiple Source Banks by Debit Type

In Global Payroll you can set up different source banks for each organization unit such as company, department, establishment, or paygroup. Set this up on the Source Bank Link page of the Pay Entity component.

For Singapore you can go one step further and set up different source banks for each drawing purpose. The drawing purpose is defined as a debit type and the debit types are Net Payment, and Recipient.

Instead of setting up a source bank on the Source Bank Link page—where you link source banks to your organization units—go to a new page and from there, to a second new page in which you can enter multiple source banks by debit type.

Note. When you set up the Source Bank Accounts—Set Up HRMS, Common Definitions, Banking, Source Bank Accounts—for the one that you are going to use to make the EFT payment, you must enter the EFT Domestic field as 'GIRO' and enter a value in the Bank Transfer ID field. This 'GIRO' EFT Format is delivered as customary data and can be found under Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Electronic Transfer Formats.

This section discusses how to link source banks to debit types.

See Also

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

Chapter 12, “Running Banking and Recipient Processes,” page 127

Chapter 4, “Setting Up Banking and Recipient Processing,” Setting Up Additional Recipient Information, page 23

Pages Used to Set Up Additional Source Bank Details

Page Name	Object Name	Navigation	Usage
Source Bank Override,	GPSG_PE_SBANK_OVRD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Source Bank SGP	Provides access to the Source Bank Override page where you enter the source bank the system is to use for a particular debit type for a particular organizational unit (company, department, establishment, paygroup). Displays information from the Source Bank Link page. Click the <i>Source Bank Override</i> link to access the Source Bank Override page.
Source Bank Override	GPSG_PE_SBANK_SEC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Source Bank SGP	Link source banks to debit types for a particular organizational unit. The read-only detail displayed on this page comes from your setup on the core Global Payroll Source Bank Link page of the Pay Entity component. Click the <i>Source Bank Override</i> link to access the Source Bank Override page.

Linking Source Banks to Debit Types

Access the Source Bank Override page.

Source Bank Override

Pay Entity: KSSGPBI **Organization Unit:**

Effective Date: 11/06/2002

Source Bank Overrides				Customize	Find	First	1 of 1	Last
	*Debit Type	*Source Bank ID	Description					
1	Net Paymt	KSB01	Salary Clearing Account (SGP)					

Source Bank Override page

Debit Type Enter a Debit Type of *Net Paymt* (payment) or *Recipient*.

Source Bank ID Enter the ID of the source bank you want to use to pay the debit type.

Setting Up Additional Recipient Information

You can link an electronic file format to a provider, enter pay entity and commission payment details and your group ID with a provider. You can also link payee membership numbers to providers using the provider's recipient ID.

This section discusses how to:

- Set up additional deduction recipient data.
- Link payee membership numbers to providers.

See Also

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

[Chapter 12, "Running Banking and Recipient Processes," page 127](#)

[Chapter 4, "Setting Up Banking and Recipient Processing," Setting Up Multiple Source Banks by Debit Type, page 21](#)

Pages Used to Enter Additional Recipient Information

Page Name	Object Name	Navigation	Usage
Deduction Recipient	GPSG_RECIPIENT_EXT	Set up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients SGP	Link an electronic file format to a provider and enter pay entity and commission payment details and your group ID with the provider.
Payee Recipient	GPSG_RCPPE_EXT	Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Add Deduction Recipients SGP	Link payee membership numbers to providers using the provider's recipient ID. From this page, you can access the Deduction List page, where you enter the deductions to which a particular membership number belongs.
Deduction List	GPSG_RCPPE_SEC	Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Add Deduction Recipients SGP, Click the Deduction List link on the Payee Recipient page	Enter the deductions to which a particular membership number belongs. You access this page by clicking the Deduction List link on the Payee Recipient page.

Setting Up Additional Deduction Recipient Data

Access the Deduct'n Recipient page.

Deduction Recipient

Recipient ID: KSLIFE Ace Insurance Ltd

Details Find First 1 of 1 Last

*Effective Date: 01/01/2000

Schedule File Layout: GPSG_RCPNT_FILE

Payment Details Customize Find First 1 of 1 Last

*Pay Entity	Description	*Commission Calc	*Commission Type	Amount/Percent	Group Number
KSSGPBI	Singapore Business Institute	Deduct Commis	Flat Amt	300	

Deduction Recipient page

Schedule File Layout

Select the appropriate file layout from those you have created in Application Designer for the electronic files you submit to your recipients

Pay Entity

Enter the pay entity that is going to receive any commission payable by the recipient. If the commission is to be deducted from the payment due to

the recipient, the debit to this pay entities source bank will be reduced by the commission amount.

Commission Calc

Select from *Deduct Commission* (payment) to have the amount deducted from the payment to be made to the recipient, *None*, or *Report Only* to report the amount of commission for later payment from the recipient back to the pay entity.

Commission Type / Amount/Percent

Select from *Flat Amt (amount)*, *None*, or *Percentage* and enter the amount or percentage in the Amount/Percent field.

Group Number

Enter the ID the recipient has allocated to your pay entity, your “customer number” with them.

Linking Payee Membership Numbers to Providers

Access the Payee Recipient page.

Payee Recipient

Employee ID: KS0001 Name: Chu Phua Empl Rcd Nbr:

Details Find | View All First 1 of 1 Last

*Effective Date: 11/10/2004 31

Membership Details Customize | Find First 1 of 1 Last

	Recipient ID	Recipient Name	Membership ID	Use Primary ID	All Deductions	Deduction List
1	KSLIFE	Ace Insurance Ltd		☐	☒	Deduction List

Payee Recipient page

Membership ID / Use Primary (National) ID

Enter the payee's Membership Number associated with particular recipients. If you select the Use Primary ID check box, the Membership ID field is unavailable for input. The Membership ID is retrieved from the employee's National ID Table (PERS_NID.NATIONAL_ID) during the EFT file creation process.

If the payee's Membership ID is the same number as their Primary ID, you can indicate this by selecting the Use Primary ID check box and leaving the Membership ID blank. You have the option to specify if that recipient ID/membership number combination is for all deductions or to designate specific deductions for that combination.

You can enter multiple Recipient ID/Membership ID combinations.

Deduction List / All Dedns (deductions)

Click the Deductions List link to access the Deduction List page where you enter the deductions to which a particular membership number belongs. When you return from the Deduction List page, the All Dedns check box is automatically updated and selected if you have entered specific deductions.

Viewing Delivered Elements

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

See Also

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

CHAPTER 5

Setting Up Payslips

This chapter provides an overview of payslips for Singapore and discusses how to:

- Create payslip templates and messages.
- Attach payslip templates to paygroups.
- View delivered elements.

Understanding Payslip Set Up for Singapore

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

When creating payslip templates you can:

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

Creating Payslip Templates and Messages

This section describes how to set up:

- Templates and accumulators.
- Payslip earnings and deductions.
- Payslip messages.

Pages Used to Create Payslip Templates and Messages

Page Name	Object Name	Navigation	Usage
Template Setup & Accumulators,	GPSG_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates SGP, Template Setup & Accumulators	Set up delivery and print exclusion options, column headings (labels) and column contents (rows of accumulators).
Earnings and Deduction,	GPSG_PSLP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates SGP, Earnings and Deduction	Create sections of earnings and deductions, select from three description options, and set the element components that the payslip is to display.
Absence Details,	GPSG_PSLP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates SGP, Absence Details	Same as Earnings and Deduction page. Enter a sequence number, and an element name, and select one of three descriptions. The system extracts the balance of each entitlement or pro rata absence element that you include in the section to show on the payslip.
Payslip Messages,	GPSG_PSLP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages SGP	Create messages to appear on payslips. You can control which payslips show the message.

Setting Up Templates and Accumulators

Access the Template Setup & Accumulators page.

Template Setup & Accumulators | Earnings and Deduction | Absence Details

Payslip ID: KSBASE

Payslip Setup | Find | View All | First | 1 of 1 | Last

*Effective Date: 01/01/1990 | *Description: Singapore Base Template | Short Description: SGP Base

Delivery Option: | Exclude Printing: | Department List | Location List

Accumulator Labels

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

Accumulator Elements | Customize | Find | First | 1 of 1 | Last

Sequence	Description	*Accumulator 1	*Accumulator 2	*Accumulator 3
1	Period To Date	SGP GROSS	SGP NET	

Template Setup & Accumulators page

Payslip ID	You can attach a single template by its ID, to multiple paygroups. Note. Only one template can be attached to a paygroup at any one time.
Delivery Option	Select an address to receive printed payslips. It can be an internal address of <i>Department</i> or <i>Location</i>, or an external address of <i>Home Address</i> or <i>Mail Address</i> as recorded on the payee's Personal Data record. You can override the selection made here on the Payee Payslip Overrides page that is effective-dated; therefore, you can override the delivery option for a period of time if necessary.
Exclude Printing	Select either <i>Department</i> or <i>Location</i> to exclude departments or locations from the payslip print run. The corresponding link becomes active, so you can select from the department or location lists. You can override the exclusion on the Print Payslips page before you run the print program. Note. If you choose to enter a particular Pay Entity as your print option on the Print Payslips page and you have excluded a location that falls under that Pay Entity, it will <i>not</i> be printed.
Accumulator Labels (Column 1 to Column 6)	Enter the labels that you want to appear across the page on the printed payslip as the column headings for your Accumulators. These column labels appear in the payslip region under the region heading Pay Summary.
Accumulators 1 to 3	
Sequence	Enter a sequence number to set the order in which the accumulators appear. They display in ascending order with the lowest number first.
Description	Enter a description of each accumulator row.
Accumulator 1 to Accumulator 3	Select the accumulators that you want display for the corresponding column. For example, suppose you enter a description of sequence 1 and 2 as <i>Current</i> and <i>YTD</i>. If you also want to display quarter to date accumulated amounts, create a new row, give the new row the description <i>QTD</i>, then select the accumulators which correlate to the columns headings.
Accumulators 4 to 6	
Accumulator 4 to 6	Set up accumulators 4 to 6. There are no <i>Sequence</i> or <i>Description</i> fields because the same sequence number and description applies to all 6 accumulators in the row.

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

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

Columns and rows on the payslip in the Pay Summary region

See Also

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

Setting Up Payslip Earnings and Deductions

Access the Earnings and Deduction page.

Template Setup & Accumulators | **Earnings and Deduction** | Absence Details

Payslip ID: KSBASE

Payslip Setup Find | View All First 1 of 1 Last

Effective Date: 01/01/1990 **Description:** Singapore Base Template **Short Description:** SGP Base + -

Section Setup Find | View All First 1 of 4 Last

Sequence: 1 **Description:** Earnings + -

Section Elements Customize | Find | 1-9 of 9 First Last

Sequence	Element Name	Display YTD Units	Display YTD Amount		
1	SALARY BASIC	☒	☒	+	-
2	MVC BASIC	☒	☒	+	-
3	NPC BASIC	☒	☒	+	-
4	NPVP BASIC	☒	☒	+	-
5	SALARY DAILY	☒	☒	+	-
6	MVC DAILY	☒	☒	+	-
7	NPC DAILY	☒	☒	+	-
8	NPVP DAILY	☒	☒	+	-
9	AWS	☒	☒	+	-

Earnings and Deduction: Element Details page

Section Setup

Description

Descriptions appear as section headings in the payslip region under the heading Payment Details.

Element Details Tab

Display YTD Units and Display YTD Amount

Select these check boxes if you want the YTD units and amounts for each element to appear in the Payment Details region under the heading Year to Date Values.

Select the Element Components tab.

Payslip ID: KSBASE

Payslip Setup Find | View All First 1 of 1 Last

Effective Date: 01/01/1990 **Description:** Singapore Base Template **Short Description:** SGP Base

Section Setup Find | View All First 1 of 4 Last

Sequence: 1 **Description:** Earnings

Section Elements Customize | Find First 1-9 of 9 Last

*Sequence	Element Name	Description Type	Description	Print Unit	Print Rate	Print Base	Print Percentage		
1	SALARY BASIC	Description	Basic Salary	☐	☐	☐	☐	+	-
2	MVC BASIC	Description	Basic Monthly Variable Comp	☐	☐	☐	☐	+	-
3	NPC BASIC	Description	Basic Non-Pensionable Comp	☐	☐	☐	☐	+	-
4	NPVP BASIC	Description	Basic Non-Pens Variable Paymnt	☐	☐	☐	☐	+	-
5	SALARY DAILY	Description	Daily Salary	☒	☒	☐	☐	+	-
6	MVC DAILY	Description	Daily Monthly Variable Comp	☒	☒	☐	☐	+	-
7	NPC DAILY	Description	Daily Non-Pensionable Comp	☒	☒	☐	☐	+	-
8	NPVP DAILY	Description	Daily Non-Pens Variable Paymnt	☒	☒	☐	☐	+	-
9	AWS	Description	Annual Wage Supplement	☐	☐	☒	☒	+	-

Earnings and Deduction: Element Components tab

Description Type

Select one of three descriptions to appear for each earnings or deduction row in the Payment Details region of the payslip. Select from the following valid values:

- *Custom:* A text box appears for you to enter a description.
- *Description:* The element's description as entered on the element's name page in its component.
- *Element Name:* The element's name from its name page in its component. It also appears on the Elements Details tab

Print Unit—Percentage

Select the components of the element's calculation rule that you want to show for each earnings or deduction in your sections.

You can only select the components in the element's calculation rule. For example, for an earnings with calculation rule Unit x Rate, only the unit and rate check boxes are available for entry.

Note. Amount will always appear; therefore, it isn't an option here.

See Also

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

[Chapter 6, “Defining Earnings,” page 35](#)

[Chapter 7, “Defining Deductions,” page 53](#)

Creating Payslip Messages

Access the Payslip Messages page.

Payslip Messages

Calendar Group ID: KS03M04APR APRIL MONTHLY PAYROLL 2003

Definition Find | View All First 1 of 1 Last

*Message Number: 1

Message Level: All

Group ID:

Group List ID:

Message:

Payslip Messages page

Message Number

This is the message ID the system will use to get the right message for the right payees. Arrays, formulas, and variables combine to get the right message.

Message Level

Select from the following valid values:

- *All*: All payees identified in the calendar group.
- *Group Build*: All payees included in a group built using the Group Build Definition feature in Human Resources. If you select this option, enter a group in the *Group ID* field.
- *Group List*: All payees in a list built using Global Payroll’s Group List feature. If you select this, enter a group in the *Group List ID* field.

Message

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

Attaching Payslip Templates to paygroups

Attach a payslip template to a paygroup in the Paygroup page for Singapore. A paygroup can have only one payslip attached at any one time although a single template can be attached to multiple paygroups.

See Also

[Chapter 3, “Setting Up Global Payroll for Singapore,” Entering IRAS, CPF and Payslip Paygroup Information, page 16](#)

Viewing Delivered Elements

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

Defining Earnings

This chapter provides an overview of earnings for Singapore and discusses how to calculate:

- Basic salary.
- Basic monthly variable component.
- Basic non-pensionable component.
- Basic non-pensionable variable component.
- Daily salary.
- Daily monthly variable component.
- Daily non-pensionable component.
- Daily non-pensionable variable component.
- Annual wage supplement.
- Night shift allowance.
- Overtime 1.5.
- Meal allowance.
- Oncall allowance.
- Transport allowance.
- Mileage allowance.
- Commission.
- Loan payment.
- Make-up pay.
- Annual leave in lieu.
- Central Provident Fund retro adjustment.
- Festive advances.
- Earnings for GLI reporting.

See Also

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

Chapter 7, “Defining Deductions,” page 53

Understanding Earnings for Singapore

We have created a number of earnings to demonstrate the flexibility of the Global Payroll rules to meet common processing requirements such as the NPVP BASIC (non-pensionable variable payment) which is an earning element that is used to form part of the payee's pay component in the public sector.

Note. The User Key 2 on the Earnings Accumulators page and Deduction Accumulators page for all earnings and deductions is IRS VR BAL GRP (Balance Group ID). Use balance group IDs to maintain separate employee balances. Set an employee's balance group on the Payroll details on JOB. The balance group number will need to be manually incremented if you are required to record separate balances within a financial year. The User Key 1 is variable IRS VR TAX REF, the employer tax reference number.

See Also

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

Chapter 7, "Defining Deductions," page 53

Understanding Delivered Earnings Elements

In the following table, the first column combines the earnings name and description. A *(gc)* in the row indicates that the earnings has a generation control. A *(po)* indicates a post processing formula, *(pr)* indicates a pre processing formula. The other four columns indicate the earnings calculation rule of Unit $\times$ Rate, Unit $\times$ Rate $\times$ Percent, Amount (Note that two earnings AWS and COMMISSION have a calculation rule of Base $\times$ % and the Base is shown in the Unit column. The processing of some of the earnings codes are discussed in further detail in this section.

Name and Description	Unit (or Base)	Rate	%	Amount
SALARY BASIC Basic Salary (gc)				System Element for Rate — MONTHLY RT
MVC BASIC Basic Monthly Variable Comp (gc)				Rate Code — KSMVC
NPC BASIC Basic-Non- Pensionable Comp (gc)				Rate Code — KSNPC
NPVP BASIC Basic Non_ Pensionable Variable Payment (gc)				Rate Code — KSNPVP

Name and Description	Unit (or Base)	Rate	%	Amount
SALARY DAILY Daily Salary (gc)	Payee Level	DAILY RT		
MVC DAILY Daily Monthly Variable Comp (gc)	SALARY DAILY_ CPTDU	ERN FM MVC DAILY		
NPC DAILY Daily Non- Pensionable Comp (gc)	SALARY DAILY_ CPTDU	ERN FM MVC DAILY		
NPVP DAILY Daily Non-Pens Variable Payment (gc)	SALARY DAILY_ CPTDU	ERN FM NPVP DAILY		
AWS Annual Wage Supplement (gc)	ERN FM AWS BASE		100	
SHIFT NIGHT Night Shift Allowance	Payee Level	15		
OVERTIME 1.5 Overtime 1.5	Payee Level	HOURLY RT	150	
MEAL Meal Allowance				Payee Level
ONCALL Oncall Allowance	Payee Level	ERN BR ONCALL RTS		
TRANSPORT Transport Allowance (gc)				Payee Level
MILEAGE Mileage Allowance	Payee Level	0.750000		
COMMISSION Commission	ANNUAL RT		Payee Level	
LOAN Loan Payment				Payee Level
MAKE-UP PAY Make-Up Pay	Payee Level	DAILY RT		

Name and Description	Unit (or Base)	Rate	%	Amount
ANN LIEU Annual Leave in Lieu	TER FM ANN BAL	DAILY RT		
CPF RETRO AD CPF Retro adjustment				Payee Level
CPF NP RETRO CPF Retro non-pensionable				Payee Level
CNY ADV Chinese New Year Advance (po)				Payee Level
DEEPAVALI AD Deepavali Advance (po)				Payee Level
XMAS ADV Christmas Festive Advance (po)				Payee Level
HARI RAYA AD Hari Raya Advance (po)				Payee Level
GST GST (gc)	SGP GST		GST VR PCT	
BON ACCRUAL Bonus Accrual (gc)	SGP GROSS		BON VR ACCRUAL PCT	
SAL ACCRUAL Salary Accrual (gc)	SGP GROSS		GLI VR ACCRUAL PCT	
LIAB ANN DYS Annual Leave Liability Days (gc)	ANN GENL ENT_BAL	DAILY RT		
LIAB TER DYS Terminated Annual Liab Days (gc)				LIAB ANN DYS
BONUS ACCRL Bonus Accrual (gc)			SGP GROSS * BON VR NON-ACC PCT	

Calculating Basic Salary

You use SALARY BASIC in any case where the hours to be paid for a payee are standard from pay calendar to pay calendar. Use this earning element where hours do not tend to change for payees and the amount to be paid is consistent across pay periods, (the amount does not fluctuate based on the number of days in a pay period).

This earning element uses an Amount calculation rule where the amount is derived from a System Element MONTHLY (which uses generation control CMN GC ACTIVE). SALARY BASIC uses the payee's monthly salary, which is stored as system element MONTHLY RT as the basis for payment. This amount is adjusted for other period frequencies.

The generation control CMN GC ACTIVE checks for active employees only.

Proration element CMN PO ANNL WRKDYS provides the proration logic based on percent of annual by work days using count CMN CT WORK DAYS (work days) as the numerator and formula CMN FM PRD WRKDAYES as the denominator. Formula CMN FM PRD WRKDAYES calculates the number of work days in the pay period by dividing variable SGP VR WRKDAYES/YR (260) by the system element PRD FREQ FACTOR.

SALARY BASIC contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG
- SALARY BASIC_CMTDA
- SALARY BASIC_CYTDA
- ESPP BASE AMOUNT

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Basic Monthly Variable Component

You use MVC BASIC (Monthly Variable Component) as part of the payee's pay component for salary paid employees. This earning element uses an Amount calculation. The rate is derived from rate code KSMVC, the monthly variable component.

The generation control CMN GC ACTIVE checks for active employees only.

Proration element CMN PO ANNL WRKDYS provides the proration logic based on percent of annual by work days using count CMN CT WORK DAYS (work days) as the numerator and formula CMN FM PRD WRKDAYES as the denominator. Formula CMN FM PRD WRKDAYES calculates the number of work days in the pay period by dividing variable SGP VR WRKDAYES/YR (260) by the system element PRD FREQ FACTOR.

MVC BASIC contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG

- MVC BASIC_CMTDA
- MVC BASIC_CYTDA
- ESPP BASE AMOUNT

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements”
Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Basic Non-Pensionable Component

You use NPC BASIC (non-pensionable component) as part of the payee’s pay component in the public sector for salary paid employees. This earning element uses an Amount calculation and the rate is derived from the KSNPC non-pensionable component rate code.

The generation control CMN GC ACTIVE checks for active employees only.

NPC BASIC contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG
- NPC BASIC_CMTDA
- NPC BASIC_CYTDA
- ESPP BASE AMOUNT

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements”
Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Basic Non-Pensionable Variable Component

You use NPVP BASIC (Non-pensionable Variable Payment) as part of the payee’s pay component in the public sector for salary paid employees. This component comprises all NWC wage adjustments and salary revisions made from 1993 onwards. It is not counted for the purpose of pension computations and can be adjusted in times of poor economic performance.

This earning element uses an Amount calculation and the rate is derived from the rate code KSNPVP, non-pensionable variable payment.

Proration element CMN PO ANNL WRKDYS provides the proration logic based on percent of annual by work days using count CMN CT WORK DAYS (work days) as the numerator and formula CMN FM PRD WRKDAY as the denominator. Formula CMN FM PRD WRKDAY calculates the number of work days in the pay period by dividing variable SGP VR WRKDAY/YR (260) by the system element PRD FREQUENCY FACTOR.

NPVP BASIC contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG
- NPVP BASIC_CMTDA
- NPVP BASIC_CYTDA
- ESPP BASE AMOUNT

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Daily Salary

You use SALARY DAILY in any case where the hours to be paid for a payee are not standard and vary from pay calendar to pay calendar. You would typically enter these hours manually. This earning element uses a Unit x Rate calculation. You enter the number of units to be paid via positive input (or they are generated at the payee level) and the rate (DAILY RT) is derived from the payees standard hourly rate which is stored as a system element.

The generation control CMN GC ACTIVE checks for active employees only. There is no proration.

SALARY DAILY contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG
- SALARY DAILY_CMTDA
- SALARY DAILY_CYTDA
- SALARY DAILY_CPTDA
- ESPP BASE AMOUNT

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Daily Monthly Variable Component

You use MVC DAILY (Monthly Variable Component) as part of the payee’s pay component for daily paid employees. This earning element uses a Unit × Rate calculation. The units are the units entered for accumulator SALARY DAILY_CPTDU and the rate is derived from formula ERN FM MVC DAILY, which uses generation control CMN GC ACTIVE to calculate the MVC daily amount.

The formula resolves by dividing the KSMVC monthly variable component rate by the work day count, CMN CT WORK DAYS. There is no proration.

The generation control CMN GC ACTIVE checks for active employees only.

MVC DAILY contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG
- MVC DAILY_CMTDA
- MVC DAILY_CYTDA
- ESPP BASE AMOUNT

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Daily Non-Pensionable Component

You use NPC DAILY (Non-pensionable Component) as part of the payee’s pay component in the public sector for daily paid employees. This earning element uses a Unit $\times$ Rate calculation. The units are the units entered for accumulator SALARY DAILY_CPTDU and the rate is derived from formula ERN FM NPC DAILY which calculates the NPC daily amount.

The formula resolves by dividing the KSNPC non-pensionable component rate code by the CMN CT WORK DAYS work day count. There is no proration.

The generation control CMN GC ACTIVE checks for active employees only.

NPC DAILY contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG
- NPC DAILY_CMTDA
- NPC DAILY_CYTDA
- ESPP BASE AMOUNT

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Daily Non-Pensionable Variable Payment

You use NPVP DAILY (Non-pensionable Variable Payment) as part of the payee's pay component in the public sector for daily paid employees. It is an incentive payment to all employees to increase their productivity or as a reward for their contribution. The amount of variable payment can be based on trading results or productivity or any criteria agreed upon by the employers or employees or unions. It is not counted for the purpose of pension computations and can be adjusted in times of poor economic performance. This earning element uses a Unit $\times$ Rate calculation. The units are the units entered for accumulator SALARY DAILY_CPTDU and the rate is derived from formula ERN FM NPVP DAILY which calculates the npvp daily amount.

The formula resolves by dividing the KSNPVP non-pensionable variable payment rate by the CMN CT WORK DAYS work day count. There is no proration.

The generation control CMN GC ACTIVE checks for active employees only.

NPVP DAILY contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG
- NPVP DAILY_CMTDA
- NPVP DAILY_CYTDA
- ESPP BASE AMOUNT

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Annual Wage Supplement

The AWS (Annual Wage Supplement) is also known as 13th Month Payment, and represents a single annual payment to an employee that is supplementary to the total amount of annual wage they earned. This earning element uses a Base $\times$ Percent calculation rule. The Base is derived from formula ERN FM AWS BASE.

The percentage is a numeric value assigned based on your specific requirements (for example 100, 50) depending on the portion of AWS you are paying. This is set up as 100, but you can override it at the payee level. Generation control ERN GC AWS is used to resolve the earning based on cut off date (using formula ERN FM AWS CUT OFF). The cut off date is entered at the earning or paygroup override level. There is no proration.

Formula ERN FM AWS BASE retrieves the start date using formula ERN FM AWS START and the monthly rate, using array ERN AR AWS RATE (comprate as of the AWS rate date).

The base is calculated as:

ERN PR AWS DAYS (AWS days in the year) $\times$ ERN VR AWS MTH RT (AWS monthly rate)

AWS contributes to the following accumulators:

- SGP GROSS

- CPF ORD WAGES SEG
- AWS_CMTDA
- AWS_CYTDA

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements”
[Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36](#)

Calculating Night Shift Allowance

You use SHIFT NIGHT to compensate a payee for working outside of or across what is considered, normal business hours. The more common shift loadings may occur for morning, afternoon or night shift work. This earning element uses a Unit x Rate calculation rule. The number of units to be paid is entered via positive input (or generated at the payee level). The rate is a flat amount, set to (SGD) 15. There is no proration.

SHIFT NIGHT contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG
- SHIFT NIGHT_CMTDA
- SHIFT NIGHT_CYTDA

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements”
[Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36](#)

Calculating Overtime 1.5

You use OVERTIME 1.5 to compensate a payee for working over and above their ordinary/normal hours within a period. This may also include work on weekends and/or public holidays which otherwise do not form part of the standard work pattern. There may be multi levels of rate to be applied for overtime—for example, for the first five hours, the rate is XX SGD per hour, then for subsequent hours, the rate is YY SGD per hour. The overtime is limited to two times the employee’s salary.

This earning element uses a Unit x Rate x Percent calculation rule. You enter the number of units to be paid via positive input (or they are generated at the payee level). The rule supplied uses the rate (HOURLY RT) derived from the payee’s standard hourly rate that is stored as a system element. The percentage is simply a numeric value assigned based on your requirements (such as 150, 200) depending on the overtime value (such as time and a half, double). There is no proration.

OVERTIME 1.5 contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG

- OVERTIME 1.5_CMTDA
- OVERTIME 1.5_CYTDA

See Also

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

[Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36](#)

Calculating Meal Allowance

You use MEAL to compensate a payee an amount for the cost of a meal. Typically the payee may have worked extended hours, thereby becoming eligible for this allowance. This earning element uses an Amount calculation rule. The amount is entered via positive input (or generated at the payee level). There is no proration.

MEAL contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG
- MEAL_CMTDA
- MEAL_CYTDA
- SGP GST

See Also

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

[Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36](#)

Calculating Oncall Allowance

You use ONCALL to compensate a payee for the number of work calls taken during a period outside normal working hours. This earning element uses a Unit x Rate calculation rule. The number of calls (Unit) to be paid is entered via positive input (or generated at the payee level). The rate (amount per call) is derived from bracket ERN BR ONCALL RTS, which retrieves the following information:

Total Number of Calls	Amount Per Call
Less than 4	10.00 SGD
Up to 9	15.00 SGD
More than 10	20.00 SGD

Proration element CMN PO ANNL WRKDYS provides the proration logic based on percentage of annual by work days using count CMN CT WORK DAYS (work days) as the numerator and formula CMN FM PRD WRKDAY5 as the denominator. Formula CMN FM PRD WRKDAY5 calculates the number of work days in the pay period by dividing variable SGP VR WRKDAY5/YR (260) by the system element PRD FREQ FACTOR.

ONCALL contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG
- ONCALL_CMTDA
- ONCALL_CYTDA

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Transport Allowance

You use TRANSPORT to compensate a payee an amount for the cost of transport. This earning element uses an Amount calculation rule. You enter the amount via positive input (or generated at the payee level). A generation control CMN GC LAST SEGMENT is assigned to this element to ensure that the earning is applied only once in a period and only in the last segment within the period. There is no proration.

TRANSPORT contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG
- TRANSPORT_CMTDA
- TRANSPORT_CYTDA
- SGP GST

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Mileage Allowance

You use MILEAGE to compensate a payee an amount for the cost of mileage. This earning element uses a Unit $\times$ Rate calculation rule. You enter the Unit via positive input (or generated at the payee level). The rate is a flat amount, set to (SGD) 0.750000. There is no proration.

MILEAGE contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG
- MILEAGE_CMTDA
- MILEAGE_CYTDA

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Commission

You use COMMISSION to compensate the payee for the sale target met. This earning element uses a Base × Percent calculation rule. The Base (ANNUAL RT) is derived from the payee’s annual salary. The percentage is a numeric value you enter at the payee level. There is no proration.

COMMISSION contributes to the following accumulators:

- SGP GROSS
- CPF ORD WAGES SEG
- COMMISSION_CMTDA
- COMMISSION_CYTDA
- ESPP BASE AMOUNT

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Loan Payment

You use LOAN for earnings supplied to the employee as a loan or salary advance. When it is paid, a deduction is used to pay back the loan over subsequent pay runs. This earning element uses an amount calculation rule. You enter the amount at the payee level. The system automatically begins to recover the payment using a payback deduction process. There is no proration.

LOAN contributes to the following accumulators:

- SGP GROSS
- LOAN_CMTDA
- LOAN_CYTDA
- LOAN BALANCE

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Make-Up Pay

You use MAKE-UP PAY for male employees who are National Servicemen/Volunteers. These employees would be called up for their in-camp training (ICT) once or twice a year. During the ICT period, MINDEF is responsible for paying the salary to the employee. However, the employer is responsible for the CPF for the make-up pay. As the normal salary will already be paid via the SALARY codes, this earning is only used for reporting purposes. It does not add into Gross.

This earning element uses a Unit x Rate calculation rule. You enter the number of units to be paid via positive input (or generated at the payee level). The rate is derived from the payee’s standard daily rate, DAILY RT, or the value entered on the User Defined Fields – Decimal 1, if the daily rate needs to be overridden. This earning is used to calculate the amount for the absence take ICT. The take passes days as the units, and the rate to be used. There is no proration.

MAKE-UP PAY contributes to the following accumulators:

- CPF ORD WAGES SEG
- MAKE-UP PAY_CMTDA
- MAKE-UP PAY_CYTDA

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Annual Leave in Lieu

You use ANN LIEU to pay employees their unused annual leave entitlement balance when they are terminated.

This earning element uses a Unit x Rate calculation rule. The number of units to be paid is derived from formula TER FM ANN BAL. The rate is derived from the payee’s standard daily rate, DAILY RT, or the value entered on the User Defined Fields – Decimal 1, if the daily rate needs to be overridden. There is no proration.

This formula returns the total leave balance for an employee who has been terminated and calculates the unused annual leave days that must be reimbursed to the employee. Formula TER FM ANN BAL determines the annual leave entitlement as follows:

If date TER DT DATE + 1 is $\geq$ date ANN DT ELIG (annual leave eligibility date), then the annual leave entitlement accumulator ANN STST ENT_BAL is added to the annual leave entitlement accumulator ANN GENL ENT_BAL.

ANN LIEU contributes to the following accumulators:

- SGP GROSS

- CPF ORD WAGES SEG

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Chapter 15, “Defining Absence Rules,” Calculating Annual Leave, page 172

Calculating Central Provident Fund Retro Adjustment

You use CPF RETRO AD for earnings which contribute to ordinary CPF. It is used to store the earning amounts which contribute to CPF. This adjustment amount is then deducted from current period MTD ord wages so that the CPF calculated for current period will not include the retro pay. This earning element uses an Amount calculation rule. You enter the amount via positive input (or generated at the payee level).

CPF RETRO AD contributes to the CPF ORD WAGES SEG accumulator.

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Chapter 14, “Administering Central Provident Fund Contributions,” page 147

Calculating Festive Advances

To pay your festive advances through Global Payroll, earnings elements are provided for each of the festive advance holiday types (Chinese New Year, Christmas, Deepavali and Hari Raya). Each of the earnings use a calculation rule of Amount where the value of the earnings all come from positive input. You specify the earnings elements to be used for payment of the festive advances on the Festive Advance Pay Program page in Human Resources. To ensure you select appropriate earnings on this page, the system enables you to select only earnings with a category of *FA* (Festive Advance). All the elements created use this category. Separate earnings are provided for paying advances for each of the festive advance types and they are all set up identically.

Each of the festive advances (earnings) use the FAD FM ADVANCE post processing formula. Whenever an advance is paid, the formula adjusts the advance accumulator so it contains only the latest advance amount paid to the employee. The current value of the accumulator FAD AC ADV AMT is moved to variable FAD VR ADV CLR, which subtracts from the accumulator, effectively wiping out its current value.

The following festive advance earnings add to the FAD AC ADV AMT accumulator:

- CNY ADV — Chinese New Year Advances
- DEEPAVALI ADV — Deepavali Advances
- XMAS ADV—Christmas Advances
- HARI RAYA ADV—Hari Raya Advances

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Chapter 9, “Posting Festive Advances to Global Payroll,” page 115

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Festive Advance

Calculating Earnings for GLI Reporting

The following earnings (contained in the EARN-GLI section) are provided to calculate the current value of leave entitlements. They are all for use by the GL only and should not add to gross or net accumulators. The earnings are not paid but are used for general ledger interface reporting of annual leave liability and their reversal of liabilities on termination.

This section discusses calculating:

- Annual leave liability days.
- Terminated annual liability days.
- Salary accrual.
- GST earnings.
- Bonus accrual earnings.

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Chapter 13, “Using the General Ledger Interface,” page 135

Appendix A, “Global Payroll for Singapore Reports,” page 181

Calculating Annual Leave Liability Days

LIAB ANN DYS is the leave liability earnings for the standard annual leave entitlement in days.

This earning element uses a Unit × Rate calculation rule where the Unit is derived from accumulator ANN GENL ENT_BAL and the Rate (DAILY RT) is derived from the payees standard hourly rate which is stored as a system element.

Leave liabilities are to be calculated at the end of each month for active employees, or when an employee terminates. Generation control GLI GC LIAB checks this by using the following formulas:

- CMN FM MTH END — Checks that it is the last segment of the last pay for the month, and the employee is active.
- TER FM TERM CHECK— Checks if the employee is terminating in this pay.
- GLI FM LST PRD/SEG — Checks if it’s the last segment of the month.

- **CMN FM TERM STAT** — Checks whether the employee is currently terminating (their termination date is in this segment, or in the past and was entered in the current period). The termination leave liabilities are to be calculated only when an employee terminates, so that they reverse any remaining liabilities in the GL.

LIAB ANN DYS contributes to the LIAB ANN DYS_FPTDA accumulator.

See Also

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

[Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36](#)

[Chapter 15, “Defining Absence Rules,” Calculating Annual Leave, page 172](#)

Calculating Terminated Annual Liability Days

LIAB TER DYS is the leave liability earnings used for reversing the liability on termination.

This earning element uses an Amount calculation rule where the amount is derived from earnings LIAB ANN DYS. Generation control CMN GC TERM STAT checks for terminated employees only using formula CMN FM TERM STAT. Formula CMN FM TERM STAT checks whether the employee is currently terminating (their termination date is in this segment, or in the past and was entered in the current period). The termination leave liabilities are to be calculated only when an employee terminates, so that they reverse any remaining liabilities in the GL. There is no proration.

LIAB TER DYS contributes to the LIAB TER DYS_FPTDA accumulator.

See Also

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

[Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36](#)

[Chapter 15, “Defining Absence Rules,” Calculating Annual Leave, page 172](#)

[Chapter 15, “Defining Absence Rules,” Calculating Absence Entitlements on Termination, page 179](#)

Calculating Salary Accrual

You use SAL ACCRUAL to accrue a percentage of earnings.

This earning element uses a Base × Percent calculation rule where the base is derived from accumulator SGP GROSS and the Percentage is derived from variable GLI VR ACCRUAL PCT.

Variable GLI VR ACCRUAL PCT enables you to enter the percentage to be accrued. The value will normally be entered on the Pay Calendar SOVR’s page as it will depend on the number of days between the end of the pay period and the end of the month. So, the Override Level for Pay Calendar should be ticked.

Accruals need to be calculated only in the last segment of each month and only for active employees. Generation control GLI GC ACCRUAL therefore includes the formula GLI FM LST PRD/SEG which returns a value that determines whether to pay the SAL ACCRUAL earning.

SAL ACCRUAL contributes to the SAL ACCRUAL_FPTDA accumulator.

See Also

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

[Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36](#)

Calculating GST Earnings

In Singapore GST is aggregated for certain earnings and deductions and interfaced to GL. You can set up a GST percentage and then select the earnings and/or deduction codes that the GST percentage would be calculated on. The GST earning is the GST aggregated for certain earnings and deductions.

This earning element uses a $\text{Base} \times \text{Percent}$ calculation rule where the Base is derived from accumulator SGP GST and the Percent is derived from variable GST VR PCT.

The SGP GST accumulator accumulates earnings and deductions that are subject to GST. Members include MEAL and TRANSPORT earnings.

You use variable GST VR PCT to enter the percentage to be calculated for GST. The same percentage will be used across the company, so the value will be entered on the Pay Entity SOVR's page. The Override Level for Pay Entity should be ticked.

Generation control GLI GC ACCRUAL, using formula GLI FM LST PRD/SEG checks the last segment of each month and only for active employees.

GST contributes to the GST_FPTDA accumulator.

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

Calculating Bonus Accrual Earnings

In Singapore there are two types of bonus paid to employees as an added incentive—contractual and non-contractual. You use BON ACCRUAL or BONUS ACCRL to accrue a percentage of a contractual or non contractual bonus respectively.

This earning element uses a $\text{Base} \times \text{Percent}$ calculation rule where the Base is derived from accumulator SGP GST and the Percent is derived from variable BON VR ACCRUAL PCT or BON VR NON-ACC PCT for contractual or non-contractual bonus, respectively.

You use variable BON VR ACCRUAL PCT or BON VR NON-ACC PCT to enter the percentage to be accrued for bonus. The same percentage will be used across the company, so the value will be entered on the Pay Entity SOVR's page. The Override Level for Pay Entity should be ticked

Accruals need to be calculated only in the last segment of each month and only for active employees. Generation control GLI GC ACCRUAL therefore includes the formula GLI FM LST PRD/SEG which returns a value that determines whether to pay the BON ACCRUAL earning.

BON ACCRUAL contributes to the BON ACCRUAL_FPTDA accumulator.

See Also

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

Chapter 6, “Defining Earnings,” Understanding Delivered Earnings Elements, page 36

CHAPTER 7

Defining Deductions

This section provides an overview of deductions for Singapore and discusses how to calculate:

- Social club deductions.
- Employee stock purchase plan deductions.
- Loan payback deductions.
- Loan repayment on termination deductions.
- Leave without pay deductions.
- Parking deductions.
- Insurance deductions.
- CPF funds and levies deductions.
- Normal CPF deductions.
- Voluntary CPF deductions.
- Additional CPF deductions.
- Adjustment CPF deductions.
- Festive advance payback deductions.

Understanding Deductions for Singapore

Global Payroll for Singapore is delivered with deductions to enable you take advantage of the flexibility of the Global Payroll rules to meet common processing requirements. For example, you can use the Leave Without Pay deduction element for an approved unpaid absence event occurring in the period.

Note. The User Key 2 on the Earnings Accumulators page and Deduction Accumulators page for all earnings and deductions is IRS VR BAL GRP (Balance Group ID). Use balance group IDs to maintain separate employee balances. Set an employee's balance group on JOB_DATA2.

See Also

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

Chapter 6, “Defining Earnings,” page 35

Understanding Delivered Deduction Elements

In the following table, the first column combines the deductions name and description. A *(gc)* in the row indicates that the deduction has a generation control. A *(po)* indicates a post processing formula, *(pr)* indicates a pre processing formula. The other four columns indicate the deduction calculation rule of Unit $\times$ Rate, Unit $\times$ Rate $\times$ Percent, Amount.

Note. Two deductions—ESPP and LOAN PBCK—have a calculation rule of Base $\times$ % and the base is shown in the Unit column. The processing of some of the deductions codes are discussed in further detail in this section.

Name and Description	Unit (or Base)	Rate	%	Amount
SOCIAL CLUB Social Club (gc)				5.00
ESPP Employee Stock Purchase Plan (pr)	ESPP BASE AMOUNT		Payee Level	
LOAN PBCK Loan Payback (po) (gc)	SGP GROSS		10.00	
LOAN REPAY Loan Repayment on Termination (gc)				LOAN BALANCE
LWOP Leave Without Pay	Payee Level	DAILY RT		
PARK Parking				20
INSURANCE Insurance				50
<i>Festive Advances Payback Deductions</i>				
CNY PBK Chinese New Year Payback (po) (gc)	FAD AC ADV AMT		100	
DEEPAVALI PB Deepavali Advance Payback (po) (gc)	FAD AC ADV AMT		100	
XMAS PBK Christmas Advance Payback (po) (gc)	FAD AC ADV AMT		100	

Name and Description	Unit (or Base)	Rate	%	Amount
HARI RAYA PB Hari Raya Advance Payback (po) (gc)	FAD AC ADV AMT		100	
<i>CPF Deductions</i>				
FWL Foreign Worker Levy (gc)				CPF FM FWL CALC
MBMF Mosque Building Mendaki Fund (gc)				CPF FM MBMF CALC
MBF Mosque Building Fund (gc)				CPF FM MBMF CALC
YMF Yayasan Mendaki Fund (gc)				CPF FM MBMF CALC
SINDA Singapore Indian Development Association (gc)				CPF FM SINDA CALC
CDAC Chinese Development Assistance Council (gc)				CPF FM CDAC CALC
ECF Eurasian Community Fund (gc)				CPF FM ECF CALC
SHARE SHARE Programme Donations				Payee Level
SDL Skills Development Levy				CPF FM SDL CALC
CPF ORD ER Employer Ordinary CPF (gc) (pr)				CPF FM ORD ER

Name and Description	Unit (or Base)	Rate	%	Amount
CPF ORD EE Employee Ordinary CPF (gc) (pr)				CPF FM ORD PAYEE
CPF ADD ER Employer Additional CPF (pr) (gc)				CPF FM ADD ER
CPF ADD EE Employee Additional CPF (gc) (pr)				CPF FM ADD PAYEE
CPF VOL ER Employer Voluntary CPF (pr)				CPF FM VOL ER
CPF VOL EE Employee Voluntary CPF (pr)				CPF FM VOL PAYEE
CPF ADJ ER Employer CPF Adjustment (pr) (gc)				CPF VR EMPLR ADJ
CPF ADJ EE Employee CPF Adjustment (pr) (gc)				CPF VR PAYEE ADJ

Calculating Social Club Deductions

The SOCIAL CLUB deduction reduces the employee's after-tax income by a nominated amount (when they gain membership to the company social club). This deduction element uses an Amount calculation rule. The amount is a numeric value of frequency (5)– per month. This value is annualized (x 12) and de-annualized (/pay frequency) in order to resolve correctly for the various pay calendars.

Generation control DED GC SOCIAL CLUB (using formula DED FM SOCIAL CLUB) is assigned to this element to ensure that the deduction is applied only once in a period and only in the larger of the segments within the period. There is no proration.

This deduction element subtracts from the SGP NET accumulator and adds to the SOCIAL CLUB_CMTDA and SOCIAL CLUB_CYTDA accumulators.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Calculating Employee Stock Purchase Plan

You use the ESPP (Employee Stock Purchase Plan) deduction to purchase company stock options. The deduction is limited to a certain percentage of the employee’s pay. This deduction element uses a Base × Percent calculation rule. The Base is based on accumulator ESPP BASE AMOUNT (that houses the earnings upon which the ESPP might be based). You enter the percent is entered via positive input (or generated at the payee level). A post processing control formula DED FM ESPP LIMIT is assigned to this element to ensure that the percent entered by the employee is not greater than the maximum allowed. There is no proration.

This deduction element subtracts from the SGP NET accumulator and adds to the ESPP_CMTDA and ESPP_CYTDA accumulators.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Calculating Loan Payback

You use the Loan Payback (LOAN PBCK) deduction to recover the amount paid for loans. The deduction is taken when there is amount in the loan balance accumulator. This deduction element uses a Base × Percent calculation rule, where the Base is the gross amount (SGP GROSS) for the period, and the percent is set as per your business requirement. Generation control DED GC LOAN PBCK is used to only resolve the deduction where the full recovery has not yet been made. A post processing formula DED FM CHCK LOAN is also used to ensure only the advanced amount is recovered.

This deduction element subtracts from the SGP NET and LOAN BALANCE accumulators and adds to the LOAN PBCK_CMTDA and LOAN PBCK_CYTDA accumulators.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Calculating Loan Repayment on Termination

The Loan Repayment on Termination (LOAN REPAY) deduction pays any outstanding loan balances upon termination. This deduction element uses an Amount calculation rule. The amount is derived from the LOAN BALANCE accumulator. Generation control CMN GC TERM STAT is used to check for terminated employees only.

This deduction element subtracts from the SGP NET and LOAN BALANCE accumulators and adds to the LOAN REPAY_CMTDA and LOAN REPAY_CYTDA accumulators.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Chapter 15, “Defining Absence Rules,” Calculating Absence Entitlements on Termination, page 179

Calculating Leave Without Pay

The Calculating Leave Without Pay (LWOP) deduction is entered or generated as a result of an approved unpaid absence event occurring in the period. This amount is then taken from the gross amount. This deduction uses a Unit x Rate calculation rule. You enter the number of units to be paid via positive input (or generated at the payee level). The rate (DAILY RT) is derived from the payee’s standard daily rate, which is stored as a system element. You use this deduction to pay the absence take LWOP.

This deduction element subtracts from the SGP GROSS accumulator and adds to the LWOP_CMTDA and LWOP_CYTDA accumulators.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Chapter 15, “Defining Absence Rules,” Calculating Leave Without Pay, page 179

Calculating Parking Deductions

You use the Parking Deductions (PARK) deduction for contributions for employee car parking. The deduction uses an Amount calculation rule, where the amount is 20.

This deduction element subtracts from the SGP NET accumulator and adds to the PARK_FYTDA accumulator.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Calculating Insurance Deductions

You use the INSURANCE deduction for employee insurance contributions. The deduction uses an Amount calculation rule, where the amount is 50.

This deduction element subtracts from the SGP NET accumulator and adds to the INSURANCE_FYTDA accumulator.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Calculating CPF Funds and Levies

The CPF Board acts as an agent collecting contributions to a number of community funds and levies. Global Payroll deductions and the required supporting elements are provided for each of them. Deductions are included for the contributions by employees to the following community funds:

- Foreign Worker Levy (FWL).
- Mosque Building Mendaki Fund (MBMF).
- Singapore Indian Development Association (SINDA).
- Chinese Development Assistance Council (CDAC).
- Share Programme Donations (SHARE).
- Eurasian Community Fund (ECF).
- Skills Development Levy (SDL).

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Chapter 14, “Administering Central Provident Fund Contributions,” Calculating CPF Contributions, page 159

Calculating the Foreign Worker Levy

The FWL deduction is a levy paid by the employer for all foreign workers. It uses a calculation rule of Amount, where the amount is derived from formula CPF FM FWL CALC. The generation control CPF GC FWL uses formula CPF FM FWL GC to determine if the employee is either a foreign worker, or was a foreign worker and became a permanent resident during the current month. It is set to *Include* the employee if the formula is true.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Chapter 14, “Administering Central Provident Fund Contributions,” Calculating CPF Contributions, page 159

Calculating the Mosque Building Mendaki Fund

The Mosque Building Mendaki Fund (MBMF) deduction must be paid by all Muslim employees who are Singaporeans or permanent residents each month. The deduction uses a calculation rule of Amount, where the amount is derived from formula CPF FM MBMF CALC. The MBMF deduction is determined by the employees wages for the month. Generation control CPF GC MBMF, using formula CPF FM MBMF CALC calculates MBMF using bracket CPF BR MBMF. Since this is a monthly contribution, the formula looks up the bracket and subtracts any MTD amount.

The MBMF calculates the payments of the Mosque Building Fund (MBF) and the Yayasan Mendaki Fund (YMF) separately.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Chapter 14, “Administering Central Provident Fund Contributions,” Calculating CPF Contributions, page 159

Calculating the Singapore Indian Development Association

The Singapore Indian Development Association (SINDA) deduction must be paid by all Indian employees (except foreign workers) each month. The deduction uses a calculation rule of Amount, where the amount is derived from formula CPF FM SINDA CALC. The SINDA deduction is determined by the employees wages for the month. Generation control CPF GC SINDA, using formula CPF FM SINDA CALC calculates SINDA using bracket CPF BR SINDA. Because this is a monthly contribution, the formula looks up the bracket and subtracts any MTD amount.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Chapter 14, “Administering Central Provident Fund Contributions,” Calculating CPF Contributions, page 159

Calculating the Chinese Development Assistance Council

The Chinese Development Assistance Council (CDAC) deductions are made by all working Chinese Singaporeans and permanent residents. The deduction uses a calculation rule of Amount, where the amount is derived from formula CPF FM CDAC CALC. The CDAC deduction is determined by the employees wages for the month. The generation control CPF GC CDAC, using formula CPF FM CDAC CALC calculates CDAC using bracket CPF BR CDAC. Since this is a monthly contribution, the formula looks up the bracket and subtracts any MTD amount.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Chapter 14, “Administering Central Provident Fund Contributions,” Calculating CPF Contributions, page 159

Calculating the Share Programme Donations

The Share Programme Donations (CPF) Board collects SHARE Programme donations on behalf of the Community Chest, National Council of Social Service. The SHARE deduction uses a calculation rule of Amount. SHARE contributions are voluntary and deducted from the employees' wages. The amount of any contribution is entirely at the employee's discretion and is entered at the payee level. The deduction subtracts from the SGP NET net pay accumulator.

See Also

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

Chapter 7, "Defining Deductions," Understanding Delivered Deduction Elements, page 54

Chapter 14, "Administering Central Provident Fund Contributions," Calculating CPF Contributions, page 159

Calculating ECF Contributions

The Eurasian Community Fund (ECF) deduction is used for all working Eurasian Singapore citizens and permanent residents so that they may contribute to the Eurasian Community Fund. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ECF CALC. Contributions vary based on the monthly income of the employee.

ECF contributions are mandatory for all Eurasian employees (Singapore Citizens and Permanent Residents). The employees ethnic category and citizenship status are returned from the personal data array CPF AR PERS DATA. The generation control CPF GC ECF uses them to determine whether ECF is applicable. If the employee's ethnic category is *Eurasian*, and their citizenship status is Citizen or Permanent Resident, the deduction is made.

Formula CPF FM ECF CALC ECF uses bracket CPF BR ECF. Since this is a monthly contribution, the formula looks up the bracket and subtracts any MTD amount.

See Also

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

Chapter 7, "Defining Deductions," Understanding Delivered Deduction Elements, page 54

Chapter 14, "Administering Central Provident Fund Contributions," Calculating CPF Contributions, page 159

Calculating the Skills Development Levy

The Skills Development Levy (SDL) deduction is a levy on the employer charged for all employees who earn less than 1500 SGD in a month. The rate of contribution is 1% of the employees earnings, or at least 2 SGD. The deduction uses a calculation rule of Amount, where the amount is derived from formula CPF FM SDL CALC. The limit (1500), rate (1%) and minimum amount (2) are stored in PeopleSoft maintained variables.

See Also

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

Chapter 7, "Defining Deductions," Understanding Delivered Deduction Elements, page 54

Chapter 14, "Administering Central Provident Fund Contributions," Calculating CPF Contributions, page 159

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Working with Regulatory Regions"

Calculating Normal CPF Deductions

CPF contributions must be paid for all employees who are Singapore Citizens or Permanent Residents (PR). Contributions are made by employees and by employers. For reporting purposes, it is necessary to record the CPF paid on ordinary wages and additional wages separately. There are therefore four normal CPF deductions:

- CPF ORD EE — Employee Ordinary CPF
- CPF ADD EE — Employee Additional CPF
- CPF ORD ER — Employer Ordinary CPF
- CPF ADD ER — Employer Additional CPF

These deductions will apply to most of the workforce, so the deduction assignments are by eligibility group. A generation control CPF GC NORMAL which uses formula CPF FM NORMAL GC is attached to all of the deductions to include Singapore Citizens and Permanent Residents and to determine whether the payee is eligible for CPF contribution. (Only Singaporean citizens and permanent resident are eligible). For the rare exceptions, payee level overrides are allowed.)

Since the calculation of the four parts of the CPF contributions are related, a single pre-processing formula CPF FM CALCULATION, also attached to all the deductions, calculates the amounts. The formula is only required once, but is attached to all CPF deductions in case there are overrides.

Calculating Employee Ordinary CPF

The CPF ORD EE deduction is used for employee ordinary CPF contributions. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ORD PAYEE.

Calculating Employer Ordinary CPF

The CPF ORD ER deduction is used for the employer's share of contributions made for ordinary wages. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ORD ER.

Calculating Employer Additional CPF

The CPF ADD ER deduction is used for the employer's share of contributions made for Additional Wages. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ADD ER.

Calculating Employee Additional CPF

The CPF ADD EE deduction is used for the employee's (payee's) share of contributions made for Additional Wages. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ADD PAYEE.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Chapter 14, “Administering Central Provident Fund Contributions,” Calculating CPF Contributions, page 159

Calculating Voluntary CPF Deductions

Voluntary CPF deductions are set up without pre processing formula. They use an amount element for EE and ER deductions using formulas for each calculation. CPF FM VOL PAYEE and CPF FM VOL ER formula, there is a post processing formula for each calculation CPF FM VOL EMPY and EE CPF FM VOL EMPYER. However, as eligibility will be by individual assignments, they have no generation control.

There are two voluntary CPF deductions:

- CPF VOL ER — Employer Voluntary CPF.
- CPF VOL EE — Employee Voluntary CPF.

Calculating Employer Voluntary CPF

The CPF VOL ER deduction is used for Voluntary CPF contributions made by the employer. The deduction uses an Amount calculation rule, where the amount is calculated through a formula CPF FM VOL ER.

Calculating Employee Voluntary CPF

The CPF VOL EE deduction is used for Voluntary CPF contributions made by the employee. The deduction uses an Amount calculation rule, where the amount is calculated through a formula CPF FM VOL PAYEE.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Chapter 14, “Administering Central Provident Fund Contributions,” Calculating CPF Contributions, page 159

Calculating Additional CPF Deductions

With the final pay for each year, the limit on additional CPF needs to be recalculated based on actual wages for the year. If the limit is higher than that of the previous year, extra CPF contributions may need to be made. If the limit is lower, some contributions may need to be reclaimed from the CPF Board. This reconciliation needs to be carried out in December for all employees who received additional wages during the year. It also needs to be done in the final pay for employees who are terminating.

Two deductions are used for the adjustment— One for the employer’s share and one for the employee’s (payee’s) share.

- CPF ADD ER — Employer Additional CPF.
- CPF ADD EE — Employee Additional CPF.

The generation control CPF GC NORMAL, using the formula CPF FM NORM GC, determines whether the payee is eligible for CPF adjustment. The pre-processing formula CPF FM CALCULATION calculates the normal CPF to be contributed by the employer as well as the payee (employee).

Calculating Employer Additional CPF

The deduction CPF ADD ER is used for the employer's share of contributions made for additional wages. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ADD ER.

Calculating Employee Additional CPF

The deduction CPF ADD EE is used for the employee's (payee's) share of contributions made for additional wages. The deduction uses an Amount calculation rule, where the amount is derived from formula CPF FM ADD PAYEE.

See Also

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

Chapter 7, "Defining Deductions," Understanding Delivered Deduction Elements, page 54

Chapter 14, "Administering Central Provident Fund Contributions," Calculating CPF Contributions, page 159

Calculating Adjustment CPF Deductions

If the employee's current year additional wages exceeded the old limit and the old limit was less than the new limit, additional CPF needs to be calculated.

Two deductions are used for the adjustment— one for the year-end adjustment to employer's share and one to employee's share of additional wages contributions:

- CPF ADJ ER — Employer CPF Adjustment.
- CPF ADJ EE — Employee CPF Adjustment.

Generation control CPF GC ADD ADJUST, using formula CPF FM ADD ADJ GC, determines whether the payee is eligible for CPF adjustment. Pre-processing formula CPF FM ADD ADJUST calculates the additional CPF adjustment for the current year.

Calculating Employer CPF Adjustment

The deduction CPF ADJ ER is used for the year-end adjustment to employer's share of additional wages contributions. The deduction uses an Amount calculation rule, where the amount is derived from variable CPF VR EMPLR ADJ.

Calculating Employee CPF Adjustment

The deduction CPF ADJ EE is used for the year-end adjustment to payee's share of additional wages contributions. The deduction uses an Amount calculation rule , where the amount is derived from variable CPF VR PAYEE ADJ.

See Also

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

Chapter 7, "Defining Deductions," Understanding Delivered Deduction Elements, page 54

Chapter 14, "Administering Central Provident Fund Contributions," Calculating CPF Contributions, page 159

Calculating Festive Advance Payback Deductions

Global Payroll enables you to pay festive advances through the Global Payroll system. However, as the payments are advances, they must then be recovered through deductions in the payroll system in subsequent pay periods. Separate customary deductions corresponding to each of the festive advance types and their supporting elements enable you to deduct festive advance amounts in subsequent pays. This enables you to recover the entire outstanding festive advance payments when an employee terminates.

You specify the deduction elements to be used for the recovery of the festive advances on the Festive Advance Pay Program page in Human Resources. To ensure you select appropriate deductions on this page, the system enables you to select only deductions with a category of *FA* (Festive Advance). All the elements created use this category. Separate deductions are provided for recovering advances for each of the festive advance types and they are all set up identically.

The deduction elements all use a calculation rule of $\text{Base} \times \text{Percent}$ where the Base is derived from accumulator FAD AC ADV AMT and the percent is 100.

The following festive advance deductions enable you to recover festive advance payments (subtract from the FAD AC ADV AMT accumulator):

- CNY PBK — Chinese New Year Payback.
- DEEPAVALI PB — Deepavali Advance Payback.
- XMAS PBK— Christmas Advance Payback.
- HARI RAYA PB— Hari Raya Advance Payback.

See Also

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

Chapter 7, “Defining Deductions,” Understanding Delivered Deduction Elements, page 54

Chapter 9, “Posting Festive Advances to Global Payroll,” page 115

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Festive Advance

CHAPTER 8

Managing Singapore Inland Revenue Authority Reporting

This section provides an overview of Singapore Inland Revenue Authority (IRAS) reporting and discusses how to:

- Set up IRAS reporting.
- Create IR8A/IR8S data.
- Review and maintain IR8A/IR8S forms.
- Create Appendix 8A data.
- Create Appendix 8B data.
- Review and maintain Appendix 8A forms.
- Print Appendix 8A, 8B and IR8A/IR8S forms.
- Create IR21 and Appendix 1 forms.
- Review and maintain IR21 and Appendix 1 forms.
- Print IR21 forms.
- Create IRAS electronic files.

Understanding IRAS Reporting

IRAS reporting enables you to capture, generate, and maintain both employee and company identification and biographical data that support the reporting requirements of IRAS. The system meets the IRAS requirement to produce the IR8A, IR8S, Appendix 8A and 8B, IR21, and Appendix 1 forms, which are required for reporting annual payments, benefits, gains or profits from share options, and foreign employees who are terminating their employment.

For IR8A/IR8S and Appendix 8A reporting, the system extracts most of the data from payroll (for Appendix 8B reporting, you enter the details manually). System pages then enable you to review, maintain and enter additional data, and print the forms for distribution to employees in the required format. You can also produce files in the format that IRAS requires, for electronic reporting of employees' payments and benefits, and processes enable you to create the electronic files in the format that the CPF/IRAS Line system requires.

For IR21 and Appendix 1 forms, a process enables you to extract the data from the IR8A/IR8S forms. You can then enter additional data and print the forms in the required IRAS format.

This section discusses:

- Tax reference tracking

- IR8A/IR8S and Appendix 8A and 8B processing management

Tax Reference Tracking

IRAS reporting is controlled by the *company (tax) reference number*. Each paygroup is assigned a company tax reference code, which is independent of the company or pay entity. This provides more flexibility in the way that you set up pay entities. Company tax details, such as name and contacts, are stored against the tax reference number.

The array IRS AR TAX REF is included in the initialization section of the Singapore payroll process list to load the value of the company tax reference (GPSG_CPY_TAX_REF) from the paygroup extension record into variable IRS VR TAX REF.

The tax reference number and balance group number are included as user keys on all year-to-date accumulators that are used in IRAS reporting. The balance group number enables you to maintain separate balances for separate periods of employment for employees with multiple jobs, or for those that transfer from one company to another. The year-to-date accumulators that PeopleSoft provides with all delivered earnings and deduction elements have the variables IRS VR TAX REF and IRS VR BAL GRP included as user keys 1 and 2. You should also do this for any new elements that you create.

IR8A/IR8S and Appendix 8A and 8B Processing Management

To populate all of the available details that are required for the IR8A/IR8S and Appendix 8A and 8B forms, you must follow the correct processing sequence:

1. Run the Create IR8A/IR8S Tax Forms process using the Create IR8A/IR8S Form page to create the IR8A and IR8S data from the available payroll data.

This process calculates and generates amounts for the different entities of the IR8A and IR8S forms and stores them in the IR8A/IR8S form tables.

2. Update additional data by using the IR8A/IR8S Forms component.

You can review, maintain and add information that is not retrieved from the payroll system.

3. Create Appendix 8A pages by using the Appendix 8A Forms SGP page.

You must provide the Appendix 8A with the IR8A form when an employee receives benefits in kind. Manually add details by using the Appendix 8A Details page before entering any benefit in kind details. Although you fill in most of the data on the form manually, some of the benefits can be extracted from the payroll system. To create an Appendix 8A form, you must first create the Appendix 8A record by using the Appendix 8A pages.

Alternatively, you can create the Appendix 8A record by selecting the Create records check box in the Calculate Appendix 8A run control page (refer to next step).

4. Run the Calculate Appendix 8A program.

This calculation program captures and stores specific Appendix 8A data - (representing sections 4a to 4k on the Appendix 8A form) and uses the information that you set up in the IRAS Categories page. This process updates those amounts that it can, by using the payroll balances. You can create Appendix 8A records by selecting the Create records check box. You can then print the data or generate an electronic file.

5. Create Appendix 8B data by using the Appendix 8B Forms SGP page.

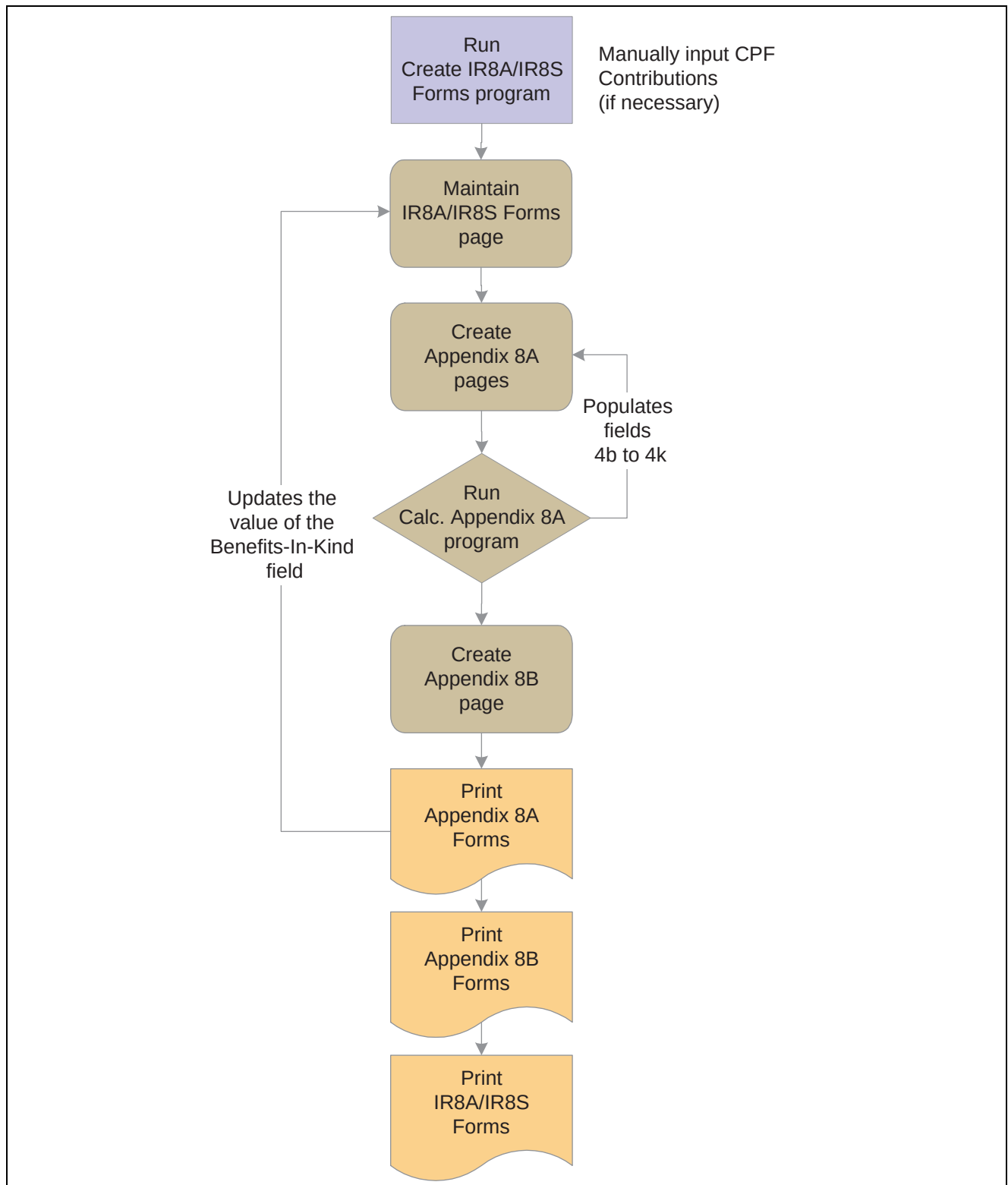
You must provide the Appendix 8B form with the IR8A form when the employee has derived gains or profits either directly or indirectly from the exercise, assignment, or release of any share option right or benefit where such right or benefit was obtained by him by reason of any office or employment. You enter all fields here manually—these are not system-populated fields.

6. Print the Appendix 8A forms by using the Print Appendix 8A Forms page.

Printing the Appendix 8A forms populates the value of benefits in kind field on the IR8A/IR8S Forms - IR8A Income page. A field on the IR8A summarizes the value of benefits in kind that an employee receives. The field becomes populated only when you run the Print Appendix 8A process. The value of benefits in kind is calculated by using the rates that are maintained by using the IRAS Benefit Rates page.

7. Print the Appendix 8B forms by using the Print Appendix 8B Forms page.
8. Print the IR8A/IR8S forms. This print program produces the employee's tax year end certificates.

The following diagram illustrates the IR8A/IR8S and Appendix 8A and 8B forms management procedure:



IR8A/IR8S and Appendix 8A and 8B forms management procedure

Note. To flag employees that require an IR8S form, enter variable IRS VR IR8S REQD on the standard Payee Supporting Element Override page. Overrides are allowed at payee level only. The variable isn't actually used in Global Payroll processing, but it is checked by the reporting process.

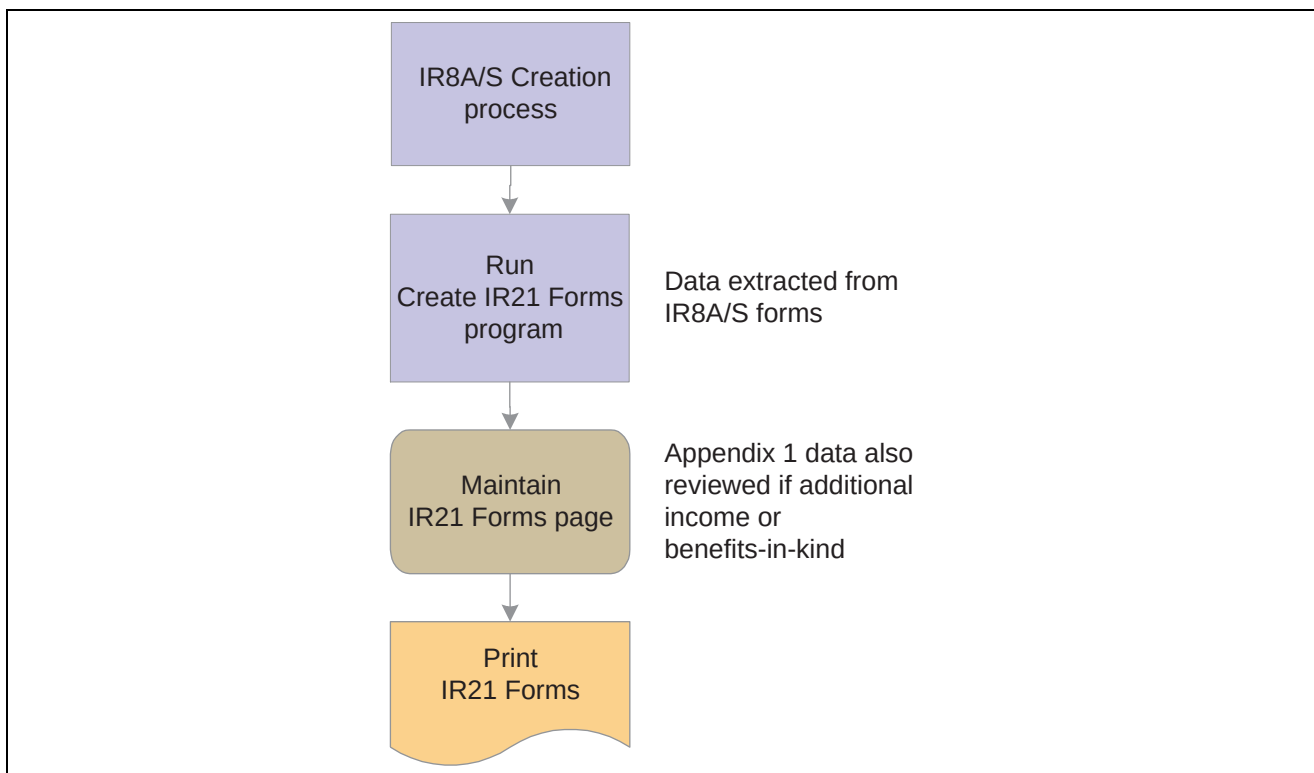
IR21 and Appendix 1 Processing Management

The IR21 form must be completed for all employees who are noncitizens when they terminate their employment with the company. The data that is reported is similar to that which is provided on the IR8A and Appendix 8A forms, and includes amounts for the current and previous year. As with the other IRAS forms, not all of the data can be extracted from the payroll system. Therefore, you should create as much of the data as possible first. You can then enter the other required information by using online pages and print the IR21 report.

The IR21 is a compilation of two years of some IR8A and Appendix 8A data that is compiled into four pages of a single notification report. (IR8A and Appendix 8A are statutory reports that employees complete each tax year). You create IR21 report details by using the Create IR21 Details Page and review and maintain the details online by using the IR21 Details component. After you create an IR21, you can enter prior years of data for all the necessary variables. You can create and maintain IR21 details for a specific employee or paygroup.

Two other forms may need to accompany an IR21 under certain circumstances. The first is Appendix 1, which documents received benefit in kind. The system generates this Appendix with the IR21 form, and there is a field on the IR21 that summarizes the value of benefits in kind received by an employee. This field populates when you run the print program for IR21. You can review and maintain Appendix 1 details by using the IR21 Appendix 1 component. The second is IR8S, which documents CPF contributions that the employer and employee make. The system doesn't generate IR8S forms to accompany the IR21, although IR8S forms to accompany IR8A forms are supported as noted previously. You should ensure that an IR8S form is manually completed if it is required to accompany the IR21 form.

The following diagram illustrates the IR21 and Appendix 1 forms management procedure:



IR21 and Appendix 1 forms management procedure

Setting Up IRAS Reporting

This section discusses how to:

- Set up and manage company IRAS information.
- Set up IRAS tax form categories.
- Set up IRAS benefit rates.

Pages Used to Set Up IRAS Reporting

Page Name	Object Name	Navigation	Usage
IRAS Company Info,	GPSG_IRAS_CPY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, IRAS Employer SGP	Enter the IRAS company (employer) tax details and CPF employer reference number.
IRAS Categories	GPSG_IRAS_CATEGORY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, IRAS Tax Forms SGP	Define the elements that are to appear in each category on the IRAS tax forms.
IRAS Benefit Rates	GPSG_APP_RATE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, IRAS Benefit Rates SGP	Enter the rates that are to be applied in calculating the value of benefits in kind for the Appendix 8A and IR21 forms.

Setting Up and Managing IRAS Company Information

Access the IRAS Company Info page.

IRAS Company Info

Tax Reference Number: 198010201M

IRAS Details

Find | View All First 1 of 1 Last

Effective Date:

01/01/2000

Status:

Active

*ROB/ROC Type:

ROC

ROB/ROC Number

1980-10201-M

*Operational Headquarter Status:

N/A

*Company Type:

Private

Registered Name:

SINGAPORE BUSINESS INSTITUTE

*Description:

Singapore Business Institute

*Address:

6 Temasek Boulevard

#13-01/05 Suntec Tower Four

Post Code:

038986

*Telephone:

134-5763

Registered Fax:

*Contact:

KA0001

Jane Taylor

Company Signatory:

CPF Details

Customize | Find First 1-2 of 2 Last

	*CPF Employer Ref Num	CPF Employer Description		
1	1234567	SGP Monthly Pay Group	+	-
2	7654321	SGP Semi-Monthly Pay Group	+	-

IRAS Company Info page

IRAS Details

ROB/ROC Type (registry of business/registry of companies type)

The Registry of Business number (ROB) designates a limited company, and the Registry of Companies number (ROC) identifies a partnership. These are unique company identifiers, similar to Australia's company number (ACN). A company will have either an ROB or a ROC, not both.

Select from the following:

- *ROB*: ROB number.
- *ROC*: ROC number.
- *Other*: Other.
- *NA*: Not applicable (default value).

ROB/ROC Number (registry of business/registry of companies number)

You must enter the ROB or ROC number when the ROB or ROC type is ROB or ROC.

OHQ Status (operational headquarters status)

On the Appendix 8A Forms component, you can enter the company tax reference number, total cost of home leave passages and incidental amounts only if you identify on the IRAS Company Info page that the operation is considered to be an overseas headquarters. The number of passages for the employee, spouse, and children fields on the Appendix 8A Forms - Others page are available if you select *Yes* here as the OHQ Status.

Select *No* when the company provides the home leave passages, but the operation is not considered to be an overseas headquarters.

If you select *NA* (not applicable) in this field, the related fields are unavailable for input. You must enter cost of home leave and at least one of the number of passages fields (self, spouse, or children) when the status is NA.

Contact / Telephone

For computer-printed IR8A and Appendix 8A forms, a signature is not necessary. However, the name of an authorized contact person and a telephone number must be included. This must be the company secretary or director, precedent partner, sole proprietor, manager, honorary secretary or treasurer, representative of a nonresident company, or any person who is authorized by the employer.

CPF Details**CPF Employer Ref Number**(Central Provident Fund employer reference number)

Each Singapore company is given one or more CPF reference numbers. The CPF number is assigned by using a variable (CPF VR EMPLR REF) that you can set at paygroup level by using the CPF Details group box on the paygroup SGP page (Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, paygroups SGP).

The CPF reference number is used as user key 1 on the CPF accumulators. Since it is necessary to include CPF information on the IRAS reports, you need to be able to associate the company tax reference number with its CPF numbers. So, each company tax reference also has a list of CPF numbers that you must maintain.

See Also

Chapter 14, “Administering Central Provident Fund Contributions,” Calculating CPF Contributions, page 159

Setting Up IRAS Tax Form Categories

Access the IRAS Categories page.

IRAS Categories

Tax Form Category: IR8A Commission

Details Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2002

Accumulators to include Customize | Find | View All | First 1 of 1 Last

	*Accumulator Name	Description	Subtract
1	COMMISSION_CYTDA	Commission	☐

IRAS Categories page

For IRAS reporting, all accumulators are categorized. You can define and allocate these categories on this page. The system uses the categorized set of accumulators to calculate specific values for the same category on the IR8A and Appendix 8A forms. For example, on the Appendix 8A Forms component, the amounts in the fields, representing 4b to 4k on the tax form, appear as values that are associated with the categories and their elements that you set up for the Appendix 8A Form. If you create a category of car benefit and select specific accumulators, the values that are associated with these elements are used by the system to calculate and populate values in the Car Benefit field on the Appendix 8A Forms - Others page.

Note. Before creating Appendix 8A and IR8A forms, ensure that you set up correctly the tax form categories that appear on the forms. This ensures that all of the calculations for the categories on the forms are accurate.

Accumulators to Include

Accumulator Name

Select the elements (YTD Accumulators) for the year-end balances that need to be reported. You can use accumulators that are related to individual earnings and deductions, or to a collection of earnings or deductions.

If you make any manual changes to the tax form categories or to the values in the IR8A or Appendix 8A pages, recalculate the data before creating the IR8A forms. This ensures that the data on your forms is current and incorporates your changes. To display and recalculate the tax form data or values in the IR8A pages, use the Create IR8A/IR8S Form page. To display and recalculate the tax form data or values in the Appendix 8A tables, use the Calc.Appendix 8A page.

Subtract

If you select the Subtract check box, the value of the accumulator is subtracted from the total amount instead of being added. For example, subtract deductions because they're stored as positive amounts.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 88](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining Appendix 8A Forms, page 93](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR8A or IR8S Data, page 76](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining IR8A and IR8S Forms, page 79](#)

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

Setting Up IRAS Benefit Rates

Access the IRAS Benefit Rates page.

IRAS Benefit Rates page

Benefit Rate

Enter the monthly rates for each of the benefits items that appear in the Appendix 1 and 8A reports. The system uses these effective-dated rates to calculate the taxable value of the employee’s benefits in kind items when generating Appendix 1 and 8A details.

These rates reflect the rates that are detailed in section B and C of the IR21 Appendix 1 form as well as in Section 2 and 3 of the Appendix 8A form. Many of the benefits that are included on the Appendix 1 and Appendix 8A form have specific rates that IRAS defines to be used in the calculation of their value.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 88](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining Appendix 8A Forms, page 93](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR21 and Appendix 1 Forms, page 100](#)

Creating IR8A or IR8S Data

This section provides an overview of the IR8A/IR8S Creation process and discusses how to create IR8A/S Data.

Understanding the IR8A/IR8S Creation Process

The IR8A/IR8S creation process calculates and generates amounts for the different entities of the IR8A/IR8S and stores them in the IR8A/IR8S Form tables. After you run this process, you can use the IR8A/IR8S (CPSG_IR8S_FORM) component to review, maintain and add information. You can view IR8A/IR8S data and, where the data is not available from the payroll system, manually update it.

The IR8A/IR8S Creation Process

The application engine process GPSG_IR8A_CR creates or updates the IR8A and IR8S data records as follows:

1. The system creates a list (in a temporary table) of employees to be processed in this run.
The employees are selected from those that have an active job record during the specified tax year for a paygroup that has the specified tax reference number. This applies regardless of the other run control parameters that you enter.
2. If you specify a paygroup on the run control, only job records in that paygroup are included.
If you specify a list of employees on the run control, only those employees are included. If you do not select the Recreate check box, only employees that do not already have an IR8A record for the specified tax year and tax reference number are included. If you select the Recreate check box, only employees that do not already have an IR8A record with a status of issued for the specified tax year and tax reference number are included. If it is part of the IR21 process, only terminated employees are included.
3. For each of the employees that do not already have an IR8A record for the tax year and tax reference number, a record is created, containing personal data fields (such as name, birth date and address).
Other fields all appear by default.
4. When recreating data, all amount fields on the existing IR8A data are reset to zeros.
5. Each of the fields on the IR8A form records for the employees are then updated.
The system determines which of the employees requires IR8S records. IR8S is required for:
 - Employees with voluntary CPF contributions.
 - Employees with a value set for the variable IRS VR IR8S REQD on the Payee Supporting Element Overrides record (GP_PYE_SOVR).
 - Employees with total wages for the year greater than 100,000 USD and their additional wages are greater than 40 percent of their ordinary wages.
 - Additional wages are to be determined from the CPF ADDWAGE YTD accumulator.
 - Ordinary wages are to be determined from the CPF ORDWAGE YTD accumulator.
 - The limits (100,000 USD and 40 percent) are stored in variables (CPF VR TOT CEILING and CPF VR PCT ADD LMT respectively).
6. For each one that needs an IR8S form:
 - a. A row is created on the GPSG_IR8S_MONTH table for each month of the year (1 to 12). This table stores the CPF details for each month for employees requiring an IR8S form.
 - b. For each month, the CPF contribution amounts are retrieved from the GPSG_CPF_RPTG table.
 - c. This table includes GPSG_CPF_EMPLR_REF (employer's CPF reference number) as a key.
To determine which numbers to include, the system selects all the CPF numbers (from the GPSG_IRAS_CPY_CPF table) that are for the current tax reference number.
 - d. Another IR8S record is created with the month set to 99, containing the total amounts for all of the months.

7. The GPSG_IR8A_FORM table stores a list of employees to be processed in the IR8A creation process.

Page Used to Create IR8A or IR8S Data

Page Name	Object Name	Navigation	Usage
Create IR8A/S Form	GPSG_RC_IR8A_CR	Global Payroll & Absence Mgmt, Year-End Processing, Create IR8A/IR8S Forms SGP	Enter run control options for the IR8A Creation process.

Creating IR8A or IR8S Data

Access the Create IR8A/S Form page.

Create IR8A/S Form

Run Control ID: GN4 [Report Manager](#) [Process Monitor](#) [Run](#)

*Tax Year: 2004 *Date Created: 11/10/2004

*Employer's Tax Ref. No.: 198010201M Singapore Business Institute

☐ Recreate Forms

Pay Group: KS WEEKLY Weekly Pay Group

Default Dates

Date Bonus Declared: Commission From Date:

Director's Fees Approval Date: Commission To Date:

Select Employees [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

	*Employee ID	Employee	Bal Grp No
1	KS0002	Samuel D'Silva	

Create IR8A/S Form page

Recreate Forms

Select this check box if you want to recreate the data (previously created) for any forms. The system checks the status before attempting to recreate. If the status is awaiting issue (to the employee), the system saves any manual entries contributing to the existing form and creates another form. If the status is issued, the system ignores the recreate instruction. The manually entered fields are not affected by recreating, and the records with a status of issued are not updated by a recreate run. When recreating data, all amount fields on the existing IR8A data are reset to zeros.

Default Dates

Date Bonus Declared

Enter the date on which the non-contractual payment is declared payable. Non-contractual bonuses are due and payable at the discretion of the employer and are regarded as the employee's income on the date that the employer

decides that the bonuses are payable. For example, you should declare in 2001 to pay a non-contractual bonus in 2002, for the year ending December 31, 2001.

Note. If the bonus or directors fees dates are not entered on the run control, the payment date is used. However, this is not the case for commissions. If commission dates aren't entered, they are left blank.

Directors Fees Approval Date

Enter the date that the payment of director's fees is approved. Director's fees are regarded as paid to the director on the date on which the fees are voted for and approved at a company's annual general meeting of that calendar year. (Director's fees do not require a CPF contribution).

Commission From/To

Enter the period on which the commission is paid in the tax year.

See Also

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating Appendix 8A Data, page 88](#)

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Reviewing and Maintaining Appendix 8A Forms, page 93](#)

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Reviewing and Maintaining IR8A and IR8S Forms, page 79](#)

Reviewing and Maintaining IR8A and IR8S Forms

This section discusses how to:

- Review and maintain IR8A income details.
- Review and maintain IR8A deduction details.
- Review and maintain IR8S details.

Note. The system sets the issue status on each of the pages in the component to awaiting (issue to the employee) when it first creates the record. When you print the IR8A, the system changes the status to issued (to the employee). The status should be awaiting whenever you want to print or reprint an Appendix 8A, IR8A/IR8S or IR21 form. If you already issued one of the forms, you need to change the status back to awaiting to reprint it, or you can select the Reprint Forms check box to reprint those that you already issued.

Online maintenance of all user-maintainable fields in this component is only possible for the awaiting status. You cannot maintain a form that you already issued to an employee. However, since you can change the status field from issued to awaiting, you can decide to enable changes to an issued form and then reissue it.

See Also

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR8A or IR8S Data, page 76](#)

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing Appendix 8A, 8B, and IR8A and IR8S Forms, page 99](#)

Pages Used To Review and Maintain IR8A/IR8S Forms

Page Name	Object Name	Navigation	Usage
IR8A Personal Data	GPSG_IR8A_DTLS	Global Payroll & Absence Mgmt, Year-End Processing, IR8A/IR8S Forms SGP, IR8A Personal Data	Review an employee's personal details and change the issue status after running the IR8A/IR8S Form creation process.
IR8A Income	GPSG_IR8A_INCOME	Global Payroll & Absence Mgmt, Year-End Processing, IR8A/IR8S Forms SGP, IR8AIncome	Review an employee's income details after running the IR8A/IR8S Form creation process.
IR8A Gratuity/Comp Details	GPSG_IR8A_GRATDESC	Click the Detailed Information link in the Gratuity & Compensation group box on the IR8A Income page.	Enter an employee's gratuity and compensation details when gratuity or compensation is declared, including the circumstances leading to the payment, and the basis of arriving at the figure and whether it is contractual.
IR8A Share Option Details	GPSG_IR8A_SHR_DESC	Click the Detailed Information link at the bottom of the Income group box on the IR8A Income page.	Enter an employee's share option details when gain or profit from share options is declared, including the date of the exercise, assignment or release of the option, number of shares or stocks, name of company, open market value of the shares or stocks at the time of the exercise, assignment or release of the option and the amount that is paid by the employee that is concerned for such shares or stocks under the share option.
IR8A Deductions	GPSG_IR8A_DEDNS	Global Payroll & Absence Mgmt, Year-End Processing, IR8A/IR8S Forms SGP, IR8A Deductions	Review an employee's fund deduction details after running the IR8A/IR8S Form creation process.
IR8S Details	GPSG_IR8S_DTLS	Global Payroll & Absence Mgmt, Year-End Processing, IR8A/IR8S Forms SGP, IR8S Details	Use this page for employees who qualify for IR8S forms. Review and maintain the employee's and employer's monthly contribution details after running the IR8A/IR8S Form creation process. All fields on this page can be maintained.

Reviewing Employee Data

Access the IR8A Personal Data page.

All fields on this page are display-only, except the Issue Status field, which you can maintain. The details populate from the employee's personal data and job data records. Two job designations may appear in the Designation fields. This caters to the employee with two concurrent jobs. If the employee has more than two concurrent jobs, only the job designations of the two earliest employee record numbers will appear.

Reviewing and Maintaining IR8A Income Details

Access the IR8A Income page.

IR8A Personal Data		IR8A Income		IR8A Deductions		IR8S Details	
Subhas Menon				Person ID: KS0007			
Tax Year:	2004	*Issue Status:	Issued	Date Issued:	09/21/2004	Date Created:	09/21/2004
Employer's Tax Ref. No.:		198010201M		Singapore Business Institute			
Income							
Gross Salary, Fees, Leave Pay, Wages and Overtime Pay						2066.15	
Bonus (non-contractual bonus declared on and/or contractual bonus)						0.00	
Director's fees approved at the AGM/EGM on						0.00	
OTHERS							
Gross Commission for period:		To:		☐ Monthly ☐ One-Time Payment		0.00	
Pension:						0.00	
Allowances							
Transport:							
Entertainment:							
Others:						Total Allowances: 0.00	
Gratuity & compensation							
Payment in Lieu of Notice:				0.00		Detailed Information	
Gratuity/Ex-Gratia:				0.00			
Payment for Loss of Office:				0.00		Total: 0.00	

IR8A Income page (1 of 2)

Retirement benefits			
Retirement Fund Name:			
Amount accrued up to 31/12/92:	0.00	Amount accrued from 1993:	0.00
Contrib to O'seas Pension Fund			
Overseas Pension Fund Name:	Contributions:		0.00
Voluntary Employer CPF Contrib:			0.00
Gain/profit from Share Options:	Detailed Information		0.00
Value of Benefits in Kind:			10271.77
☐ Income Tax Borne by Employer		☐ Section 45 Applicable	
Total Income:			12337.92

IR8A Income page (2 of 2)

Income

Gross Salary, Fees, Leave Pay, Wages and Overtime Pay

Includes all earnings elements identified as gross salary, fees, wages, overtime pay, and leave pay. It includes values from accumulators for categories IR8A gross salary and wages and IR8A leave pay.

Bonus (non-contractual bonus declared on and/or contractual bonus)

The system tracks two kinds of bonuses: contractual and non-contractual. If the employee has one contractual bonus only and no non-contractual bonuses, the system populates the contractual bonus field. If the employee has one non-contractual bonus only and no contractual bonuses, the system populates the non-contractual bonus field. It includes values from accumulators for categories IR8A contractual bonus and IR8A non-contractual bonus.

Enter the date on which the non contractual bonus is declared payable. Contractual bonuses are due and payable under the terms of a contract of service and are regarded as the employee's income in the year that the contract specifies. This is usually the year in which the employee's services are rendered. For example, you should declare a contractual bonus paid in 2002 for the services rendered in 2001, for the year ending December 31, 2001.

Non-Contractual bonuses are due and payable at the discretion of the employer and are regarded as the employee's income on the date that the employer decides the bonuses are payable.

Director's fees approved at the AGM/EGM on

Enter the date on which the payment of director's fees is approved. Director's fees are regarded as paid to the director on the date on which the fees are voted for and approved at a company's annual general meeting of that calendar year. Director's fees do not require a CPF contribution). It includes values from accumulators for category IR8A director's fees.

Others

Gross Commission for period, To, Monthly, and One-Time Payment

The commission year-to-date field includes the values from accumulators for category IR8A commission. Enter the commission from and to dates for the period. Select the Monthly check box if the employee receives the commission on a monthly basis. If the employee receives the commission in one lump sum, select the One Time Payment check box.

Pension Enter the total amount of pension that the employee accrued. It includes values from accumulators for category IR8A Pension Benefits.

Income Tax Borne by Employer Select this check box to indicate if the income tax is paid by the employer.

Allowances

The fields in this group box include values from accumulators for categories IR8A Transport Allowance, IR8A Entertainment Allowance and IR8A Other Allowance.

Gratuity & Compensation

Payment in Lieu of Notice: This field includes any payments that an employee receives as compensation for not working the required employment (notice) period following resignation or termination. When employees are dismissed, it is not uncommon for employers to pay them lump sums in lieu of notice rather than require them to work out their statutory or contractual notice periods. It includes values from accumulators for category IR8A pay in lieu of notice.

Gratuity/Ex-Gratia Gratuity or compensation including retrenchment benefits and ex-gratia payments. It includes all earnings elements that are identified as gratuity or compensation. It includes values from accumulators for category IR8A gratuity/ex-gratia. To enter detailed information on gratuity or ex-gratia compensation payments, click the Detailed Information link to view the IR8A Gratuity/Comp details page.

Detailed Information Click this link to access the IR8A Gratuity/Comp details page, where you can enter an employee's gratuity and compensation details. You must declare the full amount of gratuity or compensation that the employee receives. This page enables you to provide a separate breakdown of the details relating to the gratuity or compensation.

Retirement Benefits

Enter the total amount of retirement benefits accrued by the employee, including gratuities, pension, commutation of pension, lump sum payments from a pension, provident fund in the Amount accrued from 1993 field. It is populated from the accumulators for category IR8A retirement benefits. Enter the full name of the retirement fund and the amount accrued up to December 31, 1992.

Contrib to O'seas Pension Fund

Overseas Pension Fund Name and Contributions Enter the full amount of the employer's paid contributions to any pension or provident fund located outside Singapore. Such contributions by the employer are taxable as part of the employee's income. Enter the overseas pension fund name.

Voluntary Employer CPF Contrib Includes employer contributions for all compulsory CPF on ordinary earnings, or CA (voluntary CPF). It includes the values from the accumulators for category IR8A employer voluntary CPF.

Gain/profit from Share Options Enter the total value of gains and profits that is derived by the employee, either directly or indirectly from the exercise, assignment, or release of any share options right or benefit where such right or benefit is obtained through employment. It includes the values from the accumulators for category IR8A gain on share options. To enter separate required detailed information relating

to gains and profits from share options, use the IR8A Share Option Details page by clicking the Detailed Information link.

Detailed Information

Click this link to access the IR8A Share Option details page, where you can enter an employee's share option details. You must declare the total value of gains or profits that is derived by the employee, either directly or indirectly from the exercise, assignment, or release of any share option right or benefit through employment. This page enables you to provide a separate breakdown of the details relating to the gains or profit from share options.

Value of Benefits in Kind

Displays the total value of benefits in kind that the employee receives. The field populates only when you run the Print Appendix 8A process. The value populates from the Appendix 8A tables.

Total Income

The amount that appears is the total of the individual earnings year-to-date values on this page. It is updated if you change the value of any contributing field.

See Also

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR8A or IR8S Data, page 76](#)

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing Appendix 8A, 8B, and IR8A and IR8S Forms, page 99](#)

Reviewing and Maintaining IR8A Deductions Details

Access the IR8A Deductions page.

IR8A Personal Data	IR8A Income	IR8A Deductions	IR8S Details
Subhas Menon		Person ID: KS0007	
Tax Year: 2004	*Issue Status: Issued	Date Issued: 09/21/2004	Date Created: 09/21/2004
Employer's Tax Ref. No.: 198010201M		Singapore Business Institute	
DEDUCTIONS			
Employee's compulsory contribution to:		☐ CPF ☐ Designated Fund	0.00
Fund Name:			
Employee's voluntary CPF contribution obligatory by contract for NRIC holders posted overseas		☐ Overseas Posting ☐ Other	0.00
Insurance:	Adjustment:	Insurance:	0.00
Donations for:			
☒ Donated to MBF	☒ Donated to YMF	☐ Donated to Community Chest	☐ SINDA
☐ CDAC	☐ ECF	☐ Other tax exempt donations	
Contributions Deducted For MBF:			

IR8A Deductions page

Deductions

Employee's compulsory contribution to CPF, Designated Fund and Fund Name

The Employee's Compulsory Contribution to CPF option is selected if the employee has CPF contributions, and the Fund Name field displays *C.P.F.* When the employee has no CPF contribution, the Designated Fund field is available for selection.

The year-to-date employee's compulsory CPF contributions (not labeled) include year-to-date contributions for compulsory CPF on ordinary earnings and compulsory CPF on additional earnings, where in either case the deduction is compulsory employee contribution. It includes the values from the accumulators for the category IR8A employee statutory CPF.

Employee's voluntary CPF contribution obligatory by contract for NRIC holders posted overseas, Overseas Posting, and Other

This total includes year-to-date contributions of all voluntary CPF (employee voluntary contributions) that are obligatory by contract of employment in respect of NRIC holders who are posted overseas. It includes the values from the accumulators for the category IR8A employee voluntary CPF when the employee has a value of *Y* set for the variable *IRS VR OVERSEAS* on the Payee Supporting Element Overrides record (GP_PYE_SOVR).

Insurance and Adjustment

The insurance amount appears by default from the IR8A insurance category and its elements that you set up on the IRAS Categories Page for the IR8A/IR8S Form. To manually update the value, enter the additional amount in the Adjustment field. The total insurance amount automatically adds the new amount and is updated.

Donations For Donate to MBF, Donate to YMF, Donate to Community Chest, SINDA, CDAC, ECF, and Other tax exempt donations

The total donations that are deducted through salaries includes year-to-date deductions for all of the following deduction elements; MBMF, SINDA, SHARE (also known as Community Chest), CDAC and ECF. If the check box is selected for these deductions, this indicates that deductions were taken during the year. It includes the values from the accumulators for the categories IR8A MBMF, IR8A Community Chest donations, IR8A SINDA, IR8A CDAC, IR8A ECF and IR8A other tax exempt donation.

See Also

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR8A or IR8S Data, page 76](#)

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing Appendix 8A, 8B, and IR8A and IR8S Forms, page 99](#)

[Chapter 7, "Defining Deductions," page 53](#)

[Chapter 14, "Administering Central Provident Fund Contributions," page 147](#)

Reviewing and Maintaining IR8S Details

Access the IR8S Details page.

IR8A Personal Data		IR8A Income		IR8A Deductions		IR8S Details																																					
Subhas Menon						Person ID: KS0007																																					
Tax Year:	2004	*Issue Status:	Issued	Date Issued:	09/21/2004	Date Created:	09/21/2004																																				
Employer's Tax Ref. No.:		198010201M		Singapore Business Institute																																							
Citizenship Status:		Foreign ID		Permanent Status Date:																																							
Details of monthly wages and contributions																																											
Customize Find First 1 of 1 Last <table border="1"> <thead> <tr> <th>Month</th> <th>Ordinary Wages</th> <th>CPF - Employer (Ord)</th> <th>CPF - Employee (Ord)</th> <th>Approved Fund (Ord)</th> <th>Additional Wages</th> <th>CPF - Employer (Add)</th> <th>CPF - Employee (Add)</th> <th>Approved Fund (Add)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>								Month	Ordinary Wages	CPF - Employer (Ord)	CPF - Employee (Ord)	Approved Fund (Ord)	Additional Wages	CPF - Employer (Add)	CPF - Employee (Add)	Approved Fund (Add)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00																		
Month	Ordinary Wages	CPF - Employer (Ord)	CPF - Employee (Ord)	Approved Fund (Ord)	Additional Wages	CPF - Employer (Add)	CPF - Employee (Add)	Approved Fund (Add)																																			
1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00																																			
Period of Overseas Posting:				to:		Calculate Totals																																					
☐ CPF Required while Overseas ☐ Capping Applied																																											
Excess/Vol CPF Excl OS Posting																																											
Employer's Contribution:				0.00		Employee's Contribution:																																					
				0.00		☐ Obligatory by Contract of Em																																					
Details of Refund claimed/to be claimed																																											
<table border="1"> <thead> <tr> <th colspan="4">ADDITIONAL WAGES</th> </tr> <tr> <th>Amount</th> <th>Period From</th> <th>Period To</th> <th>Date Paid</th> </tr> </thead> <tbody> <tr> <td>0.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				ADDITIONAL WAGES				Amount	Period From	Period To	Date Paid	0.00				<table border="1"> <thead> <tr> <th colspan="6">AMOUNT OF REFUND</th> </tr> <tr> <th colspan="3">Employer</th> <th colspan="3">Employee</th> </tr> <tr> <th>Contribution</th> <th>Interest</th> <th>Date</th> <th>Contribution</th> <th>Interest</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>0.00</td> <td>0.00</td> <td></td> <td>0.00</td> <td>0.00</td> <td></td> </tr> </tbody> </table>				AMOUNT OF REFUND						Employer			Employee			Contribution	Interest	Date	Contribution	Interest	Date	0.00	0.00		0.00	0.00	
ADDITIONAL WAGES																																											
Amount	Period From	Period To	Date Paid																																								
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Employer			Employee																																								
Contribution	Interest	Date	Contribution	Interest	Date																																						
0.00	0.00		0.00	0.00																																							
Remarks:																																											

IR8S Details page

Details of Monthly Wages and Contributions

Month

The month in which both the employer and employee contributions for both ordinary wages and additional wages (when applicable) were made. Enter a new row for each month that is applicable.

Ordinary Wages and Additional Wages

Enter the amount of earnings according to the special accumulator that is defined for the employee's CPF schedule.

Ordinary wages are normal wages including allowances that the employee earns in the month, and payable before the due date for payment of contributions for that month (for example, annual bonus, leave pay, commissions and incentive payments). Additional wages are wage supplements that are not paid wholly and exclusively for the month and includes any payment other than ordinary wages (for example, annual bonus, leave pay).

CPF - Employer (Ord) (ordinary) and CPF -Employee (Ord) (ordinary)

Includes all of the MTD contributions for all compulsory CPF on ordinary earnings or voluntary CPF where the deduction indicates that it is an employer or employee contribution.

Approved Fund (Ord) (ordinary) and Approved Fund (Add)

Includes all of the MTD contributions for all compulsory CPF on ordinary earnings or voluntary CPF where the deduction indicates that it is an employer or employee contribution.

CPF - Employer (Add) and CPF - Employee (Add)	Includes all of the MTD contributions for all compulsory CPF on additional earnings where the deduction indicates that it is an employer or employee contribution.
Period of Overseas Posting and to	These are specific to the IR8S form and indicate the start and end dates of an overseas posting respectively.
Calculate Totals	Click to display the total of all of the amounts for each of the fields in the Details of Monthly Wages group box.
CPF Required while Overseas	Select the check box to indicate if contributions are obligatory during a period of overseas posting according to the employment contract. This is specific to the IR8S form.
Capping Applied	Select the check box to indicate whether capping is applied. <i>Y</i> (yes) indicates that statutory upper limits to CPF contributions on ordinary and additional earnings are applied, <i>N</i> (no) indicates that upper limits are not applied. If no, it is possible that CPF contributions that were made for the employee are too high (make a refund claim). This is specific to the IR8S form.

Excess/Vol CPF Excl OS Posting

Employer's Contribution and Employee's Contribution	You must complete these fields if you and your employee's CPF contribution on ordinary wages or additional wages are more than the compulsory amount that is required under the CPF Act. The excess amount of the CPF contribution must be declared. The field amount appears by default from the category IR8A employer voluntary CPF and IR8A employee voluntary CPF when the employee has no variable <i>IRS VR OVERSEAS</i> set on the Payee Supporting Element Overrides record (GP_PYE_SOVR).
Obligatory by Contract of Empl	Select this check box if Voluntary CPF contributions are obligatory according to the employment contract. By default the field is blank.

Details of Refund Claimed/To Be Claimed

You must complete this group box if you or your employee paid excess contribution to CPF and you or your employee claimed or will claim a refund of the excess contributions from the CPF Board. You must enter all details of the refund.

Additional Wages and Amount of Refund

Amount, Period From, Period To, Date Paid, (Employer and Employee) Contribution, and Interest Date	The system calculates additional wages contributions during normal, monthly payroll calculations. However, the correct total annual contribution is dependent on annual earnings, so it must be reconciled at year end. During the calculation of the last pay of the year in December, the system runs a year-end adjustment calculation that recalculates all contributions that are made on additional wages. Any shortfall or excess in contributions is identified. An adjustment is necessary when the employee's annual ordinary wages in the current calendar year differ from those that are in the previous calendar year. The adjustment is in the form of either a refund that can be claimed by using Section C of IR8S or an additional contribution payment to the board. Complete the page by entering the details of the additional wages, against which the refund is claimed or to be claimed, and the details of the refund itself.
---	---

Note. Adjustments are only required if there are sufficient additional wages to be over the limit. If an additional contribution is required, it is automatically taken from the employee's December pay. If a refund is due, a message is created from the December pay, and the employee can claim the refund here.

Remarks

Enter any additional remarks regarding the information that is required on the IR8A/IR8S form. Remarks can include further explanations, details, or clarification that is relevant to the submission of the IR8A/IR8S forms. If the Singapore permanent resident status is approved on or after December 31, 1999, indicate in the remarks field if approval is obtained from the CPF Board to make full contributions.

Note. You should enter additional details relating specifically to gratuity and compensation or gains and profit from share options on the IR8A Gratuity and Comp Details and IR8A Share Option Details pages.

See Also

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR8A or IR8S Data, page 76](#)

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing Appendix 8A, 8B, and IR8A and IR8S Forms, page 99](#)

[Chapter 14, "Administering Central Provident Fund Contributions," page 147](#)

Creating Appendix 8A Data

This section provides an overview of the Appendix 8A Creation process and discusses how to create Appendix 8A data.

The Appendix 8A calculation process captures and stores values for section 4 on the Appendix 8A Forms component (representing 4a to 4k on the tax form). The program uses the information that you set up on the IRAS Categories page and should be run after creating the Appendix 8A pages. You have to manually create the Appendix 8A Details page before entering any benefit-in-kind details. You can also create the Appendix 8A details by selecting the Create Records check box in the run control. This process uses the Tax Form Table to determine which earnings and benefit or deduction balances are to be included with the Appendix 8A amount fields.

See Also

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR8A or IR8S Data, page 76](#)

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing Appendix 8A, 8B, and IR8A and IR8S Forms, page 99](#)

[Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Reviewing and Maintaining Appendix 8A Forms, page 93](#)

Understanding the Appendix 8A Creation Process

The Application Engine process GPSG_APP8A_CR creates or updates the Appendix 8A data records as follows:

1. The system creates a list (in a temporary table) of employees to be processed in this run.

If you use the Select Employees run control option, only employees with an existing Appendix 8A record for the specified tax year and tax reference number are selected. Otherwise, the employees are those who have a corresponding IR8A record for the specified tax year and tax reference number. If you specify a list of employees, only those employees are included.

2. For each of the employees that do not already have an Appendix 8A record for the tax year and tax reference number, a record is created, containing all default values.

For those that do already have Appendix 8A, the fields that are calculated are reset to their defaults (zeros and blanks).

3. Each of the fields on Appendix 8A fields for the employees are then updated as follows:

- a. The amount fields are extracted from the GP_RSLT_ACUM table, using the Seg Stat key fields for the latest pay segment, as identified in the IR8A Creation process.
- b. The accumulator values to be included are those with PIN_NUMS nominated on the GPSG_TAXFORM_CAT records for the appropriate category.

The value that is assigned is the sum of the CALC_RSLT_VAL and USER_ADJ_VAL amounts for the accumulators, multiplied by the GPSG_CAT_MULT value from the GPSG_TAXFORM_CAT record.

The fields to be updated and the corresponding tax form categories are:

Category	Tax Form Code
Interest paid.	4B
Life insurance.	4C
Holiday passages.	4D
Educational expenses.	4E
Non-monetary long service award.	4F
Subscription to social clubs.	4G
Asset gains.	4H
Motor vehicle cost.	4I
Car benefit.	4J
Other benefit.	4K

Page Used To Create Appendix 8A Data

Page Name	Object Name	Navigation	Usage
Calc. Appendix 8A	GPSG_RC_APP_8A	Global Payroll & Absence Mgmt, Year End Processing, Calculate Appendix 8A SGP	Enter the run control data for the Appendix 8A calculation process, which captures and stores values on the Appendix 8A Forms component (representing 4a to 4k on the tax form).

Creating Appendix 8A Data

Access the Calc. Appendix 8A page.

Calc. Appendix 8A

Run Control ID: GN3 [Report Manager](#) [Process Monitor](#) **Run**

*Tax Year: 2002 *Date Created: 11/06/2002

*Employer's Tax Ref. No.: 198010201M Singapore Business Institute

☐ Create records

Calculation categories

☒ 4B - Interest Paid	☒ 4G - Club Fees & Subscriptions
☒ 4C - Life Insurance	☒ 4H - Gain on Sale of Assets
☒ 4D - Holiday Passages	☒ 4I - Motor Vehicle
☒ 4E - Educational Expenses	☒ 4J - Car Benefits
☒ 4F - Long Service Awards	☒ 4K - Other Benefits

Pay Group:

Select Employees [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

	*Employee ID	Bal Grp No
1	KS0009 Wang, Ming Yi	

Calc. Appendix 8A page

Create records

When you select this check box, new Appendix 8A forms are created for employees that have values for some benefits, but don't have an existing Appendix 8A. (Otherwise the Appendix 8A must be created manually first.) You can therefore create new Appendix 8A forms, without manually creating the data first.

Calculation Categories

The category and category name of the tax form categories that you assign to the tax form appear. For IRAS reporting, all accumulators are categorized. You define and allocate the categories to the tax form on the IRAS Categories page. Each category comprises a set of accumulators that you use to calculate the values on the IR8A or Appendix 8A forms. Select the Calculate check box next to its corresponding category to enable recalculation. Every time that you run the process, the system checks the accumulator balances and updates them in the Appendix 8A forms.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR8A or IR8S Data, page 76](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing Appendix 8A, 8B, and IR8A and IR8S Forms, page 99](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining Appendix 8A Forms, page 93](#)

Creating Appendix 8B Data

This section provides an overview of Appendix 8B data, and discusses how to enter Appendix 8B details.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing Appendix 8A, 8B, and IR8A and IR8S Forms, page 99](#)

Understanding Appendix 8B Data

The Appendix 8B form provides details of gains and profits from stock options that are exercised for the year and is generated by the employer for the employee. You must complete the Appendix 8B when the employee has derived gains or profits either directly or indirectly from the exercise, assignment, or release of any share option right or benefit where such right or benefit is obtained by reason of any office or employment. Such gains or profits form part of the remuneration that is paid to the employee, and must be declared on the IR8A Form. The employer should reflect the amount in Section D of Appendix 8B and under item (d)(8) of the Income Section in the Form IR8A.

Employee Stock Options

In Singapore, gains from employee stock options are assessed to tax as income of the year in which the options are exercised. Generally, gains from stock options are regarded as derived from Singapore if the option is exercised while the individual is physically present in Singapore or employed in Singapore. Therefore, individuals who are granted stock options while they are employed outside Singapore are taxed in Singapore on any gains that are derived from the stock options if they exercise them while they are in Singapore or they hold employment in Singapore.

The amount of Employee Stock Option Scheme (ESOP) gains is the difference between the open market value of shares at the time that the options are exercised and the exercise price. Unless the employee has arranged to pay tax in installments, the tax, including tax on stock option gains, becomes due within one month after it is assessed. To help alleviate cashflow problems that are faced by some employees who do not sell their shares after exercising the option, several stock option schemes have been introduced.

Page Used To Create Appendix 8B Data

Page Name	Object Name	Navigation	Usage
Appendix 8B	GPSG_APP_8B	Global Payroll & Absence Mgmt, Year-End-Processing, Appendix 8B Forms SGP	Enter details of an employee's derived gains or profits either directly or indirectly from the exercise, assignment, or release of any share option right or benefit where such right or benefit is obtained by reason of any office or employment.

Entering Appendix 8B Details

Access the Appendix 8B page.

Appendix 8B

Subhas Menon

Establishment Level Plan

ID KS0007

Organizational Relationship

Contingent

Tax Year: 2004

Bal Grp No: 000

Employer's Tax Ref. No.: 198010201M

Date of Birth: 04/08/1965

Sex:

Perm Res S2756868A

*Issue Status: Issued

Employee Stock Option Details

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

Details

Stock Option Gains

	Scheme Type	RCB Number	Name of Company	Date Granted	Date of Exercise	Exercise Price	Market Value when Granted	Market Value when Exercised	Shares Acquired	
1	ESOP		PeopleSoft		09/01/2004	45.00		55.00	1000	+ -

Appendix 8B page

Employee Stock Option Details

These fields enable you to enter any amounts that qualify or don't qualify for income tax exemption under the ESOP, Entrepreneurial ESOP Scheme (EESOP) or the Company Stock Option Scheme (CSOP). You can also enter any amounts not qualifying for tax exemption under these schemes. Select the name of each tax exemption scheme that qualifies for income tax exemption and enter the exemption amounts.

Scheme Type

Select from the following IRAS tax exemption scheme types:

- *EESOP*: Entrepreneurial ESOP scheme.
- *ESOP*: Employee stock option scheme.
- *CSOP*: Company stock option scheme.

RCB Number (registrar of companies and businesses number) and Name of Company

Enter the RCB number that is issued if the organization is a partnership or a limited company and your company name. Complete these fields only if the name of the employer granting the stock option is not the same as the company that is making the declaration.

Date Granted and Date of Exercise

The dates that the stock option is granted to the employee and the employee exercises the option.

Exercise Price

The price at which the employee exercises the stock.

Market value when Granted	The market value at the time that the stock option is granted to the employee.
Market Value When Exercised and Shares Acquired	The market value at the time that the employee exercises the stock option and the number of shares.
Gross Tax Exempt Gain and Gross Gain Not Tax Exempt	Enter the total amount (gross tax exempt gain) that qualifies for each tax exemption scheme. The exemption amount for the EESOP and CSOP schemes is calculated as follows: $[(\text{Market value at the time that the stock options are exercised}) - (\text{Market value at the time that the options are granted})] \times (\text{Number of shares acquired})$ The amount that does not qualify for the EESOP and CSOP tax exemption schemes (gross gain not tax exempt) is calculated as follows: $[(\text{Market value at the time that the stock options are granted}) - (\text{Exercise price of the stock option})] \times (\text{Number of shares acquired})$ The amount that does not qualify for the ESOP tax exemption scheme (gross gain not tax exempt) is calculated as follows: $[(\text{Market value at the time that the stock options are exercised}) - (\text{Exercise price of the stock option})] \times (\text{Number of shares acquired})$
Gross Gain On Stock Options	This is the gross amount of the stock option gains. This amount is calculated as follows: $[(\text{Market value at the time that the stock options are exercised}) - (\text{exercise Price of the stock option})] \times (\text{Number of shares acquired})$

See Also

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing Appendix 8A, 8B, and IR8A and IR8S Forms, page 99

Reviewing and Maintaining Appendix 8A Forms

This section provides an overview of Appendix 8A forms, and discusses how to:

- Review and maintain Appendix 8A place of residence details.
- Review and maintain Appendix 8A additional gains or profits details.

See Also

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 88

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing Appendix 8A, 8B, and IR8A and IR8S Forms, page 99

Understanding Appendix 8A Forms

The Appendix 8A documents received benefits in kind. A field on the IR8A summarizes the value of benefits in kind that an employee receives and the Appendix 8A component, which enables you to capture and maintain the employee's benefits in kind details. The value of benefits in kind are calculated by using the effective-dated rates that are stored in the Benefit Rates table and viewed by using the IRAS Benefit Rates page. These rates reflect the rates that are detailed in sections B and C of the Appendix 8A form. These values are used in the calculation of the taxable value of the employee's benefit in kind items. The system uses the Appendix 8A data in conjunction with the IR8A data to create the IR21 form, which is a compilation of two years of employee data, where applicable. All fields on the Appendix 8A pages populate the IR21 - Appendix 1 report.

Note. The Issue Status field on each of the pages in the component indicates the current status of the form and whether it has been issued to the employee. Values are *Awaiting* and *Issued*. The system sets the issue status to awaiting when you first create the record. Ensure that the status is set to awaiting before you print the Appendix 8A. When you print the Appendix 8A form, the system changes the status to issued. The status should be awaiting whenever you want to print or reprint an Appendix 8A, IR8A/IR8S or IR21 form. If you already issued one of the forms, change the status back to awaiting to reprint it, or you can select the Reprint Forms check box to reprint those that you already issued. You should also change the status to awaiting before printing where the setting is issued.

Pages Used to Review and Maintain Appendix 8A Forms

Page Name	Object Name	Navigation	Usage
Place of Residence	GPSG_APP_8A_1	Global Payroll & Absence Mgmt, Year End Processing, Appendix 8A Forms SGP, Place of Residence	Review the employee's residence, occupation and rent details.
Furniture/Fittings	GPSG_APP_8A_2	Global Payroll & Absence Mgmt, Year End Processing, Appendix 8A Forms SGP, Furniture/Fittings	Review additional specific benefit item units and values for furniture or fittings.
App 8A Furniture & Fittings	GPSG_APP_8A_1_SEC	Click the Other Furniture & Fittings link on the Furniture Fittings page.	Enter additional Appendix 8A furniture and fittings details.
Hotel Accommodat'n	GPSG_APP_8A_3	Global Payroll & Absence Mgmt, Year End Processing, Appendix 8A Forms SGP, Hotel Accommodat'n	Review the values that are used in the calculation of the taxable value of hotel accommodation that is provided to employees and their families.
Others	GPSG_APP_8A_4	Global Payroll & Absence Mgmt, Year End processing, Appendix 8A Forms SGP, Others	Review any additional gains or profits (benefits in kind) that the employee receives through employment.

Reviewing and Maintaining Appendix 8A Place of Residence Details

Access the Place of Residence page.

Place of Residence		Furniture/Fittings	Hotel Accommodat'n	Others
Subhas Menon			Person ID: KS0007	
Tax Year: 2004	*Issue Status: Issued	Date Created: 09/21/2004	Bal Grp No: 000	
Employer's Tax Ref. No.: 198010201M		Singapore Business Institute		Copy from previous year
Value of place of residence				
Address: 23 Surrey Rd #03-02 015874		Occupation From: 01/01/2004	To: 09/09/2004	
		No. sharing: 2		
Employer paid rent: 4000.00		Employee paid rent: 9000.00		

Place of Residence page

The details that you enter on this page populate the fields on the IR21 Appendix 1 Details pages. You must run the Appendix 8A - calculation program before the details that you enter on this page populate the fields on the IR21 Appendix 1 Details.

Copy from previous year

When you click this link, the system searches for existing Appendix 8A data on the employee's previous year's form. If data is located, the system automatically populates the Appendix 8A fields.

Value of Place of Residence

Address

If the employee's residence is part of an employment benefit in kind, enter the full address of the employee's residence that is provided by the employer. This is a compulsory field.

Occupation From and To

Enter the dates that the employee occupied the residence during the year. These dates also automatically determine the total days occupied on the IR21 Appendix 1 Details 1 page.

No. sharing

Enter the number of employees that were living and sharing the residence during the year (This excludes family members).

Employer paid rent and Employee paid rent

Enter the values for the year. These values also populate the fields on the IR21 Appendix 1 Details 2 page, and they are used in the calculation of the taxable benefit or taxable value of the employee's Place of Residence on the IR21 – Appendix 1 Form. The annual value is the estimated annual rent that a property can fetch and the amount that is to be declared is shown in the property tax bill. If the place of residence is or was rented by the employer and if the annual value is not available, the amount of rent that is paid by the employer should be declared.

Note. If the place of residence is or was shared among employees, annual value and paid rent should be apportioned according to the number of employees that are staying in the place.

See Also

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 88

Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing Appendix 8A, 8B, and IR8A and IR8S Forms, page 99

Reviewing Benefit Item Units and Values for Furniture or Fittings

Access the Furniture/Fittings page.

You can enter the number and monetary value of each of the furniture and fitting, driver, and gardener benefit items within the employee’s residence. The system calculates the value of the benefits in kind by using effective-dated rates that are stored in the Benefit Rates table. These rates reflect the rates that are detailed in sections B and C of the Appendix 8A form. These values are used in the calculation of the taxable value of the employee’s benefit in kind items.

Click the Other Furniture & Fittings link to access the App 8A Furniture & Fittings page.

Reviewing Hotel Accommodation Taxable Value Calculations

Access the Hotel Accommodat’n page.

The self; spouse; children under 20 years old; and children ages 8 to 20 years, three to seven years, and under three years values populate the fields on the IR21 Appendix 1 Details 2 page. You use these values in the calculation of the taxable value of hotel accommodation that is provided to employees by using the rate per person that is stored in the Benefit Rates table (or in Section C of the Appendix 8A Form). You enter the total number of persons (self, spouse or child) and the period during which the accommodation was provided to these persons.

Reviewing and Maintaining Appendix 8A Additional Gains or Profits Details

Access the Others page.

Place of Residence	Furniture/Fittings	Hotel Accommodat'n	Others
Subhas Menon		Person ID: KS0007	
Tax Year: 2004	*Issue Status: Issued	Date Created: 09/21/2004	Bal Grp No: 000
Employer's Tax Ref. No.: 198010201M		Singapore Business Institute	OHQ Status: N/A
Value of Other Benefits			
Cost of Home Leave Passages:	No. of passages for self:	Wife:	Children:
Interest Paid by Employer:			
Employer Paid Life Insurance:			
Free or subsidised Holidays:			
Educational expenses provided:			
Non-monetary awards for LS:			
Club Fees and Subscriptions:			
Asset sale gains:			
Cost of Motor Vehicle:			
Car benefit:			
Other benefits:			

Others page

Value of Other Benefits

Enter the number or monetary value of each of the other benefit items. The system calculates the value of the benefits in kind by using effective-dated rates that are stored in the Benefit Rates table. These rates reflect the rates that are detailed in sections B and C of the Appendix 8A form. Use these values in the calculation of the taxable value of the employee's benefit in kind items.

Cost of Home Leave Passages, No. of passages for self (number of passages for self), **Wife**, and **Children**

Enter the total cost of home-leave passages and incidental amounts only if the operation is considered to be an overseas headquarters as identified on the IRAS Company Info page. These fields are only available when the IRAS Company Info page states that the company is an overseas headquarters. As an IRAS concession, the taxable benefit of leave passages is computed as 20 percent of their value if the passages are to the employee's home country. This is limited to only one passage each for the employee and spouse and two passages for each child, annually. To satisfy this requirement, enter the number of passages for self (the employee), spouse, and children. The amounts that are in the fields (representing sections 4b to 4k) change by default to the categories and their elements that you set up on the IRAS Categories page for the Appendix 8A form.

Interest Paid by Employer

Enter the amount of Interest that the employer pays as the result of an employee's free or subsidized loan. For example, the company may obtain loans at market rates and provide loans to its staff interest free or at subsidized rates. It includes the values from the accumulators for the category App 8A Interest Paid.

Employer Paid Life Insurance

Enter the total amount of life insurance premiums that the employer pays. Premiums that an employer pays on an insurance policy where the employee is a beneficiary are taxable to the employee. In effect, this is a reimbursement

	of personal expense. It includes the values from the accumulators for the category App 8A life insurance.
Free or subsidised Holidays	Enter the amount of holidays fares or costs that are paid or subsidized by the employer, or paid by the employee in conjunction with the employment. It includes the values from the accumulators for the category App 8A holiday passages.
Educational expenses provided	Often employers require that their employees attain a certain degree of academic knowledge, as part of the requirements of the position. The courses may lead to academic and professional qualifications or vocational qualifications relating to the employee's trade, business or employment. Enter the full amount of educational expenses that the employee incurs as part of employment. It includes the values from the accumulators for the category App 8A educational expenses.
Non-monetary awards for LS(non-monetary awards for long service)	Enter the total value of any non-monetary awards that the employee receives for long service. For example, the employee may receive a gift such as a painting or a gold watch. It includes the values from the accumulators for the category App 8A long service award.
Club Fees and Subscriptions	Enter the total fees amount that the employee pays for membership in or subscriptions to any clubs or associations. It includes the values from the accumulators for the category App 8A club subscriptions/fees.
Asset sale gains	Enter the total amount of money that the employees receives through the sale of any assets. It includes the values from the accumulators for the category App 8A gain on sale of assets.
Cost of Motor Vehicle and Car Benefit	The employee may be provided with a new car for use by the employer. Enter the total cost of the motor vehicle to the employee. It includes the values from the accumulators for the category App 8A motor vehicle cost. An employee who is provided with a car by the employer is assessable to tax on the value of benefit that they enjoyed. Enter the total amount of this car benefit. For example, the employer may pay for gas. It includes the values from the accumulators for the category 'App 8A car benefit.
Other benefits	Enter any other miscellaneous benefit amounts that the employee receives. It includes the values from the accumulators for the category App 8A other benefit.

See Also

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating Appendix 8A Data, page 88

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing Appendix 8A, 8B, and IR8A and IR8S Forms, page 99

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR21 and Appendix 1 Forms, page 100

Printing Appendix 8A, 8B, and IR8A and IR8S Forms

This provides an overview of the print Appendix 8A, 8B, and IR8A and IR8S forms processes.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 88](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8B Data, page 91](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR8A or IR8S Data, page 76](#)

Understanding Appendix 8A, 8B, and IR8A and IR8S Forms Print Processes

Printing the Appendix 8A forms populates the value of benefits in kind field on the IR8A/IR8S Forms - IR8A Income page. A field on the IR8A summarizes the value of benefits in kind that an employee receives. The field becomes populated only when you run the Print Appendix 8A process. The value of benefits in kind is calculated by using the rates that are maintained by using the IRAS Benefit Rates page

The IR8A/IR8S print process produces the employee’s tax year end certificates. You can generate forms for a whole company—that is, all paygroups (and therefore all employees)—or by paygroup, or for any number of individual employees. Moreover, you can regenerate forms as many times as necessary. After a form or set of forms is complete and accurate, you can print them. Except where an IR8S is not required, the system essentially treats the forms as two pages of one form. You do not have to create, review, maintain and print one then the other; the process for one is the process for both.

Appendix 8A

Printing the Appendix 8A forms populates the value of the benefits-in-kind field on the IR8A/IR8S Forms - IR8A Income page. This run control page is similar to the Calculate IR8A and IR8S Forms page. You use the Print Appendix 8A Forms page to print the Appendix 8A forms. Select the Reprint Forms check box if you want to reprint any forms. If you don’t select the check box, the system prints all forms (within the parameters set) with an issue status of awaiting issue to the employee (where issued equates with printed). When the box is selected, the system prints forms with issue statuses of both awaiting issue to the employee and already issued.

Appendix 8B

Print the Appendix 8B forms for employee’s derived gains or profits that are either directly or indirectly from the exercise, assignment, or release of any share option right or benefit where such right or benefit is obtained by reason of any office or employment. Select the Reprint Forms check box if you want to reprint any forms. If you don’t select the check box, the system prints all forms (within the parameters set) with an issue status of awaiting issue to the employee (where issued equates with printed). When the box is selected, the system prints forms with issue statuses of both awaiting issue to the employee and already issued.

IR8A/IR8S

Select the Reprint Forms check box if you want to reprint any forms. If you don’t select the check box, the system prints all forms (within the parameters set) with an issue status of awaiting issue to the employee (where issued equates with printed). When the box is selected, the system prints forms with issue statuses of both awaiting issue to the employee and already issued. The status should be awaiting whenever you want to print or reprint an Appendix 8A, IR8A/IR8S or IR21 form. If you already issued one of the forms, change the status back to awaiting to reprint it.

Pages Used To Print Appendix 8A, 8B and IR8A/IR8S Forms

Page Name	Object Name	Navigation	Usage
Print Appendix 8A	GPSG_RC_APP_8A_PR	Global Payroll & Absence Mgmt, Year End Processing, Print Appendix 8A Forms SGP	This process (SQR GPSGIR04) prints hard copies of the IRAS Appendix 8A, by using the data that is created on the Appendix 8A Forms page (global payroll, year-end-processing, Appendix 8A forms SGP).
Print Appendix 8B, Print IR8A/IR8S	GPSG_RC_IR8A_PRT	- Global Payroll & Absence Mgmt, Year-End-Processing, Print Appendix 8B Forms SGP - Global Payroll & Absence Mgmt, Year End Processing, Print IR8A/IR8S Forms SGP	Enter criteria for initiating the Print Appendix 8B process (SQR GPSGIR08), which prints hard copies of the IRAS Appendix 8B, using the data that is created on the Appendix 8B Forms page (global payroll, year-end-processing, Appendix 8B forms SGP); enter criteria for initiating the Print IR8A/IR8S Forms process (SQR GPSGIR01), which prints the IR8A and IR8S forms.

Creating IR21 and Appendix 1 Forms

This section provides the pages used to create IR21 and Appendix 1 Forms.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR8A or IR8S Data, page 76](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining IR21 and Appendix 1 Forms, page 101](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing IR21 Forms, page 112](#)

Understanding the IR21 and Appendix 1 Forms

The IR21 and Appendix 1 Forms process (SQRGPSGIR05) extracts data for the IR21 forms, using data that is already created by the IR8A/IR8S creation process. The IR8A/IR8SS process runs immediately before this. For each employee that you select, the system checks if IR8A data exists in the IR8A table for the current tax year. If the system locates values, it retrieves them from the IR8A table and transfers them to the IR21 table.

The IR21 Create process extracts data for terminated employees to populate the IR21, IR21 Appendix, and other required tables. Select the Recreate Forms check box if you want to recreate any forms by using the employee's previous year's data. The system deletes and then recreates two years of data. If you do not select the check box, the IR21 type changes to amended and the system processes only current data. The system checks the status before attempting to recreate.

Page Used To Create IR21 and Appendix 1 Forms

Page Name	Object Name	Navigation	Usage
Create IR21 Forms	GPSG_RC_IR21_CR	Global Payroll & Absence Mgmt, Termination Processing, Create IR21 Forms SGP	This program (SQRGPSGIR05) extracts data for the IR21 forms, using data that is already created by the IR8A/S creation process.

Reviewing and Maintaining IR21 and Appendix 1 Forms

This section provides an overview of IR21 and Appendix 1 forms, and discusses how to:

- Review and maintain IR21 employment record details.
- Review and maintain IR21 income and deductions details.
- Review and maintain IR21, Appendix 1 residence and hotel accommodation details.
- Review and maintain IR21, Appendix 1 other benefits details.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing IR21 Forms, page 112](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR21 and Appendix 1 Forms, page 100](#)

Understanding IR21 and Appendix 1 Forms

After completing the setup as preparation for the generation of Inland Revenue forms and subsequently generating those forms, you can review the results and maintain those fields that are user maintainable as required. As the payroll may not have two years of data for an employee, you can manually enter those additional values that are required for the IR21 form. On each page of the component, most of the fields are populated from the database. You can maintain some fields online that the system populates.

Note. Values for the issue status are *Awaiting* (issue to the employee) and (already) *Issued* (to the employee). The system sets the issue status to awaiting when it first creates the record. When you print the IR21, the system changes the status to issued. The status should be awaiting whenever you want to print or reprint an Appendix 8A, IR8A/IR8S or IR21 form.

If you already issued one of the forms, change the status back to awaiting to reprint it. You should also change the status to awaiting before printing if the setting is issued, or you can select the Reprint Forms check box to reprint those that you already issued.

Online maintenance of all user-maintainable fields in this group is only possible for the awaiting status. You cannot maintain a form that you already issued to an employee. However, since you can change the status field from issued to awaiting, you can decide to enable changes to an issued form and then reissue it.

Pages Used to Review and Maintain IR21 Forms

Page Name	Object Name	Navigation	Usage
Employee Details	GPSG_IR21_1	Global Payroll & Absence Mgmt, Termination Processing, IR21 Forms SGP, Employee Details	Review employee personal details and employer particulars. All fields on this page are display-only, except for Issue Status.
Employment Record	GPSG_IR21_2	Global Payroll & Absence Mgmt, Termination Processing, IR21 Forms SGP, Employment Record	Enter an employee's employment records and details of their spouse and children. (employment record IR21)
Income / Deductions	GPSG_IR21_3	Global Payroll & Absence Mgmt, Termination Processing, IR21 Forms SGP, Income / Deductions	Enter income and deduction particulars, including other income and deductions details. (income deductions IR21 a and b)
App 1-Accommodation	GPSG_IR21_APP1_1	Global Payroll & Absence Mgmt, Termination Processing, IR21 Forms SGP, App 1-Accommodation (App 1 Accommodation IR21)	Enter employee residence and hotel accommodation details for the IR21 - Appendix 1 Form.
App 1-Oth Benefits	GPSG_IR21_APP1_2	Global Payroll & Absence Mgmt, Termination Processing, IR21 Forms SGP, App 1-Oth Benefits	View other benefits details.

Reviewing and Maintaining IR21 Employment Record Details

Access the Employment Record page.

Employee Details		Employment Record		Income/Deductions		App 1-Accommodation		App 1-Oth Benefits	
Mr Subhas Menon		EmplID: KS0007		Bal Grp No: 000					
Tax Year: 2004		Tax Ref: 198010201M		*Issue Status: Issued		Date Issued: 09/21/2004			
Employee's Employment Records									
Arrival Date		First Start Date		Termination Date		Departure Date			
		11/06/1980		09/09/2004					
Resignation Date									
Reason <1 Month Notice to IRAS:									
Amount of Tax Withheld		Date Last Salary Paid		Amount of Last Salary Paid		Period of Last Salary Paid			
2000.00		09/15/2004		596.75		01/09/2004 - 09/09/2004			
Reason Tax not Withheld:				New Employer: PEOPLESOFT					
Name of employee's bank:				Development Bank of Singapore					
Income Tax Borne by Employer:				No					
Spouse's & Children's Details									
Name of Spouse: Menon,Audrey				Birth Date: 09/30/1988					
ID Number: S76487637648777A				Marital Status Date: 01/01/2004					
Nationality: Singapore Citizen				Employer:					
Details of Children									
Customize Find First 1-4 of 4 Last									
	Name	Sex	Date of Birth	Name of School					
1	Menon,Bernard	Male	04/23/1990	SINGAPORE					
2	Menon, Lee Lee	Female	04/23/1991	SINGAPORE					
3									
4									

Employment Record page

Employees Employment Records

Arrival Date

The date that the employee arrived in Singapore. This field is not applicable if the employee has been working in Singapore prior to employment with the company.

First Start Date and Departure Date

The start date is the employee's hire date and automatically populates from job data. The departure date is the date that the employee is due to leave Singapore. One month's notice must be given before this date to comply with IRAS guidelines.

Termination Date and Resignation Date

Enter the employee's last day of service in the Termination Date field. This automatically populates from job data. For example, if an employee tenders resignation on January 28, 2002, giving one month's notice, the termination date is February 27, 2002, even if the last day of service is earlier, after offsetting the remaining vacation leave entitlement. Enter the date that the employee tendered resignation in the Resignation Date field.

The IR21 form must be filed at least one month before a noncitizen employee quits or is about to cease employment or is leaving Singapore for any period exceeding three months.

Reason <1 Month Notice to IRAS

If less than one month's notice is given before the employee's departure or termination, enter the reasons in this field.

Amount of Tax Withheld, Reason Tax not Withheld, and New Employer

Enter the amount of money that the employer retains pending tax clearance in the Amount of Tax Withheld field. An employer is required to withhold any money (including overtime pay, leave pay, allowances for transportation, entertainment, gratuities and lump sum payments, and so on) that is due to the employee. Examples include when the employer decides to end the employment or post the employee to an overseas location, or the employee notifies the employer of the intention to cease employment or depart from Singapore.

Enter the reason that money is not withheld in the Reason Tax not Withheld field. Certain income and payments are exempted from tax or subjected to a reduced rate of withholding tax. If this field is populated, then the Amount of Tax Withheld field is not accessible. If the employee works for another employer after they leave this company, enter the new employer name. You do not have to complete an IR21 form for foreign employees who are transferring to work in another company in Singapore because of restructuring, reengineering, merger, or takeover.

Spouse's & Children's Details

This information populates the employee's spouse and children's particulars records in Section E of the IR21 form.

See Also

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing IR21 Forms, page 112

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR21 and Appendix 1 Forms, page 100

Reviewing and Maintaining IR21 Income and Deductions Details

Access the Income/Deductions page.

Employee Details		Employment Record		Income/Deductions		App 1-Accommodation		App 1-Oth Benefits	
Mr Subhas Menon				EmplID: KS0007		Bal Grp No: 000			
Tax Year: 2004		Tax Ref: 198010201M		*Issue Status: Issued		Date Issued: 09/21/2004			
Income & Deduction Particulars									
Find View All First 1 of 1 Last									
Effective Date: 09/21/2004		Seq:		IR21 Type: Original					
		Year of Cessation		Prior Year					
From: 11/06/1980									
To: 09/09/2004									
Income									
Gross Salary,Fees,Leave,OT,etc:		2066.15		35000.00					
Contractual Bonus:									
Non-Contractual Bonus:				2000.00					
Date Bonus Declared:									
Director's Fees:									
Approval Date:									

Income/Deductions page (1 of 2)

Other Income		
Commission:		3000.00
Allowances:		
Gratuity/Ex-Gratia:		
Payment in Lieu of Notice:		
Payment for Loss of Office:		
Retirement Benefits:		
Fund Name:		
Overseas Pension Fund Contrib:		
Overseas Pension Fund:		
Voluntary Employer CPF Contrib:		
Gain/profit from Share Options:		
	☐ ESOP Applicable	
Value of Benefits in Kind:	571.77	
Sub-Total of Other Income:	571.77	3000.00
TOTAL INCOME:	2637.92	40000.00
		Calculate Totals
Deductions		
Compulsory Employee CPF Contr:		
Fund Name:		
Donations:	5.00	
☒ MBF and YBF	☐ Community Chest	☐ SINDA
☐ CDAC	☐ ECF	

Income/Deductions page (2 of 2)

Income & Deduction Particulars

Effective Date and Seq (sequence)

The date that you create the IR21 details and they are populated as a result of the Create IR21 Details process. Every time that you run the IR21 Create Details process, the system automatically assigns a sequence number. The current number reflects the total number of times that you ran the process.

IR21 Type

Indicates the status of the IR21 information:

- *Additional:* You must complete another IR21 and Appendix 1 (if applicable) form if there are any revised remuneration values.
- *Amended:* Indicates changes or updates to income or benefits that are provided.
- *Original:* Indicates the initial or original completion and submission of the forms.

Year of Cessation and Prior Year

The income that is required for the IR21 is the amount that is due in the year of cessation and the year that is prior to the year of cessation. The system attempts to populate the from and to dates based on three tax years of data from the Job Data and IR8A tables (where applicable).

For example, if the period of employment is from January 3, 1996 to March 31, 1999, details of income for the employee are reported separately for the period from January 1, 1999 to March 31, 1999, and those for the calendar year 1998. Any amount that is due, say for 1998 but paid in 1999, should be reported as 1998 income.

Income

Gross Salary, Fees, Leave, OT, etc

Enter the total amount of income that is received by gross salary, fees, leave pay, wages and overtime, and the corresponding period that the income is received. The system attempts to populate the dates for the year of cessation and the year that is prior to the year of cessation based on two tax years of data from the Payroll and IR8A tables.

Contractual Bonus, Non-Contractual Bonus, and Date Bonus Declared

Enter the full amount of the contractual bonus, which is paid or payable in the year of cessation and the prior year. This is due and payable under the terms of the contract of service. It is regarded as the employee's income in the year that is specified by the contract. This is usually the year in which the employee's services are rendered. For example, you should report the contractual bonus that is paid in 2000 for the services that are rendered in 1999 as 1999 income.

Enter the full amount of the non-contractual bonus, which is paid or payable in the year of cessation and the prior year. This is due and payable at the discretion of the employer. It is regarded as the employee's income on the date that the employer decides that the bonuses are payable.

Indicate the date on which the non-contractual bonus payment is declared payable in the Date Bonus Declared field. For example, when an employer decides in December 1999 to pay a non-contractual bonus in January 2000, you should report this bonus in the IR21 form as income for the year 1999.

Director's Fees and Approval Date

Enter the full amount of director's fees, which are paid or are payable in the year of cessation and the prior year. This is regarded as paid to the director on the date on which the fee is voted for and approved at a company's annual general meeting or extraordinary general meeting of that calendar year. Where the company holds more than one meeting during the calendar year to approve payments of director's fee for the same financial year, enter the approval date of the latest meeting that is held.

Other Income

Commission

Enter the gross commission, which is paid or payable in the year of cessation and the year that is prior to the year of cessation. The gross commission includes all earnings elements that are identified as commission.

Allowances

Enter the allowances, which are paid or payable in the year of cessation and the year that is prior to the year of cessation. An allowance generally refers to a regular cash payment that benefits the employee who is not required to account for it.

Gratuity/Ex-Gratia

Enter the gratuity or ex-gratia that is paid or payable in the year of cessation and the year that is prior to the year of cessation. This field includes all earnings elements that are identified as gratuity or ex-gratia. For example, tips that are given by a customer to a waiter for efficient service are taxable to the waiter, although the tips are gratuitous and the payer is a third-party. Enter

	additional details relating specifically to gratuity and compensation or gains or profit from share options on the IR8A/IR8S Form, IR8A Income page.
Payment in Lieu of Notice	Enter the payment in lieu of notice that is paid or payable in the year of cessation and the year that is prior to the year of cessation. This includes any payments that the employee receives following resignation or termination as compensation for not working the required notice period.
Payment for Loss of Office	Enter the payment for loss of office that is paid or payable in the year of cessation and the year that is prior to the year of cessation. This includes any amounts that are paid to the employee as compensation for the loss of employment.
Retirement Benefits and Fund Name	Enter the full amount of retirement benefits that are paid or are payable in the year of cessation and the year that is prior to the year of cessation. This amount includes gratuities, pension, commutation of pension, and lump sum payments from a pension or provident fund. Enter the name of the retirement fund.
Overseas Pension Fund Contribs (overseas pension fund contributions) and OS Pension Fund	In the overseas pension fund contributions field, enter the full amount of the employer's contributions to any pension or provident fund outside Singapore. Enter the amounts that are paid or are payable in the year of cessation and the year that is prior to the year of cessation. Such contributions by the employer are taxable as part of the employee's income. Enter the overseas fund name.
Voluntary Employer CPF Contrib	Enter the full amount of the excess voluntary contributions to CPF by the employer which are paid or are payable in the year of cessation and the year that is prior to the year of cessation. Employer's contributions that are more than the compulsory contributions under the CPF Act or are based on that part of the additional wages which exceeds 40 percent of the ordinary wages that are paid to an employee in any year, are taxable as the employee's income. Employer's contributions that are not compulsory under the CPF Act are considered voluntary contributions and are taxable as the employee's income. This includes employer's contributions to CPF for foreign employees (that is, those holding employment passes, professional visit passes, or work permits).
Gain/profit from Share Options	Enter the full amount of the gains or profits from share options that are paid or are payable in the year of cessation and the year that is prior to the year of cessation. Gains from share options (irrespective of whether the shares of a company are listed on the Singapore Stock Exchange) are taxable in the year that the option is exercised, assigned or released.
ESOP Applicable	Select the ESOP Applicable check box where a deferral of tax payment is granted on gains from a qualified ESOP scheme. Such deferral ceases to apply upon tax clearance, and all outstanding tax is due immediately.
Value of Benefits in Kind	Enter the full value of benefits in kind which are provided to the employee in the year of cessation and the year that is prior to the year of cessation. Two other forms may need to accompany an IR21 Under certain circumstances, the Appendix 1 form, which documents received benefits in kind, may need to accompany an IR21.
Sub-Total of Other Income, TOTAL INCOME, and Calculate Totals	Click the Calculate Totals button to calculate a subtotal of other income, representing items 4(a) to 4(j), and a total income.

Deductions

Compulsory Employee CPF Contr and Fund Name	Enter the employee's compulsory contribution to a CPF (pension or provident fund). Enter the amounts that the employee provided in the year of cessation and the year that is prior to the year of cessation. Enter the name of the pension fund.
MBMF, Community Chest, SINDA, CDAC and ECF	If these check boxes are selected, this indicates that deductions were taken during the year.

See Also

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Printing IR21 Forms, page 112

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," Creating IR21 and Appendix 1 Forms, page 100

Chapter 7, "Defining Deductions," page 53

Reviewing and Maintaining IR21, Appendix 1 Residence and Hotel Accommodation Details

Access the App 1-Accommodation page.

Employee Details	Employment Record	Income/Deductions	App 1-Accommodation	App 1-Oth Benefits
Mrs Wang, Ming Yi		EmplID: KS0009	Bal Grp No:	
Tax Year: 2002	Tax Ref: 198010201M	*Issue Status: Awaiting	Date Issued: 11/06/2002	
		Year of Cessation	Year Prior to Cessation	
Place of Residence provided				
Address:				
Period premise occupied: From:				
To:				
Number of days occupied:				
No of people sharing residence:				
Employee paid rent:				
Employer paid rent:				
Hotel Accommodation Provided				
	Persons	Days	Persons	Days
Days for Self:				
Days for Wife/Child > 20 Yrs:				
Days for Children 8-20 years:				
3-7 years:				
< 3 years:				

App 1-Accommodation page

Place of Residence Provided

Address

Enter the address of the employee's residence that is provided by the employer. If the employee's residence is part of an employment benefit in kind, enter the address details on the Appendix 8A—Place of Residence page also.

Period premise occupied: From, To and Number of days occupied

Enter the dates that the employee occupied the residence during the year of cessation and the year that is prior to the year of cessation. The dates that you enter on the Appendix 8a component dates appear by default. When you tab out of the date fields, the system automatically updates the number of days occupied.

No of people sharing residence

Enter the number of employees that are living and sharing the residence during the year of cessation and the year that is prior to the year of cessation. (This excludes family members). The value that you entered on the Appendix 8a component appears by default.

Employee paid rent and Employer paid rent

The employee paid rent and the employer paid rent values that you set up on the Appendix 8a component appear by default. You enter the values for the year of cessation and the year that is prior to the year of cessation. You

use these values in the calculation of the taxable benefit or taxable value of place of residence on the IR21 Form.

Hotel Accomodation Provided

Days for Self, Days for Wife/Child > 20 yrs, Days for Children 8-20 years, 3-7 years, and < 3 years

The values that you set up on the Appendix 8a component appear by default. You use these values in the calculation of the taxable value of hotel accommodation that is provided by using the rates that are stored in the Benefit Rates table (or in Section B and C of the Appendix 8A Form). You enter the total number of persons (self, spouse, or child) and the number of days (period during which the accommodation is provided to these persons).

See Also

- Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing IR21 Forms, page 112
- Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR21 and Appendix 1 Forms, page 100
- Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 88
- Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining Appendix 8A Forms, page 93

Reviewing and Maintaining IR21, Appendix 1 Other Benefits Details

Access the App 1-Oth Benefits page.

Employee Details

Employment Record

Income/Deductions

App 1-Accomodation

App 1-Oth Benefits

Mrs

Wang,Ming Yi

EmplID:

KS0009

Bal Grp No:

Tax Year:

2002

Tax Ref:

198010201M

*Issue Status:

Awaiting

Date Issued:

11/06/2002

Other Benefits

Customize | Find | View All |

First

1 of 1

Last

	*Benefit Type	Number in Year of Cessation	Value in Year of Cessation	Number in Prior Year	Value in Prior Year		
1	Vacuum Cleaner					+	-

App 1-Oth Benefits page.

Other Benefits

Benefit Type, Number in Year of Cessation, and Value in Year of Cessation

The benefit type and its description details for furniture and fittings, driver, and gardener; leave passage; motor car; and other benefit items are created and stored in the IRAS Benefit Rates page. When generating the Appendix 1 details, the system calculates the value of the benefits in kind by using effective-dated rates that are stored in the IRAS Benefit Rates table. These rates reflect the rates that are detailed in section B of the IRAS Appendix 1 form. You create the unit or values for each benefit on the Appendix 8A component.

For each benefit that you select, insert a new row and enter the values for the Year of Cessation and year that is prior to the year of cessation. You use

these values in the calculation of the taxable value of the employee's benefit in kind items.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Printing IR21 Forms, page 112](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR21 and Appendix 1 Forms, page 100](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating Appendix 8A Data, page 88](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining Appendix 8A Forms, page 93](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Setting Up IRAS Benefit Rates, page 76](#)

Printing IR21 Forms

This section provides details about the page used to print IR21 forms.

When you run this process, the system retrieves and prints data from the IR21 tables. You can initiate this process either by choosing a paygroup or individual employee IDs.

Note. The status should be awaiting whenever you want to print or reprint an Appendix 8A, IR8A/IR8S or IR21 form. If you already issued one of the forms, change the status back to awaiting to reprint it, or you can select the Reprint Forms check box to reprint those that you already issued. You should also change the status to awaiting before printing if the setting is issued.

See Also

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Creating IR21 and Appendix 1 Forms, page 100](#)

[Chapter 8, “Managing Singapore Inland Revenue Authority Reporting,” Reviewing and Maintaining IR21 and Appendix 1 Forms, page 101](#)

Page Used To Print IR21 Forms

Page Name	Object Name	Navigation	Usage
Print IR21 Forms	GPSG_RC_IR21_PRT	Global Payroll & Absence Mgmt, Termination Processing, Print IR21 Forms SGP	Print IR21 forms.

Creating IRAS Electronic Files

You can produce files in the format that Singapore IRAS requires for electronic reporting of employees' payments and benefits, and processes enable you to create the files in the format that the CPF/IRAS Line system requires. CPF/IRAS Line is an electronic service that is jointly provided by the CPF Board and IRAS. With this service, employers in Singapore can electronically submit salary information in Form IR8A, Appendix 8A, 8B and Form IR8S to IRAS. Paper copies of these forms are therefore unnecessary (although you may print the paper copies if necessary).

Pages Used To Create IRAS Electronic Files

Page Name	Object Name	Navigation	Usage
Create IR8A File	GPSG_RC_IRAS_FILE	Global Payroll & Absence Mgmt, Year End Processing, Create Appendix 8A File SGP.	Enter criteria to run the Create IR8A File process, which creates a file that can be imported by the IRAS Line system for electronic reporting to the IRAS. This process extracts data from the records that are created by the IR8A/IR8S process and writes them to a flat file.
Create IR8S File	GPSG_RC_IRAS_FILE	Global Payroll & Absence Mgmt, Year End Processing, Create IR8S File SGP	Enter criteria to run the Create IR8S File process, which creates a file that can be imported by the IRAS Line system for electronic reporting to the IRAS. This process extracts data from the records that are created by the IR8A/IR8S process and writes them to a flat file.
Appendix 8A File	GPSG_RC_IRAS_FILE	Global Payroll & Absence Mgmt, Year End Processing, Create IR8A File SGP.	Enter criteria to run the Create Appendix 8A File process, which creates a file that can be imported by the IRAS Line system for electronic reporting to the IRAS. This process extracts data from the records that are created by the Appendix 8A process and writes them to a flat file.
Appendix 8B File	GPSG_RC_IRAS_FILE	Global Payroll & Absence Mgmt, Year End Processing, Create Appendix 8B File SGP	Enter criteria to run the Create Appendix 8B File process, which creates a file that can be imported by the IRAS Line system for electronic reporting to the IRAS. It extracts data from the records that are created by the Appendix 8B process and writes them to a flat file.

CHAPTER 9

Posting Festive Advances to Global Payroll

This section provides an overview of festive payroll integration and discusses how to:

- Post and unpost festive advance payments.
- Pay festive advance payments.
- Recover festive advance payments.

Understanding Festive Advance Payroll Integration

The festive advance payment ensures that employees have sufficient money to pay for the larger-than-usual expenses often incurred during certain festival periods. This money is not a bonus or additional salary; it is a form of interest-free loan advanced by the employer, to be recouped by deductions made in subsequent payrolls.

After setting up some base information such as calculation rules and pay program and then calculating and reviewing the appropriate festive advance amounts for individual employees in Human Resources, Global Payroll then enables you to:

- Distribute the amount to the employee.
- Recover the advance from the employee in subsequent payrolls.

The following steps provide an overview of the integration between Human Resources and Global Payroll and the process involved in setting up, posting, paying and recovering festive advance amounts. A quick look at the steps involved in setting up and managing festive advances from Human Resources through to Global Payroll provides you with an understanding of the “big picture” of the Administer Festive Advance business process.

You firstly use PeopleSoft Human Resources to set up and manage your festive advances (*steps 1–8*) and then use Global Payroll to post, pay and then recover the advances (*steps 9–12*):

1. Set up your religions and ethnic groups using the Religions page and Ethnic Group page.
2. Set up the default religions and ethnic groups for your employee’s using the Personal Data - Eligibility/Identity page.
3. Set up the rules by which the festive advance amounts are calculated using the Festive Advance Calc Rule (festive advance calculation rule) page.
4. Use the Festive Advance Pay Program page to group your festive advance payment rules to create the programs you’ll use to pay festive advances to your employees. You select the festive advance earnings and deductions that will be used in Global Payroll to pay and then recover the festive advance after posting.
5. Link your festive advance pay programs to specific job codes using the Job Code Table - Job Code Profile page.
6. Override any default festive advance set up for specific employees using the Job Data - Employment Information page, and specify a date from which the employee is eligible for festive advance.

7. Identify eligible employees and calculate the festive advance based on setup, rules, and type of festive holiday using the Festive Advance Calculation page. Festive advance amounts are stored in FA Payments Table.
8. Review and confirm festive advance calculations.
View, change and approve calculated festive amounts online using the FA Employee Details page and FA Pay Details page.
9. Post calculated festive advance amounts to Global Payroll by using the run control page.
The posting process (GPSG_FA_POST AE) enables you nominate the calendar to which the payments are to be posted, and to copy the festive advances from the FA Payments table into the Global Payroll Positive Input tables.
10. Festive advance earnings for each festive amount type enable you to pay the festive advance.
11. When an advance is paid, it is then added to the following two accumulators:
 - *FAD AC ADV AMT (Advance Amount Accumulator)* - Holds the amount paid and is cleared out when each advance is paid so that it only contains the value of the last paid advance.
 - *FAD AC FA BAL (Outstanding Balance Accumulator)* – Used to hold the outstanding balance and is also reduced by the payback deductions.
12. Customary festive advance payback deductions, corresponding to each of the festive advance types (and supporting elements) enable you to deduct Festive Advance amounts in subsequent pays. This enables you to recover the entire outstanding festive advance payments when an employee terminates.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Festive Advance

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Chapter 7, “Defining Deductions,” page 53

Posting and Unposting Festive Advance Payments

This section provides an overview of festive advance payment posting and unposting.

Understanding Festive Advance Payment Posting and Unposting

After you have reviewed the festive advance payment amounts in Human Resources, you can post the festive advances to Global Payroll. The GPSG_FA_POST AE (festive advance) posting process enables you nominate the calendar to which the payments are to be posted, and to copy the festive advances from the FA Payments table into the Global Payroll Positive Input tables. After payments are posted to Positive Input, the status of the festive advance payments is updated to prevent reposting. An unpost option included in the festive advance posting process also enables you to delete the posted advances from specified calendars on the Positive Input tables, provided the pay has not already been finalized.

Note. Only calendars that have not already been finalized are allowed. If the calendar is already calculated, iterative triggers are created.

On the Post/Unpost FA page, when the processing type is post, and the status is *Approved*, the GPSG_FA_POST AE (festive advance) posting process enables you to copy the festive advances from the FA_PAYMENT table into the Global Payroll Positive Input tables. If the calendar is open, and a trigger doesn't already exist, an iterative trigger (GP_ITER_TRGR) row is created and the FA_PAYMENT row status is updated to *Posted*.

When the processing type is Unpost, and the status is *Posted*, the unposting process changes the row status of the FA_PAYMENT table to *Approved*.

Page Used to Post and Unpost Festive Advance Payments

Page Name	Object Name	Navigation	Usage
Post/Unpost FA	GPSG_RC_FA_POST	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Post/Unpost Festive Advncs SGP	Run the Festive Advance Posting/Unposting process.

Paying Festive Advance Payments in Global Payroll

To pay the festive advances through Global Payroll, earnings elements are provided for each of the festive advance holiday types (Chinese New Year, Christmas, Deepavali and Hari Raya). The value of the earnings all come from positive input. You specify the earnings elements to be used for payment of the festive advances on the Festive Advance Pay Program page in Human Resources. To ensure you select appropriate earnings on this page, the system enables you to select only earnings with a category of *FA* (Festive Advance). All the elements created use this category. Separate earnings are provided for paying advances for each of the festive advance types and they are all set up identically.

Each of the festive advances (earnings) use the FAD FM ADVANCE post processing formula. Whenever an advance is paid, the formula adjusts the advance accumulator so it contains only the latest advance amount paid to the employee. The current value of the accumulator FAD AC ADV AMT is moved to variable FAD VR ADV CLR, which subtracts from the accumulator, effectively wiping out its current value.

The following festive advance earnings add to the FAD AC ADV AMT accumulator:

- CNY ADV — Chinese New Year Advances.
- DEEPAVALI AD — Deepavali Advances.
- XMAS ADV—Christmas Advances.
- HARI RAYA AD—Hari Raya Advances.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Festive Advance

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

[Chapter 7, “Defining Deductions,” page 53](#)

[Chapter 6, “Defining Earnings,” page 35](#)

Recovering Festive Advance Payments in Global Payroll

Global Payroll enables you to make the actual festive advance payments through the Global Payroll system. However, as festive advance payments are advances, they must then be recovered through deductions in the payroll system in subsequent pay periods. Separate customary deductions corresponding to each of the festive advance types and supporting elements enable you to deduct festive advance amounts in subsequent pays. This enables you to recover the entire outstanding festive advance payments when an employee terminates.

You specify the deduction elements to be used for the recovery of the festive advances on the Festive Advance Pay Program page in Human Resources. To ensure you select appropriate deductions on this page, the system enables you to select only deductions with a category of *FA* (Festive Advance). All the elements created use this category. Separate deductions are provided for recovering advances for each of the festive advance types and they are all set up identically.

The following festive advance deductions enable you to recover festive advance payments (subtracts from the FAD AC ADV AMT accumulator):

- CNY PBK — Chinese New Year Advance Recovery.
- DEEPAVALI PB — Deepavali Advance Recovery.
- XMAS PBK—Christmas Advance Recovery.
- HARI RAYA PB—Hari Raya Advance Recovery.

Note. Deductions are delivered to recover 100% of the advance in the following period. To spread it out you should change the percentage on the deduction.

Managing Festive Advance Recoveries

The following supporting elements control the processing of festive advance recoveries (payback):

1. When an advance is paid, it is added to two accumulators:
 - *FAD AC ADV AMT (Advance Amount Accumulator)* - Holds the amount paid and is cleared out when each advance is paid so that it only contains the value of the last paid advance.
 - *FAD AC FA BAL (Outstanding Balance Accumulator)* – Used to hold the outstanding balance and is also reduced by the payback deductions.
2. The amount for the payback deductions is based on the first accumulator (the amount of the last paid advance). Although, in the delivered rules, it is 100% of that amount, you can change this to spread the repayments as required.

Note. Accumulators are updated at the end of the process, so the pay back deduction is calculated based on the accumulators from the previous pay, not including any newly paid advance.

3. A post processing formula, FAD FM ADV LIMIT is used with all of the deductions to limit the deduction amount to the outstanding balance (the second accumulator, FAD AC FA BAL). If an employee's termination date falls within the current period, the post processing formula overrides the deduction amount with the entire outstanding balance so that the advance is always fully repaid on termination.
4. Formula FAD FM ADV PBCK checks first whether there is any outstanding advance to be repaid (in accumulator FAD AC FA BAL) and if there is, whether the current deduction is the one specified on the employees FA Program for paying it back. The outstanding balance is also checked in the FAD GC ADV PBCK generation control to save calculating when there is no advance to repay. An error message is generated if the gross pay is less than the amount to be deducted.

5. Array FAD AR PBCK DEDN loads the deduction code that is assigned to the employees FA Program / Holiday Type into variable FAD VR PBCK DEDN.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Festive Advance

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

Chapter 7, “Defining Deductions,” page 53

Chapter 6, “Defining Earnings,” page 35

CHAPTER 10

Printing and Viewing Payslips

This section discusses how to:

- Override payslip delivery options.
- Print payslips.
- View payslips online.

Overriding Payslip Delivery Options

The default delivery option for all payslips is the internal or external address that you selected when you defined your payslip template. You can set an effective-dated override of that default at the payee level to redirect the payslips to a different delivery option.

See Also

[Chapter 10, “Printing and Viewing Payslips,” Printing Payslips, page 121](#)

[Chapter 10, “Printing and Viewing Payslips,” Viewing Payslips Online, page 122](#)

[Chapter 5, “Setting Up Payslips,” page 27](#)

Page Used to Override Payslip Delivery Options

Page Name	Object Name	Navigation	Usage
Payee Payslip Override	GPSG_PSLP_PYE	Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Option SGP	Select an effective-dated delivery option for an individual payee that is different from the default on the payslip template.

Printing Payslips

To print payslips, you must run the Create Print Payslips process, then run the GPSGPYSL Job. The template that you defined controls the layout of the printed payslip.

You print payslips by Calendar Group ID. You can restrict the payslips printed from the pay run associated with the Calendar Group ID. You can print payslips for:

- An entire Calendar Group ID.

- Individual payees for the selected Calendar Group ID.
- Groups of payees in the selected Calendar Group ID by pay entity, paygroup, department, or location. The run control page has links to the options.

You can set up to three sort keys from the following options: Department, Employee Name, Location, Not Applicable, Pay Entity or paygroup. If you select Not Applicable the program print the payslips by employee ID.

The Print Payslips page launches a Job (GPSGPYSL) containing two processes in sequence:

1. The Structured Query Report (SQR) GPSGPY01 prints the payslip report and provides self-service related information for ePay if ePay is licensed.
2. The GP_EPAY Application Engine process uses the payslip report and self-service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

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

Important! When running the <name of job> Job, the following Type and Format options can be used with ePay: None and None (defaults to Web and PDF), Web and PDF, or File and PDF. If using File and PDF, do not use a custom output destination from the Process Scheduler Request page.

See Also

[Chapter 10, “Printing and Viewing Payslips,” Viewing Payslips Online, page 122](#)

[Chapter 5, “Setting Up Payslips,” page 27](#)

[Chapter 10, “Printing and Viewing Payslips,” Overriding Payslip Delivery Options, page 121](#)

Page Used to Print Payslips

Page Name	Object Name	Navigation	Usage
Create/Print Payslips SGP	GPSG_RUNCTL_PSLP	Global Payroll and Absence Mgmt, Payslips, Create/Print Payslips SGP	Create and print payslips.

Viewing Payslips Online

You can view an online version of the payslip by navigating to self-service, Payroll and Compensation, View Payslips. What you see online is based upon the layout defined in your payslip template, just as what you see on the printed payslip is based on the payslip template. This self-service transaction is part of our ePay application.

See Also

[Chapter 10, “Printing and Viewing Payslips,” Printing Payslips, page 121](#)

[Chapter 5, “Setting Up Payslips,” page 27](#)

[Chapter 10, “Printing and Viewing Payslips,” Overriding Payslip Delivery Options, page 121](#)

CHAPTER 11

Reporting Payroll Data

The payroll reports for Singapore are reports based on the core Global Payroll reports. They each report additional data or present data in a different way to meet Singapore reporting requirements.

This chapter discusses how to:

- Set up payroll report definitions.
- Run payroll reports for Singapore.

Setting Up Payroll Report Definitions

This section provides an overview of payroll report definitions.

Understanding Payroll Report Definitions

When you run the payroll register, reconciliation and pay components reports, you have the option to report earnings and deductions together or just accumulators or both. However, you might not want to always include all earnings and deductions or all accumulators. You can set up report definitions that control what is included or excluded. When you run the report, you can select the report definition that will give you the results you want.

Two templates (tables) , one for the exclusion of earnings/deductions, and the other for the inclusion of accumulators are provided on the Payroll Report Defns page. For ease of data entry, the page contains two grids, one for each of these templates. For each of the templates, a Report ID enables you to create different templates to hold the different combinations of earnings/deductions exclusion lists and accumulators inclusions lists, if necessary.

For example, you can create a Payroll Report ID that only contains earnings/deductions to be excluded and another Payroll Report ID that contains both the earnings/deductions to be excluded and the accumulators to be included. Then when you run the payroll reports, you nominate the appropriate Payroll Report ID on the run control.

Page Used to Set Up Payroll Report IDs

Page Name	Object Name	Navigation	Usage
Payroll Report Definitions	GPSG_PAY_REPT_DEFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payroll Reports Definition SGP	Enter earnings and deductions elements that are to be excluded, and the accumulator elements that are to be included from all of the Singapore payroll reports.

Running Payroll Reports for Singapore

This section provides an overview of the payroll reports processes.

Understanding Payroll Report Processes

Consider the following when generating payroll reports:

Payroll Register

The sort options are Department, Location and Payee. You can report earnings and deductions or accumulators or both (called “Sections”). You can also optionally enter a Payroll Report ID that you have previously set up. You can specify a payee population of all (payees), or selected paygroups or selected payees.

For pay entity you can specify a summary report only.

Payroll Reconciliation

You can include YTD values. The sort options are department and location. You can also specify whether you want to report earnings only, deductions only or both earnings and deductions (called “Sections”). You can also optionally enter a Payroll Report ID that you have previously set up. You can specify a payee population of all (payees) or paygroups.

For pay entity you can specify a summary report only.

Payroll Components

The sort options are department, location and payee. You can also specify whether you want to report earnings only, deductions only or both earnings and deductions (called “Sections”). You can also optionally enter a Payroll Report ID that you have previously set up. You can specify the element population of all (elements in the section) or selected elements. The Payroll Report ID option and the Select Earn/Dedn Element option are mutually exclusive. This means that you can only choose one of these two options.

For pay entity you can specify a summary report only.

Pages Used to Run Payroll Reports for Singapore

Page Name	Object Name	Navigation	Usage
Payroll Register	GPSG_RC_PY11	Global Payroll & Absence Mgmt, Absence and Payroll Processing Reports, Payroll Results Register SGP	Create the report for a whole calendar group, or a specific pay entity in which case you set the from and to dates.
Payroll Reconciln	GPSG_RC_PY12	Global Payroll & Absence Mgmt, Absence and Payroll Processing Reports, Reconciliation SGP	Create the report for a whole calendar group, or a specific pay entity in which case you set the from and to dates.
Payroll Components	GPSG_RC_PY13	Global Payroll & Absence Mgmt, Absence and Payroll Processing Reports, Pay Components SGP	Create the report for a whole calendar group, or a specific pay entity in which case you set the from and to dates.

See Also

Appendix A, “Global Payroll for Singapore Reports,” Global Payroll for Singapore General Reports, page 181

CHAPTER 12

Running Banking and Recipient Processes

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

- Manage the Singapore banking process flow.
- Manage electronic fund transfers.
- Generate recipient payment report files.
- Report net payment.

Understanding Banking and Recipient Processing

As part of Global Payroll for Singapore, we support net payment (employee salary) direct deposits and recipient payments, using the electronic file (GIRO) format. Banking and recipient processing functionality enables you to:

- Run an EFT file creation process to generate a file that includes employee salaries (net payments) and recipient payments. Net amounts and recipient payments are calculated by the core banking process and stored in the GP PAYMENT result table.
- Generate data for the purpose of delivering deduction details to the recipient. The program extracts payment information directly from the GP PAYMENT result table, to create the GIRO file.
- As recipients pay a commission to the pay entity, you can choose whether you would like the commission to be taken out of the recipient payment.
- To keep track of your banking and recipient processing, you can generate a report containing information on amounts transferred to employee accounts (Net Payment Report) and another report containing details of amounts collected from employees on behalf of a recipient (Recipient Report).

Note. In this section a provider and a recipient, unless otherwise mentioned, are the same thing.

Understanding Bank Accounts for Singapore

The following validation occurs when adding bank accounts for Singapore:

- Bank IDs must be 4 numeric characters and the bank must be on the Bank Table (BANK_EC_TBL).
- Branch codes must be 3 numeric characters. They are validated against the bank branch table (BANK_BRANCH_TBL).
- Bank account numbers must be no more than 11 numeric characters and there is no validation.

See Also

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

[Chapter 4, “Setting Up Banking and Recipient Processing,” page 21](#)

[Chapter 12, “Running Banking and Recipient Processes,” Managing Electronic Fund Transfers, page 130](#)

[Chapter 12, “Running Banking and Recipient Processes,” Generating Recipient Payment Report Files, page 132](#)

Managing the Singapore Banking Process Flow

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

Global Payroll manages the banking process as follows:

1. Run the payroll process using Global Payroll.

This provides the payment data for the banking process.

2. Run the Global Payroll banking process.

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

3. Using Global Payroll for Singapore, run the Create EFT Payment File SGP process (Application Engine process GPSG_EFT_GIR), which populates the GIRO file used for electronic fund transfer.

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

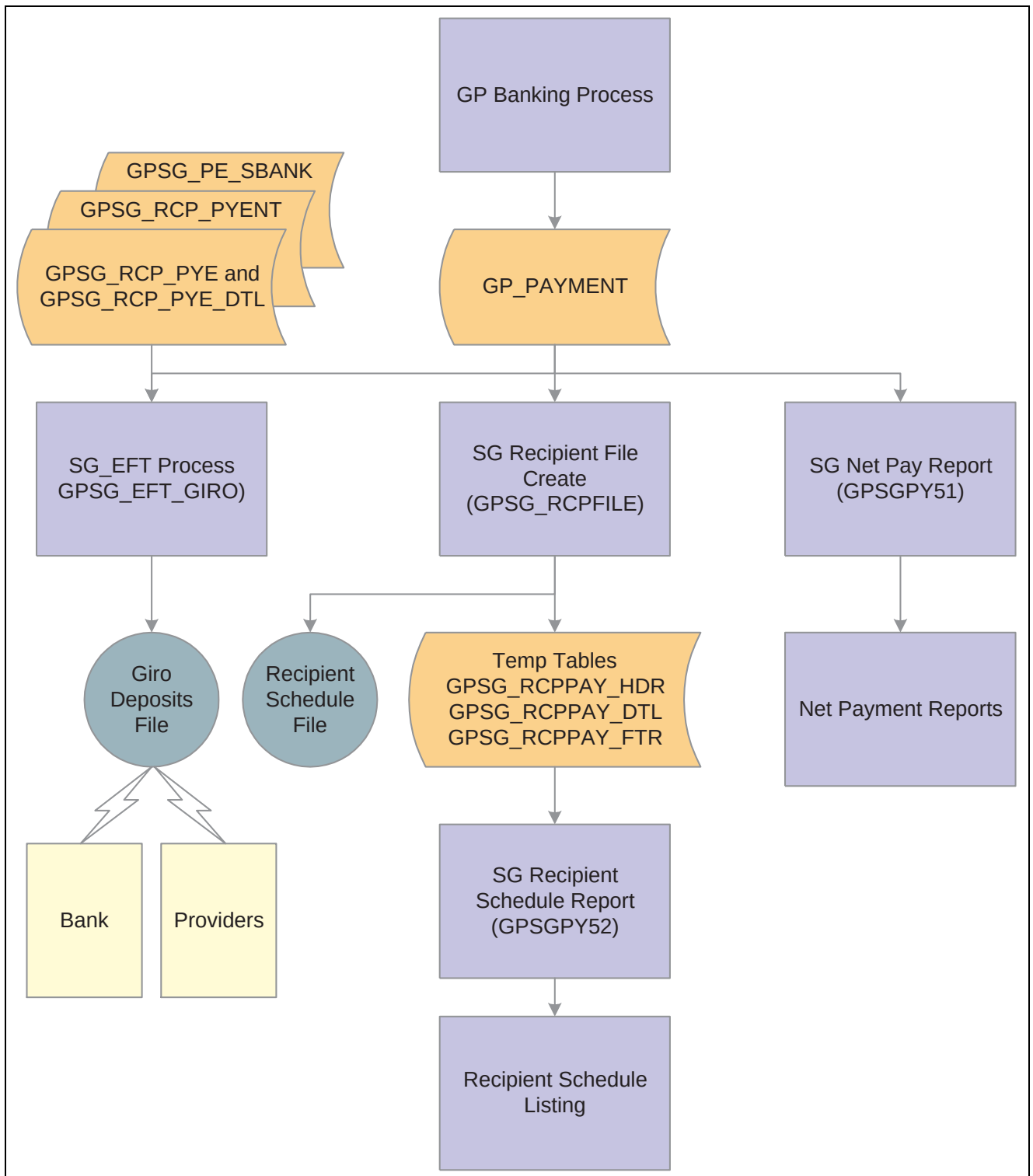
- Payment status: *F* (finalised).
- Payment type: *01* (net pay distribution).
- Payment method: *T* (bank transfer).
- Currency code: SGP.

Note. The Source Bank in the GP_PAYMENT rows selected must have 'GIRO' as its EFT Domestic otherwise those GP_PAYMENT rows will not be selected (even though it satisfies the 4 previous bullet points).

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

Note. You must run the banking process before the GIRO file generation process.

The following diagram shows the process flow for banking and recipient processing:



Banking and Recipient Processing

See Also

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

[Chapter 4, “Setting Up Banking and Recipient Processing,” page 21](#)

[Chapter 12, “Running Banking and Recipient Processes,” Managing Electronic Fund Transfers, page 130](#)

[Chapter 12, “Running Banking and Recipient Processes,” Generating Recipient Payment Report Files, page 132](#)

Managing Electronic Fund Transfers

This section provides an overview of electronic fund transfers, and discusses how to create an electronic fund transfer file.

Understanding Electronic Fund Transfer

The system creates the Singapore standard GIRO deposits file using a process that gives you multiple options that control what the file contains. The process creates a separate GIRO file for each source bank account referenced in the processing. The files are named EFTxxxx999.GIRO where xx is the 4 digit bank ID and 999 is a sequence number. Your options for the content of a file are:

- Net pay only.
- Recipient payments only.
- Net pay and recipient payments.

Note. You must have prepared or finalized your banking process (GP_PMT_PREPARE) before you can create the GIRO file. After the GIRO file is created, the system changes PMT_STATUS on GP_PAYMENT from F (Finalized) to T (Transferred).

An Application Engine program, GPSG_EFT_GIRO , extracts the salary data from the GP_PAYMENT table and creates the GIRO file for transmission to the bank. You can create files for net pay only, recipient payments only, both net pay and recipient pay, or for specific deductions.

See Also

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

[Chapter 4, “Setting Up Banking and Recipient Processing,” page 21](#)

[Chapter 12, “Running Banking and Recipient Processes,” Generating Recipient Payment Report Files, page 132](#)

Page Used to Create the GIRO File

Page Name	Object Name	Navigation	Usage
Electronic Funds Transfer	GPSG_EFT_GIRO_RC	Global Payroll and Absence Mgmt, Payment Processing, Create EFT Payment File SGP	Enter the parameters for the electronic file creation.

Creating the Electronic Funds Transfer (EFT) GIRO File

Access the Electronic Funds Transfer page.

Electronic Funds Transfer

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

*Payment Type:
*Deposit Date:

Net Pay Distributions

Calendar Group ID:

Recipient Payments

Pay Entity:

Debit Date:

*Recipient Selection:

Deduction:

Details

Customize | Find |

First 1 of 1 Last

	Recipient ID	Recipient Name		
1			+	-

Income/Deductions page (2 of 2)

Payment Type

Select from *Net Pay Distributions Only*, *Net Pay and Recipients* or *Recipient Deductions Only*.

The EFT the system creates contains data only for payments of the type specified.

Deposit Date

This is the date of the actual transfer of funds and the date they are deposited with the bank. The date is written to the GIRO header. It is normally the same as the payment date on the pay calendar but you may need to change it if the payment date is not a business date. The date cannot be in the past.

Net Pay Distributions

Calendar Group ID

Enter the ID for the calendar group for which you want the system to extract payee net pay data. You can only select calendars for which the banking process is finalized. You do not need a Calendar Group ID for the *Recipient Deductions Only* payment type.

Recipient Payments

Pay Entity

When you set up deduction recipient data, you specify a pay entity as part of the payment details. It is where you specify commission details and your Group Number. You do not need a pay entity for net pay distributions only.

Debit Date	The system extracts recipient payments where the debit date is equal to the recipients deposit schedule. If the recipient does not have a deposit schedule the system extracts payments using the debit date without reference to a deposit schedule.
Recipient Selection / Deduction	The system includes payments according to these rules (and according to the debit date and its rules): <i>All Recipients:</i> Payments for <i>all deductions</i> for all recipients according to the debit date rules. <i>Selected Deduction:</i> Payments for all recipients for the (single) selection you make in the Deduction field. <i>Selected Recipients:</i> Payments for all deductions for the recipients you select in the Recipient ID field.

See Also

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

Chapter 4, “Setting Up Banking and Recipient Processing,” page 21

Chapter 12, “Running Banking and Recipient Processes,” Generating Recipient Payment Report Files, page 132

Generating Recipient Payment Report Files

This section provides an overview of recipient payment report files, and discusses how to create recipient payment electronic files and reports.

Understanding Recipient Payment Report Files

It is common for organizations to transmit a file to a recipient so they can update their records. For example, an organization may pay a recipient weekly and at the end of the month deliver a file with all the payment details. Recipients generally specify the information they want and the report file layout. After you have created the file layout, link it to the recipient in the Deduction Recipient page.

The process creates a separate flat file for each recipient/group ID/Pay Entity/Pay Date combination. The files are named xxxxxx99.TXT where xxxxxx is the recipient ID and 99 is a sequence number.

We have supplied a sample file layout, GPSG_RCPNT_FILE. Application Engine, GPSG_RCPFILE, gets the file layout which is stored on the Deduction Recipient page.

Note. This electronic file depends upon the prior running of Application Engine, GPSG_EFT_GIR for recipients.

See Also

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

Chapter 4, “Setting Up Banking and Recipient Processing,” page 21

Chapter 12, “Running Banking and Recipient Processes,” Managing Electronic Fund Transfers, page 130

Page Used to Create Recipient Payment Electronic Files and Reports

Page Name	Object Name	Navigation	Usage
Recipient File - Electronicl	GPSG_RUNCTL_RCP_FL	Global Payroll and Absence Mgmt, Payment Processing, Create Recipient File SGP	Enter the parameters for generating recipient payment files.

Creating the Recipient Payment Electronic Files and Reports

Access the Recipient File - Electronicl page.

Recipient File - Electronicl

Run Control ID: 12 [Report Manager](#) [Process Monitor](#) **Run**

*Debit Date: 11/10/2004 *Payment Date: 11/10/2004

*Recipient Selection: Selected Recipients

Deduction:

Details		Customize	Find	First	1 of 1	Last
	Recipient ID	Recipient Name				
1						

Recipient File - Electronicl page

Debit Date

The system extracts recipient payments where the debit date is equal to the recipients deposit schedule. If the recipient does not have a deposit schedule the system extracts payments using the debit date without reference to a deposit schedule.

Payment Date

This the date, passed to the file header, that the bank passed the payment to the recipient.

Recipient Selection / Deduction

Select from: *All Recipients*, *Selected Deduction*, or *Selected Recipients*. You select only one deduction but multiple recipients for the second and third options.

Reporting Net Payment

This section provides an overview of reporting net payment, and discusses how to view the Net Payment Report.

Understanding Net Payment Reports

The Net Payment Report, GPSGPY51 SQR is a listing of all the net payments generated by the core Global Payroll core banking process. You enter the calendar group ID you want to report on and specify if you want payee level detail or just a summary.

The Net Payment Report extracts data from the GIRO Transaction Table, the Header Table, from Personal Data, and from Job.

See Also

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

Chapter 4, “Setting Up Banking and Recipient Processing,” page 21

Chapter 12, “Running Banking and Recipient Processes,” Managing Electronic Fund Transfers, page 130

Chapter 12, “Running Banking and Recipient Processes,” Generating Recipient Payment Report Files, page 132

Page Used to Create Net Payment Report

Page Name	Object Name	Navigation	Usage
Net Payment Report	GPSG_NET_PAY_RC	Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report SGP	Enter the parameters for generating Net Payment Report. Choose detail or summary reporting.

Creating a Net Payment Report

Access the Net Payment Report page

Net Payment Report

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

Language:

*Calendar Group ID:

*Report Level:

Net Payment Report page

CHAPTER 13

Using the General Ledger Interface

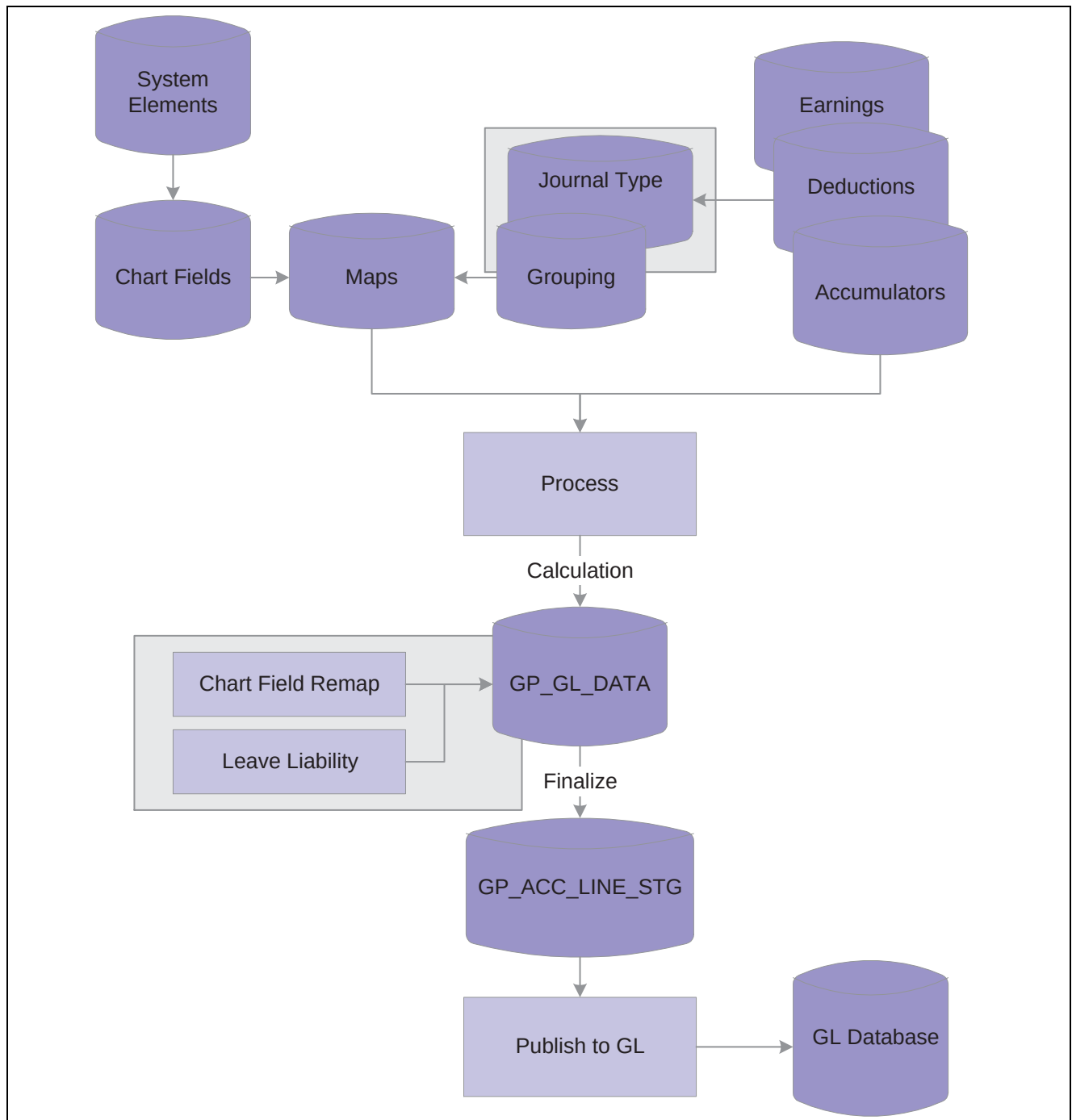
This chapter discusses how to:

- Process payroll data to GLI.
- Link journal types to GL groupings.
- Calculate accrued salary, bonus and GST.
- Calculate leave liability.
- Report leave liability and absence history.
- Run the GLI processes.
- Remap chartfields after calculation.

Processing Payroll Data to GLI

The following diagram represents the processing of payroll data for the GLI. The selected check box options represent the options on the processing page.

Note. The Leave Entitlement option updates data in the GP_GL_DATA table for inclusion in the output to the GLI.



Singapore GLI Processing

See Also

[Chapter 13, “Using the General Ledger Interface,” Reporting Leave Liability and Absence History, page 139](#)

[Chapter 13, “Using the General Ledger Interface,” Linking Journal Types to GL Groupings, page 137](#)

[Chapter 13, “Using the General Ledger Interface,” Running the GLI Processes, page 142](#)

[Chapter 13, “Using the General Ledger Interface,” Remapping ChartFields after Initial Calculation, page 144](#)

Linking Journal Types to GL Groupings

This section provides an overview of journal type and GL grouping links.

Understanding Journal Types to GL Grouping Links

You report payroll data to the general ledger by journal type by linking a journal type to a general ledger grouping.

Link journal types to groupings on the Journal Type page. A grouping comprises entry types of earnings, deductions, or segment accumulators. There are five delivered journal types: Salary, Accrual, , Employee Entitlements, Statistical and Terminated EE's (employee's) Entitlement.

Note. The Leave Entitlements Application Engine selects data for inclusion into the GPSG_LEAVE_LIAB record (from GP_GL_DATA) by the flags for journal types Employee Entitlement and Terminated EE's Entitlement. Therefore, any organization needing to resolve leave entitlement calculations within the Leave Entitlement phase of the GL Interface process needs to select a journal type for each GL grouping code associated with GL Liability earnings codes.

The following table is an example set up.

Grouping Code	Element	Journal Type
Accrual	GLI Accrual (segment accumulator)	Accrual
Earnings	SGP GROSS (segment accumulator)	Salary
Entitlements	LIAB ANN DYS (earnings)	Employee Entitlement
Termination	LIAB TER DYS (earnings)	Terminated Annual Liab Days

Page Used to Link Journal Types to GL Groupings

Page Name	Object Name	Navigation	Usage
Journal Type	GPSG_JOURNAL_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Journal Type SGP	Attach one journal type to each general ledger grouping.

See Also

[Chapter 13, “Using the General Ledger Interface,” Reporting Leave Liability and Absence History, page 139](#)

[Chapter 13, “Using the General Ledger Interface,” Running the GLI Processes, page 142](#)

[Chapter 13, “Using the General Ledger Interface,” Remapping ChartFields after Initial Calculation, page 144](#)

Calculating Accrued Salary, Bonus and GST

The following earnings (contained in the EARNINGS-GLI section) are provided to calculate the current value of leave entitlements. They are all for use by the GL only and should not add to gross or net accumulators. The earnings are not paid but are used for general ledger interface reporting of annual leave liability and their reversal of liabilities on termination:

- **LIAB ANN DYS** — This is the leave liability earnings for the standard annual leave entitlement in days.
- **LIAB TER DYS** — This is the leave liability earnings used for reversing the liability on termination.
- **SAL ACCRUAL** — This is the salary accrual earnings used to accrue a percentage of earnings. For reporting accrued salary where the pay period end is earlier than the financial period. You decide what percentage to accrue using GLI VR ACCRUAL PCT.
- **GST**— In Singapore GST is aggregated for certain earnings and deductions and interfaced to GL. You can set up a GST percentage and then select the earnings and/or deduction codes that the GST percentage would be calculated on. This is the GST aggregated for certain earnings and deductions.
- **BON ACCRUAL**— In Singapore, there are two types of bonus paid to employees as an added incentive—contractual and non-contractual. This is the bonus accrual earnings used to accrue a percentage of a contractual bonus.
- **BONUS ACCRL**—In Singapore, there are two types of bonus paid to employees as an added incentive—contractual and non-contractual. This is the bonus accrual earnings used to accrue a percentage of a non-contractual bonus.

Note. If the end date of the last pay period in a month is before the end of the accounting period, you can send a percentage of total salary as the accrued costing for the “gap” between the two dates. The value sent to GL is reversed by the Financials system the following month and replaced by actual costings.

See Also

Chapter 6, “Defining Earnings,” Calculating Earnings for GLI Reporting, page 50

Calculating Leave Liability

The amount of leave an employee is owed needs to be costed as a liability in the general ledger. For leave liability reporting, we have set up earnings that store the monetary value of each employee’s leave entitlement. The earnings are not paid as earnings because they do not contribute to SGP GROSS. This is made clearer by having them in a section of their own after the other earnings sections.

Because the GLI flat file only requires the difference between the liability for the last pay period and the current pay period, this is what the Application Engine (AE) leave liability process calculates and passes to GP_GL_DATA

If an employee has terminated, the stored value of his processed liability has to be reversed out from the GL, since it is no longer a liability.

Reversing Leave Liability on Termination

LIAB TER DYS is the leave liability earnings used for reversing the liability on termination.

This earning element uses an Amount calculation rule where the amount is derived from earnings LIAB ANN DYS. Generation control CMN GC TERM STAT checks for terminated employees only using formula CMN FM TERM STAT. Formula CMN FM TERM STAT checks whether the employee is currently terminating (their termination date is in this segment, or in the past and was entered in the current period). The termination leave liabilities are to be calculated only when an employee terminates, so that they reverse any remaining liabilities in the GL.

LIAB TER DYS contributes to the LIAB TER DYS_FPTDA accumulator.

If an employee is terminated, their leave balance liability earnings value becomes the termination liability earnings for reversal.

See Also

Chapter 6, “Defining Earnings,” Calculating Earnings for GLI Reporting, page 50

Reporting Leave Liability and Absence History

This section provides an overview of leave liability and absence history, and discusses how to:

- Calculate annual leave for accrual in days.
- Calculate annual leave liability for reversal on termination.
- Calculate salary accrual earnings.
- Calculate GST accrual earnings.
- Calculate bonus accrual earnings.
- Reverse leave liability when the cost centre changes.

Understanding Leave Liability and Absence History

The data that the report process extracts for leave liability reporting can be transferred to the general ledger through the GLI.

The reports and the interface depend upon data that is created the same way as any other data that’s used for reports, the GLI—by the use of Global Payroll rules

Note. In this section, unless otherwise stated, “reported” means printed on a report and available for transfer to GLI.

Liability and absence history are calculated and reported to assist in the administration of employee absences and leave. They are used to identify trends in absence and for costing purposes.

Liability is reported for annual leave accrued in days. The values are calculated as earning LIAB ANN DYS. This earning does not contribute to accumulator SGP GROSS.

When you run the liability report, the parameters include the element category. Earning LIAB ANN DYS is category ANN. The category value is assigned as a variable entered as a supporting element override for each earnings.

Note. The term “pro rata” refers to accrued leave that the payee may or may not be entitled to take. Pro rata becomes entitlement on an anniversary, usually of the payee’s hire date. Entitlement refers to leave that the payee is entitled to take and that may have previously been pro rata leave. We make this distinction in this documentation because both entitlement and pro rata (as we have just defined them) are called “entitlement” in the system.

Pages Used to Report Leave Liability and History

Page Name	Object Name	Navigation	Usage
Leave Liability	GPSG_RC_LVELIAB	Global Payroll & Absence Mgmt, Absence and Payroll Processing Reports, Leave Liability SGP	Specify the population of employees you want to report the leave liability for. You can specify an as of date and you can report by element category.
Absence History Report	GPSG_RC_ABS_HIST	Global Payroll & Absence Mgmt, Absence and Payroll Processing Reports, Leave History SGP	Specify the population of employees you want to report the history of. You can specify an absence type and the period to be reported. You can set up to 3 sort orders.

Calculating Annual Leave for Accrual in Days

The calculation rule for LIAB ANN DYS is Unit x Rate where:

Unit = Accumulator ANN GENL ENT_BAL

Rate = DAILY RT

Leave liabilities are to be calculated at the end of each month for active employees, or when an employee terminates. Generation control GLI GC LIAB checks this by using the following formulas:

- CMN FM MTH END — Checks that it is the last segment of the last pay for the month, and the employee is active.
- TER FM TERM CHECK— Checks if the employee is terminating in this pay.
- GLI FM LST PRD/SEG — Checks if it’s the last segment of the month.
- CMN FM TERM STAT — Checks whether the employee is currently terminating (their termination date is in this segment, or in the past and was entered in the current period). The termination leave liabilities are to be calculated only when an employee terminates, so that they reverse any remaining liabilities in the GL.

LIAB ANN DYS contributes to the LIAB ANN DYS_FPTDA accumulator.

Calculating Annual Leave Liability for Reversal on Termination

The calculation rule for LIAB TER HRS is Amount where:

Amount = Earnings LIAB ANN DYS

Generation control CMN GC TERM STAT checks for terminated employees only using formula CMN FM TERM STAT. Formula CMN FM TERM STAT checks whether the employee is currently terminating (their termination date is in this segment, or in the past and was entered in the current period). The termination leave liabilities are to be calculated only when an employee terminates, so that they reverse any remaining liabilities in the GL. There is no proration.

LIAB TER DYS contributes to the LIAB TER DYS_FPTDA accumulator.

Calculating Salary Accrual Earnings

The calculation rule for SAL ACCRUAL is Base x Percentage where:

Base = Accumulator SGP GROSS

Percentage = Variable GLI VR ACCRUAL PCT

Variable GLI VR ACCRUAL PCT enables you to enter the percentage to be accrued. You add the variable as a calendar supporting element override on the last calendar for the month so the variable's override levels should be set to pay calendar. The value of the variable varies according to the gap between the end of the pay period and the end of the financial period. You enter the value on the Pay Calendar SOVR's page as it will depend on the number of days between the end of the pay period and the end of the month. So, the Override Level for Pay Calendar should be ticked.

Accruals need to be calculated only in the last segment of each month and only for active employees. Generation control GLI GC ACCRUAL therefore includes the formula GLI FM LST PRD/SEG which returns a value that determines whether to pay the SAL ACCRUAL earning.

SAL ACCRUAL contributes to the SAL ACCRUAL_FPTDA accumulator.

Calculating GST Accrual Earnings

The calculation rule for GST is Base × Percent where:

Base = Accumulator SGP GST

Percentage = Variable GST VR PCT

The SGP GST accumulator accumulates earnings and deductions that are subject to GST. Members include MEAL and TRANSPORT earnings.

You use variable GST VR PCT to enter the percentage to be calculated for GST. The same percentage will be used across the company, so the value will be entered on the Pay Entity SOVR's page. The Override Level for Pay Entity should be ticked.

Generation control GLI GC ACCRUAL, using formula GLI FM LST PRD/SEG checks the last segment of each month and only for active employees.

GST contributes to the GST_FPTDA accumulator.

Calculating Bonus Accrual Earnings

The calculation rule for BON ACCRUAL is Base × Percent where:

Base = Accumulator SGP GROSS

Percentage = Variable BON VR ACCRUAL PCT

You use variable BON VR ACCRUAL PCT to enter the percentage to be accrued for bonus. The same percentage will be used across the company, so the value will be entered on the Pay Entity SOVR's page. The Override Level for Pay Entity should be ticked.

Accruals need to be calculated only in the last segment of each month and only for active employees. Generation control GLI GC ACCRUAL therefore includes the formula GLI FM LST PRD/SEG which returns a value that determines whether to pay the BON ACCRUAL earning.

BON ACCRUAL contributes to the BON ACCRUAL_FPTDA accumulator.

Calculating Non-Contractual Bonus Earnings

The calculation rule for BONUS ACCRL is $\text{Base} \times \text{Percent}$ where:

Base = Accumulator SGP GROSS

Percent = Variable BON VR NON-ACC PCT.

You use variable BON VR NON-ACC PCT to enter the non-contractual bonus accrual percentage. The same percentage will be used across the company, so the value will be entered on the Pay Entity SOVR's page. The Override Level for Pay Entity should be ticked.

Accruals need to be calculated only in the last segment of each month and only for active employees. Generation control GLI GC ACCRUAL therefore includes the formula CMN FM LST PRD/SEG which returns a value that determines whether to pay the BONUS ACCRL earning.

BONUS ACCRL contributes to the BONUS ACCRL_FPTDA accumulator.

Reversing Leave Liability When the Cost Centre Changes

The leave entitlements Application Engine program checks to see if there is a change of chartfield for each employee—where chartfields represent cost centres such as department and paygroup. When the program detects a change, it reverses the liability from the centre storing the processed liability and sends the full amount of the new (unprocessed) liability (not the difference) to the new cost centre.

See Also

[Chapter 13, “Using the General Ledger Interface,” Linking Journal Types to GL Groupings, page 137](#)

[Chapter 13, “Using the General Ledger Interface,” Running the GLI Processes, page 142](#)

[Chapter 13, “Using the General Ledger Interface,” Remapping ChartFields after Initial Calculation, page 144](#)

Running the GLI Processes

This section provides an overview of the GLI processes, and discusses how to run the General Ledger processes.

Understanding GLI Processes

The Calculate phase of GLI processing populates the GP_GL_DATA table. The Leave Entitlement process uses the Application Engine program GPSG_LV_LIAB to compare previous entitlement liability to current entitlement liability and load the difference into GP_GL_DATA. After you have updated the GP_GL_DATA table, you can complete the standard core GLI process by running Finalize.

You can also run an Application Engine process -(GPSG_GL_MAP) that updates chartfields in GP_GL_DATA. The program selects and updates the necessary GP_GL_DATA records with specified chartfield overrides. When you run the GL interface finalize process, the data is summarized using your chosen (remapped) chartfields for correct account mapping.

Note. You need to have already finalized your payroll to get up-to-date entitlement balances—upon which the liability calculation is based—for annual leave.

Pages Used to Run the GLI Processes

Page Name	Object Name	Navigation	Usage
General Ledger Run Control	GPSG_GL_PREPARE	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Send Costs to GL SGP	Initiate the processes for calculation of GL data, leave liability, chartfield remapping and finalization the GLI and statistical data updating.
Ledger Transaction	GPSG_GL_INQUIRY	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Review GL Costing Info SGP	View GL cost data.

Running the General Ledger Processes

Access the General Ledger Run Control page

General Ledger Run Control

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

Run

Payroll Run

*Calendar Group:
Stream Number:
*Posting Date: 11/10/2004

Process Streams

Processing Phases and Options

☐ Calculate
☐ Chart Field Remap
☐ Leave Liability
☐ Finalize
☐ Update Statistics

Streams

Customize | Find | First 1 of 1 Last

Stream	Calculate	Chart Remap	Leave Ent
1	☐	☐	☐

Calendar List

Customize | Find | First 1 of 1 Last

Pay Group	Calendar ID	Payment Date

General Ledger Run Control page

Processing Phases and Options

Chart Field Remap

Select this check box to enable the chartfield remap application program when running the General Ledger process. This run control page enables you to run an Application Engine process -(GPSG_GL_MAP) that updates chartfields in GP_GL_DATA. The program selects and updates the necessary GP_GL_DATA records with specified chartfield overrides. When you run the GL interface finalize process, the data is summarized using your chosen (remapped) chartfields for correct account mapping.

Note. The differences between this page and the page you access through Compensate Employees, Manage Payroll Process, Process (GP_GL_PREPARE) is the additional processing phase option of Leave Liability and ChartField Remap.

Running The ChartFields Remapping Process

The ChartField remapping process achieves the following:

- Uses specified chartfield overrides and updates the GP_GL_DATA records.
- Enables the GL interface finalize process to correctly summarize transactions using your chosen combination of chartfields, grouping codes and account values.

You run the new Application Engine program as part of the standard General Ledger Interface process in the following sequence:

1. Ensure GL Calculate phase is complete.
2. Execute new Application Engine process to perform department remapping.
You run the remap before the leave entitlement process. If you alter the remap you must always re-run the calculate process. You can't re-run the remap process until you have run the calculation process.
3. Ensure GL Leave Entitlement phase is complete.
4. Execute GL Finalize process.

Note. This process runs as a separate process and is not integrated into existing Application Engines. In this way, it does not impact on the existing General Ledger Interface.

See Also

[Chapter 13, "Using the General Ledger Interface," Reporting Leave Liability and Absence History, page 139](#)

[Chapter 13, "Using the General Ledger Interface," Linking Journal Types to GL Groupings, page 137](#)

[Chapter 13, "Using the General Ledger Interface," Remapping ChartFields after Initial Calculation, page 144](#)

Remapping ChartFields after Initial Calculation

This section provides an overview of ChartField remapping after initial calculation, and discusses how to remap ChartFields.

Understanding ChartField Remapping after Initial Calculation

Global Payroll for Singapore enables you to define chartfield remapping data used during the General Ledger (GL) interface process and post payroll costs to differing levels of chartfields based on GL groupings codes or accounts. You can use the GL ChartField Remap page to set up GL chartfield parameters that enable you to re-map default chartfields after you run the initial calculate process. For example, you may have a requirement that a higher level of chartfields is attached to each of your account codes. Instead of using multiple departments for each account code, you may require one global chartfield level, which covers all departments.

Page Used to Remap ChartFields After Initial Calculation

Page Name	Object Name	Navigation	Usage
GL ChartField Remap	GPSG_GL_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, GL ChartField Remapping SGP	Set up GL chartfield parameters that enable you to re-map chartfields after you run the initial calculate process. You can configure and maintain GL remapping data. Enables you to set up different levels of chartfields based on GL groupings codes or accounts.

Remapping ChartFields

Access the GL ChartField Remap page.

GL Chartfield Remap

Pay Entity: KSSGPBI Singapore Business Institute

Business Unit: SGP01 Singapore Business Unit

General Ledger Unit: SGP01

Chartfields

Find | View All First 1 of 1 Last

*Effective Date: 11/04/2002

Chartfields to be passed to GL

DEPTID ☒

GP PAYGROUP ☒

Chartfield Transformations

Customize | Find | View All First 1-4 of 4 Last

Chartfields

Transformed Values

	SeqNum	Account	Grouping Code	DEPTID	GP PAYGROUP		
1	1	200000	EARNINGS	10000		+	-
2	2	200500	EARNINGS	13000		+	-
3	3	201500	EARNINGS	15000		+	-
4	4	201600	EARNINGS	11000		+	-

GL ChartField Remap— ChartFields page

ChartFields

ChartFields represent attributes of a payee, such as department, company, or employee ID. When you send a payee’s earnings, deductions, or accumulator amounts to PeopleSoft Enterprise General Ledger, you can also transmit the values that associated with your specific combination of ChartFields for the payee.

ChartFields to be passed to GL

A field appears for each chartfield you have set up on the ChartField page in Global Payroll. Use the specific chartfields check boxes to choose not to send your specific chartfields to the General Ledger. During mapping, chartfields can be used to cost to different account codes. You can then choose not to send the chartfields to the General Ledger and only send the values to the accounts. When integrating Global Payroll with General Ledger, you can remap ChartField values to a business unit's general ledger (GL) account numbers. To enter the new, remapped chartfield value, use the Transformed Values tab.

Transformed Values

The default chartfields values display in the fields on the ChartFields tab. To remap the default settings, select the new values on the Transformed Values tab.

Chartfield Transformations						
Chartfields		Transformed Values				
	Account	Grouping Code	DEPTID	GP PAYGROUP		
1	200000	EARNINGS	21500		+	-
2	200500	EARNINGS	25000		+	-
3	201500	EARNINGS	27000		+	-
4	201600	EARNINGS	ALL DEPTS		+	-

GL ChartField Remap—Transformed Values page

Account

This is the General Ledger Account number to which your chartfields and grouping codes will map.

Grouping Code

Select the code to map to the General Ledger account. This is the Grouping Code for the elements that are included in the General Ledger transfer. A grouping comprises entry types of earnings, deductions, or segment accumulators. Elements must be in groups before they can be processed by General Ledger. Instead of entering earnings individually, you bundle them into one accumulator and create a grouping code for that accumulator.

See Also

[Chapter 13, “Using the General Ledger Interface,” Reporting Leave Liability and Absence History, page 139](#)

[Chapter 13, “Using the General Ledger Interface,” Linking Journal Types to GL Groupings, page 137](#)

[Chapter 13, “Using the General Ledger Interface,” Running the GLI Processes, page 142](#)

CHAPTER 14

Administering Central Provident Fund Contributions

This section provides an overview of the administration of Central Provident Fund (CPF) contributions for Singapore and discusses how to:

- Calculate statutory CPF deductions.
- Understand CPF calculation fundamentals.
- Set up and manage employee and employer CPF details.
- Calculate CPF contributions.
- Calculate other CPF contributions.
- Set up and manage additional CPF details.
- Run CPF reports.

Understanding Administering Central Provident Fund Contributions

PeopleSoft supports the administrative and reporting requirements of Central Provident Fund (CPF) administration and maintenance and provides:

- Support for employee and employer payments to a nominated CPF or other fund or levy (including such funds as MBMF, CDAC, and ECF) in accordance with the calculation of eligibility rules for CPF legislation.
- The calculation of monthly CPF contributions on ordinary and additional wages according to CPF rate schedules for government and non-government employees.
- The calculation of other contributions collected by the CPF Board according to the required rate schedules.
- The identification and management of unique company and employee identifiers.
- Recalculation and adjustment of CPF contributions at year end using actual wages for the year.
- Additional CPF contributions to be taken from the final pay.
- A process that creates a file containing all CPF contributions for a month for submission to the CPF Board via the CPF PAL Internet facility and CPF/IRAS Line.
- Reports to support administrative reporting in accordance with CPF requirements.

Monthly CPF Schedule reports provide listings of all CPF contributions and other deductions that can be submitted to the CPF Board each week.

See Also

Chapter 14, “Administering Central Provident Fund Contributions,” Using CPF Calculation Fundamentals, page 153

Chapter 14, “Administering Central Provident Fund Contributions,” Setting Up and Tracking Employee and Employer CPF Details, page 156

Chapter 14, “Administering Central Provident Fund Contributions,” Calculating CPF Contributions, page 159

Chapter 14, “Administering Central Provident Fund Contributions,” Calculating Other CPF Contributions, page 163

Chapter 14, “Administering Central Provident Fund Contributions,” Setting Up and Managing Additional CPF Details, page 166

Chapter 14, “Administering Central Provident Fund Contributions,” Running CPF Reports and Files, page 167

Chapter 7, “Defining Deductions,” page 53

Common Elements Used in This Chapter

CPF

The Central Provident Fund (CPF) is a compulsory savings scheme for employees. It was constituted in 1955 with the objective of providing financial security for workers in their retirement. Over the years, schemes have been introduced to allow CPF savings to be used for home ownership, life insurance, medical insurance, hospitalization expenses, approved investments and education at local approved institutions. The Central Provident Fund is administered by the CPF Board and contributions to the fund are made by both employers and employees based on a percentage of the employee’s wages. If a work permit holder on the FWL Scheme is granted Singapore Permanent Resident (SPR) status, he will be placed on the CPF scheme. This will take effect from the day he is granted SPR status.

FWL

The Foreign Worker Levy (FWL). The government uses a combination of quota restrictions and the imposition of a foreign worker levy as methods to control the foreign worker population. A levy is imposed on every employer in respect of each employee who is a non-resident work permit holder. The levy is not imposed on foreign workers who are permanent residents—they come under the CPF scheme instead. There is no employee contribution to FWL. The FWL and CPF schemes are mutually exclusive. An employer who pays the levy for foreign workers is not required to make CPF contributions for those workers. A work permit holder who is subsequently granted permanent resident status will come under the CPF scheme instead. However, the employer is required to pay the Skills Development Levy (SDL) for the workers at the prevailing rate and wage ceiling.

MBMF

The Mosque Building and Mendaki Fund. MBMF contributions are collected by the Central Provident Fund Board on behalf of Majlis Ugama Islam Singapura (MUIS) at the same time that contributions are collected for the Central Provident Fund. Contributions are mandatory for Muslim employees and the contribution rates depend on their monthly wages.

SINDA

The Singapore Indian Development Association (SINDA). From April 1, 1992, employees belonging to the Indian community can make monthly contributions to their self-help body, SINDA, through salary deductions. The

Central Provident Fund will collect the tax-deductible monthly contribution on behalf of SINDA. Indians who are not CPF members can make contributions through GIRO (electronic payments system), in cash or by cheque. Contributions are mandatory for all working Indians at a prescribed minimum amount according to their wages.

CDAC

The Chinese Development Assistance Council (CDAC). A scheme was put into operation on September 1, 1992 by the Chinese Development Assistance Council (CDAC) for employees to contribute towards an endowment fund. Similar to the schemes for SINDA and MBMF, contributions are collected by the CPF Board on behalf of CDAC. Contributions are made by working Chinese adults and the amount contributed depends on their monthly wages. The default is that contributions are taken and the employee elects not to contribute if they so desire.

ECF

The Eurasian Community Fund (ECF). Contributions to a community fund for the Eurasian Association commenced on April 1, 1995. Contributions are collected by the CPF Board. Employees can choose to contribute to the fund—contributions vary based on the monthly income of the employee.

SHARE

The Social Help and Assistance Raised by Employees (SHARE). An employee can voluntarily arrange for a monthly donation to SHARE to be deducted from their wages. The SHARE Programme is a campaign of the Community Chest of Singapore and is used to raise money which is given entirely to fund voluntary welfare organizations to provide services to various charities. The employer will forward the donations to the Central Provident Fund Board which collects the donations on behalf of the Community Chest. Donations should be sent at the same time as Central Provident Fund contributions.

SDL

The Skills Development Levy (SDL). The Skills Development Fund aims to promote, develop and upgrade skills and expertise of employees, and to retrain retrenched persons. The Skills Development levy is collected by the Central Provident Fund Board on behalf of the Singapore Productivity and Standards Board. Employers should make payment of the levy at the same time as they pay contributions to the Central Provident Fund. The Skills Development levy is payable by employers based on the number of employees and their respective remuneration. The Skills Development levy collected is channeled into the Skills Development Fund, which provides for training.

Ordinary Wages

Ordinary Wages are wages due or granted wholly and exclusively in respect of an employee's employment in that month and payable before the due date for payment of CPF contributions for that month. This includes allowances (such as food allowance or overtime payment).

Additional Wages

Additional Wages are wages which are not granted wholly and exclusively for the month. Examples are the annual bonus, leave pay, incentive and other payments made at intervals of more than a month. Employees and their employers must make CPF contributions based on additional wages earned by the employee. Such contributions are subject to certain capping rules. Annual wage supplement, annual bonuses and other such payments that are paid at intervals of more than a month are regarded as additional wages for the month in which they are paid and no attempt should be made to apportion such payments retrospectively over a prior period.

NPVP

Non-Pensionable Variable Payment, which is payable monthly.

NPC

Non-Pensionable Component of the revised salary.

Calculating Statutory CPF Deductions

Global Payroll for Singapore delivers the following statutory deductions for the common CPF contributions. The deductions are PeopleSoft delivered and maintained and are all defined with a calculation rule of Amount. CPF contributions are split into a number of different components and are made by the employer and the employee. Contributions made on ordinary and additional wages are separated and additional wages contributions are adjusted at the end of each year. In addition, it is possible to make voluntary contributions to CPF, which are not tax-deductible and need to be recorded separately.

Ordinary, additional, adjustment and voluntary deductions are delivered for both employers and employees:

Deduction	Description
CPF ORD ER Employer Ordinary CPF	Used for the employer's share of contributions made for ordinary wages. Amount = CPF FM ORD ER (Statutory)
CPF ORD EE Employee Ordinary CPF	Used for the employee's (payee's) share of contributions made for ordinary wages. Amount = CPF FM ORD PAYEE (Statutory)
CPF ADD ER Employer Additional CPF	Used for the employer's share of contributions made for Additional Wages. Amount = CPF FM ADD ER (Statutory)
CPF ADD EE Employee Additional CPF	Used for the employee's (payee's) share of contributions made for Additional Wages. Amount = CPF FM ADD PAYEE (Statutory)
CPF ADJ ER Employer CPF Adjustment	Year-End adjustment to employer's share of Additional Wages contributions. Amount = CPF VR EMPLR ADJ (Statutory)
CPF ADJ EE Payee CPF Adjustment	Year-End adjustment to payee's share of Additional Wages contributions. Amount = CPF VR PAYEE ADJ (Statutory)

Deduction	Description
CPF VOL ER Employer Voluntary CPF	Used for Voluntary CPF contributions made by the employer. Amount = Payee Level (Statutory)
CPF VOL EE Employee Voluntary CPF	Used for Voluntary CPF contributions made by the employee (payee). Amount = Payee Level (Statutory)

Note. The CPF contribution amounts are calculated according to the rules and rates specified by the CPF Board. The CPF contribution rates are stored in the GPSG_CPF_RATES table. The rates are accessed in the Global Payroll calculations using the CPF AR RATES array, using formula CPF FM RATE LOOKUP.

The CPF Board also acts as an agent collecting contributions to a number of community funds and levies. Global Payroll deductions and the required supporting elements are provided for each of them. Deductions are included for the contributions by employees to the following community funds:

Deduction	Description
MBMF Mosque Building Mendaki Fund	Used for the Mosque Building and Mendaki Fund. Amount = CPF FM MBMF CALC (Statutory)
CDAC Chinese Development Assistance Council	Used for the Chinese Development Assistance Council Fund. Amount = CPF FM CDAC CALC (Statutory)
SINDA Singapore Indian Development Association	Used for the Singapore Indian Development Association Fund. Amount = CPF FM SINDA CALC (Statutory)
ECF Eurasian Community Fund	Used for the Eurasian Community Fund. Amount = CPF FM ECF CALC (Statutory))
SHARE SHARE Programme Donations	Used for the Community Chest donations. Amount = Payee Level (Statutory)

Note. The rate of contribution to the first four of these deductions is a *fixed amount*, determined by the employees monthly wages. They are automatically calculated using Global Payroll brackets to determine the amounts. Contributions to the SHARE Programme are entirely up to the employee and are a flat amount deduction.

Deductions are also included for the following levies on the employer:

Deduction	Description
FWL Foreign Worker Levy	This is charged for each foreign worker employed. The amount is dependent on the type of worker. A bracket is used to determine the rate applicable for each worker type. Amount = CPF FM FWL CALC (Statutory)
SDL Skills Development Levy	This is charged at the rate of 1% of wages or 2 SGD, whichever is greater, for all employees who earn less than 1500 SGD per month. This is calculated using a Global Payroll Formula. Amount = CPF FM SDL CALC (Statutory)

Note. These levies don't affect employee's pays, but are included as deductions as a convenient means of calculation, and for easy payment through the EFT process.

See Also

[Chapter 14, "Administering Central Provident Fund Contributions," Understanding Administering Central Provident Fund Contributions, page 147](#)

[Chapter 14, "Administering Central Provident Fund Contributions," Using CPF Calculation Fundamentals, page 153](#)

[Chapter 14, "Administering Central Provident Fund Contributions," Setting Up and Tracking Employee and Employer CPF Details, page 156](#)

[Chapter 14, "Administering Central Provident Fund Contributions," Calculating CPF Contributions, page 159](#)

[Chapter 14, "Administering Central Provident Fund Contributions," Calculating Other CPF Contributions, page 163](#)

[Chapter 14, "Administering Central Provident Fund Contributions," Setting Up and Managing Additional CPF Details, page 166](#)

[Chapter 14, "Administering Central Provident Fund Contributions," Running CPF Reports and Files, page 167](#)

[Chapter 7, "Defining Deductions," page 53](#)

Using CPF Calculation Fundamentals

This section discusses how to:

- Manage CPF earnings.
- Control eligibility for CPF.
- Manage CPF rates.
- Work with monthly calculations.
- Manage currency for CPF calculations.
- Manage retro pay processing for CPF.

Managing CPF Earnings

All payments to employees are classified as either ordinary wages, additional wages or NP (non-pensionable) wages (for the public sector) and the following segment accumulators are provided for these:

- CPF ORD WAGES SEG — Accumulates the ordinary wages in the segment.
- CPF ADD WAGES SEG — Accumulates the additional wages in the segment.
- CPF NP WAGES SEG— Accumulates the non-pensionable wages in the segment.

All earnings for Singapore add to either the ordinary wages or the additional wages accumulator. Non-pensionable wages (NPVP and NPC) are a sub-set of ordinary wages and the NVP/NPC accumulators also add to the ordinary wages earnings elements and to the ordinary wages and NP wages accumulators.

As the NP (non-pensionable) wages is really a sub-set of ordinary wages, the element member list for the ordinary wages accumulator includes the NP wages accumulator.

All accumulators are keyed by EmplID, with user keys of variable CPF VR EMPLR REF (employer CPF Reference Number) and variable IRS VR BAL GRP and you should ensure that all earnings add to the appropriate accumulators. The month-to-date accumulators are based on calendar years—The financial year for Singapore is the same as the calendar year, so calendar accumulators are used. You can use the fiscal accumulators if required for your financial year.

Year-to-date accumulators are also used for ordinary wages and additional wages for use in calculating additional CPF limits. You can access these accumulators for both the current year and the previous year, so they must be maintained for 12 months after their end date, and based on a specified date. The specified date is a variable CPF VR ACC REF DT (CPF accumulator reference date) which must be initialized to the period end date. The variable stores the reference date by the month-to-date and year-to-date ordinary wages and month-to-date and year-to-date additional wages accumulators.

Controlling Eligibility for CPF and Other Contributions

The decision as to whether or not employees should be enrolled in specific benefit plans for CPF is based on the employee's citizenship status, ethnic group and religion. Generation control elements in Global Payroll automatically determine the deductions applicable to each employee. In all cases, there are also rare instances where employees can apply to the various bodies to either contribute at a different rate or stop altogether. These cases are handled by manual payee deduction overrides.

The table below indicates when the various CPF deductions are calculated using generation control elements.

Deduction	Generation Control	Criteria
CPF (Normal Contributions)	CPF GC NORMAL	All employees except those with a citizenship status of foreign worker.
CPF (Year-end Adjustment)	CPF GC ADD ADJUST	All employees with additional wages during the year, except those with a citizenship status of foreign worker. Only to be calculated in December, or when an employee terminates
CPF (Voluntary Contributions)	(No generation control). Eligibility by individual assignments.	Manually controlled by payee deduction assignment only.
MBMF	CPF GC MBMF	All employees with a religion of Muslim, except those with a citizenship status of foreign worker.
SINDA	CPF GC SINDA	All employees with an ethnic category of Indian, except those with a citizenship status of foreign worker.
CDAC	CPF GC CDAC	All employees where the ethnic category is Chinese, except those with a citizenship status of foreign worker.
ECF	CPF GC ECF	All employees where the ethnic category is Eurasian, except those with a citizenship status of foreign worker.
SDL	Uses formula CPF FM SDL CALC. The limit (1500), rate (1%) and minimum amount (2) are stored in the PeopleSoft maintained variables.	Calculated for all employees. (Those earning more than 1500 SGD will have zero calculated.)
FWL	CPF GC FWL	All employees with a citizenship status of foreign worker, or change from foreign worker to permanent resident during the month.
SHARE	(No generation control). Eligibility by individual assignments	Manually controlled by payee deduction assignment only.

Managing CPF Rates

The CPF contribution rates required for CPF calculations are specified by CPF legislation and are PeopleSoft maintained. The data is accessed via the CPF AR RATES array, using formula CPF FM RATE LOOKUP, which retrieves the appropriate calculation rates (appropriate row in the array) for each employee.

To find the correct row in the CPF AR RATES array for the current employee (payee), formula CPF FM RATE LOOKUP determines the sector, the gradual CPF status, the employee's age and total wages for the month. These are determined using the following elements, as referenced in the CPF FM RATE LOOKUP formula:

- Formula CPF FM GRADUAL YR returns a value indicating whether gradual CPF rates should be applied for the payee. The formula returns the number of years in which the payee becomes the permanent resident (PR). The value is used to indicate whether gradual CPF rates should be applied for the payee. Variable CPF VR PR GRADUAL enables you to select which set of rates will be used for Permanent Residents. If set to blank, Full CPF rates will be used for PR's in the first 2 years. If set to 'P', Full Employer CPF and Gradual Employee CPF rates will be used for the first 2 years. The formula that determines the number of years of PR (CPF FM GRADUAL YR) takes this variable into consideration. You can set/override the value of the variable on the Pay Entity, paygroup and/or Payee Element Overrides pages.
- If the employee status is *not* permanent resident, the formula doesn't resolve. However, if the employee is a permanent resident, the formula finds the number of complete years, using duration CPF DR PAYEE AGE, between the first day of the month following the permanent residency date and the first of the current month (based on the month from the period end date). While CPF originally starts from the actual permanent residency date, the second and third year rates are not accessed until the beginning of the month following the anniversary.
- Duration CPF DR PAYEE AGE retrieves the correct CPF rates for a payee, their age as at the first day of the current month is needed. (From birth date to first day of current month, using the month from the period end date).

Note. You can override the formula at payee level. Employees may elect to pay the full CPF from the beginning and not have gradual CPF applied. To do this, you can enter an override to this formula, by setting the value to 'F', on the Payee Supporting Element Overrides page.

Data is retrieved from the database every time the CPF AR RATES is resolved. This is useful for retrospective Pay Rate Changes as the new rates (as of the new calendar) will have to be used. For example, if there is a change in CPF rates (1 October 2004), and there is a retrospective Pay Rate Change (effective 1 September 2004), the CPF calculation for October pay calendar must use the new rates effective 1 October 2004.

Working With Monthly CPF Calculations

All of the CPF contribution rates are specified as monthly amounts and must be reported and paid to the CPF Board monthly, regardless of the pay frequency. To accommodate this, all of the calculations are based on month-to-date (MTD) amounts. In each case, they are calculated using the employees MTD wages and at the end, any existing MTD contributions already calculated are subtracted. Our rules are designed to have the deductions calculated in every pay. Wages are attributed only to a single month (determined by the period end date) and are not pro rated. For example, if you want to have some deductions calculated in the last pay of the month, you will need to create your own generation control elements to do that.

Managing Currency for CPF Calculations

CPF is only calculated on payments that are in Singapore Dollars (SGD).

A conditional formula, CPF FM CUR SGD is attached to the CPF section in the process list to prevent it from being processed for any currency other than Singapore dollars. This means that CPF reports also only report on Singapore Dollar payments. Any payments made in other currencies are ignored by the reports.

Managing Retropay Processing for CPF

CPF is calculated for ordinary earnings based on the period in which it was earned. However, for additional earnings, CPF is calculated based on the period in which it is paid. Since the retro method for Singapore is Forwarding, the ordinary CPF deductions are also specified as Forwarded in the Retro Process definition. This means that where retro is concerned, ordinary CPF is re-calculated for the original pay period, and the difference forwarded to the current pay.

To ensure CPF is not also calculated on the retro earnings in the current period, all ordinary earnings are forwarded to earnings codes that are not included in the CPF ordinary wages accumulator. For additional earnings, the CPF deductions from the original period are not forwarded into the current period, so the additional CPF deductions are not included in the retro process definition.

Additional earnings elements are included in the retro process definition, and do not need to be forwarded to a different element. Other deductions such as MBMF, SINDA and CDAC are all forwarded and calculated based on when they were earned.

See Also

[Chapter 14, “Administering Central Provident Fund Contributions,” Understanding Administering Central Provident Fund Contributions, page 147](#)

[Chapter 14, “Administering Central Provident Fund Contributions,” Setting Up and Tracking Employee and Employer CPF Details, page 156](#)

[Chapter 14, “Administering Central Provident Fund Contributions,” Calculating CPF Contributions, page 159](#)

[Chapter 14, “Administering Central Provident Fund Contributions,” Calculating Other CPF Contributions, page 163](#)

[Chapter 14, “Administering Central Provident Fund Contributions,” Setting Up and Managing Additional CPF Details, page 166](#)

[Chapter 14, “Administering Central Provident Fund Contributions,” Running CPF Reports and Files, page 167](#)

[Chapter 7, “Defining Deductions,” page 53](#)

[Chapter 6, “Defining Earnings,” page 35](#)

Setting Up and Tracking Employee and Employer CPF Details

Before you can administer contributions for employees or report for CPF or any of the other collections it is necessary to determine and record some unique identifiers for the employer and employee.

This section discusses how to:

- Set up employer CPF details.
- Track employer CPF sector details.
- Track employee CPF details.

Page Used to Set up and Track Employee and Employer CPF Details

Page Name	Object Name	Navigation	Usage
CPF Employer Reference	GPSG_EMPLR_CPF_REF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Employer CPF Reference SGP	Use this page to maintain employer CPF reference numbers.

Setting up and Tracking Employer CPF Reference Numbers

Access the CPF Employer Reference Page.

CPF Employer Reference

CPF Employer Ref Num: 1234567

*Description:

SGP Monthly Pay Group

CPF Employer Reference page

CPF Employer Ref Num

The employers *CPF reference number* is a unique ID assigned to each employer by the CPF Board. Reporting to the CPF Board is always processed separately for each employer reference number. So it is important for all the amounts and balances related to CPF to be kept separately for each one. The employer's CPF reference number is therefore recorded in the variable CPF VR EMPLR REF which is used as a user key on all CPF related accumulators.

You enter the number on the Singapore paygroup page. An array is used to load it into the variable.

Tracking Employer CPF Sector Details

To add some more flexibility to the way pay entities are structured, you can define the employer data either at the paygroup level, or at a higher level. We also allow for the situation where a single CPF employer is implemented in Global Payroll as a number of pay entities.

The *employers sector* is also recorded using a Global Payroll variable. The variable CPF VR SECTOR stores the sector which is used to determine the set of CPF rates applicable for an employee. You can override the sector variable at pay entity, paygroup or payee level.

You can enter the following values:

- 1 — Civil Service – Pensionable.
- 2 — Civil Service – Other.
- 3 — Private Sector – (the default value).

The variable CPF VR UNIT NUM stores the 3-digit unit number used in reporting to the CPF Board by the MOF/MID. It is not used by other customers. You can override it at pay entity, paygroup or payee level.

Managing Employee CPF Details

Two views and arrays are delivered to bring all of the CPF information required for processing — including the citizenship status, worker type, permanent residence date, age, ethnic group and religion— using the arrays to make it available to the Global Payroll CPF rules.

The GPSG_CPF_PERS_VW view enables the employee (personal) data to be extracted from several different tables using a single array — CPF AR PERS DATA. The array is included at the beginning of the DEDUCTIONS – CPF (CPF section) so that the values retrieved are available to all the deductions and related supporting elements. The array is keyed by employee. Only one row is ever retrieved, and an error formula is included to provide a message if no record is found.

A national ID type is delivered to hold the employee's CPF account number (in addition to the national ID types of NRIC and permanent residency (PR) number. When reporting employees' CPF accounts, the CPF account number national ID is used, if it exists. If not, it uses the NRIC and if that doesn't exist either, the permanent residency number.

The GPSG_CPF_ETH_VW view enables the employee's ethnic group and religion data to be extracted from several different tables using a single array —CPF AR ETHN/RELIG. The array retrieves the payee's ethnic group and religion to determine if they must contribute to CDAC, MBMF, ECF and SINDA and is included at the beginning of the DEDUCTIONS – CPF (CPF section) so that the values retrieved are available to all the deductions and related supporting elements. The array is keyed by employee.

Note. Ethnic Group and Religion are loaded using a separate array—CPF AR ETHN/RELIG— as they are not necessarily needed for foreign workers.

The GPSG_CPF_PERS_VW view extracts the following fields:

Field	Variable	Attribute
CITIZENSHIP_STATUS	CPF VR CITIZENSHIP	Employee's citizenship status from CITIZENSHIP table. Selected only where DEPENDENT_ID is blank (the employees record), and COUNTRY = 'SGP'.
WORKER_TYPE_SGP	CPF VR WORKER TYPE	Employee's worker type from the same CITIZENSHIP record as Citizenship Status.
PERM_STATUS_DT_SGP	CPF VR PERM DATE	Employee's permanent status date — also from the same CITIZENSHIP record as Citizenship Status.

The GPSG_CPF_ETH_VW view extracts the following fields:

Field	Variable	Attribute
RELIGION_CD	CPF VR RELIGION	Employee's religion from DIVERS_RELIGION table.
ETHNIC_CATEGORY	CPF VR ETHNIC	Ethnic Group Code from the DIVERS_ETHNIC table. Ethnic Category from ETHNIC_GRP_TBL table.

The values for the religion and citizenship status fields are controlled by setup tables.

The employee type is stored in variable CPF VR EMPL TYPE. This is the employee type that is used in reporting to the CPF Board by the MOF/MID. You can override it at pay entity, paygroup or payee level. The default value is blank.

Override values are:

- 'P' - pensionable
- 'A' - bonus payment
- 'N' - non-pens.
- 'C' - contract svcmen.
- 'S' - saver's plan.

See Also

[Chapter 14, "Administering Central Provident Fund Contributions," Using CPF Calculation Fundamentals, page 153](#)

[Chapter 14, "Administering Central Provident Fund Contributions," Calculating CPF Contributions, page 159](#)

[Chapter 14, "Administering Central Provident Fund Contributions," Calculating Other CPF Contributions, page 163](#)

[Chapter 14, "Administering Central Provident Fund Contributions," Setting Up and Managing Additional CPF Details, page 166](#)

[Chapter 14, "Administering Central Provident Fund Contributions," Running CPF Reports and Files, page 167](#)

[Chapter 7, "Defining Deductions," page 53](#)

Calculating CPF Contributions

Under the Central Provident Fund Act, all remuneration in money due or granted to an employee in respect of their employment, including overtime pay, allowances, cash awards, commission and bonuses, is treated as wages. CPF contributions are computed based on the employee's wages. The CPF contributions payable on an employee's wages depends on the type of wages—ordinary wages or additional wages.

The ordinary CPF contribution of employer and Employee depends on the Total Wages of the employee, and the employee's age and the corresponding age group, and the contribution rates during the fiscal year.

This section discusses how to:

- Calculate normal CPF contributions.
- Calculate voluntary CPF contributions.
- Calculate additional CPF contributions.

Calculating Normal CPF Contributions.

CPF contributions must be paid for all employees other than foreign workers (and maybe a few odd exceptions, like employees working overseas or students). Contributions are made by employees and by employers. For reporting purposes, it is necessary to record the CPF paid on ordinary wages and additional wages separately. There are therefore four normal CPF deductions:

- CPF ORD EE — Employee Ordinary CPF.
- CPF ADD EE — Employee Additional CPF.
- CPF ORD ER — Employer Ordinary CPF.
- CPF ADD ER — Employer Additional CPF.

These CPF deductions apply to most of the workforce, so the deduction assignments are by eligibility group. A generation control CPF GC NORMAL which uses formula CPF FM NORMAL GC is attached to exclude foreign workers and to determine whether the payee is eligible for CPF contribution. (Only Singapore citizens and permanent resident are eligible). For the rare exceptions, you can override at the payee level.

Since the calculation of the four parts of the CPF contributions are related, a single pre-processing formula CPF FM CALCULATION, attached to all the CPF deductions, calculates the amounts. The formula is only required once, but is attached to all CPF deductions in case there are overrides.

CPF contributions must always be calculated and paid to the CPF Board monthly. To cater for pay frequencies other than monthly, the CPF calculation is calculated every period, based on month-to-date wages. CPF already calculated for previous periods in the month is then subtracted to give the current period contributions.

Working With The CPF FM CALCULATION Formula

The formula CPF FM CALCULATION calculates the normal CPF to be contributed by the employer as well as the employee (payee). The calculated amounts are stored in variables for use in the deduction amount fields.

The formula calculates the normal CPF using the following elements:

- The array CPF AR RATES retrieves the appropriate rates for the employee. The total wages are needed first to find the right wage bracket in the look-up. The following variables are returned:

	Total CPF Calculation Variables		Payee CPF Calculation Variables
A	Percentage of Ordinary Wages	I	Percentage of Ordinary Wages
B	Percentage of NPVP & NPC	J	Percentage of NPVP & NPC
C	Limit on Ordinary CPF	K	Limit on Ordinary CPF
D	Wages Base Amount	L	Wages Base Amount

	Total CPF Calculation Variables		Payee CPF Calculation Variables
E	Numerator	M	Numerator
F	Denominator	N	Denominator
G	Percentage of Additional Wages	O	Percentage of Additional Wages
H	Wages Type	P	

- The formula makes use of various other formulae and GP elements. The Variable CPF VR SECTOR stores the sector in which the employee works. All CPF deduction calculations are based on the sector of the employee.

Calculating Voluntary CPF Contributions

Voluntary CPF deductions are set up the same way as the normal CPF deductions. They use the same pre-process formula, CPF FM CALCULATION. However, as eligibility will be by individual assignments, they have no generation control.

There are two voluntary CPF deductions:

- CPF VOL ER — Employer Voluntary CPF.
- CPF VOL EE — Employee Voluntary CPF.

Voluntary CPF can be used in two situations:

- Paying normal CPF for foreign workers or others not normally liable for CPF. In this case, the amount calculated in the pre-process formula is used.
- Paying extra CPF for employees already contributing the normal CPF. In this case, the amount is overridden on the deduction assignment rather than using the standard CPF amounts.

Note. If the Voluntary CPF is for an overseas posting, set the IRS VR OVERSEAS variable on the SOVR's page of the Deduction Assignment to 'Y' (or any non-blank value) to indicate an overseas posting. This is used on Inland Revenue reports.

Calculating Additional CPF Contributions

With the final pay for each year, the limit on additional CPF needs to be recalculated based on actual wages for the year. If the limit is higher than that of the previous year, extra CPF contributions may need to be made. If the limit is lower, some contributions may need to be reclaimed from the CPF Board. This reconciliation needs to be carried out in December for all employees who received additional wages during the year. It also needs to be done in the final pay for employees who are terminating.

Two deductions are used for the adjustment: One for the employer's share and one for the employee's (payee's) share.

- CPF ADD ER — Employer Additional CPF.
- CPF ADD EE — Employee Additional CPF.

The generation control CPF GC ADD ADJUST, using the formula CPF FM ADD ADJ GC, determines whether the payee is eligible for CPF adjustment.

Calculating the Additional CPF Adjustment Deduction

The generation control formula CPF FM ADD ADJ GC is used to calculate the additional CPF adjustment deduction when:

- The month of the period end date is December, or
- The segment end date is equal to the payee's termination date, and
- Additional wages YTD accumulator > zero, and
- Citizenship status is *not* '6' (foreign worker)

As with the normal CPF deductions, the pre-process formula performs the actual calculation for both the employer and payee CPF contributions. The amounts calculated are stored in variables, which will be used as the amounts. The CPF FM ADD ADJ GC formula determines whether the employee (payee) is eligible for CPF adjustment using the following elements:

- The new limit is calculated based on current earnings. Both the old limit and the new limit variables default to 999,999,999,999 - (no limit).
- The old limit is calculated based on last years earnings.
- If additional wages for the current year exceed the new limit and the new limit is less than the old limit, the employer can claim a refund from the CPF Board. The message *Additional CPF Refund due* informs you of this.
- If their current year additional wages exceeded the old limit and the old limit was less than the new limit, additional CPF needs to be calculated. The historical rule CPF HR ADD ADJUST, using formula CPF FM ADD ADJ SEG calculates the adjustments (total CPF and payee CPF) for the year.

Calculating CPF Adjustments

If their current year additional wages exceeded the old limit and the old limit was less than the new limit, additional CPF needs to be calculated. The historical rule CPF HR ADD ADJUST, using formula CPF FM ADD ADJ SEG calculates the adjustments (total CPF and payee CPF) for the year as follows:

- The processing period should be going back from the end date of the previous month, to 01/01 of the current year, based on period end date. (Generally, it will start from 30/11, but for terminating employees, it will be a different month.)
- The historical rule returns the following fields for use in the calculation — CPF ADD WAGES YTD (additional wages year-to-date accumulator), CPF ADD WAGES SEG (additional wages segment accumulator), CPF VR RT PCT ADD (employer percent variable), CPF VR RT RPCT ADD, (employee percent variable).
- Processing of the historical rule stops when CPF ADD WAGES YTD are less than or equal to the old limit.
- The formula CPF FM ADD ADJ SEG executed for each segment recalculates the additional CPF using the original rate applicable in each month, but based on the new limit. The difference between the original CPF amounts and the recalculated CPF amounts are returned in variables.

Calculating Additional CPF Adjustments in the Segment

The formula CPF FM ADD ADJ SEG calculates the additional CPF adjustment in the segment, which is called by the historical rule CPF HR ADD ADJUST.

This formula is executed for each segment returned by the historical rule. It recalculates additional CPF using the original rate, but based on the new limit. The difference between the original CPF amounts and the recalculated CPF amounts are returned in variables (Extra Emplr CPF and Extra Ee CPF). The processing is as follows:

- If there were additional wages included in the segment and CPF was not calculated on them, the extra CPF that should have been taken is calculated.
- If you hit the limit this month, just the CPF on wages up to the limit is calculated.
- The CPF is calculated using the rates that were stored during the original calculation.

See Also

Chapter 14, “Administering Central Provident Fund Contributions,” Using CPF Calculation Fundamentals, page 153

Chapter 14, “Administering Central Provident Fund Contributions,” Setting Up and Tracking Employee and Employer CPF Details, page 156

Chapter 14, “Administering Central Provident Fund Contributions,” Calculating Other CPF Contributions, page 163

Chapter 14, “Administering Central Provident Fund Contributions,” Setting Up and Managing Additional CPF Details, page 166

Chapter 14, “Administering Central Provident Fund Contributions,” Running CPF Reports and Files, page 167

Chapter 7, “Defining Deductions,” page 53

Calculating Other CPF Contributions

In addition to CPF contributions, the CPF board also collects Mosque Building and Mendaki Fund contributions (MBMF), Skills Development Levy (SDL), and Foreign Workers Levy (FWL) contributions on behalf of the government and SHARE donations for the Community Chest of Singapore. There are also collection schemes for community assistance programmes such as SINDA, CDAC and the Eurasian Association which are administered by the CPF Board.

This section discusses how to:

- Calculate MBMF contributions.
- Calculate SINDA contributions.
- Calculate FWL contributions.
- Calculate SHARE programme donations.
- Calculate SDL contributions.
- Calculate CDAC contributions.
- Calculate ECF contributions.

Calculating MBMF Contributions

MBMF contributions must be paid by all Muslim employees each month. The MBMF deduction is determined by the employee's wages for the month and uses formula CPF FM MBMF CALC. Formula CPF FM MBMF CALC calculates MBMF using bracket C PF BR MBMF. Since this is a monthly contribution, the formula looks up the bracket and subtracts any month-to-date amount.

The employee's religion is returned by the personal data array CPF AR PERS DATA. The generation control CPF GC MBMF uses formula CPF FM MBMF GC to determine whether the employee is a Muslim. If the employee's religion is *Muslim*, and their citizenship status is *citizen* or *permanent resident*, the deduction is made.

Calculating SINDA Contributions

SINDA contributions must be paid by all Indian employees (except foreign workers) each month. The SINDA deduction is determined by the employee's wages for the month and uses formula CPF FM SINDA CALC. Formula CPF FM SINDA CALC calculates SINDA using bracket CPF BR SINDA. Since this is a monthly contribution, the formula looks up the bracket and subtracts any month-to-date amount.

The employee's ethnic category and citizenship status are returned from the personal data array CPF AR PERS DATA. The generation control CPF GC SINDA (using formula CPF FM SINDA GC) uses them to determine whether SINDA is applicable or not. If the employee's ethnic category is *Indian*, and their citizenship status is not *foreign worker*, the deduction is made.

Calculating FWL Contributions

FWL is a levy paid by the employer for all foreign workers.

The generation control CPF GC FWL uses formula CPF FM FWL GC, to determine if the employee is either a foreign worker, or was a foreign worker and became a permanent resident (PR) during the current month. It is set to *Include* the employee if the formula is true.

If variable CPF VR CITIZENSHIP (which stores the citizenship status of the payee) is 6 — foreign worker, or 7 — permanent resident, and the permanent residence date is in the current month (based on month from period end date), the levy is paid.

The variable CPF VR FWL START DT is used to enter the start date of the FWL. If it's not entered, the hire date is used instead. You can override it at the payee level. When a foreign worker is hired, FWL does not necessarily start from the hire date. It may actually be payable before that - either from the time the work permit is issued, or when the employee enters the country.

Calculating The FWL Amount

The formula CPF FM FWL CALC calculates the amount of FWL to be paid for an employee in the pay period. The amount of FWL to be paid depends on the worker type of the payee. The rate applicable to each worker type is held in bracket CPF BR FWL RATES. For a full month, the amount is simply the monthly amount from the bracket. For a partial month, it is calculated using the daily amount for each CPF VOL EE day in the partial period.

Bracket CPF BR FWL RATES returns the daily and monthly FWL rates based on the payee's worker type (variable CPF VR WORKER TYPE). FWL will normally start from the hire date, but the FWL start date variable CPF VR FWL START DT enables you to override that in case you want it to start earlier. If it started in the previous month, but wasn't calculated (because they were too late), last month's FWL is calculated first. The FWL MTD accumulator uses a specified date and is maintained for 1 month so that you can check last month's balance.

Calculating SHARE Programme Donations

The CPF Board collects SHARE Programme donations on behalf of the Community Chest, National Council of Social Service. SHARE contributions are voluntary and deducted from the employees' wages. The amount of any contribution is entirely at the employee's discretion and is entered at the payee level. The deduction subtracts from the SGP NET net pay accumulator.

Calculating SDL Contributions

SDL is a levy on the employer charged for all employees who earn less than 1500 SGD in a month. The rate of contribution is 1% of the employees earnings, or at least 2 SGD. The SDL deduction uses formula CPF FM SDL CALC. The limit (1500), rate (1%) and minimum amount (2) are stored in the following PeopleSoft maintained variables:

- CPF VR SDL LIMIT— holds the wage limit for SDL contribution as 1500 SGD for the calculation of SDL.
- CPF VR SDL PERCENT— holds the percentage as 1% for the calculation of SDL.
- CPF VR SDL— stores the SDL amount in the formula CPF FM SDL CALC.
- CPF VR SDL MIN— holds the minimum contribution for SDL as 2.00 SGD for the calculation of SDL.

If the accumulator SGP GROSS (gross pay amount) is less than or the same as the variable CPF VR SDL LIMIT (wage limit for SDL contribution as 1500 SGD), the sum of $\text{SGP GROSS} \times \text{variable CPF VR SDL PERCENT (1\%)}$ is stored in variable CPF VR SDL, to then be used in formula CPF FM SDL CALC. Variable CPF VR SDL is divided by 100. If the result is less than variable CPF VR SDL MIN (2.00 SGD), the formula does not resolve.

Calculating CDAC Contributions

Contributions to CDAC are made by all working Chinese Singaporeans and Permanent Residents. The deduction CDAC uses formula CPF FM CDAC CALC and generation control CPF GC CDAC.

The generation control CPF GC CDAC uses formula CPF FM CDAC GC to determine if the employee is either a foreign worker, or was a foreign worker and became a permanent resident during the current month. It is set to *Include* the employee if the formula is true.

The employees ethnic category and citizenship status are returned from the personal data array CPF AR PERS DATA. The generation control CPF GC CDAC (using formula CPF FM CDAC GC) uses them to determine whether CDAC is applicable or not. If the employee's ethnic category is *Chinese*, and their citizenship status is *citizen* or *permanent resident*, the deduction is made.

Calculating ECF Contributions

All working Eurasian Singapore citizens and permanent residents may contribute to the Eurasian Community Fund. Contributions vary based on the monthly income of the employee. Deduction ECF uses formula CPF FM ECF CALC and generation control CPF GC ECF.

ECF contributions are mandatory for all Eurasian employees (except foreign workers). The employees ethnic category and citizenship status are returned from the personal data array CPF AR PERS DATA. The generation control CPF GC ECF uses them to determine whether ECF is applicable. If the employee's ethnic category is *Eurasian*, and their citizenship status is *citizen* or *permanent resident*, the deduction is made.

Formula CPF FM ECF CALC ECF uses bracket CPF BR ECF. Since this is a monthly contribution, the formula looks up the bracket and subtracts any MTD amount.

See Also

Chapter 14, “Administering Central Provident Fund Contributions,” Using CPF Calculation Fundamentals, page 153

Chapter 14, “Administering Central Provident Fund Contributions,” Setting Up and Tracking Employee and Employer CPF Details, page 156

Chapter 14, “Administering Central Provident Fund Contributions,” Calculating CPF Contributions, page 159

Chapter 14, “Administering Central Provident Fund Contributions,” Setting Up and Managing Additional CPF Details, page 166

Chapter 14, “Administering Central Provident Fund Contributions,” Running CPF Reports and Files, page 167

Chapter 7, “Defining Deductions,” page 53

Setting Up and Managing Additional CPF Details

This section discusses how to set up and manage CPF details.

Pages Used to Set Up and Manage CPF Details

Page Name	Object Name	Navigation	Usage
CPF Rates	GPSG_CPF_RATES	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, CPF Rates SGP	View and manage the CPF contribution rates required for CPF calculations. These are the rates specified by the CPF legislation and are PeopleSoft maintained. The data is accessed via the CPF AR RATES array, using formula CPF FM RATE LOOKUP, which retrieves the appropriate calculation rates for each employee.
CPF/FWL Interest	GPSG_CPF_INTEREST	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, CPF/FWL Later Interest SGP	Maintain late payment interest payable by an employer for FWL and CPF by an employer. These are included in the interface files and reports the employer provides to the CPF Board.

See Also

[Chapter 14, “Administering Central Provident Fund Contributions,” Using CPF Calculation Fundamentals, page 153](#)

[Chapter 14, “Administering Central Provident Fund Contributions,” Setting Up and Tracking Employee and Employer CPF Details, page 156](#)

[Chapter 14, “Administering Central Provident Fund Contributions,” Calculating CPF Contributions, page 159](#)

[Chapter 14, “Administering Central Provident Fund Contributions,” Calculating Other CPF Contributions, page 163](#)

[Chapter 14, “Administering Central Provident Fund Contributions,” Running CPF Reports and Files, page 167](#)

[Chapter 7, “Defining Deductions,” page 53](#)

Running CPF Reports and Files

This section provides an overview of CPF reports and files.

Note. If you elect to use the delivered rules for Global Payroll Singapore, use only the employment instance in HR.

Understanding CPF Reports and Files

To simplify the CPF reporting process, and the collection of the data needed for CPF reports and files, all the amounts needed from the Global Payroll processing results are stored in the GPSG_CPF_RSLTS table, using the writable array CPF WA RESULTS. The array puts all of the MTD amounts calculated for all of the CPF contributions and other related Global Payroll results into a single record (CPF Monthly reporting table).

Prior to running any of the monthly reports, you need to run the CPF Report Data Creation process. This process carries out all the required processing, such as identifying new hires and terminations, and determining the CPF account numbers. After that, you can produce the following reports and files, using relatively simple processes:

- CPF/IRAS Line File.

The CPF/IRAS Line File Creation process enables you to create a flat file in the format required for submitting monthly CPF payments to the CPF Board using the CPF/IRAS Line software.

- CPF PAL Internet File.

The CPF PAL-Internet File Creation process enables you to create a flat file in the format required for submitting monthly CPF payments directly to the CPF Board via the internet.

- CPF Mthly Contributions Report.
- CPF Contributions List.

CPF Contributions List process creates a list of the contributions for all of the funds on a single report.

- CPF Adjustments Report.

CPF Adjustments Report process creates a list of the CPF contributions on a single report.

The GPSG_CPF_RPTG table is used for producing the CPF reports and files for submission to the CPF Board. It is populated when you run the monthly CPF Data Creation process.

Pages Used to Run the CPF Reports

Page Name	Object Name	Navigation	Usage
CPF Reporting Data Creation , CPF PAL-Internet File Creation , CPF/IRAS Line File Creation CPFLine Creation	CPSG_CPF_RPTG_RC	- Global Payroll & Absence Mgmt, Authority Correspondence, Create CPF Reporting Data SGP. - Global Payroll & Absence Mgmt, Authority Correspondence, Create CPF-PAL Internet SGP. - Global Payroll & Absence Mgmt, Authority Correspondence, Create CPF Line SGP.	Create the monthly CPF data that can be used for creating reports and files for submission to the CPF Board.
CPF Mthly Contributions Report	CPSG_CPF_CONRPT_RC	Global Payroll & Absence Mgmt, Authority Correspondence, CPF Mthly Contribution Rpt SGP	Create multiple reports.
CPF Mthly Contributions List	GPSG_CPF_CONLST_RC	Global Payroll & Absence Mgmt, Authority Correspondence, CPF Mthly Contribution List SGP	Create a list of the contributions for all of the funds on a single report.
CPF Adjustments Report	GPSG_CPF_ADJ_RC	Global Payroll & Absence Mgmt, Authority Correspondence, CPF Adjustment Report SGP	Create a list of the CPF contributions on a single report.

See Also

[Chapter 14, “Administering Central Provident Fund Contributions,” Using CPF Calculation Fundamentals, page 153](#)

[Chapter 14, “Administering Central Provident Fund Contributions,” Setting Up and Tracking Employee and Employer CPF Details, page 156](#)

[Chapter 14, “Administering Central Provident Fund Contributions,” Calculating CPF Contributions, page 159](#)

[Chapter 14, “Administering Central Provident Fund Contributions,” Calculating Other CPF Contributions, page 163](#)

[Chapter 14, “Administering Central Provident Fund Contributions,” Setting Up and Managing Additional CPF Details, page 166](#)

[Chapter 7, “Defining Deductions,” page 53](#)

CHAPTER 15

Defining Absence Rules

This section provides an overview of absence rules for Singapore and discusses:

- Delivered absence primary elements—the absence entitlement and absence take elements).
- Calculate annual leave.
- Calculate sick leave.
- Calculate hospitalization leave.
- Calculate maternity leave.
- Calculate national service leave.
- Calculate other leave.
- Calculate special leave.
- Calculate leave without pay.
- Calculate absence entitlements on termination.

Understanding Absence Rules for Singapore

Global Payroll for Singapore delivers predefined rules for processing absence payments, such as annual leave, sick leave, maternity leave, other leave and national service leave. Rules are also delivered to calculate unused annual leave on termination. You can easily modify any of these rules to reflect absence and termination policies that are specific to your organization or to labor agreements with your employees.

To demonstrate how Global Payroll can process typical absence requirements in Singapore, PeopleSoft provides 10 absence entitlement elements and 10 absence take elements. After the table of primary elements—the absence and take elements—we describe the interaction of each element with supporting elements.

Understanding Delivered Absence Primary Elements

Primary absence elements are absence entitlements—entitlement or pro rata—and absence takes. In the following tables, we cross-reference entitlements to takes and takes to entitlements in the description column. After the following tables, we describe each element in the context of leave calculations.

This section discusses:

- Absence entitlements elements.
- Absence take elements.

Delivered Absence Entitlements

The following table lists the absence entitlement elements for Singapore. Absence entitlement elements define how much paid time off your organization gives payees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances.

Name	Description and Used By
<i>Annual Leave</i>	
ANN GENL ENT	Annual leave Entitlement ANN GENL TKE
ANN STAT ENT	Annual Leave Entitlement ANN STAT TAKE
<i>Sick Leave</i>	
SLV SICK ENT	Sick leave entitlement SICK LVE TAKE
<i>Maternity Leave</i>	
MAT LVE ENT	Maternity entitlement MAT GENL TAKE
<i>Special Leave</i>	
SPL LVE ENT	Special Leave Entitlement SPL LVE TAKE
<i>Paternity Leave</i>	
PAT LVE ENT	Paternity Leave Entitlement PAT LVE TAKE
<i>Newly Wed Leave</i>	
NWD LVE ENT	Newly Wed Leave Entitlement NWD LVE TAKE
<i>No Paid Leave</i>	
NPL LVE ENT	No pay leave entitlement NPL LVE TAKE
<i>National Service Leave</i>	
NSL LVE ENT	National Service Entitlement NSL LVE TAKE
<i>Hospitalization Leave</i>	
HSP LVE ENT	Hospitalization entitlement HSP LVE TAKE

Delivered Absence Takes

The following table lists the absence take elements for Singapore. Absence take elements define your rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used.

Name	Description and Used By
<i>Annual Leave</i>	
ANN GENL TAKE	Annual Leave Take ANN GENL ENT
ANN STAT TAKE	Annual Leave Take ANN STAT ENT
<i>Sick Leave</i>	
SICK LVE TAKE	Sick leave Take SLV SICK ENT
<i>Maternity Leave</i>	
MAT GENL TAKE	Maternity Leave Take MAT MAT ENT
<i>Special Leave</i>	
SPL LVE TAKE	Special Leave Take SPL LVE ENT
<i>Paternity Leave</i>	
PAT LVE TAKE	Paternity Leave Take PAT LVE ENT
<i>Newly Wed Leave</i>	
NWD LVE TAKE	Newly Wed Leave Take NWD LVE ENT
<i>No Paid Leave</i>	
NPL LVE TAKE	No Pay Leave Take NPL LVE ENT
<i>National Service Leave</i>	
NSL LVE TAKE	National Service Leave Take NSL LVE ENT
<i>Hospitalization Leave</i>	
HSP LVE TAKE	Hospitalization Take HSP LVE ENT

Calculating Annual Leave

This section provides an overview of annual leave calculations, and discusses how to:

- Calculate annual leave on a pay period basis.
- Calculate annual leave at every anniversary.

Understanding Annual Leave Calculations

Every employee who has worked for at least 3 months is entitled to pro rated annual leave. The entitlement is based on working days (and not calendar days). We provide two absence entitlements for the calculation of annual leave entitlement. The first entitlement— ANN GENL ENT— calculates leave on a *pay period basis*. Leave entitlement is based on the years of service within the company. Pro rata leave entitlement is calculated at every pay period and added to the balance. This process also verifies that the total leave does not exceed beyond a particular holding.

The other annual leave entitlement— ANN STAT ENT— is calculated at *every anniversary* for the employee. The total entitlement is based on the years of service and the number of accrual days is based on the values that are set in a bracket. This leave entitlement does not check for maximum balance carryover into the next anniversary year (for the employee).

Note. There is no fixed legislation to carryover entitlements. Generally, leave balance from one year cannot be carried over for more than two years. In some cases, restriction also applies on the number of days that can be accrued at each quarter. For example, if the number of days in the first year of service was 10, then a maximum of 3 must be used within the first quarter—otherwise, the 3 days are forfeited.

Calculating Annual Leave by Pay Period

The annual leave entitlement— ANN GENL ENT— using formula ANN FM GENL ENT (with generation control ANN GC ELIG STS) calculates leave on a *pay period basis* (returning the monthly annual leave entitlement during the monthly accrual process). The leave entitlement is based on the years of service within the company. Pro rata leave entitlement is calculated at every pay period and added to the balance. This process also uses formula ANN FM MAX ADJUST to verify that the total leave does not exceed beyond a particular holding.

The ALV FM GENL ENT formula resolves as follows:

1. The annual leave entitlement value is retrieved from bracket ANN BR GENL ENT. This annual leave bracket defines the entitlement an employee can earn in each year of service. The bracket is used while calculating the entitlement on a *per pay period* basis. The bracket search keys and return column values are as follows (after the completion of (x) years of service, an employee is entitled to (x) days of leave):

Years Of Service (LVE DR YR OF SVC)	Days Of Leave (ANN BR GENL ENT)
1st	7
2nd	8
3rd	9

Years Of Service (LVE DR YR OF SVC)	Days Of Leave (ANN BR GENL ENT)
4th	10
5th	11
6th	12
7th	13
8th (and thereafter)	14

2. The bracket uses duration CM DR YR OF SERV to return the employee's years of service (number of years between the service date SERVICE DT and the pay period end date PERIOD END DATE).
The yearly entitlement is deannualised whenever the entitlement has not been changed during the pay period. If the entitlement has been changed, the partial entitlements before and after the anniversary date are added up and returned.
3. The current year's annual leave entitlement variable ANN VR CURR ENT stores the current deannualised annual leave entitlement.
The previous year's annual leave entitlement variable LVE VR PREV ENT stores the previous deannualised annual leave entitlement.
4. The formula CM FM PREV ACCM returns the previous year's accumulator balance variable PREV VALUE ACCM (to add to the current new year accumulator balance) and is used in the accumulator initialize rule.
5. The entitlement adjustment unit formula ANN FM MAX ADJST calculates the maximum carry over entitlement of annual leave. This carry over adjustment is executed at every pay period and the adjustment reduces the entitlement. The formula looks up the current and previous year entitlement and checks if the cumulative entitlement is over the next year (of service) entitlement.
6. The annual leave balance accumulator ANN GENL ENT_BAL is carried forward to the new annual leave accumulator.
Whenever the accumulator begins, the previous accumulator balance is brought to the current balance (new accumulator period).
The variables, ANN VR ANNIV MTH (begin month) and ANN VR ANNIV DY (begin day) specify the begin date of the accumulators.
All accumulator periods are year-to-date (YTD) and begin to accumulate from the employee's hire date.
7. Generation control ANN GC ELIG STS identifies active employees who have completed the probation period at the end of the pay period that is being calculated. This generation control is only attached to the annual leave entitlement. The generation control uses formula ANN FM ELIG which verifies if the period end date is beyond the eligibility date. This formula validates the annual leave entitlement for the employee.
8. The takes day formula ANN FM TAKE UNIT calculates leave for employees. Based on the schedule hours and holiday type, a unit of 1 or 0 is returned to the formula.

Calculating Annual Leave at Every Anniversary

The annual leave entitlement— ANN STAT ENT— is calculated at *every anniversary* for the employee. The total entitlement is based on the years of service and the number of accrual days is based on the values that are set in bracket ANN BR STAT ENT. This leave entitlement does not check for maximum balance carryover into the next anniversary year (for the employee). The accrual process runs once for every 12-month period from the employee's hire date. The annual leave entitlement ANN STAT ENT, using formula ANN FM STAT ENT, returns the annual leave entitlement for statutory employees, only when their anniversary dates occur in the current pay period. The formula also returns annual leave entitlement from the employee's last anniversary date to the termination date only when the employee is terminated in the current pay period.

The ANN FM STAT ENT formula resolves as follows:

1. The annual leave entitlement value is retrieved from bracket ANN BR STAT ENT. This annual leave bracket defines the entitlement an employee can earn in each year of service. At the completion of a *full year* of service, the entitlement is calculated based on the total years of service in the company.

The bracket search keys and return column values are as follows:

Years Of Service (LVE DR YR OF SVC)	Days Of Leave (ANN BR GENL ENT)
1st	7
2nd	8
3rd	9
4th	10
5th	11
6th	12
7th	13
8th (and thereafter)	14

2. The duration LVE DR YR OF SVC returns the years of service (number of years between the service date SERVICE DT and the pay period end date PERIOD END DATE).
3. The current year's annual leave entitlement variable ANN VR CURR ENT stores the current deannualised annual leave entitlement.

The previous year's annual leave entitlement variable LVE VR PREV ENT stores the previous deannualised annual leave entitlement.

4. The formula CM FM PREV ACCM returns the previous year's balance (system variable PREV VALUE ACCM) and is used in the accumulator initialize rule.
5. The annual leave balance accumulator ANN STAT ENT_BAL is carried forward to the new annual leave accumulator.

Whenever the accumulator begins, the previous accumulator balance is brought to the current balance (new accumulator period).

The variables ANN VR ANNIV MTH and ANN VR ANNIV DT specify the accumulator's begin date.

All accumulator periods are YTD and begin to accumulate from the employee's hire date.

6. The takes day formula ANN FM TAKE UNIT calculates leave for employees. Based on the schedule hours and holiday type, a unit of 1 or 0 is returned to the formula.

See Also

[Chapter 15, “Defining Absence Rules,” Understanding Absence Rules for Singapore, page 169](#)

[Chapter 15, “Defining Absence Rules,” Understanding Delivered Absence Primary Elements, page 169](#)

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

Calculating Sick Leave

Every employee who has worked for at least 6 months is entitled to sick leave. The entitlement is a maximum of 14 working days for non-hospitalization and up to 60 days where hospitalization is necessary. An employee cannot claim paid sick leave while on annual leave, rest day, public holiday or any non-working day.

The sick leave entitlement—SLV SICK ENT—using eligibility SCK GC ELIG and formula SCK FM GC ELIG grants the entitlement to the employee. The maximum days is set to 14 days and the value is stored in variable SCK VR FXD ENT. You can change the value in this variable to suit your company requirements.

The entitlement is granted each calendar year. When sick leave exceeds entitlement, the extra days are taken from the annual leave. Balance days that cannot be reduced from annual leave are converted into unpaid leave and deduction is generated within payroll

Note. There are no accrual rules for sick leave. The entitlement cannot be carried forwarded into another term. There is also no proration rule for sick leave accrual.

See Also

[Chapter 15, “Defining Absence Rules,” Understanding Absence Rules for Singapore, page 169](#)

[Chapter 15, “Defining Absence Rules,” Understanding Delivered Absence Primary Elements, page 169](#)

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Calculating Hospitalization Leave

Hospitalization leave is calculated in the same way as Sick Leave. The only difference is that the entitlement is 60 days in a calendar year (provided probation has been completed). The 60 day limit is controlled using the variable HSP VR MAX ENT and you can change the value in this variable to suit your company requirements.

Employee eligibility is determined by generation control HSP GC ELIG which refers to the HSP FM GC ELIG formula. The daily take formula HSP FM TAKE UNIT evaluates if the day identified is a working day and whether the employee was scheduled to work on that day. Hospital leave over 60 days (or the maximum set in the variable) will be taken from annual leave before becoming unpaid leave.

See Also

[Chapter 15, “Defining Absence Rules,” Understanding Absence Rules for Singapore, page 169](#)

[Chapter 15, “Defining Absence Rules,” Understanding Delivered Absence Primary Elements, page 169](#)

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

Calculating Maternity Leave

All female employees are covered by the Maternity Protection and Benefits of the Employment Act. A pregnant female employee is entitled to leave from work for 4 weeks before and 4 weeks immediately after delivery, totalling 8 weeks. The 8 weeks leave is to be paid by the employer if the female employee satisfies specific conditions. Employees who have completed 180 days of service in the company are entitled to maternity leave.

Note. Maternity leave is fixed for 8 weeks. This leave cannot be carried over to another term.

Calculating Maternity Leave Payments

The maternity leave entitlement— MAT LVE ENT—using formula MLV FM MAT ENT maintains and calculates maternity leave taken by employees. The calculation is based on per absence days. Absence take MAT LVE TAKE maintains the total days for maternity. An employee can earn maternity as paid leave provided they have completed their probation period. The probation period is calculated as 180 days of service from the date of joining. An employee is allowed a maximum of 8 weeks of leave, which is controlled by using a variable MLV VR MAX Days. A maximum of 8 weeks of leave is granted with full pay. If the absence day count is greater than 8 weeks / 56 days, the days will reduce the annual leave (if any is available) before becoming unpaid leave.

Formula MLV FM MAT ENT checks if an employee is eligible for claiming maternity leave. The check is based on the completion of 180 days of service within the company. If the probation period has not been completed, the day take will result in unpaid leave. If the ABSENCE DATE is less than the maternity leave eligibility date (date MLV DT ELIG), the formula does not resolve.

The conditional resolution formula MLV FM RESOLVE ENT (Maternity Leave Resolve Formula) verifies that the employee is not being paid for more than the maximum days variable MLV VR MAX Days value. If duration MLV DR MAT—The rule that returns the number of days between absence begin and end date— is less than variable MLV VR MAX DAYS.

See Also

[Chapter 15, “Defining Absence Rules,” Understanding Absence Rules for Singapore, page 169](#)

[Chapter 15, “Defining Absence Rules,” Understanding Delivered Absence Primary Elements, page 169](#)

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

Calculating National Service Leave

National Service leave is a compulsory leave taken by Singapore citizens. Every Singapore citizen (male) must return for national service / re-service and the duration depends on various factors that are not controlled by Global Payroll. An employer must grant their employee leave of absence if the employee is required to report for National Service. The leave is calculated as unpaid leave and the employee has to submit the appropriate papers to the administration and claim the loss of pay (for the period). National Service Leave is not really an entitlement—employees are expected to go for national service and that time, the employer may decide not to pay the employee. Each day of absence is considered as unpaid. The payroll process generates a positive input as Makeup Pay and the amount is reduced from total earnings for the pay period. Employees will have to claim the amount from MINDEF directly.

Calculating National Service Payments

The National Service Leave entitlement— NSL LVE ENT— uses conditional resolution formula NSL FM RESOLV ENT for resolving national service leave. Each working day (based on the schedule) resolves to 1 (the entitlement is Numeric 1.00 when the SCHED HRS is greater than 0). The process identifies each day taken as reserve leave and generates a Makeup earning entry into payroll. The loss of pay appears on the payslip as Makeup pay and the employee can claim this amount back from the MINDEF. When payroll is processed and it finds National Service leave for an employee, MakeUp pay earnings are generated.

Note. There are no accrual or proration rules for this type of leave and the entitlement cannot be carried forward into another term. Since National Service leave is a mandatory service for male Singapore citizens, the call for service is initiated by the Ministry of Defence. The number of days relating to National Service are determined and calculated by the administration.

See Also

[Chapter 15, “Defining Absence Rules,” Understanding Absence Rules for Singapore, page 169](#)

[Chapter 15, “Defining Absence Rules,” Understanding Delivered Absence Primary Elements, page 169](#)

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

Calculating Other Leave

Legislation recognizes the following leave as Other Leave. There are however, no rules that must be followed. It is up to the employer and employee to negotiate at the time of signing the contract.

This section discusses how to calculate:

- Paternity leave.
- Newly married leave.
- Special leave.

Calculating Paternity Leave

Paternity leave entitlement PAT LVE ENT enables a maximum entitlement of 3 days. The entitlement is accrues per absence. The 3 days is controlled by a variable PAT VR MAX DAYS which you can modify, depending on individual company policy. If the leave extends more than the days specified in the variable, the additional days are reduced from their annual leave before becoming unpaid leave.

Employees are granted paternity entitlement provided they have completed their probation period. The probation period is 180 days and upon completion, employees can apply for paternity leave. The process does not stop you from entering paternity leave multiple times in the same year. Employees are granted the maximum entitlement every time the leave (take) is entered. It is up to the payroll officer to verify the proper documentation before granting paternity leave to the employee.

The absence day formula LVE FM TAKE UNIT evaluates each day of the absence event.

Note. This type of leave is not governed by the employment act. The practice is to grant paid paternity leave from one to 3 days and following that all the remaining will be unpaid leave

Calculating Newly Wed (Married) Leave

The newly wed leave entitlement NWD LVE ENT enables leave up to a maximum of 5 days. This entitlement calculates leave on a per absence basis and days beyond the 5th day are calculated as unpaid leave. The 5 days is controlled by a variable NWD VR MAX DAYS which holds the maximum leave takes allowed in an anniversary year for newly wed employees. You can modify the value to suit your company requirements. Employees can take Newly Wed leave provided they have completed their eligibility period.

Conditional resolution formula NWD FM RESOLV ENT (Newly Wed Resolution Formula) validates to see if the employee can claim newly wed leave. The condition checks to see if the employee is claiming more than the company stated rules.

Generally, Newly Wed leave would be granted only once in an employee's life time. The delivered rule does not perform that check and the entitlement is granted every time the leave (take) is entered. It is up to the payroll officer to manually verify that the leave (take) is not entered without proper validation.

The takes absence day formula LVE FM TAKE UNIT evaluates each day of the absence event.

The required entitlement units (either 1 or 1/2) of each absence date are returned and compared with the beginning entitlement balance to calculate the paid and unpaid units. If PARTIAL HOURS is greater than half of SCHED HRS, it is treated as a one-day leave of absence. When leave exceeds total entitlement, it will come off the annual leave balance. When the annual leave balance is exhausted, the remaining days are treated as unpaid leave (resulting in a Leave Without Pay deduction being generated in payroll).

Note. This type of leave is not governed by the employment act. The practice is to grant paid newly wed leave from 3 to 5 days.

Calculating Special Leave

All Special Leave (types) are paid leave. It is at the discretion of the employer how they want to process them.

Special leave entitlement covers a range of leave types. For example it can cover the following:

- Moving house.
- Arranging accommodation.
- Family problems.
- Religious obligations.
- Illness within the employee's family.

The Special Leave entitlement SPL LVE ENT is calculated on a per absence basis—as and when it occurs. It is always calculated as paid leave. There is no entitlement calculated. The calculation uses entitlement formula OLV FM ENT (Other Leave Entitlement) which resolves to 1 for a valid working day. It is used for resolving entitlement for special leave entitlements which are calculated per absence.

Conditional resolution formula OTH FM LVE ENT (Resolve Other Lve Entl) resolves to 1 for a valid working day. It is used for resolving entitlement for special leave entitlements which are calculated per absence.

Note. Balance is not carried over into the new anniversary year and there are no accrual rules.

See Also

[Chapter 15, “Defining Absence Rules,” Understanding Absence Rules for Singapore, page 169](#)

[Chapter 15, “Defining Absence Rules,” Understanding Delivered Absence Primary Elements, page 169](#)

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

Calculating Leave Without Pay

The no pay leave entitlement NPL LVE ENT is entitlement for leave without Pay. There are no entitlement and accruals associated with LWOP and leave days are calculated as unpaid leave as they occur.

The formula NPL FM RESOLV ENT (No Pay Leave Resolve Formula) is used as the conditional resolution formula for no pay leave. A valid working day will return a value of 1 working day, which in turn will be treated as leave without pay.

1 DAILY RT is reduced from monthly income for every single day of LWOP taken.

The process generates a positive input of leave without pay deduction and the amount reduces the earnings of the employee for the pay period.

The takes absence day formula LVE FM TAKE UNIT evaluates each day of the absence event.

See Also

[Chapter 15, “Defining Absence Rules,” Understanding Absence Rules for Singapore, page 169](#)

[Chapter 15, “Defining Absence Rules,” Understanding Delivered Absence Primary Elements, page 169](#)

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

Calculating Absence Entitlements on Termination

PeopleSoft delivers a set of predefined rules for processing absences due to termination. PeopleSoft designed these rules in accordance with Singapore statutory requirements.

This section discusses how to calculate unused annual leave on termination.

Calculating Unused Annual Leave on Termination

When employees are terminated after three months of continuous service, they are entitled to a payment for their prorated unused annual leave. The earnings element ANN LIEU is the payment in lieu of annual leave entitlement. The calculation of the unused annual leave amount is Unit $\times$ Rate:

- Unit: Formula TER FM ANN BAL (unused annual leave balance in days).
- Rate: DAILY RT (average daily rate).

The TER FM ANN BAL formula returns the total leave balance for an employee who has been terminated. This formula is used to calculate the unused annual leave days that must be reimbursed to the employee. If the termination date plus one day (date TER DT DATE + 1) is greater than or equal to the annual leave eligibility date (date ANN DT ELIG) then the total of the annual leave balance accumulators (ANN STAT ENT_BAL and ANN GENL ENT_BAL) is stored in formula TER FM ANN BAL.

Note. When the employee is terminated with Action Reason code — *CON* (misconduct) or *GMI* — Gross Misconduct, the entitlement will not be paid to the employee. In all other cases, the entitlement will be translated to monetary amount and reimbursed to the employee.

See Also

Chapter 15, “Defining Absence Rules,” Understanding Absence Rules for Singapore, page 169

Chapter 15, “Defining Absence Rules,” Understanding Delivered Absence Primary Elements, page 169

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

APPENDIX A

Global Payroll for Singapore Reports

This appendix provides an overview of Global Payroll for Singapore reports.

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

Global Payroll for Singapore General Reports

These tables list the Global Payroll for Singapore reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details at the end of this chapter.

Report ID and Report Name	Description	Navigation	Run Control Page
GPSGAM01 Absence History Report	Lists, by employee, all types and durations of absence takes. This report lists, for each employee, all leave taken, with dates and duration, paid status, and other information.	Global Payroll & Absence Mgmt , Absence and Payroll Processing, Reports, Leave History SGP	GPSG_RC_ABS_HIST
GPSGAM02 Leave Liability Report	Reports the value of all leave balances (rate × entitlement balance). This report lists, for each employee, absence entitlement converted to leave liability. It includes the earning codes used to pass liability to GLI or QSP.	Global Payroll and Absence Mgmt, Absence and Payroll Processing, Reports, Leave Liability SGP	GPSG_RC_LVELIAB
GPSGCP01 CPF Monthly Contributions Rept	This process generates one or more of the following reports, depending on the options selected on the run control: CPF, CDAC, ECF, MBMF, SDL, FWL, SHARE, SINDA. Provides listings of all CPF contributions and other deductions that can be submitted to the CPF Board each month.	Global Payroll and Absence Mgmt, Authority Correspondence, CPF Mthly Contribution Rpt SGP	GPSG_CPF_CONRPT_RC
GPSGCP02 CPF Monthly Contributions List	This report lists the contributions for all of the funds (CPF, MBMF, SDL, etc) on a single report.	Global Payroll and Absence Mgmt, Authority Correspondence, CPF Mthly Contribution Lst SGP	GPSG_CPF_CONLST_RC

Report ID and Report Name	Description	Navigation	Run Control Page
GPSGCP03 CPF Adjustments Report	Lists employees where the limit on additional wages subject to CPF has decreased this year, resulting in overpayment of CPF.	Global Payroll and Absence Mgmt, Authority Correspondence, CPF Adjustment Report SGP	GPSG_CPF_ADJ_RC
GPSGIR01 Print IR8A/IR8S Forms	Print Singapore IRAS IR8A/IR8S Forms	Global Payroll and Absence Mgmt, Year End Processing, Print IR8A/IR8S Forms SGP	GPSG_RC_IR8A_PRT
GPSGIR02 Create IR8A File	Create electronic file containing Singapore IRAS IR8A Forms. The IR8A is an annual return of employee's remuneration that must be provided to each employee and to the IRAS at the end of each year.	Global Payroll & Absence Mgmt, Year End Processing, Create IR8A File SGP	GPSG_RC_IRAS_FILE
GPSGIR03 Create IR8S File	Create electronic file containing Singapore IRAS IR8S Forms. The IR8S contains details of contributions to CPF or other approved provident funds. It generally only needs to be provided when contributions have exceeded the amount specified in the CPF act, or when additional wages have exceeded a certain limit, and under some other circumstances.	Global Payroll & Absence Mgmt, Year End Processing, Create IR8S File SGP	GPSG_RC_IRAS_FILE
GPSGIR04 Print Appendix 8A Forms	Print Singapore IRAS Appendix 8A Forms. The Appendix 8A must be provided with the IR8A form when an employee receives Benefits in Kind. Most of the data on the form is to be filled in manually by the user, however some of the benefits can be extracted from the payroll system.	Global Payroll & Absence Mgmt, Year End Processing, Print Appendix 8A Forms SGP	GPSG_RC_APP_8A_PR

Report ID and Report Name	Description	Navigation	Run Control Page
GPSGIR06 Print IR21 Forms	Print IRAS IR21 Forms (Notification of non-citizen employee's termination). The IR21 form must be completed for all employees when they terminate their employment with the company. The data reported is similar to that provided on the IR8A & Appendix 8A forms, and includes amounts for the current and previous year. As with the other IRAS forms, not all of the data can necessarily be extracted from the payroll system. So, there is a process that creates as much of the data as possible first. The user can then enter the other required information using online pages. The IR21 Report can then be printed	Global Payroll & Absence Mgmt, Termination Processing, Print IR21 Forms SGP	GPSG_RC_IR21_PRT
GPSGIR07 Create Appendix 8A File	Create electronic file containing Singapore IRAS Appendix 8A Forms	Global Payroll & Absence Mgmt, Year End Processing, Create Appendix 8A File SGP	GPSG_RC_IRAS_FILE
GPSGPY01 Payslip	The SQR program generates payslips for Singapore Country Extension setup. Lists payee details of period earnings and deductions, leave balances, and payment distributions.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips SGP	GPSG_RUNCTL_PSLP
GPSGPY11 Payroll Register	Summarizes, by payee, all earnings, deductions and net pay for a pay period. The Payroll Register lists, by payee, a summary of all earnings, deductions and net pay for a pay period. The main differences between this report and the existing GP Payroll Results Register are that this report lists the payroll results by pay entity and it reports across multiple pay periods.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Results Register SGP	GPSG_RC_PY11

Report ID and Report Name	Description	Navigation	Run Control Page
GPSGPY12 Payroll Reconciliation Report	Provides earnings and deduction data from pay runs across multiple pay periods. The Reconciliation Report lists the summary of all earnings and deductions paid in the pay period and year to date values. You use this report for the reconciliation purposes. The main difference between this report and the existing GP Payroll Summary Report is this report lists the payroll results by pay entity and it reports across multiple pay periods.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Reconciliation SGP	GPSG_RC_PY12
GPSGPY13 Payroll Component Report	Lists by element code all of the amounts taken from employee's pays. This enables you to nominate the elements to be printed, sort sequence and consolidation option. Provides either earnings, deduction or accumulator data across multiple pay periods.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Components SGP	GPSG_RC_PY13
GPSGPY51 Net Payment Report	Extracts data from the GIRO Transaction and Header tables, from Personal Data, and from Job. You can have report at summary or detail level.	Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report SGP	GPSG_NET_PAY_RC
GPSGPY52 Recipient File Report	Shows the same details that are included on the recipient file created by the Recipient File Creation process. SQR version of the Recipient File - Electronic which details payment of deductions sent to recipients by GIRO file. You can get the report automatically by running the AE for the electronic file or by selecting its check box and leaving the AE check box cleared.	Global Payroll & Absence Mgmt, Payment Processing, Create Recipient File SGP	GPSG_RUNCTL_RCP_FL

See Also

Chapter 8, "Managing Singapore Inland Revenue Authority Reporting," page 67

Chapter 11, "Reporting Payroll Data," page 123

Glossary of PeopleSoft Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Index

A

- Absence Details page 28
- Absence History Report page 140
- absences 169
 - See Also* delivered absences
 - Absence History report 181
 - calculating annual leave 172
 - calculating annual leave at every anniversary 174
 - calculating annual leave by pay period 172
 - calculating hospitalization leave 175
 - calculating leave without pay 179
 - calculating maternity leave 176
 - calculating national service leave 176
 - calculating newly wed leave 178
 - calculating paternity leave 177
 - calculating sick leave 175
 - calculating special leave 178
 - calculating unused annual leave on termination 179
 - Leave Liability report 181
 - reporting history 139
 - understanding rules 169
- accrued salary
 - calculating 138
 - calculating accrual earning 141
 - LIAB ANN DYS earning 138
 - LIAB TER DYS earning 138
 - SAL ACCRUAL earning 138
- additional documentation xvi
- annual leave
 - calculating for accrual in days 140
 - calculating for reversal on termination 140
- App 1-Accommodation page 102, 109
 - Hotel Accommodation Provided 111
 - Place of Residence Provided 110
- App 1-Oth Benefits page 102, 111
- App 8A Furniture & Fittings page 94
- Appendix 1
 - creating forms 100
 - maintaining forms 101
 - maintaining other benefits details 111

- maintaining residence and hotel
 - accommodation details 109
- management procedure 71
- processing 71
- reviewing forms 101
- reviewing other benefits details 111
- reviewing residence and hotel
 - accommodation details 109

Appendix 8A

- creating data 88, 90
- creating electronic file 113
- maintaining additional gains or profit details 96
- maintaining forms 93
- maintaining place of residence details 94
- management procedure 70
- printing 99
- processing 68
- reviewing additional gains or profit details 96
- reviewing forms 93
- reviewing place of residence details 94
- understanding creation process 89

Appendix 8A File page 113

Appendix 8B

- creating data 91
- creating electronic file 113
- entering details 92
- management procedure 70
- printing 99
- processing 68

Appendix 8B File page 113

Appendix 8B page 92

- application fundamentals xv

B

- banking
 - creating electronic files and reports 133
 - creating electronic funds transfer GIRO file 131
 - generating payment report files 132
 - managing electronic funds 130
 - managing process flow 128
 - process flow 128

- reporting net payment 133
- running 127
- setting up 21
- setting up source banks 21
- understanding 127
- understanding accounts 127
- Banking
 - Net Payment Report page 134
- bonus
 - BON ACCRL earning 138
 - BON ACCRUAL earning 138
 - calculating 138
 - calculating accrual earnings 141
 - calculating non-contractual 142
- business processes
 - list 2
 - overview 5
- C**
 - Calc. Appendix 8A page 90
 - CDAC, *See* Chinese Development Assistance Council
 - Central Provident Fund
 - additional wages 149
 - administering 147
 - calculating additional adjustment deduction 162
 - calculating additional adjustments in the segment 162
 - calculating additional contributions 161
 - calculating adjustments 162
 - calculating contributions 159
 - calculating normal contributions 160
 - calculating other contributions 163
 - calculating voluntary contributions 161
 - calculation fundamentals 153
 - Chinese Development Assistance Council 149
 - controlling eligibility 153
 - CPF Adjustments report 182
 - CPF Monthly Contributions list 181
 - CPF Monthly Contributions report 181
 - defined 148
 - employee additional CPF 62, 64
 - employee CPF adjustment 64
 - employee ordinary CPF 62
 - employee voluntary CPF 63
 - employer additional CPF 62, 64
 - employer CDF adjustment 64
 - employer ordinary CPF 62
 - employer voluntary CPF 63
 - entering employer reference number 16
 - Eurasian Community Fund 149
 - Foreign Worker Levy 148
 - managing additional details 166
 - managing currency 155
 - managing earnings 153
 - managing employee details 158
 - managing rates 155
 - managing retro pay processing 156
 - monthly calculations 155
 - Mosque Building and Mendaki Fund 148
 - non-pensionable component 150
 - non-pensionable variable payment 149
 - ordinary wages 149
 - running reports 167
 - setting up additional details 166
 - setting up employee details 156
 - setting up employer details 156
 - setting up employer reference numbers 157
 - Singapore Indian Development Association 148
 - Skills Development Levy 149
 - Social Help and Assistance Raised by Employees 149
 - statutory deductions 150
 - tracking employee details 156
 - tracking employer details 156
 - tracking employer reference numbers 157
 - tracking employer sector details 157
 - understanding contributions 147
 - working with FM CALCULATION formula 160
 - Central Provident Fund deductions, *See* delivered deductions
 - chart field remap 145
 - after calculation 144
 - running process 144
 - Chinese Development Assistance Council
 - calculating contributions 165
 - defined 149
 - comments, submitting xx
 - common elements xxi
 - contact information xx
 - CPF, *See* Central Provident Fund
 - CPF Adjustments Report page 168

CPF Employer Reference page 157
 CPF Employer Reference Page 157
 CPF Mthly Contributions List page 168
 CPF Mthly Contributions Report
 page 168
 CPF PAL-Internet File Creation Process
 page 168
 CPF Rates page 166
 CPF Reporting Data Creation Process
 page 168
 CPF/FWL Interest page 166
 CPFLine Creation Process page 168
 Create IR21 Forms page 101
 Create IR8A File page 113
 Create IR8A/S Form page 78
 Create IR8S File page 113
 cross-references xix
 Customer Connection website xvi

D

Deduct'n Recipient page 24
 Deduction List page 24
 Deduction Recipient page 24
 deductions 54
 See Also delivered deductions
 calculating additional CPF 63
 calculating adjustment CPF 64
 calculating Chinese Development
 Assistance Council 60
 calculating CPF funds and levies 59
 calculating employee stock purchase
 plan 57
 calculating Eurasian fund
 contributions 61
 calculating festive advance payback 65
 calculating foreign worker levy 59
 calculating insurance 58
 calculating leave without pay 58
 calculating loan pay back 57
 calculating loan repay on
 termination 57
 calculating Mosque Building Mendaki
 Fund 60
 calculating normal CPF 62
 calculating parking 58
 calculating share programme
 donations 61
 calculating Singapore Indian
 Development Association 60
 calculating skills development levy 61
 calculating social club deductions 56
 calculating voluntary CPF 63
 Central Provident Fund 147
 Central Provident Fund
 fundamentals 153
 defining 53
 delivered 54
 recovering festive advances 118
 statutory CPF 150
 understanding 53
 delivered absences 169
 ANN GENL ENT 172
 ANN STAT ENT 172
 entitlements 170
 HSP LVE ENT 175
 MAT LVE ENT 176
 NPL LVE ENT 179
 NSL LVE ENT 177
 NWD LVE ENT 178
 PAT LVE ENT 177
 SLV SICK ENT 175
 SPL LVE ENT 178
 takes 171
 delivered deductions 54
 See Also deductions
 CDAC 55, 60, 151
 Central Provident Fund 150
 CNY PBK 54, 65, 118
 CPF ADD EE 56, 62, 64, 150
 CPF ADD ER 56, 62, 64, 150
 CPF ADJ EE 56, 64, 150
 CPF ADJ ER 56, 64, 150
 CPF ORD EE 56, 62, 150
 CPF ORD ER 55, 62, 150
 CPF VOL EE 56, 63, 151
 CPF VOL ER 56, 63, 151
 DEEPAVALI PB 54, 65, 118
 ECF 55, 61, 151
 ESPP 54, 57
 FWL 55, 59, 152
 HARI RAYA PB 55, 65, 118
 INSURANCE 54, 58
 LOAN PBCK 54, 57
 LOAN REPAY 54, 57
 LWOP 54, 58
 MBF 55
 MBMF 55, 60, 151
 PARK 54, 58
 SDL 55, 61, 152
 SHARE 55, 61, 151

SINDA 55, 60, 151
 SOCIAL CLUB 54, 56
 XMAS PBK 54, 65, 118
 YMF 55
 delivered earnings 36
 See Also earnings
 ANN LIEU 38, 48
 AWS 37, 43
 BON ACCRUAL 38, 50, 52
 BONUS ACCRL 38
 Central Provident Fund 153
 CNY ADV 38, 49, 117
 COMMISSION 37, 47
 CPF NP RETRO 38
 CPF RETRO AD 38, 49
 DEEPAVALI AD 38, 117
 DEEPAVALI ADV 49
 GST 38, 50, 52
 HARI RAYA AD 38, 117
 HARI RAYA ADV 49
 LIAB ANN DYS 38, 50
 LIAB TER DYS 38, 50, 51
 LOAN 37, 47
 MAKE-UP PAY 37, 48
 MEAL 37, 45
 MILEAGE 37, 46
 MVC BASIC 36, 39
 MVC DAILY 37, 41
 NPC BASIC 36, 40
 NPC DAILY 37, 42
 NPVP BASIC 36, 40
 NPVP DAILY 37, 43
 ONCALL 37, 45
 OVERTIME 1.5 37, 44
 SAL ACCRUAL 38, 50, 51
 SALARY BASIC 36, 39
 SALARY DAILY 37, 41
 SHIFT NIGHT 37, 44
 TRANSPORT 37, 46
 XMAS ADV 38, 49, 117
 delivered elements 7
 See Also delivered earnings, delivered
 deductions, delivered absences
 deductions 54
 earnings 36
 functional area codes 13
 naming 10
 naming country specific 12
 naming primary 11
 naming supporting elements 11

overview 7
 type codes 14
 viewing 7, 20, 26, 33
 documentation
 printed xvi
 related xvi
 updates xvi

E

earnings 36
 See Also delivered earnings
 calculating annual leave in lieu 48
 calculating annual leave liability
 days 50
 calculating annual wage supplement 43
 calculating basic non-pensionable
 component 40
 calculating basic salary 39
 calculating bonus accrual 52
 calculating commission 47
 calculating daily non-pensionable
 component 42
 calculating daily non-pensionable
 variable payment 43
 calculating daily salary 41
 calculating earnings for GLI
 reporting 50
 calculating festive advances 49
 calculating GST 52
 calculating loan payments 47
 calculating make up pay 48
 calculating meal allowance 45
 calculating mileage allowance 46
 calculating monthly variable
 component 39, 41
 calculating night shift allowance 44
 calculating non-pensionable variable
 payment 40
 calculating oncall allowance 45
 calculating overtime 1.5 44
 calculating salary accrual 51
 calculating terminated annual liability
 days 51
 calculating the cpf retro adjustment 49
 calculating transport allowance 46
 Central Provident Fund 153
 defining 35
 delivered 36
 festive advance payments 117
 understanding 36

Earnings and Deduction page 28
 Element Components tab 31
 Element Details tab 30
 ECF, *See* Eurasian Community Fund
 electronic fund transfers 130
 Electronic Funds Transfer page 130, 131
 element type codes 14
 elements
 delivered 7
 functional area codes 13
 maintenance 8
 naming 10
 naming abbreviations 12
 ownership 8
 suffixes 11
 type codes 14
 Employee Details page 102
 Employment Record page 102
 Eurasian Community Fund
 calculating contributions 165
 defined 149

F

festive advances
 managing recoveries 118
 paying payments 117
 posting payments 116
 posting to Global Payroll 115
 recovering payments 118
 understanding payroll integration 115
 unposting payments 116
 Foreign Worker Levy
 calculating contributions 164
 defined 148
 Furniture/Fittings page 94
 FWL, *See* Foreign Worker Levy

G

general ledger interface
 calculating accrued salary 138
 calculating bonus 138
 calculating bonus accrual earnings 141
 calculating GST 138
 calculating GST accrual earnings 141
 calculating leave liability 138
 calculating non-contractual bonus 142
 calculating salary accrual earnings 141
 chartfield remapping process 144
 general ledger groupings 137

 linking journal types 137
 processing payroll data to 135
 reporting absence history 139
 reporting leave liability 139
 running processes 142, 143
 using 135

General Ledger Run Control page 143
 GL ChartField Remap page 145
 GLI, *See* general ledger interface
 Global Payroll for Singapore
 integrations 2
 glossary 185
 GST
 calculating 138
 calculating accrual earnings 141
 GST earning 138

H

Hotel Accommodat'n page 94

I

implementation 3
 See Also tables
 installing country extensions 15
 setting up pages for Singapore 16
 setting up tables 3
 Income/Deductions page 102, 104
 Deductions 109
 Income 107
 Income & Deduction Particulars 106
 Other Income 107
 Inland Revenue Authority
 Create Appendix 8A file 183
 Create IR8A file 182
 Create IR8S file 182
 creating Appendix 1 forms 100
 creating Appendix 8A data 88, 90
 creating Appendix 8B data 91
 creating data 78
 creating electronic files 113
 creating IR21 forms 100
 entering Appendix 8B details 92
 entering CPF employer reference
 number 16
 maintaining Appendix 1 forms 101
 maintaining Appendix 1 other benefits
 details 111
 maintaining Appendix 1 residence and
 hotel accomodation details 109

- maintaining Appendix 8A additional gains or profit details 96
- maintaining Appendix 8A forms 93
- maintaining Appendix 8A place of residence details 94
- maintaining IR21 employment record details 102
- maintaining IR21 forms 101
- maintaining IR21 income and deductions details 104
- maintaining IR21 other benefits details 111
- maintaining IR21 residence and hotel accommodation details 109
- maintaining IR8A deductions details 84
- maintaining IR8A forms 79
- maintaining IR8A income details 81
- maintaining IR8S details 85
- maintaining IR8S forms 79
- managing 67
- managing company information 72
- Print Appendix 8A forms 182
- Print IR21 forms 183
- Print IR8A/IR8S forms 182
- printing Appendix 8A 99
- printing Appendix 8B 99
- printing IR21 forms 112
- printing IR8A 99
- printing IR8S 99
- processing Appendix 1 71
- processing Appendix 8A 68
- processing Appendix 8B 68
- processing IR21 71
- processing IR8A 68
- processing IR8S 68
- reviewing Appendix 1 forms 101
- reviewing Appendix 1 other benefits details 111
- reviewing Appendix 1 residence and hotel accommodation details 109
- reviewing Appendix 8A additional gains or profit details 96
- reviewing Appendix 8A forms 93
- reviewing Appendix 8A place of residence details 94
- reviewing IR21 employment details 102
- reviewing IR21 forms 101
- reviewing IR21 income and deductions details 104
- reviewing IR21 other benefits details 111
- reviewing IR21 residence and hotel accommodation details 109
- reviewing IR8A deductions details 84
- reviewing IR8A forms 79
- reviewing IR8A income details 81
- reviewing IR8A personal details 81
- reviewing IR8S details 85
- reviewing IR8S forms 79
- setting up 72
- setting up benefit rates 76
- setting up company information 72
- setting up tax form categories 74
- tax reference tracking 68
- understanding Appendix 8A creation process 89
- understanding IR8A creation process 77
- understanding IR8S creation process 77
- understanding 67
- installation 15
- integrations
 - Global Payroll for Singapore 2
- IR21
 - creating forms 100
 - maintaining employment details 102
 - maintaining forms 101
 - maintaining income and deductions details 104
 - maintaining other benefits details 111
 - maintaining residence and hotel accommodation details 109
 - management procedure 71
 - printing forms 112
 - processing 71
 - reviewing employment record details 102
 - reviewing forms 101
 - reviewing income and deductions details 104
 - reviewing other benefits details 111
 - reviewing residence and hotel accommodation details 109
- IR8A
 - creating electronic file 113
 - creation process 77

- maintaining deductions details 84
- maintaining forms 79
- maintaining income details 81
- management procedure 70
- printing 99
- processing 68
- reviewing deductions details 84
- reviewing forms 79
- reviewing income details 81
- reviewing personal data 81
- understanding creation process 77
- IR8A Deductions page 80, 84
- IR8A Gratuity/Comp Details page 80
- IR8A Income page 80, 81
 - Allowances 83
 - Contrib to O'seas Pension Fund 83
 - Gratuity & Compensation 83
 - Income 82
 - Others 82
 - Retirement Benefits 83
- IR8A Personal Data page 80, 81
- IR8A Share Option Details page 80
- IR8S
 - creating electronic file 113
 - creation process 77
 - maintaining details 85
 - maintaining forms 79
 - management procedure 70
 - printing 99
 - processing 68
 - reviewing details 85
 - reviewing forms 79
 - understanding creation process 77
- IR8S Details page 80, 85
 - Additional Wages and Amount of Refund 87
 - Details of Monthly Wages and Contributions 86
 - Details of Refund Claimed/To Be Claimed 87
 - Excess/Vol CPF Excl OS Posting 87
- IRAS, *See* Inland Revenue Authority
- IRAS Benefit Rates page 72, 76
- IRAS Categories page 72, 74
- IRAS Company Info page 72

J

- Journal Type page 137

L

- leave liability
 - calculating 138
 - reporting 139
 - reversing on termination 138
 - reversing when cost center changes 142
- Leave Liability page 140

M

- MBMF, *See* Mosque Building and Mendaki Fund
- MMA Partners xvi
- Mosque Building and Mendaki Fund
 - calculating contributions 164
 - defined 148

N

- non-pensionable component 150
- non-pensionable variable payment 149
- notes xix
- NPC, *See* non-pensionable component
- NPVP, *See* non-pensionable variable payment

O

- Others page 94, 96

P

- Payee Payslip Overrides page 121
- Payee Recipient page 24, 25
- paygroup page 16
- Payroll Components page 125
- Payroll Reconciln page 125
- Payroll Register page 125
- Payroll Report Definitions page 124
- payroll reports 123
 - Net Payment report 184
 - Payroll Component report 184
 - Payroll Reconciliation report 184
 - Payroll Register 183
 - running 124
 - setting up definitions 123
- Payslip Messages page 28, 32
- payslips
 - attaching templates to paygroups 32
 - attaching to paygroups 32
 - creating messages 32
 - creating templates 27
 - generating 183

- overriding delivery options 121
- printing 121
- setting up 27
- setting up accumulators 28
- setting up deductions 30
- setting up earnings 30
- setting up templates 28
- specifying template 16
- understanding set up 27
- viewing 121
- viewing online 122
- PeopleBooks
 - ordering xvi
- PeopleCode, typographical conventions xviii
- PeopleSoft application fundamentals xv
- PIN_TYPE, *See* type codes
- Place of Residence page 94
- Post/Unpost FA page 117
- prerequisites xv
- Print Appendix 8A page 100
- Print Appendix 8B page 100
- Print IR21 Forms page 112
- Print IR8A/IR8S page 100
- printed documentation xvi
- proration rules
 - identifying 19
 - overview 19

R

- Recipient File - Electronic page 133
- recipient processing
 - creating electronic files and reports 133
 - generating payment report files 132
 - linking payees to providers 25
 - process flow 128
 - Recipient File report 184
 - running 127
 - setting up 21, 24
 - setting up information 23
 - understanding 127
- related documentation xvi
- reports 123
 - See Also* payroll reports
 - Absence History report 181
 - Central Provident Fund 167
 - CPF Adjustments report 182
 - CPF Monthly Contributions list 181
 - CPF Monthly Contributions report 181

- Create Appendix 8A file 183
- Create IR8A file 182
- Create IR8S file 182
- general 181
- Leave Liability report 181
- Net Payment report 184
- Payroll Component report 184
- Payroll Reconciliation report 184
- Payroll Register 183
- Payslip 183
- Print Appendix 8A forms 182
- Print IR21 forms 183
- Print IR8A/IR8S forms 182
- Recipient File report 184
- retroactivity
 - processing payments 15
 - selecting default method 15
- rounding rules
 - identifying 19
 - overview 19

S

- SDL, *See* Skills Development Levy
- Segmentation 18
- SHARE, *See* Social Help and Assistance Raised by Employees
- SINDA, *See* Singapore Indian Development Association
- Singapore Indian Development Association
 - calculating contributions 164
 - defined 148
- Skills Development Levy
 - calculating contributions 165
 - defined 149
- Social Help and Assistance Raised by Employees
 - calculating contributions 165
 - defined 149
- Source Bank Override page 22
- source banks
 - linking to debit types 22
 - setting up multiple 21
- suffixes 11
- suggestions, submitting xx
- supporting elements
 - naming delivered 11
 - proration rules 19
 - rounding rules 19

T

- tables 3
 - See Also* implementation
 - setting up 3
- Template Setup & Accumulators page 28
- terms 185
- triggers 16
- typographical conventions xviii

V

- visual cues xix

W

- warnings xix

