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PeopleSoft Enterprise Global Payroll for United States 8.9 PeopleBook

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Contents

General Preface

About This PeopleBook Preface xxi

PeopleSoft Application Prerequisites xxi

PeopleSoft Application Fundamentals xxi

Documentation Updates and Printed Documentation xxii

Obtaining Documentation Updates xxii

Ordering Printed Documentation xxii

Additional Resources xxiii

Typographical Conventions and Visual Cues xxiv

Typographical Conventions xxiv

Visual Cues xxv

Country, Region, and Industry Identifiers xxv

Currency Codes xxvi

Comments and Suggestions xxvi

Common Elements Used in PeopleBooks xxvi

Preface

PeopleSoft Enterprise Global Payroll for United States Preface xxix

PeopleSoft Products xxix

HRMS Application Fundamentals xxix

PeopleBook Structure xxix

Global Payroll Documentation xxxi

Global Payroll Application Design xxxi

Global Payroll Documentation Structure xxxii

Documentation Roadmap xxxii

Chapter 1

Getting Started with Global Payroll for United States 1

Global Payroll for United States Overview 1

Global Payroll for United States Business Processes 1

Global Payroll for United States Integrations 2

Global Payroll for United States Implementation 2

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Chapter 2
Understanding Global Payroll for United States.....5
Global Payroll for United States.....5
Global Payroll for United States Business Processes.....5
Delivered Elements for the U.S.....7
Delivered Element Creation.....7
Element Ownership and Maintenance.....8
Element Naming Conventions in the U.S.....10
Naming Conventions.....10
Functional Area Codes.....11
Element Classification.....12
Element Type Codes (PIN_TYPE).....13
Viewing Delivered Elements for the U.S.....14

Chapter 3
Defining Country Data.....15
Understanding Global Payroll Core Functionality in the U.S.....15
Payment Keys.....15
Retroactivity.....16
Segmentation.....16
Rounding Rules.....17
Triggers.....17
Understanding Human Resources Setup Considerations.....18
Understanding Organizational and Processing Frameworks.....19
Organizational Framework for Global Payroll for United States.....19
Processing Framework for Global Payroll for United States.....20
Understanding Users, Roles, and Permission Lists.....21
Users in Global Payroll for United States.....21
Roles in Global Payroll for United States.....22
Permission Lists in Global Payroll for United States.....22
Defining Installation Settings.....22
Page Used to Define Installation Settings.....23
Defining Installation Settings for Global Payroll for United States.....23
Viewing Delivered Elements.....24
Delivered Sections.....24
Delivered Process Lists.....25

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Chapter 4
Setting Up Earnings.....27
Understanding Earnings.....27
Delivered Earnings.....27
Delivered Supporting Elements.....30
User Fields.....33
Earnings Assignments.....34
Required Supporting Elements.....35
Process Lists and Sections.....37
Viewing Delivered Elements.....37
Modifying and Updating Delivered Earnings.....38
Understanding Earnings Schedules.....38
Modifying Delivered Earnings.....39
Creating New Earnings.....40
Understanding the Accumulator Structure of Earnings.....40
Creating New Earnings that Include Shift Differentials.....41
Understanding How to Configure Earnings/Deduction Assignments and Override Components.....42
Understanding User Fields.....42

Chapter 5
Setting Up General Deductions.....45
Understanding General Deductions.....45
Delivered General Deductions.....45
Delivered Supporting Elements.....47
Deduction Assignments.....50
Deduction Overrides.....50
Process Lists and Sections.....51
Viewing Delivered Elements.....52
Modifying and Updating Delivered General Deductions.....52
Understanding Deduction Schedules.....52
Understanding Deduction Recipients.....55
Pages Used to Modify Deduction Schedules and Deduction Recipients.....56
Modifying Deduction Schedules.....57
Modifying Deduction Recipients.....57
Creating New General Deductions.....57
Understanding the Accumulator Structure of General Deductions.....58
Understanding Limit Processing.....59
Understanding Termination Processing.....60
Understanding How to Configure Earnings/Deduction Assignment and Override Components.....61

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Understanding User Fields.....61

Chapter 6
Setting Up Loan Deductions.....63
Understanding Loan Deductions.....63
Delivered Loan Deductions.....63
Delivered Supporting Elements.....64
User Fields.....65
Process Lists and Sections.....65
Viewing Delivered Elements.....65
Modifying and Updating Delivered Loan Deductions.....65
Understanding Deduction Schedules and Limit Processing.....66
Pages Used to Modify Deduction Schedules and Update Limits.....67
Modifying Deduction Schedules.....68
Updating Deduction Limits.....68
Creating New Loan Deductions.....68
Understanding the Accumulator Structure of Loan Deductions.....69
Understanding Termination Processing.....69

Chapter 7
Setting Up Garnishment Processing.....71
Understanding Garnishments.....71
Delivered Garnishment Deductions.....71
Delivered Supporting Elements.....72
Garnishment Assignments.....74
Garnishment Accumulator for Federal Tax Levies.....74
Process Lists and Sections.....75
Viewing Delivered Elements.....75
Understanding Garnishment Setup Steps.....75
Defining Disposable Earnings for Garnishments.....76
Creating Disposable Earnings.....76
Maintaining Garnishment Rules.....78
Pages Used to Define Garnishment Rules.....78
Defining Garnishment Rule Information.....78
Defining Rule Calculation Information.....79
Maintaining State Garnishment Rules.....79
Page Used to Define State Garnishment Rules.....80
Defining State Garnishment Rule Information.....80

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Maintaining Garnishment Proration Rules....81
Understanding Garnishment Proration Rules....81
Page Used to Define Garnishment Proration Rules....81
Defining Garnishment Proration Rules....81
Creating Document Details....82
Page Used to Create Document Details....82
Defining Document Details....83
Creating Correspondence Types....83
Page Used to Define Correspondence Types....83
Defining Correspondence Types....84

Chapter 8
Setting Up Benefits Integration....85
Understanding the Benefit Integration Process....85
Mapping Benefit Deduction Elements....86
Understanding Benefit Deduction Element Mapping....86
Page Used to Map Deduction Codes....86
Mapping Global Payroll for U.S. Deduction Elements to Payroll for North America Deduction Codes....87
Mapping Pay Groups....88
Understanding Mapping Pay Groups....88
Pages Used to Map Pay Groups....88
Mapping Pay Groups....88
Reviewing Pay Group Mappings....89

Chapter 9
Setting Up Benefit Deductions....91
Understanding the Delivered Benefit Deduction Processing Flow....91
General Framework....91
Benefit Deduction Initialization....91
Health Plan Processing....92
Savings Plan Processing....93
Life Insurance Processing....95
Delivered Benefit Deduction Elements....98
Delivered Benefit Arrays....99
Scheduling Deductions Using Generation Control....100
Creating New Benefit Deductions....101
Delivered Plan Types....101
New Plan Type....102

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Understanding Triggers....102
Supported Benefit Triggers....102
Delivered Mass Triggers....103
Reviewing Benefit Deductions....103
Pages Used to Review Benefit Deductions....104
Reviewing Benefit Enrollments and Deduction Amounts....104

Chapter 10
Understanding Tax Processing....105
Delivered Tax Elements....105
Delivered Federal Tax Elements....105
Delivered State Income Tax Elements....116
Federal Tax Calculation....123
Calculating Federal Tax....123
Calculating FWT....124
Calculating OASDI....126
Calculating Medicare Tax....128
Calculating FUTA....129
Calculating the EIC....129
State Tax Calculation....130
Calculating State Income Tax....130
Calculating SWT....131
Calculating the State EIC....133
Overriding Tax and Payment Methods....134
Overriding Tax Methods....134
Overriding Payment Methods....134
Overriding State Codes and Tax Report Types....135
Tax Reports....135
Pages Used to Run Tax Reports....135
Running the Tax Deposit and Liability Report....137
Running the W-4 IRS Report....138

Chapter 11
Setting Up Taxes....141
Understanding Taxes....141
Federal Taxes....141
State and Territory Taxes....142
Setting Up Year-End Reporting Companies....142

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Page Used to Set Up Year-End Reporting Companies.....142
Setting Up Tax Location Information.....142
Pages Used to Set Up Tax Location Information.....143
Defining Tax Location Codes.....143
Assigning Tax Location Codes to Departments.....143
Defining State Withholding Tax Marital Statuses.....144
Page Used to Define SWT Marital Statuses.....144
Defining Marital Statuses.....144
Defining State Income Tax Rates.....145
Pages Used to Define State Income Tax Rates.....145
Defining State Tax Rates.....145
Defining Withholding Rates.....147
Defining State Taxable Gross Exclusions.....148
Maintaining Company Tax Information.....149
Pages Used to Maintain Company Tax Information.....149
Maintaining Company Federal Tax Information.....149
Maintaining Company State Tax Information.....151
Maintaining Payee Tax Information.....151
Pages Used to Maintain Tax Information.....152
Maintaining Payee Tax Profiles.....152
Maintaining Federal Tax Data.....153
Maintaining State Tax Data.....156
Using Self–Service to Maintain Tax Data.....159
Maintaining URLs to Tax Forms on Third-Party Servers.....160

Chapter 12
Setting Up Absence Elements.....163
Understanding Absence Elements.....163
Delivered Absence Entitlements and Takes.....163
Delivered Absence Earnings.....165
Process Lists and Sections.....168
Viewing Delivered Elements.....170
Modifying and Creating Absence Elements.....170

Chapter 13
Defining Banking.....171
Understanding Banking.....171
Banking in the United States.....171

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Banking Setup....172
The CI_BANK_EC Component Interface....173
Banking Preparation Process....173
Defining and Assigning Bank Districts....173
Understanding Bank District Setup....174
Pages Used to Define and Assign Bank Districts....174
Defining Bank Districts....174
Assigning Bank Districts....174
Setting Up Source Banks in the United States....175
Understanding Source Bank Setup in the United States....175
Pages Used to Set Up Source Banks in the United States....176
Selecting Pay Entities for Additional Source Banks....176
Overriding Default Source Banks....177
Managing the Prenotification Process....178
Understanding Prenotification....178
Page Used to Update Prenote Information for Payees....179
Updating Prenote Information for Payees....179
Running the Banking Process....180
The Global Payroll for United States Banking Process....180
Banking Sub-Processes....181
Creating Direct Deposits....181
Understanding the Direct Deposit File Process....181
Page Used to Create Direct Deposit Files....183
Creating the Direct Deposit File....184
Creating Garnishment Files....184
Understanding the Garnishment File Process....185
Pages Used to Create Garnishment Files....187
Setting Up Company Information for Garnishments....187
Creating a Garnishment File....187
Generating Banking Reports....189
Understanding Banking Reports for the United States....189
Pages Used to Generate Banking Reports....189
Generating the Net Payment Report....189
Generating the Distribution Exceptions Report....190

Chapter 14
Setting Up Payslips....193
Understanding Payslips....193
Prerequisites....193

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Defining Payslip Messages.....194
Understanding Payslip Messages.....194
Page Used to Define Payslip Messages.....195
Defining Payslip Messages.....195
Defining Payslip Sections.....197
Understanding Payslip Sections.....197
Pages Used to Define Payslip Sections.....198
Defining Payslip Sections.....198
Adding Payslip Section Information.....199
Viewing Payslip Template Information.....200
Defining Payslip Templates.....201
Page Used to Define Payslip Templates.....201
Defining Payslip Templates.....201
Defining Payslip Assignments.....205
Pages used to Define Payslip Assignments.....205
Assigning Payslip Templates.....206
Defining Payslip Assignment Sets.....207
Viewing Template Assignments.....208
Defining Payee Payslip Options.....209
Page Used to Define Payee Payslip Options.....209
Defining Payee Payslip Options.....209

Chapter 15
Generating Report Data.....213
Understanding Report Data Generation.....213
The Data Reporting Process.....213
Filters.....216
Report Data and Segmentation.....217
Output Table Definitions.....217
User-Defined Parameter Definitions.....218
Batch Processing Setup.....218
Real Time Processing Setup.....219
Building a Transaction That Uses Report Data.....220
Common Elements Used in This Chapter.....220
Defining Report Data.....220
Pages Used to Define Report Data.....221
Selecting Output Tables and Primary Input Tables.....221
Mapping Fields.....222
Creating Input Filters.....226

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Validating Report Data....226
Page Used to Validate Report Data....226
Entering Report Data Parameters....226
Defining the Relationship Between Reports, Report Setup Data, And Element Lists....229
Understanding the Relationship Between Reports, Report Setup Data, and Element Lists....229
Page Used to Define the Relationship Between Reports, Report Data Setup, and Element Lists....230
Defining the Relationship Between Reports, Report Setup Data, and Element Lists....230

Chapter 16
Assigning Earnings....233
Understanding Earnings Assignments....233
Delivered Earnings....233
Earnings Processing Rules....234
Viewing Delivered Earnings....234
Assigning Earnings and Supporting Element Overrides....234
Understanding Earnings Assignments and Overrides....234
Pages Used to Assign Earnings, Amounts, and Overrides....235
Assigning Bonus and Company Car Earnings....236
Assigning REGULAR, OVT 1.5, OVT 2.0, and PREMIUM Earnings....237
Defining Supporting Element Overrides for Shift Pay Earnings....237
Defining Supporting Element Overrides for Taxable Earnings....238

Chapter 17
Assigning Loan Deductions....239
Understanding Loan Deductions....239
Delivered Loan Deductions....239
Deduction Processing Rules....239
Loan Deductions and Multiple Resolutions....240
Viewing Delivered Elements....240
Assigning Loan Deductions and Amounts....240
Understanding Loan Assignments....240
Assigning Deductions and Amounts....241
Page Used to Assign a Loan and Define a Loan Amount....241
Assigning a Loan....242
Entering One-Time Overrides....244

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Chapter 18
Assigning Garnishments.....247
Understanding Garnishments.....247
Delivered Garnishment Deductions.....247
Garnishment Types.....247
Garnishment Processing.....248
Garnishment Files.....249
Viewing Delivered Elements.....249
Assigning Garnishments.....250
Pages Used to Assign Garnishments.....250
Entering Garnishment Assignments.....250
Entering Calculation Details.....253
Defining Garnishment Fees.....255
Applying Garnishment Rules.....256
Entering the Garnishment Recipient.....257
Viewing Garnishment Information.....258
Page Used to View Garnishment Information.....258
Viewing a Garnishment Summary.....258
Processing One-Time Garnishment Overrides.....259
Understanding One-Time Garnishment Overrides.....259
Pages Used to Enter One-Time Positive Input.....259
Refunding a Garnishment on a One-Time Basis.....259
Overriding Garnishment Amounts.....260
Suspending a Garnishment on a One-Time Basis.....261

Chapter 19
Administering U.S. Savings Bond Purchases.....263
Understanding U.S. Savings Bond Processing.....263
U.S. Savings Bond Deduction Assignment and Processing Overview.....263
Implementation Considerations.....264
Viewing Delivered Elements.....265
Viewing Delivered U.S. Savings Bonds.....268
Page Used to View U.S. Savings Bonds.....268
Viewing Bond Information.....268
Assigning Savings Bond Deductions.....269
Page Used to Assign Savings Bond Deductions.....270
Assigning Bond Deductions.....270
Viewing the Bond Activity Log.....273
Page Used to View the Bond Activity Log.....273

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Viewing Savings Bond Activity....273
Producing the U.S. Savings Bond Output File....274
Understanding the Savings Bond Purchase Process....274
Page Used to Run the Savings Bond Purchase Process....275
Running the Savings Bond Purchase Process and Generating Reports....275

Chapter 20
Processing Payments....277
Understanding Payment Processing....277
Defining and Assigning Payment IDs....277
Understanding Payment IDs....278
Pages Used to Define and Assign Payment IDs....278
Defining Payment IDs....278
Assigning Payment IDs....279
Combining Payments....280
Processing Payments....281
Global Payroll for United States Payment Preparation Process Flow....281
Understanding the Payment Preparation Process....282
Understanding Payment Renumbering....284
Pages Used to Process Payments....284
Running Payment Preparation....284
Renumbering Payments....286
Processing Payslips....287
Understanding Payslip Generation....287
Pages Used to Generate and Reprint Payslips....289
Generating Payslips....289
Defining Draft Options....292
Defining the Payslip Sort Method....292
Reprinting Payslip Copies....293
Regenerating Original Payslips....294
Processing Final Payments....294
Understanding Final Payment Processing....294
Pages Used to Define Final Payments....295
Defining a Final Payment Program....295
Assigning a Final Payment Definition to a Payee....297
Processing Reversals....297

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Chapter 21
Managing Off-Cycle Payments.....299
Understanding Off-Cycle Processing.....299
The Off-Cycle Process.....299
Types of Off-Cycle Transactions.....299
Recording Manual Payments.....300
Understanding Manual Payments.....300
Understanding Manual Payment Setup Steps.....301
Pages Used to Set Up Manual Payments.....302
Submitting Reversals.....302
Understanding Reversals.....302
Understanding Reversal Setup Steps.....303
Prerequisites.....303
Pages Used to Submit Reversals.....304
Submitting Reversals.....304
Making Unscheduled Payments.....306
Understanding Unscheduled Payments for the U.S.....306
Understanding Unscheduled Payment Setup Steps.....307
Pages Used to Set Up Unscheduled Payments.....307
Advancing Payments.....307
Understanding Advance Payments.....308
Understanding Advance Payment Setup Steps.....308
Pages Used to Set Up Advance Payments for a Termination.....310
Creating a Final Payment Definition.....310
Assigning Final Payment Definitions.....310

Chapter 22
Viewing Payslips Using ePay.....313
Understanding the View Payslip Self-Service Transaction.....313
Prerequisites.....313
Setting Up View Payslip.....313
Understanding the View Payslip Transaction Setup.....314
Pages Used to Set Up View Payslip.....314
Defining a URL Address for Storing PDF Files.....314
Enabling Online Payslip Printing.....315
Viewing Payslips Online.....316
Understanding the View Payslip Transaction.....316
Page Used to View Payslips Online.....317

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Chapter 23
Defining Year-End Processing.....319
Understanding Year-End Processing.....319
Year-End Processing Functionality.....319
Wage and Tax Statement Filing.....320
Magnetic W-2 and W2c Filing.....321
Defining Tax Forms.....322
Understanding Tax Form Definition.....322
Page Used to Define Tax Forms.....322
Defining Tax Form Print Parameters.....323
Understanding Tax Form Print Parameters.....323
Pages Used to Define Tax Form Print Parameters.....323
Defining Tax Reporting Parameters.....323
Understanding Tax Reporting Parameters.....323
Page Used to Define Tax Reporting Parameters.....324
Defining the W-2 Company.....324
Understanding the W-2 Company Definition.....324
Page Used to Define the W-2 Reporting Company.....324
Updating Retirement Plan and Third-Party Sick Pay Flags.....324
Pages Used to Update Pension Plan and Third-Party Sick Pay Flags.....325
Generating the Pre-Load Error Report.....325
Understanding the Pre-Load Error Report.....325
Page Used to Generate the Pre-Load Error Report.....326
Loading Wage and Tax Statement Data.....326
Understanding Wage and Tax Statement Data Loading.....326
Page Used to Load Wage and Tax Statement Data.....327
Generating the Post-Load Error Report.....327
Understanding the Post-Load Error Report.....327
Prerequisites.....327
Pages Used to Set Up and Generate the Post-Load Error Report.....328
Reviewing and Correcting Wage and Tax Statement Data.....328
Understanding Tax Data Review and Correction.....328
Pages Used to Review and Correct Wage and Tax Statement Data.....329
Running the Year-End Data Audit Report.....329
Understanding the Year-End Data Audit Report.....329
Page Used to Run the Year-End Data Audit Report.....330
Running the State Tax Totals Report.....330
Understanding the State Tax Totals Report.....330
Page Used to Run the State Tax Totals Report.....330
Printing Wage and Tax Statements.....331

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Understanding the Wage and Tax Statement Print Process.....331
Page Used to Print Wage and Tax Statements.....331
Generating W-3/W-3SS Transmittal Totals.....331
Understanding W-3/W-3SS Transmittal Totals.....332
Page Used to Generate the W-3/W-3SS Transmittal Totals Report.....332
Generating W-3PR Transmittal Totals.....332
Understanding W-3PR Transmittal Totals.....332
Page Used to Generate the W-3PR Transmittal Totals Report.....332
Processing Corrected Wage and Tax Statements.....332
Understanding Corrected Wage and Tax Statement Processing.....333
Pages Used to Process Corrected Wage and Tax Statements.....334
Preparing and Creating MMREF-1 and MMREF-2 Files.....334
Understanding MMREF-1 and MMREF-2 Files.....334
Pages Used to Prepare and Create MMREF-1 and MMREF-2 Files.....335

Appendix A
Global Payroll for United States Reports.....337
Global Payroll for United States Reports: A to Z.....337

Glossary of PeopleSoft Terms.....343

Index 365

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About This PeopleBook Preface

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

This preface discusses:

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

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

PeopleSoft Application Prerequisites

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

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

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

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

PeopleSoft Application Fundamentals

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

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

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

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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.

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See Also

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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.

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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
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction

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Resource	Navigation
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

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

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Typographical Convention or Visual Cue	Description
. . . (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”

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

Country Identifiers

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

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

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

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

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

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

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.

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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.

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PeopleSoft Enterprise Global Payroll for United States 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 United States.

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

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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 product and other products. • 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 product and the functionality within the product.
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. **Note.** There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.

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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 a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. **Note.** There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.
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 product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

Global Payroll Documentation

This section discusses:

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

Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

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  - 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; it is therefore 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 defining in the country extension. To understand the setup, you should first read the banking chapter in the core documentation and then the banking chapter in the country extension documentation.

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

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

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

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

- Functional

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

- Managerial

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

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

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CHAPTER 1

Getting Started with Global Payroll for United States

This chapter discusses:

- Global Payroll for United States overview.
- Global Payroll for United States business processes.
- Global Payroll for United States integrations.
- Global Payroll for United States implementation.

Global Payroll for United States Overview

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

See Also

Chapter 2, "Understanding Global Payroll for United States," page 5

Global Payroll for United States Business Processes

Global Payroll for United States provides these business processes:

- Earnings.
- General deductions.
- Benefit deduction calculations.
- Absences.
- U.S. savings bond processing.
- Garnishments.
- Federal and state income taxes.
- Payslips.
- Termination processing.
- Paycheck reversals.

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- Payment processing.
- Banking.
- Self-service for the payee W-4.
- Self-service for payslips.

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

Global Payroll for United States Integrations

Global Payroll for United States 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 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 United States 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.

Global Payroll for United States also provides component interfaces to help you load data from the existing system into Global Payroll for United States tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have component interfaces:

Component	Component Interfaces	References
GPUS_FWT_EE	CI_GPUS_FWT_EE	See Chapter 11, "Setting Up Taxes," page 141.

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Other Sources of Information

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

See Also

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

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

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

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CHAPTER 2

Understanding Global Payroll for United States

This chapter discusses:

- Global Payroll for United States.
- Global Payroll for United States business processes.
- Delivered elements for the U.S.
- Element naming conventions in the U.S.
- Viewing delivered elements for the U.S.

Global Payroll for United States

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

Global Payroll for United States Business Processes

Global Payroll for United States supports these business processes:

- Earnings.

  Global Payroll for United States provides the ability to define and process different earnings types. Global Payroll for United States also delivers common earnings types, including those for regular hourly earnings, exception hourly wages, salary earnings, shift differential pay, overtime, premium pay, and bonuses.

  See Chapter 4, "Setting Up Earnings," page 27.

- General deductions.

  Global Payroll for United States provides the ability to define and process many common general deductions, including loan deductions, United Way deductions, and credit union deductions.

  See Chapter 5, "Setting Up General Deductions," page 45.

- Benefit deduction calculations.

  Global Payroll for United States is designed to integrate with PeopleSoft Enterprise Human Resources and PeopleSoft Enterprise Benefits Administration, enabling the system to calculate benefit deductions.

  See Chapter 9, "Setting Up Benefit Deductions," page 91.

- Absences.

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Global Payroll for United States delivers rules that enable you to track vacation, jury leave, sick leave, and bereavement leave.

See Chapter 12, "Setting Up Absence Elements," page 163.

- U.S. savings bond processing.

  You can set up, process, and maintain Series EE and Series I savings bonds purchases for employees through automatic payroll deductions.

  See Chapter 19, "Administering U.S. Savings Bond Purchases," page 263.

- Garnishments.

  Global Payroll for United States enables you to set up and process garnishments. Since garnishment orders can come from different agencies each having different reporting requirements, the system is flexible enough to address the priority of each garnishment received by jurisdiction, type, and timing of receipt. In the case of multiple garnishments being processed at the same time, the system can determine which proration method to use and when. Once the funds are withheld, you have the ability to disperse them according to the method and schedule established by the issuing agency.

  See Chapter 18, "Assigning Garnishments," page 247.

- Federal and state income taxes.

  Global Payroll for United States enables you to calculate and process federal and state income tax for payees.

  See Chapter 10, "Understanding Tax Processing," page 105.

- Payslips.

  Global Payroll for United States enables you to create payslips based on your organization's needs. With payslip templates, you can specify the amount of detail to include on the payslip.

  See Chapter 14, "Setting Up Payslips," page 193.

- Termination processing.

  With Global Payroll for United States, you can calculate final pay for terminated employees. You can define which earnings and deductions to process in the final payment. You can also define any special processing that should occur for each earning or deduction, such as vacation balance pay out or loan balance collection.

  See Chapter 20, "Processing Payments," Processing Final Payments, page 294.

- Paycheck reversals.

  Global Payroll for United States enables you to identify a specific payment by employee and calendar and reverse the payment.

  See Chapter 20, "Processing Payments," Processing Reversals, page 297.

- Banking.

  With Global Payroll for United States, you can set up banking information for payees and define source bank information. You can define prenote information and manage the prenotification process. You can also create direct deposits and garnishment files. You can run the banking process and create banking reports.

  See Chapter 13, "Defining Banking," page 171.

- Payment processing.

  You can use the banking process in Global Payroll for United States to complete payment processing. The system uses the payment ID number defined in the banking process to assign a payment ID to any type of payment. The payment process also determines the appropriate payment number to assign to each payment.

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See Chapter 20, "Processing Payments," page 277.

- Year-end processing.

  With Global Payroll for United States, you can process and generate the year-end Wage and Tax Statement (W-2), the Corrected Wage and Tax Statement (W-2c), the Transmittal of Wage and Tax Statement (W-3), and the Transmittal of Corrected Wage and Tax Statement (W-3c). Additionally, you can process the year-end forms for all territories, including American Samoa, Guam, Puerto Rico, and the Virgin Islands.

  See Chapter 23, "Defining Year-End Processing," page 319.

- Self-service for the payee W-4.

  If you purchased PeopleSoft Enterprise ePay, payees can update their W-4 tax information, such as marital status, number of allowances claimed, and withholding amounts. Payees can also view and print out copies of the W-4 forms for their records.

  See Chapter 11, "Setting Up Taxes," page 141.

- Self-service for payslips.

  If you purchased ePay, payees can view their payslips online.

  See Chapter 22, "Viewing Payslips Using ePay," page 313.

Delivered Elements for the U.S.

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

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

Delivered Element Creation

All of the elements that are delivered as part of Global Payroll for United States were created using the core application.

The core application:

- Consists of a payroll rules engine.

  The rules engine is a flexible tool that enables you to define new payroll elements and run payroll and absence calculations using the delivered elements. Global Payroll does not embed payroll computations in application code. Instead, it specifies all business application logic (such as earnings, deductions, absences, and accumulators) in terms of payroll rules. Global Payroll enables you to enter and maintain payroll rules through a set of pages and offers comprehensive features that enable you to work in your preferred language or currency.

- Provides a payroll processing framework.

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

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Element Ownership and Maintenance

This section describes PeopleSoft's approach to element ownership and what this means for the maintenance of U.S. payroll rules.

Element Ownership in Global Payroll

There are five types of element ownership in Global Payroll:

PS Delivered/Maintained Elements that are 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 type of element ownership consists primarily of either customary (non-statutory) rules or statutory elements that customers might want to define according to a different interpretation of the rules. Although PeopleSoft occasionally updates elements that are defined as PS Delivered/Not Maintained, you are not required to apply these updates.

Customer Maintained Elements that are created and maintained by the organization. PeopleSoft does not deliver rules defined as Customer Maintained.

PS Delivered/Customer Modified Elements that are originally PS Delivered/Maintained over which the customer decides 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 United States

Of the five ownership types described here, two are used to define U.S. elements:

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

  Most of the delivered elements for the U.S. are defined as *PS Delivered/Not Maintained*. This enables you to modify, update, and re-configure delivered elements to meet your own requirements.

This table lists the ownership types associated with the delivered elements for the U.S.:

Element Type	Ownership	Exceptions
Earning	PS Delivered/Not Maintained.	None.
Deduction	PS Delivered/Not Maintained.	Federal taxes (income tax, social security, Medicare, and unemployment), state income tax, garnishments, savings bonds, and bond purchases.
Variable	PS Delivered/Not Maintained.	Variables that are used in tax calculations (federal and state) and garnishments. Variables that are used in Component Interfaces (mainly in pay group parameters).

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Element Type	Ownership	Exceptions
Bracket	PS Delivered/Not Maintained.	Tax rates and tax bracket ranges.
Accumulator	PS Delivered/Not Maintained.	Social security taxes, earned income credits, federal taxes, state taxes, FUTA, and garnishments.
Element Group	PS Delivered/Not Maintained.	Delivered as sample data.
Process List	PS Delivered/Not Maintained.	Delivered as sample data.
Section	PS Delivered/Not Maintained.	Taxes and garnishments.
Formula	PS Delivered/Not Maintained (varies by functional area).	Federal taxes, state income tax, and garnishments.
Array	PS Delivered/Maintained.	None.
Writable Array	PS Delivered/Maintained.	None.
Historical Rule	PS Delivered/Not Maintained.	Delivered as sample data.
Generation Control	PS Delivered/Not Maintained.	Delivered as sample data.
Count	PS Delivered/Not Maintained.	Federal taxes, state income tax, and garnishments.
Duration	PS Delivered/Not Maintained.	Federal taxes, state income tax, and garnishments.
Date	PS Delivered/Not Maintained.	Federal taxes, state income tax, and garnishments.

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Element Type	Ownership	Exceptions
Proration	PS Delivered/Not Maintained.	Federal taxes, state income tax, and garnishments.
Rounding rule	PS Delivered/Not Maintained.	Federal taxes, state income tax, and garnishments.

Element Naming Conventions in the U.S.

Understanding the naming convention used for PeopleSoft delivered elements can help you determine how an element is used, its element type, and even the functional area it serves.

This section discusses:

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

Naming Conventions

This section discusses the naming conventions for:

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

We also discuss common abbreviations used in the names of U.S. elements.

Primary Elements

Primary elements such as earnings, deductions, absence takes, and absence entitlements do not contain functional area codes or element type codes in their names. Primary elements have names that identify their functions and element types without the use of additional codes. For example, the name of the deduction element DENTAL EE identifies this element as a dental deduction and more specifically, as an employee dental deduction (EE).

Supporting Elements

For supporting elements such as variables, formulas, dates, and durations, PeopleSoft uses this naming convention: FFF TT NAME.

- FFF: Functional area code.

  See Chapter 2, “Understanding Global Payroll for United States,” Functional Area Codes, page 11.

- TT: Type of supporting element.

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See Chapter 2, "Understanding Global Payroll for United States," Element Type Codes (PIN_TYPE), page 13.

- NAME: Based on a term in English that provides a further means of identifying the element.

For example, in the variable ABS VR SICK ENTIT:

- ABS represents the functional area (absences).
- VR represents the element type (variable).
- SICK ENTIT provides a further means of identifying the element (sickness entitlement).

Note. This naming convention applies to these element types: arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, writable arrays, and generation control conditions.

Component Names (Suffixes)

Global Payroll automatically names the components in the calculation rule of an earning, deduction, or absence element by appending suffixes to the element's name.

For example, suppose that you define an earning named EARN1 with this calculation rule:

EARN1 = Rate × Unit

The system automatically creates two additional elements for the components in the calculation rule by appending the suffixes _RATE and _UNIT to the name of the earning:

- Rate component: EARN1_RATE.
- Unit component: EARN1_UNIT.

Global Payroll also generates suffixes to name:

- Auto-generated accumulators for earnings and deductions.
- Deduction arrears components.
- Deduction arrears accumulators.
- Absence entitlement accumulators.

Note. To view all of the suffixes defined for the United States, use the Element Suffixes component in Global Payroll.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining General Element Information".

Functional Area Codes

Many elements include a three-letter functional area code in their names. This code identifies the functional area supported by an element.

This table lists the functional area codes used in the names of U.S. elements:

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Functional Area	Description
ERN	Earnings
DED	General deductions
BEN	Health and welfare deductions
BND	Bonds
LNS	Loans and advances
GRN	Garnishments
ABS	Absences
TAX	Taxes
GEN	General functional area code
TSP	Thrift savings plans

Element Classification

Categories are a way to further name and classify elements after you define them at the country level. You can use categories to classify elements based on your organization's needs.

Note. You can view all of the categories defined for Global Payroll for United States on the Category Types page.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining General Element Information".

The categories delivered with Global Payroll for United States are:

Category Code	Description
ERN	Earnings
DED	General deductions
BEN	Health and welfare deductions
BND	Bonds
LNS	Loans and advances

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Category Code	Description
GRN	Garnishments
ABS	Absences
TAX	Taxes
GEN	General functional area code
TSP	Thrift savings plans
PSLP	Payslip

Element Type Codes (PIN_TYPE)

This table contains codes for all of the element types. Because not all element types are delivered for United States, not all of these codes appear in the names of U.S. elements:

Element Type	Description
AE	Absence entitlement
AT	Absence take
AC	Accumulator
AR	Array
AA	Auto assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element group

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Element Type	Description
EM	Error message
FC	Fictitious calculation
FM	Formula
GC	Generation control
HR	Historical rule
PR	Process
PO	Proration rule
RC	Rate code
RR	Rounding rule
SE	Section
SY	System element
VR	Variable
WA	Writable array

Viewing Delivered Elements for the U.S.

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

See Also

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

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CHAPTER 3

Defining Country Data

This chapter discusses:

- Global Payroll core functionality in the U.S.
- Human Resources setup considerations.
- Organizational and processing frameworks.
- Users, roles, and permission lists.
- Defining installation settings.
- Viewing delivered elements.

Understanding Global Payroll Core Functionality in the U.S.

This section discusses:

- Payment keys
- Accumulators
- Retroactivity
- Segmentation
- Rounding rules
- Triggers

Note. Suffixes that are used in Global Payroll for United States are discussed in this PeopleBook.

See Also

Chapter 2, "Understanding Global Payroll for United States," page 5

Payment Keys

Payment keys are used with forwarding retroactivity to keep deltas separate in the current pay period. When a payment key exists for recalculated periods and deltas are forwarded to the current period, the system runs a separate gross-to-net calculation for that payment key, thereby creating an additional GP_PYE_SEG_STAT record.

Global Payroll for United States uses *Company* as a payment key.

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See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Retroactive Processing"

Retroactivity

In Global Payroll for United States, the default retroactive method is *forwarding*. Using this method, the system creates deltas for each earning, deduction, and segment accumulator recalculated in a prior period, and forwards the deltas to the current period.

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

The system generates a retroactive trigger every time you enter a change for the following data:

- Pay rate changes.
- Absences.
- Positive input.
- Earnings and deduction assignments.
- Schedule assignments.
- Employee actions such as hire, termination, or transfer.
- Standard hours changes.
- Company changes.
- Department changes.
- Pay system changes.
- Pay group changes.
- Eligibility group changes.
- Holiday changes.
- Grade changes.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Retroactive Processing".

Segmentation

You can segment components of pay based on events such as changes to compensation, employee status, or a job during a pay period. For example, you can set up the system to trigger segmentation of earnings results on the payslip when there's a change to an employee's job data in PeopleSoft Enterprise Human Resources.

Global Payroll provides two types of segmentation:

- Period segmentation (full segmentation).
- Element segmentation (slice segmentation).

Period segmentation occurs when more than one gross-to-net calculation is required. Element segmentation occurs when employee data changes in midperiod, requiring the affected elements to be calculated on either side of the date of change.

In Global Payroll for United States, period segmentation occurs as a result of:

- Company changes.

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- Pay group changes.
- Pay system changes.
- Employee actions, such as hires, terminations, transfers, and additional jobs.

Element segmentation occurs as a result of:

- Pay rate changes.
- Standard hours changes.
- Department changes.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Segmentation"

Rounding Rules

In Global Payroll, you can apply rounding to any component of an earning or deduction, the resolved amount of an earning or deduction, or within a formula. Rounding is applied to each of the components first before the resolved amount is rounded. Rounding is applied after proration rules are applied.

Global Payroll for United States delivers these rounding rules:

Data to be Rounded	Rule
Compensation	For internal calculations, use six decimal places, but always resolve to two decimal places.
Hourly Rates	Hourly rates should always be stored with six decimal places.
Garnishments	For internal calculations, use six decimal places, but always resolve to two decimal places.
Taxes	For internal calculations, use six decimal places, but always resolve to two decimal places.
All Other Deductions	Calculate and resolve to six decimal places.
Net pay	Calculate and resolve to two decimal places.

See Also

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

Triggers

Triggers are used to detect online changes to data that should result in some type of system action.

Global Payroll provides three types of triggers:

- Iterative: Tells the system to process (or reprocess) an employee in the current period.
- Segmentation: Tells the system to segment a period or element.

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- Retro: Tells the system to perform retroactive processing.

In Global Payroll for United States, an iterative trigger must be defined for each table containing retroactive or segmentation triggers.

Two segmentation events are delivered with Global Payroll for United States. One is for full segmentation and the other is for element segmentation.

Two retroactive events are delivered with Global Payroll for United States. One is for corrective retro processing and the other is for forwarding retro processing.

In addition, Global Payroll for United States uses mass trigger functionality.

This functionality enables you to generate employee payroll triggers based on changes to setup tables. Mass triggers are specified for a certain record on a certain component. A SQL object defines the population affected by the setup table change. After the affected employees are determined, you can review the trigger details before accepting the changes.

Global Payroll for United States delivers mass triggers for benefit-related tables.

See Also

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

Chapter 9, "Setting Up Benefit Deductions," page 91

Understanding Human Resources Setup Considerations

In order to successfully set up Global Payroll for United States, you need to enter data in Human Resources tables. This data includes:

- Company Information

  In Global Payroll for United States, the EIN (employer identification number) is defined at the company level. Set up company information on the Company table in Human Resources for each federal EIN.

  You also need to enter payroll-specific company information on the Pay Entity page in Global Payroll, if your pay entity is the same as your company.

  See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation Tables," Entering Company Information.

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

  See Chapter 11, "Setting Up Taxes," page 141.

- Source Bank Accounts Information

  When you select *USA* as the country code on the Source Bank Account page, you need to define additional information regarding prenotes for the source bank.

  See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Banks and Bank Branches".

- Person Checklist Information

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To ensure that a payee is set up properly, Human Resources provides a person checklist. To see what setup is needed for payees in Global Payroll for United States, navigate to Workforce Administration, Personal Information, Organizational Relationships, Person Checklist and enter *K1GPAY* in the Checklist field. A checklist for Global Payroll for United States payees appears. The Person Checklist page provides links to key Global Payroll for United States setup pages. In particular, the Maintain Tax Profile setup is important. The Tax Profile page must be set up for all payees in order for taxes to be calculated correctly.

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "Increasing the Workforce," Creating a Checklist.

See Chapter 11, "Setting Up Taxes," Maintaining Payee Tax Information, page 151.

Understanding Organizational and Processing Frameworks

This section discusses:

- Organizational framework for Global Payroll for United States.
- Processing framework for Global Payroll for United States.

Organizational Framework for Global Payroll for United States

This diagram depicts the organizational framework for Global Payroll for United States:

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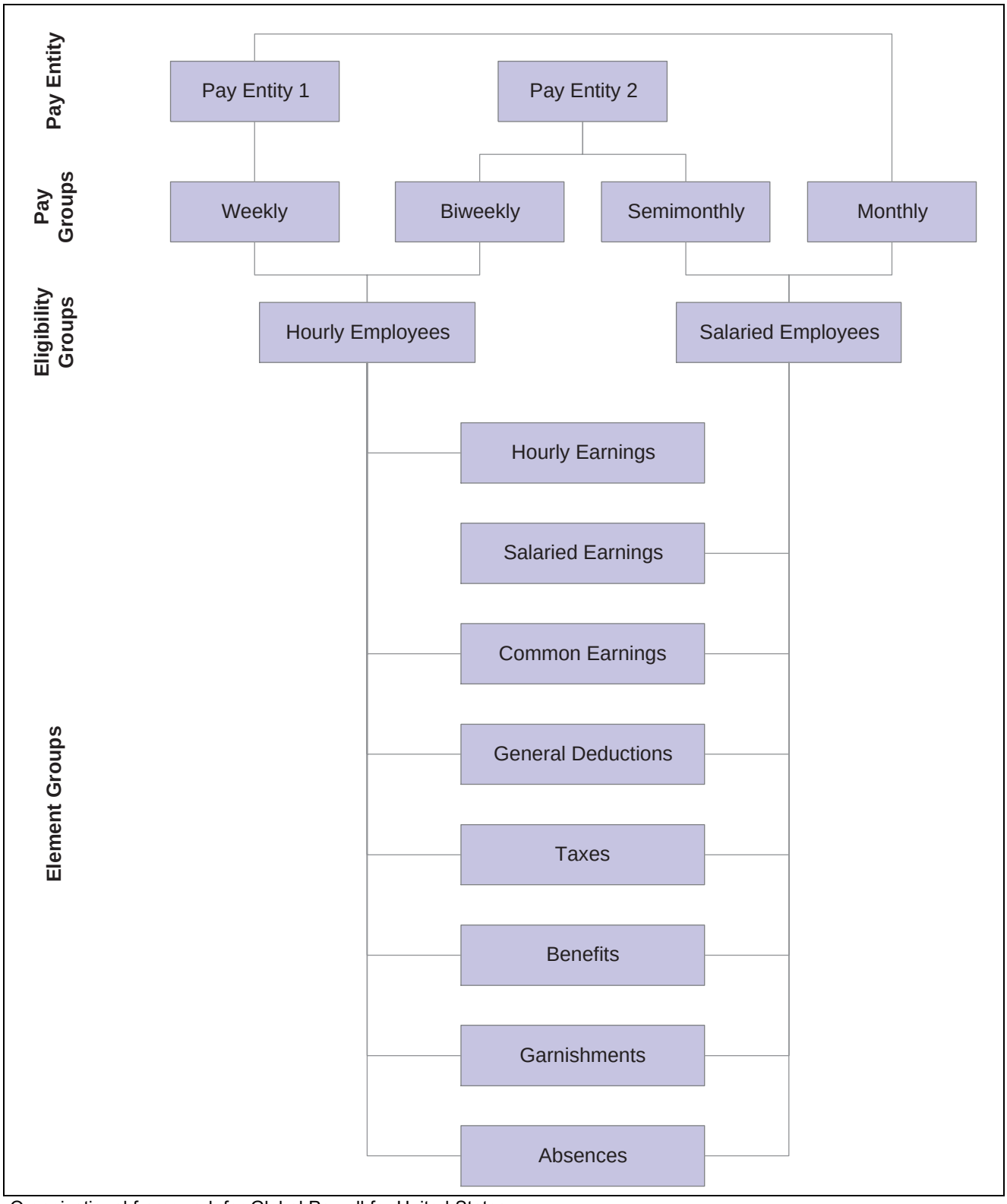

Organizational framework for Global Payroll for United States

Processing Framework for Global Payroll for United States

This diagram depicts the processing framework for Global Payroll for United States:

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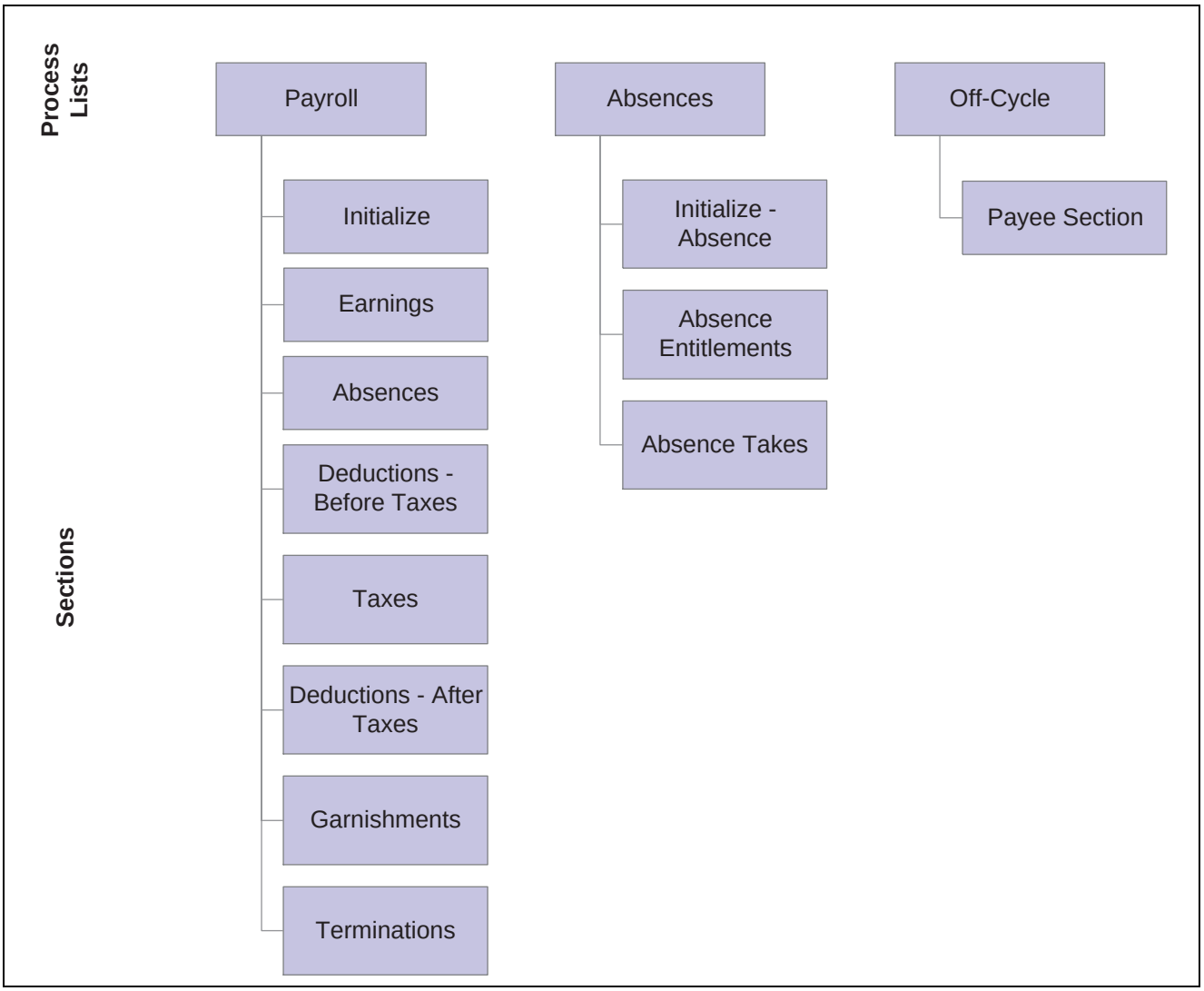

Processing framework for Global Payroll for United States

Understanding Users, Roles, and Permission Lists

This section discusses:

- Users in Global Payroll for United States.
- Roles in Global Payroll for United States.
- Permission lists in Global Payroll for United States.

Users in Global Payroll for United States

Global Payroll for United States delivers these user IDs:

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User	Add/Modify
HCRUSA_GP	Add
PS	Modify

Roles in Global Payroll for United States

Global Payroll for United States delivers the GP Administrator USA role.

Permission Lists in Global Payroll for United States

Permission lists enable you to access system pages and processes. Several kinds of permissions are used in HRMS, including:

- Primary permissions.
- Component permissions.
- Data permissions.
- Standard permissions.

Global Payroll for United States delivers these permission lists:

Permission List	Type of Permission	Add/Modify	Description
HCPPALL	Primary	Modify	Primary List: All Countries
HCPPUSA	Primary	Modify	Primary List: USA
HCCPGPUSA	Component	Add	Component Permission List: GPUSA
HCDPUSA	Data	Modify	Data Permission USA

Defining Installation Settings

To define installation settings for the United States, use the Installation Settings USA (GPUS_INSTALLATION) component.

This section discusses how to define installation settings for Global Payroll for United States.

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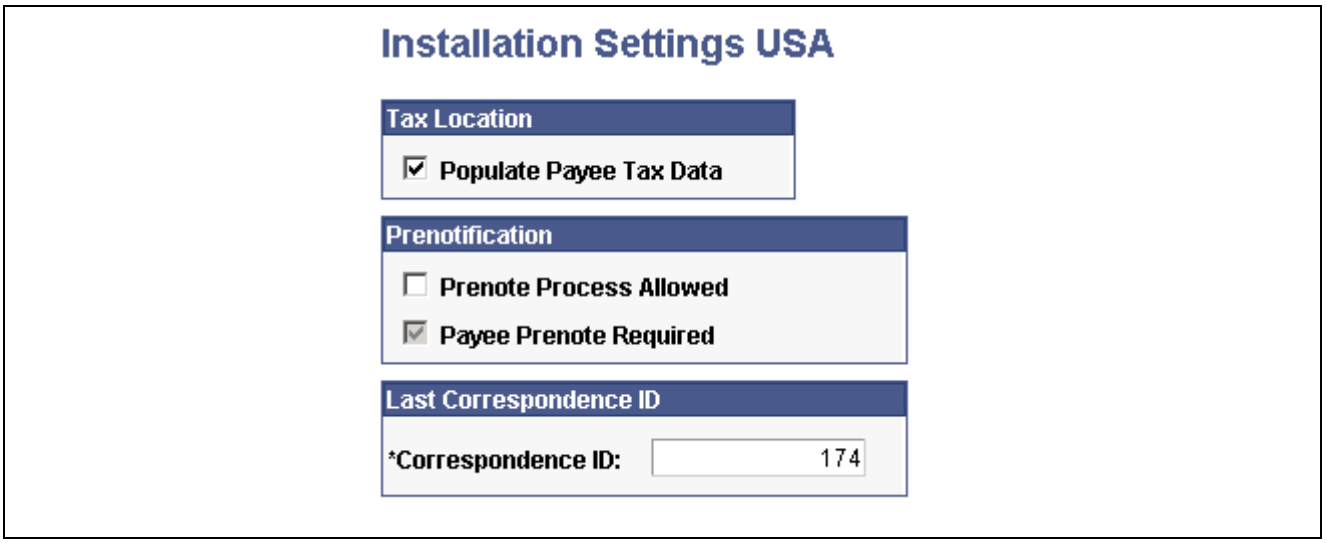
Page Used to Define Installation Settings

Page Name	Object Name	Navigation	Usage
Installation Settings USA	GPUS_INSTALLATION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings USA, Installation Settings USA	Specify payee-level tax and banking defaults at the time of installation for Global Payroll for United States.

Defining Installation Settings for Global Payroll for United States

Access the Installation Settings USA page.



Installation Settings USA page

Tax Location

Populate Payee Tax Data Select if you want the system to create default tax data rows in certain situations. For example, if a payee changes departments and the department is set up with a default tax location.

See Chapter 11, "Setting Up Taxes," page 141.

Prenotification

Define payee-related prenotification information that is required for banking.

Prenote Process Allowed Select if you want the prenote process to run automatically for payees.

Payee Prenote Required Select to indicate that banking prenotification is required at the payee level. The Payee Prenote Required check box is only available for selection if you select the Prenote Process Allowed check box. If you select this check box, the Prenotification Required check box on the Bank Prenote Information USA page is automatically selected.

Note. The prenotification process is discussed in this PeopleBook.

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See Chapter 13, "Defining Banking," page 171.

Last Correspondence ID

Correspondence ID Track the last correspondence ID used for garnishments.

Viewing Delivered Elements

This section discusses:

- Delivered sections.
- Delivered process lists.

Delivered Sections

This table lists the delivered sections for the United States:

Section	Description
INITIALIZATION	Initialization
GENERAL EARNINGS	General earnings
DEDUCTIONS	Deductions
LOANS	Loans
ABSENCES	Absence earnings
ABSENCES ENTITL	Absence entitlements
TAX INITIALIZATION	Tax initialization
FEDERAL TAX EE	Federal tax employee
FEDERAL TAX ER	Federal tax employer
GARNISHMENTS	Garnishments
401K DED	401K deduction
BASIC LIFE DED	Basic life deduction
BEN DED INIT	Benefit deductions initialization
DENTAL DED	Dental deduction
HEALTH INIT	Health plans initialization
LIFE INIT	Life plans initialization

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Section	Description
MEDICAL DED	Medical deduction
SAVINGS INIT	Savings plan initialization
SPOUSE LIFE DED	Spouse life deduction
SUP LIFE DED	Supplemental life deduction
HOLIDAY SEC	Holiday
INIT ABSENCE	Initialization absences
SAVING BOND	Purchase savings bond
STATE TAX EE	State tax employee
STD DED PRC NPV	Standard deductions percent (net processing validation)
PAYROLL GUIDE	Payroll report guide
GRN PRORATION1	Garnishment proration
GRN PRORATION2	Garnishment proration
BONUS AND OVERTIME	Bonus and overtime
SPL DED PRC G NPV	Special deduction percent with garnishments (net processing validation)
SPLD DED PRC NG NPV	Special deduction percent no garnishments (net processing validation)
PSLP MESSAGES	Payslip messages
ABSENCES TAKES	Absence takes

Delivered Process Lists

This table lists the delivered process lists for the United States:

Process List	Description
USA STD PAYROLL	Standard payroll process
USA STD ABSENCE	Standard absence process
USA SEP PAYROLL G	Separate payroll with garnishments
USA SEP PAYROLL NG	Separate payroll no garnishments

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

See Also

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

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CHAPTER 4

Setting Up Earnings

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

- Modify and update delivered earnings.
- Create new earnings.

Understanding Earnings

This section discusses:

- Delivered earnings.
- Delivered supporting elements.
- User fields.
- Earnings assignments.
- Required supporting elements.
- Process lists and sections.
- Viewing delivered elements.

Delivered Earnings

PeopleSoft delivers a number of earnings for the U.S. that demonstrate the flexibility of Global Payroll rules to meet common processing requirements such as the calculation of wages and overtime.

In this table, the first column combines the name and description of the delivered earnings. The other columns indicate the calculation rule components, such as Unit, Rate, Percent, and Amount, and the pre- and post-process formulas for each earning.

Name/Descr.	Unit	Rate	%	Amount	Pre- and Post- Process Formula
REGULAR Regular Hourly	Payee-level	K1GCRH (rate code)			
WAGES Exception Hourly Wages	ERN FM SALARY HOURS (formula)	K1GCRH (rate code)			Post-ERN FM RED HRS/AMT

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Name/Descr.	Unit	Rate	%	Amount	Pre- and Post- Process Formula
SALARY				K1GCRS (rate code)	Post-ERN FM RED SALARY
OVT 1.5 Overtime Pay	Payee-level	ERN FM OVT RATE (formula – monetary and decimal)	150%		
OVT 2.0 (D Double - Time Pay	Payee-level	ERN FM OVT RATE (formula – monetary and decimal)	200%		
PREMIUM Premium Over Time	Payee-level	ERN FM OVT RATE (formula – monetary and decimal)	50%		
BONUS				Payee-level	
COMPANY CAR Personal Use of Company Car				Payee-level	
SHIFT - R Shift Differential - Hourly	SHIFT DIFF UNIT (accumulator)	ERN BR SHIFT DIFF (bracket)			
SHIFT PCT Shift Differential - Percentage	SHIFT DIFF UNIT (accumulator)	HOURLY RT (system element - numeric)	ERN VR SHIFT D PCT (variable - numeric)		Pre-ERN FM SHIFT D PCT

Note. These elements are defined as PS Delivered/Not Maintained. This means that you can use them as delivered, modify them, or replace them with new elements.

Note. Global Payroll for United States also delivers absence-related earnings. These are discussed in a separate chapter in this PeopleBook.

See Chapter 12, "Setting Up Absence Elements," page 163.

Regular Hourly Pay and Wages

Global Payroll for United States delivers two types of earnings for calculating regular pay:

- REGULAR

  Use this earning to calculate pay for hourly payees who require positive input.

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- WAGES

  Use this earning to calculate pay for hourly payees who only need to report exceptions to their standard hours.

The calculation rule for both REGULAR and WAGES is Unit x Rate.

Both earnings use the rate code K1GCRH for the Rate component. This rate code is used to calculate pay for all hourly payees.

The Unit component differs for these two earnings:

- The REGULAR earning assumes that the Unit (time paid) is recorded at the payee level through positive input.
- The WAGES earning assumes that payees are paid a standard set of hours for each pay period, and that only exceptions need to be reported through positive input. The Unit component for this earning includes a formula—ERN FM SALARY HOURS— that calculates the standard hours.

  This formula:

  1. Multiplies the STD HRS system element by the STD HRS FREQ FACTOR system element to calculate the ANNUAL HOURS (stored as a variable).
  2. Divides the ANNUAL HOURS variable by the PRD FREQ FACTOR (pay period frequency factor) system element to calculate the pay period standard hours.

The post-process formula for the WAGES earning, ERN FM RED HRS/AMT, reduces the pay period standard hours by any absence or holiday hours. This formula requires the use of the REDUCE SAL H accumulator to sum up the hours for all earnings, such as vacation, that should reduce the standard hours.

In addition, this formula ensure that the WAGES earning is not reduced by absences to a negative amount.

Salary

Use the SALARY earning to pay salaried employees.

The calculation rule for SALARY is Amount, with the amount defined as the rate code K1GCRH.

The post-process formula for the SALARY earning, ERN FM RED SALARY, performs two functions:

- It calculates standard hours and reduces these hours by the number of absence hours.
- It ensures that the salary amount is not reduced by absences to a negative amount.

Overtime

Global Payroll for United States delivers two overtime earnings: OVT 1.5 for overtime calculated at 1.5 times the regular pay rate, and OVT 2.0 for overtime calculated at twice the regular pay rate.

The calculation rule for both overtime earnings is Unit x Rate x Percent, where Unit is the number of overtime hours that a payee works, Rate is the formula ERN FM OVT RATE, and Percent is either 150 or 200. The units are entered at the payee level.

Note. The delivered overtime earnings include a shift differential. This differential is included in the calculation of the earnings only if the employee is associated with a shift group and a shift ID.

Premium Pay

Premium pay refers to the excess over the regular rate of pay that is paid for extended working hours, overtime, or work during holidays. Global Payroll for United States delivers the PREMIUM earning to calculate premium pay.

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The calculation rule for premium pay is Unit x Rate x Percent, where Unit is the number of extended hours worked, Rate is the formula ERN FM OVT RATE, and Percent is 50. The units are entered at the payee level.

Note. Premium pay includes a shift differential. This differential is included in the calculation of the earnings only if the employee is associated with a shift group and a shift ID.

Bonus

Global Payroll for United States delivers the BONUS earning to calculate bonus pay. The calculation rule for bonus pay is Amount, where a payee's bonus is entered as a numeric amount at the payee level.

The BONUS earning uses the Supplemental tax method.

Personal Use of A Company Car

Global Payroll for United States delivers the COMPANY CAR earning to calculate the personal use of a company car. The calculation rule for COMPANY CAR is Amount; the amount is entered at the payee level. The COMPANY CAR earning does not add to gross pay, but to taxable gross.

Shift Differential

Global Payroll for United States delivers two earnings to calculate shift differentials: SHIFT - R and SHIFT PCT.

The calculation rule for SHIFT R is Unit x Rate, where Unit is the accumulator SHIFT DIFF UNIT, and Rate is the bracket ERN BR SHIFT DIFF.

The calculation rule for SHIFT PCT is Unit x Rate x Percent, where Unit is the Accumulator SHIFT DIFF UNIT, Rate is the system element HOURLY RT, and Percent is the variable ERN VR SHIFT D PCT.

The system processes these earnings only if the accumulator SHIFT DIFF UNIT holds units (hours) processed for the eligible shift earnings. Only two of the delivered earnings–REGULAR and WAGES–are defined as *eligible*. That is, the units of these earnings are the only members of this accumulator. If there are no units from these earnings, then SHIFT - R and SHIFT PCT are not processed. In addition, payees must be assigned to shift groups and shift IDs before the system can process SHIFT - R or SHIFT PCT.

Note. The earnings SHIFT - R and SHIFT PCT use the generation control element ERN GC SHIFT EXC to control processing. This formula looks at the accumulator SHIFT DIFF UNIT and the values of the shift group and shift ID. If the value of SHIFT DIFF UNIT is greater than zero and the payee is in a shift group and has a shift ID, the system processes the earnings.

See Chapter 16, "Assigning Earnings," page 233.

Delivered Supporting Elements

This table lists the key supporting elements used to define the delivered earnings:

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Element Type	Element Name	Used By	Where Used
Variable	TAX VR METHOD	This variable is a user field for all taxable earnings. It stores the tax method to use when calculating an earning.	Supporting Element Override page. Values include: • A - Annualized • S - Supplemental • C - Cumulative All delivered earnings except BONUS use the Annualized tax method (A). BONUS uses the Supplemental tax method (S).
	TAX VR RPT TYPE	This variable is a user field for all taxable earnings.	Determines the year-end form—W2, W2PR, W2AS, and so on—on which an earnings element is reported.
	TAX VR STATE	This variable is a user field for all taxable earnings.	Determines the state or territory in which each earning is taxed.
	ERN VR SHIFT GRP	ERN BR SHIFT DIFF ERN FM OVT RATE This variable is a user field for all earnings except SALARY, BONUS, COMPANY CAR, and HOLIDAY.	ERN VR SHIFT GRP is a search key in the bracket ERN BR SHIFT DIFF. Based on this key, the bracket returns the correct shift differential and percentage to the calculation rule of the earnings SHIFT - R and SHIFT PCT. ERN VR SHIFT GRP is used in the formula ERN FM OVT RATE to define the rate component for the earnings OVT 1.5, OVT 2.0, and PREMIUM.
	ERN VR SHIFT ID	ERN BR SHIFT DIFF This variable is a user field for all earnings except SALARY, BONUS, COMPANY CAR, and HOLIDAY.	ERN VR SHIFT ID is a search key in the bracket ERN BR SHIFT DIFF. Based on this key, the bracket returns the correct shift differential and percentage to the calculation rule of the earnings SHIFT - R and SHIFT PCT.

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Element Type	Element Name	Used By	Where Used
	ERN VR SHIFT D PCT	ERN BR SHIFT DIFF ERN FM OVT RATE	Bracket ERN BR SHIFT DIFF populates the value of the variable ERN VR SHIFT D PCT (this variable is the percent component in the calculation rule of the earnings SHIFT PCT). Formula ERN FM OVT RATE uses the value of variable ERN VR SHIFT D PCT to calculate the Rate component for earnings OVT 1.5, OVT 2.0, and PREMIUM.
Formula	ERN FM RED SALARY	SALARY	Post process formula. Reduces SALARY earning by Absence and Holiday amounts.
	ERN FM RED HRS/AMT	WAGES	Post-process formula. Reduces WAGE hours by Absence and Holiday hours.
	ERN FM SALARY HOUR	WAGES	Unit component. Calculates standard hours.
	ERN FM OVT RATE	OVT 1.5 OVT 2.0 PREMIUM	Formula calculates Rate components for the earnings OVT 1.5, OVT 2.0, and PREMIUM.
	GEN FM SEG COUNT	WAGES	Counts the number of Units (hours) per segment
	ERN FM SHIFT EXEC	ERN GC SHIFT EXC (generation Control) SHIFT — R SHIFT PCT	Controls whether shift pay should be calculated.
	ERN FM SHIFT D PCT	SHIFT PCT	Used to retrieve the shift differential percentage from the bracket table.

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Element Type	Element Name	Used By	Where Used
	GP CHECK 1ST SEG	COMPANY CAR GP APPLY 1ST SEG (generation control)	Used by COMPANY CAR to restrict payment to the first segment of a period.
Bracket	ERN BR SHIFT DIFF	SHIFT - R SHIFT PCT ERN FM OVT RATE	Bracket provides Rate component to earnings SHIFT - R. Bracket provides Percent component to earnings SHIFT PCT by populating the value of the variable ERN VR SHIFT D PCT (this variable holds percent values returned by the bracket). Bracket provides shift differential to formula ERN FM OVT RATE, which calculates the Rate component for earnings OVT 1.5, OVT 2.0, and PREMIUM.

User Fields

All of the delivered earnings are associated with the following user fields:

- TAX VR RPT TYPE

  This user field determines the year-end form—W2, W2PR, W2AS, and so on—used to report an earnings element.

  Note. You define a default report type for a payee on the Payee Tax Profile page. You can change the default by entering a supporting element override for the variable TAX VR RPT TYPE.

  See Chapter 11, "Setting Up Taxes," Maintaining Payee Tax Information, page 151.

- TAX VR STATE

  This user field determines the state or territory in which each earning is taxed.

  Note. The default state or territory for a payee is the one for which the UI Jurisdiction check box is selected on the State Tax Data page. You can change the default by entering a supporting element override for the variable TAX VR STATE.

  See Chapter 11, "Setting Up Taxes," Maintaining Payee Tax Information, page 151.

- TAX VR METHOD

  This user field stores the tax method to use when calculating an earning.

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Note. The default tax method is defined at the element level on the Supporting Element Overrides page of the Earnings component (GP_EARNING). You can override the default at the payee level by entering a supporting element override for the variable TAX VR METHOD.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Earning and Deduction Elements," Overriding Earning Elements.

There are two additional user fields associated with all earnings that process shift differentials:

- ERN VR SHIFT GRP

  This user field is used to associate an earning with a shift group.

- ERN VR SHIFT ID

  This user field is used to associate an earning with a shift ID.

Note. To assign a *default* shift group and shift ID to a payee, select Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, and specify the values of the variables ERN VR SHIFT GRP and ERN VR SHIFT ID (these variables store the shift group and shift ID respectively). You can override the defaults on the One Time (Positive Input) page.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Multiple Resolutions of an Earning or Deduction"

Earnings Assignments

Earnings with a component of their calculation rule set to *Payee Level* must be assigned to individual payees before they can be processed, and require positive input for either the Unit, Rate, Base, or Percent component.

The following delivered earnings for the U.S. fall into this category:

Earning	Description
BONUS and COMPANY CAR	The earnings BONUS and COMPANY CAR are defined with a calculation rule of Amount, with the Amount Type set to *Payee Level.* This means that the earnings are resolved only when: • An amount is assigned to a payee on the Element Assignment by Payee (GP_ED_PYE) or Payee Assignment by Element (GP_ED_ELEM) components. • An amount is defined at the payee level using positive input.
REGULAR, OVT 1.5, OVT 2.0, and PREMIUM	The earnings REGULAR, OVT 1.5, OVT 2.0, and PREMIUM are defined with a calculation rule of Unit x Rate, or Unit x Rate x Amount, with the Unit Type set to *Payee Level*. This means that the earnings are resolved only when you define the unit at the payee level through positive input, or specify a flat amount (overriding the calculation rule).

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See Also

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

Chapter 16, "Assigning Earnings," page 233

Required Supporting Elements

Many earnings require that you define the value of supporting elements in order to be processed correctly. This table lists the required supporting elements for the earnings delivered by Global Payroll for United States, and explains how to define the values of these elements.

Earning	Description
REGULAR, OVT 1.5, OVT 2.0, and PREMIUM	The earnings OVT 1.5, OVT 2.0, and PREMIUM calculate shift differentials by using the formula ERN FM VT RATE to retrieve the shift rate or percentage from the bracket ERN BR SHIFT DIFF. **Note.** This bracket is keyed by shift group and shift ID and returns a rate or a percentage based on the value of the supporting elements ERN VR SHIFT GRP and ERN VR SHIFT ID. To process shift pay, you must assign payees to shift groups and shift IDs. To do this: • Select Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), click the Supporting Element Overrides button, and enter the shift group and ID for the payee and earnings element you are assigning. • Alternately, select Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Positive Input by Cal, click the Supporting Element Overrides button, and enter the shift group and ID for the payee and earnings element you are assigning. **Note.** You can also define *default* shift groups and shift IDs for payees by specifying the values of the variables ERN VR SHIFT GRP (shift group) and ERN VR SHIFT ID (shift ID) on the Supporting Elements page. You can then override these values as needed for specific pay periods using positive input.

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Earning	Description
REGULAR and WAGES	The system stores the hours of REGULAR and WAGES (by shift group and shift ID) in the accumulator SHIFT DIFF UNIT. This accumulator serves as the Units component in the calculation rule of the earnings SHIFT R and SHIFT PCT. For payees to receive shift pay based on the hours (units) of REGULAR and WAGES, you must define the values of the supporting elements ERN VR SHIFT GRP (shift group) and ERN VR SHIFT ID (shift ID). **Note.** The system processes SHIFT R and SHIFT PCT automatically if the value of SHIFT DIFF UNIT is greater than zero and payees are assigned to shift groups and shift IDs. To do this, Select Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, and specify the *default* values of ERN VR SHIFT GRP and ERN VR SHIFT ID for each payee on the Values tab. To override the default shift group and shift ID for a payee in a specific pay period, access the Calendar ID Override Details page and specify the shift group and shift ID for the payee and the earnings for which you are calculating the shift differential (WAGES or REGULAR). There are two ways to access the Calendar ID Override Details page: • Select Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), and click the Supporting Element Overrides button. • Select Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Positive Input by Cal, and click the Supporting Element Overrides button. **Note.** You can enter overrides for a full period or a partial period. To enter partial period overrides, create multiple rows of data for WAGES or REGULAR with the number of hours associated with each shift, and then specify the shift group and shift ID for each row.

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Earning	Description
All Delivered Taxable Earnings	All of the delivered taxable earnings required the definition of the supporting elements TAX VR RPT TYPE (report type), TAX VR STATE (U.S. state/territory), and TAX VR METHOD (tax method) to ensure correct tax processing. You define default values for these supporting elements at the payee or element level, and then override these values as needed: • Specify the default report type for payees on the Payee Tax Profile page. • Specify the default state or territory for a payee by selecting the UI Jurisdiction check box for the payee's state on the State Tax Data page. • Define the default tax method at the element level on the Supporting Element Overrides page of the Earnings component. • To override the default tax report type, U.S. state and territory, and tax method on a one-time basis, access the Calendar ID Override Details page of the One Time (Positive Input) component, or the Element Detail page of the Element Assignment by Payee and Payee Assignment by Element components, and enter the override values. See Chapter 11, "Setting Up Taxes," Maintaining Payee Tax Information, page 151. See Chapter 10, "Understanding Tax Processing," Overriding Tax and Payment Methods, page 134.

See Also

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

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

Process Lists and Sections

All delivered earnings are members of the GENERAL EARNINGS section.

The GENERAL EARNINGS section is included in the USA STD PAYROLL process list.

Viewing Delivered Elements

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

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See Also

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

Modifying and Updating Delivered Earnings

This section provides an overview of earnings schedules and discusses how to modify delivered earnings.

Understanding Earnings Schedules

Global Payroll for U.S. delivers several generation control elements that can be used to control the processing of earnings:

Generation Control Element	Frequency Factor	Description
GEN GC WEEK 1AND2	FRST ONLY (12)	Schedules the deduction during the first pay period in the month (for bi-weekly and semi-monthly pay periods).
GEN GC WEEK 3AND4	SCND ONLY (12)	Schedules the deduction during the second pay period in the month (for bi-weekly and semi-monthly pay periods).
GEN GC WEEK 1AND2	FRST SCND (24)	Schedules the deduction during the first and second pay periods in the month (for weekly pay periods).
GEN GC WEEK 3AND4	THRD FRTH (24)	Schedules the deduction during the third and fourth pay periods in the month (for weekly pay periods).

Note. These elements are discussed in detail in the chapter *Setting Up General Deductions*.

PeopleSoft delivers two additional generation control elements that can be used to manage the processing of earnings:

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Generation Control Element	Description
ERN GC SHIFT EXC	This generation control element uses a formula to determine whether shift pay should be processed based on the value of the accumulator SHIFT DIFF UNIT. If SHIFT DIFF UNIT is greater than zero, the earning is processed. **Note.** Use the delivered deductions SHIFT - R and SHIFT PCT as models for using this generation control element to limit processing. See Chapter 4, "Setting Up Earnings," Delivered Earnings, page 27.
GP APPLY 1ST SEG	Use this generation control element if you want an earning to be applied to the first segment in a period.

See Also

Chapter 5, "Setting Up General Deductions," page 45

Modifying Delivered Earnings

Global Payroll for United States delivers earnings elements based on practices that are common to many businesses in the U.S. Although most of the delivered earnings are created according to common industry standards or based on statutory requirements, a company's specific business practices may require modifications to the delivered elements. This section provides examples of common earnings rules modifications.

Modifying SALARY

If you create new absence-related earnings and want the new earning to reduce the SALARY earning, you must add the automatically generated units accumulator from the new earning to the REDUCE SAL H accumulator. You can add the units accumulator for the new absence-related earnings to the REDUCE SAL H accumulator on the Accumulators - Members page.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Setting Up Accumulators".

Modifying BONUS

The delivered BONUS earning is designed to be taxed using the supplemental tax method, and is multiplied by the state supplemental rate. Business practices may require that you calculate bonuses as separate payments or process them with regular wages. If you want to use a different supplemental rate for the BONUS earning, you must enter this change on the State Tax Rates USA page.

See Chapter 11, "Setting Up Taxes," page 141.

Modifying Shift SHIFT - R and SHIFT PCT

There are several things you should keep in mind when modifying the delivered shift differential rules:

- The shift differential earnings SHIFT - R and SHIFT PCT are defined with a calculation rule of Rate x Unit and Rate x Unit x Percent (respectively), with the Unit component defined as the accumulator SHIFT DIFF UNIT. As delivered, the members of this accumulator are the units calculated for the earnings WAGES and REGULAR. If you want to include units (hours) from other earnings in the calculation of differential pay, you must add the units from these earnings to SHIFT DIFF UNIT using the accumulator definition component.

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- Any additional earnings whose units you add to the accumulator SHIFT DIFF UNIT should be defined with ERN VR SHIFT GRP (shift group) and ERN VR SHIFT ID (shift ID) as user fields. Use the delivered earnings WAGES and REGULAR as models.
- The shift differential earnings use the bracket ERN BR SHIFT DIFF to return the correct differential and percentage. The differential and percentage values in the bracket are defined as sample data; you must modify this data to conform to the rules that apply within your organization. In addition, you may want to add additional search keys to the bracket (the delivered bracket uses shift group and shift ID as search keys).

Creating New Earnings

This section discusses:

- Accumulator structure of earnings.
- Creating new earnings for shift differentials.
- How to configure earnings/deduction assignments and override components.
- User fields.

Understanding the Accumulator Structure of Earnings

If you create new earnings, make sure that they conform to the accumulator structure of the delivered earnings. This is to ensure that the new elements are processed correctly and are included in the appropriate gross-to-net calculations.

For example, when you create a new earning, you must add the earning to the TOTAL EARNINGS N accumulator so that is can be processed correctly.

Note. For each taxable earning that you create, you must also define the tax method. To do this, associate the variable TAX VR METHOD with the new earning on the Supporting Element Overrides page, and assign it a value of A (annual), S (supplemental), or C (cumulative).

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

Accumulator Structure of Earnings

This table describes the accumulator structure of earnings:

Accumulator Name	Description	Contributing Elements
FWT GRS N	Federal withholding tax gross	All earnings contribute to this accumulator.
OAS EE GRS N	Social Security old age, survivors, and disability insurance (OASDI) employee gross	All earnings contribute to this accumulator.
OAS ER GRS N	Social Security OASDI employer gross	All earnings contribute to this accumulator.

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Accumulator Name	Description	Contributing Elements
MED EE GRS N	Social Security Medicare employee gross	All earnings contribute to this accumulator.
MED ER GRS N	Social Security Medicare employer gross	All earnings contribute to this accumulator.
FUT GRS N	Federal unemployment tax gross	All earnings contribute to this accumulator.
EIC GRS N	Earned income credit gross	All earnings contribute to this accumulator.
TOTAL EARNINGS N	Total earnings	All earnings contribute to this accumulator.
401K GROSS N	401K gross	All 401K eligible earnings contribute to this accumulator.
SWT GRS N	State withholding tax gross	All earnings except BONUS contribute to this accumulator.
SWT GRS SPC N	State withholding tax gross special	The BONUS earning contributes to this accumulator.
SHIFT DIFF UNIT	Shift differential units	REGULAR_UNIT and WAGES_UNIT contribute to this accumulator.
SALARY YTDA	Salary	The SALARY earning contributes to this accumulator.
SALARY HRS SEG SALARY HRS YTD	Salary hours	These accumulators store standard hours for a salaried payee.

Creating New Earnings that Include Shift Differentials

When creating new unit-based earnings that impact or are impacted by shift differentials, you can:

- Add the units (hours) processed for the new earnings to the accumulator SHIFT DIFF UNIT. This accumulator functions as the Unit component in the calculation rule of the delivered SHIFT - R and SHIFT PCT earnings. SHIFT - R and SHIFT PCT are resolved only if there are units from other earnings included in the SHIFT DIFF UNIT accumulator.

Note. The generation control element ERN GC SHIFT EXC prevents resolution of these earnings if the SHIFT DIFF UNIT accumulator contains no units. This element looks at the accumulator and the values of the shift group and shift ID. If the value of SHIFT DIFF UNIT is greater than 0 and the payee is in a shift group and has a shift ID, the system processes the earnings.

Note. As delivered, only units from WAGES and REGULAR are included in SHIFT DIFF UNIT.

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- Use the formula ERN FM OVT RATE to calculate the shift differential directly in the Rate component of the earnings' calculation rule. Use OVT 1.5, OVT 2.0, or PREMIUM as models for the new elements.

  ERN FM OVT RATE is defined as follows:

```
ERN BR SHIFT DIFF   >>  GP TEMP001 NUM
If ERN VR SHIFT GRP <> '' Then
    If ERN VR SHIFT D PCT <> 0 Then
        HOURLY RT * ( 1 + ERN VR SHIFT D PCT / 100 )   >>  ERN FM OVT RATE
    Else
        HOURLY RT + ERN BR SHIFT DIFF   >>  ERN FM OVT RATE
    Endif
Else
    HOURLY RT   >>  ERN FM OVT RATE
Endif
```

  This formula defines the rate in one of three ways:

  1. As the system element HOURLY RT x (1 + ERN VR SHIFT D PCT / 100) if the payee is associated with a shift group and the bracket ERN BR SHIFT DIFF returns a shift percent that is not zero.
  2. As the system element HOURLY RT + ERN BR SHIFT DIFF if the percent returned by the bracket is zero.
  3. If neither 1 nor 2 is true, the rate used is the system element HOURLY RT.

Understanding How to Configure Earnings/Deduction Assignments and Override Components

If you create earnings that use variables or other supporting elements in their calculation, you can modify or replace the standard supporting element override components to facilitate entering the values of these variables and other elements at either the payee or calender ID override levels.

Note. You can modify the standard supporting element override components by adding or changing field labels, prompt tables, and other page elements to better suit the elements you want to override.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Configuring Element Overrides"

Understanding User Fields

This section discusses:

- User fields for new taxable earnings.
- User fields for new earnings that calculate or affect shift differential pay.

User Fields for New Taxable Earnings

If you create new taxable earnings, you should associate them with the same tax-related user fields used to define the delivered earnings. These are TAX VR RPT TYPE, TAX VR STATE, and TAX VR METHOD. In addition, all taxable earning accumulators should include these variables as user keys.

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User Fields for New Earnings that Calculate or Affect Shift Differential Pay

If you define new earnings that calculate or affect shift pay, you should associate them with the same shift-related user fields used to define WAGES, REGULAR, SHIFT - R , SHIFT PCT, and the overtime earnings. These are ERN VR SHIFT GRP and ERN VR SHIFT ID. In addition, all accumulators for earnings that process or affect shift differentials should include these variables as user keys.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Multiple Resolutions of an Earning or Deduction"

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CHAPTER 5

Setting Up General Deductions

This chapter provides an overview of general deductions and discusses how to:

- Modify and update delivered general deductions.
- Create new general deductions.

Note. General deductions define calculation routines for deductions other than benefit deductions.

Understanding General Deductions

This section discusses:

- Delivered general deductions.
- Delivered supporting elements.
- Deduction assignments.
- Deduction overrides.
- Process lists and sections.
- Viewing delivered elements.

Delivered General Deductions

The PeopleSoft system delivers a number of general deductions for the U.S. that demonstrate the flexibility of Global Payroll rules to meet common processing requirements such as loan and garnishment calculations.

In this table, the first column combines the name and description of the delivered deductions. The other columns indicate the calculation rule components, such as Unit, Rate, Percent, and Amount, and the pre- and post-process formulas for each deduction.

Name/Descr.	Unit	Rate	Base	%	Amount	Pre- and Post-Process Formula
CREDIT UNION Credit Union	N/A	N/A	N/A	N/A	Payee level	
UNITED WAY United Way	N/A	N/A	N/A	N/A	Payee level	

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Name/Descr.	Unit	Rate	Base	%	Amount	Pre- and Post-Process Formula
HOLIDAY FUND Holiday Fund	N/A	N/A	N/A	N/A	Payee level	
LOAN Company Loan	N/A	N/A	N/A	N/A	Payee level	Post-LNS FM PYMTS
LOAN AD PYMT Company Loan Amount	N/A	N/A	N/A	N/A	Payee level	Post-LNS FM ADD PYMT
GARNISHMENT Garnishment	N/A	N/A	N/A	N/A	Payee level	Pre-GRN FM PRE PRCS Post-GRN FM PST PRCS
BOND Savings Bond	N/A	N/A	N/A	N/A	Payee level	Pre-BND FM SET DRIVER Post-BND FM GOAL AMT
BOND PURCH Purchase Bonds	BND FM PURCHASE	BND VR PRICE	N/A	N/A	N/A	Pre-BND FM SET DRIVER

Note. Except for BOND and BOND PURCH, the general deductions are defined as PS Delivered/Not Maintained. This means that you can use them as delivered, modify them, or replace them with new elements.

Credit Union

The CREDIT UNION deduction has a calculation rule of Amount and is used to calculate contributions to a company savings plan. Define the amount at the payee level using the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element (GP_ED_ELEM) components, or positive input.

United Way

The UNITED WAY deduction has a calculation rule of Amount and is used to calculate United Way contributions. Define the amount at the payee level using the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element (GP_ED_ELEM) components, or positive input.

Holiday Fund

The HOLIDAY FUND deduction has a calculation rule of Amount and is used to define holiday savings accounts. Define the amount at the payee level using the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element (GP_ED_ELEM) components, or positive input.

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Loan

The LOAN deduction has a calculation rule of Amount and is used to calculate regularly scheduled loan payments. Define the amount, the loan repayment schedule, and other information related to the loan at the payee level using the Request Loans USA page.

Loan Additional Payment

The LOAN AD PYMT deduction is for additional, one-time payments a loan recipient may choose to make outside of the standard repayment schedule. It has a calculation rule of Amount; define the amount, payment date, and other information related to the additional loan at the payee level using the Request Loans USA page.

Note. The deduction LOAN AD PYMT is referred to as a *non-payroll loan payment*. Although it is processed by the payroll system, it does not reduce the amount of net pay (it is not included in the standard gross to net calculation); instead, it directly reduces the loan balance.

Garnishment

The GARNISHMENT deduction has a calculation rule of Amount and is used to calculate child, spousal, or dependent support deductions, tax levies, creditor garnishments, delinquent student loans, and other types of garnishments. Define garnishment information at the payee level using the Assign Garnishments USA component.

Bond

The BOND deduction has a calculation rule of Amount and enables payees to purchase bonds through payroll deductions. Define the deduction amount, the bonds to purchase, registration instructions, and other information at the payee level on the Savings Bond Assignment page.

Bond Purchase

The BOND PURCH deduction has a calculation rule of Unit x Rate, and enables payees to purchase bonds using the amounts processed by the BOND deduction.

Delivered Supporting Elements

This table lists the key supporting elements used to define the delivered general deductions:

Element Type	Element Name	Used By	Where Used
Variable	LNS VR ID	LOAN This variable is a user field on the LOAN and LOAN AD PYMT deductions. It enables the system to track each loan assignment separately.	Request Loans USA page. You define the value of the loan ID (LNS VR ID) when you assign loans to payees on the Request Loans USA page.
	LNS VR GOAL AMT	LOAN This variable contains the total amount of the loan (goal amount).	Request Loans USA page. You define the goal amount (LNS VR GOAL AMT) on the Request Loans USA page in the Total Loan Amount field.

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Element Type	Element Name	Used By	Where Used
	LNS VR BALANCE	LOAN and LOAN AD PYMT This variable contains the difference between the goal amount and amount paid to date.	
	BND VR ID	This variable is a user field on the BOND and BOND PURCH deductions. It enables you to define the bond type.	Savings Bond Assignment USA page. You define the bond ID (BND VR ID) on the Savings Bond Assignment USA page when you assign bond deductions to payees.
	BND VR NUM	This variable is a user field on the BOND and BOND PURCH deductions. It enables you to define unique bond purchases.	Savings Bond Assignment USA page. You define the bond number (BND VR NUM) on the Savings Bond Assignment USA page when you assign bond deductions to payees.
	GRN VR ID	This variable is a user field on the GARNISHMENT deduction.	Assignment page of the Assign Garnishments USA component (GPUS_GRN). You define the garnishment ID (GRN VR ID) on the Assignment page when you assign garnishment deductions to payees.
	GRN VR TYPE	This variable is a user field on the GARNISHMENT deduction.	Assignment page of the Assign Garnishments USA component (GPUS_GRN). You define the garnishment type (GRN VR TYPE) on the Assignment page when you assign garnishment deductions to payees.
	GRN VR RECDT	This variable is a user field on the GARNISHMENT deduction.	Assignment page of the Assign Garnishments USA component (GPUS_GRN). You define the garnishment received date (GRN VR RECDT) on the Assignment page when you assign garnishment deductions to payees.

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Element Type	Element Name	Used By	Where Used
Formula	DED FM REFUND BAL	HOLIDAY FUND This post-process formula is used by the HOLIDAY fund deduction.	
	LNS FM PYMTS	LOAN This post-process formula performs limit processing for the LOAN deduction.	
	LNS FM ADD PYMTS	LOAN AD PYMT This post-process formula performs limit testing and generates a warning message if an additional payment exceeds the goal amount.	
	BND FM GOAL AMT	BOND This post-process formula performs limit processing for the BOND deduction.	
	BND FM SET DRIVER	BOND PURCH This pre-process formula sets the bond ID and bond number of each bond.	
	BND FM PURCHASE	BOND PURCH This formula calculates the Units in the calculation rule of the BOND PURCH deduction. **Note.** The Units is the number of bonds to purchase.	

Note. Additional information about supporting elements can be found in chapters on each of the general deduction types.

See Also

Chapter 6, “Setting Up Loan Deductions,” page 63

Chapter 7, “Setting Up Garnishment Processing,” page 71

Chapter 19, “Administering U.S. Savings Bond Purchases,” page 263

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Deduction Assignments

Deductions with a component of their calculation rule set to *Payee Level* must be assigned to individual payees before they can be processed, and require positive input for either the Unit, Rate, Base, or Percent component.

The following delivered deductions for the U.S. fall into this category:

Deduction	Description
CREDIT UNION, UNITED WAY, and HOLIDAY FUND	The CREDIT UNION, UNITED WAY, and HOLIDAY FUND deductions are defined with a calculation rule of Amount, with the Amount Type set to *Payee Level.* These deductions are resolved only when: • An amount is assigned to a payee on the Element Assignment by Payee (GP_ED_PYE) or Payee Assignment by Element (GP_ED_ELEM) components. • An amount is defined at the payee level using positive input.
LOAN and LOAN AD PYMT	The LOAN and LOAN AD PYMT deductions are defined with a calculation rule of Amount, with the Amount Type set to *Payee Level.* Access the Request Loans USA page to define loan and additional loan amounts.
GARNISHMENT	The GARNISHMENT deduction is defined with a calculation rule of Amount, with the Amount Type set to *Payee Level.* You define the rules for calculating garnishment amounts using the Assign Garnishments USA component (GPUS_GRN).
BOND	The BOND deduction is defined with a calculation rule of Amount, with the Amount Type set to *Payee Level.* Access the Savings Bond Assignment USA page to define bond deduction amounts.

See Also

Chapter 17, “Assigning Loan Deductions,” page 239

Chapter 18, “Assigning Garnishments,” page 247

Chapter 19, “Administering U.S. Savings Bond Purchases,” page 263

Deduction Overrides

You can override the amounts that are regularly processed for a loan, garnishment, or bond deduction by entering one-time positive input. This table explains how to define one-time overrides for these deductions:

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Deduction	Override Instructions
LOAN and LOAN AD PYMT	When you enter one-time positive input for a regularly scheduled LOAN or LOAN AD PYMT deduction, you must specify the loan ID of the loan for which you are entering the override. To do this, enter the appropriate value in the Loan ID field on the Calendar ID Override Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED). **Note.** You can also override the total loan amount on this page. See Chapter 17, "Assigning Loan Deductions," page 239.
GARNISHMENT	When you enter one-time positive input for a regularly scheduled garnishment deduction, you must specify the garnishment ID, garnishment type, and received date of the garnishment for which you are entering the override. To do this, enter the appropriate values in theGarnishment ID, Garnishment Type, and Received Date fields on the Calendar ID Override Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED). See Chapter 18, "Assigning Garnishments," page 247.
BOND	When you enter one-time positive input for a bond deduction, you must specify the bond ID and bond number of the bond for which you are entering the override. To do this, enter the appropriate values in the Bond ID and Bond Number fields on the Calendar ID Override Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED). See Chapter 19, "Administering U.S. Savings Bond Purchases," page 263.

Process Lists and Sections

All general deductions are members of the USA STD PAYROLL process list.

Within this process list, the general deductions are arranged in these sections:

Section	Elements in Section
DEDUCTIONS	• CREDIT UNION • UNITED WAY • HOLIDAY FUND
LOANS	• LOAN • LOAN AD PYMT

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Section	Elements in Section
GARNISHMENTS	GARNISHMENT
SAVINGS BOND	• BOND • BOND PURCH

Viewing Delivered Elements

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

See Also

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

Modifying and Updating Delivered General Deductions

This section provides overviews of deduction schedules and deduction recipients, and discusses how to:

- Modify deduction schedules.
- Modify deduction recipients.

Note. This section focuses on the CREDIT UNION, UNITED WAY, HOLIDAY FUND, LOAN, and LOAN AD PYMT deductions. We discuss other general deductions in detail in chapters dedicated to specific types of deductions such as garnishments and bonds.

See Also

Chapter 7, "Setting Up Garnishment Processing," page 71

Chapter 17, "Assigning Loan Deductions," page 239

Chapter 18, "Assigning Garnishments," page 247

Chapter 19, "Administering U.S. Savings Bond Purchases," page 263

Understanding Deduction Schedules

This section discusses:

- Deduction schedules.
- Generation controls for bi-weekly and semi-monthly pay periods.
- Generation controls for weekly pay periods.
- Defining deductions with multiple and single frequencies.
- Using generation control when the frequency is per calendar period frequency
- Using generation control with a specified frequency.

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Deduction Schedules

The general deductions are delivered with a frequency option of *Use Calendar Period Frequency*. This means that the deduction amount that the system calculates for an eligible payee is the same regardless of the pay period frequency. For example, suppose that you define a deduction as a flat amount of 100.00 USD with a frequency option of *Use Calendar Period Frequency*. If you process payrolls on a weekly basis, the system deducts 100.00 USD per week for eligible payees. If you process payrolls monthly, the system deducts the same amount each month.

All general deductions delivered with Global Payroll for United States are set up to be processed every pay period, in the first segment only. If you don't want the system to process a deduction each pay period, you can use one of several delivered generation controls, or define your own generation control frequencies modeled on the delivered generation control elements.

Generation Controls for Bi-Weekly and Semi-Monthly Pay Periods

This table lists the generation control elements delivered for bi-weekly and semi-monthly pay calendars and the associated frequency factors:

Generation Control Element	Frequency Factor	Description
GEN GC WEEK 1AND2	FRST ONLY (12)	Schedules the deduction during the first pay period in the month.
GEN GC WEEK 3AND4	SCND ONLY (12)	Schedules the deduction during the second pay period in the month.

Note. You can associate these generation control elements with a deduction at the element level, or assign them to specific payees using the Element Assignments by Payee component.

Generation Controls for Weekly Pay Periods

This table lists the generation control elements delivered for weekly pay calendars and the associated frequency factors:

Generation Control Element	Frequency Factor	Description
GEN GC WEEK 1AND2	FRST SCND (24)	Schedules the deduction during the first and second pay periods in the month.
GEN GC WEEK 3AND4	THRD FRTH (24)	Schedules the deduction during the third and fourth pay periods in the month.

Note. You can associate these generation control elements with a deduction at the element level, or assign them to specific payees using the Element Assignments by Payee component.

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Defining Deductions with Multiple and Single Frequencies

When a deduction has multiple frequencies, you may need to create generation control elements with more than one associated frequency factor. For example, if you define a deduction that can be taken in the first and second weeks of a weekly pay calendar (frequency factor = 24) or in the first period of a bi-weekly pay calendar (frequency factor = 12), define a generation control element containing both of the required frequencies (as in the case of the delivered generation control element GEN GC WEEK 1AND2). If you process your deductions on a single frequency, you can define generation control elements with a single associated frequency factor.

Using Generation Control When the Frequency Is Per Calendar Period Frequency

When the frequency of a deduction is *Per Calendar Period Frequency*, the system does not annualize or deannualize amounts to account for different pay period frequencies. This is true even when the deduction is associated with a generation control element. For example, assume that you assign the CREDIT UNION deduction to a payee for 100 USD, and that you process payees weekly. If you use the generation control element GEN GC WEEK 1AND2 with a frequency factor of FRST SCND to schedule this deduction in the first and second week of each month, the amount taken each pay period does not change, but the frequency of the deduction does (100 USD is taken only twice a month, rather than every week).

Using Generation Control with A Specified Frequency

Normally, when you define a deduction with a specific frequency such as monthly or weekly, the system annualizes the amount of the deduction using one of the frequencies defined in the HR Frequency table, and deannulizes it using the pay period frequency.

For example, assume that you process payees weekly, and that you define a deduction of 100 USD per month (frequency = monthly). During processing, the system annualizes this amount to 1200 USD (100 x 12 [monthly frequency factor]), and then deannualizes it into the payroll processing frequency (frequency = 52). The amount paid each period is 1200/52 = 23.076923.

However, when you use a generation control element with an associated frequency factor, the system deannualizes the deduction amount using the frequency associated with the generation control element, rather than the pay period frequency. For example, assume that you use the delivered generation control element GEN GC WEEK 1AND2 with a frequency factor of FRST SCND to schedule the UNITED WAY deduction in the first and the second week of each month. The frequency factor associated with this generation control element is 24 (there are 24 separate deductions per year if the UNITED WAY deduction is processed in the first and second weeks). If the deduction amount is 100 USD per month (frequency factor = 12), the system calculates the per period amount as follows: 1200 USD (100 x 12)/24 = 50.

Note. When you define a deduction with a specific frequency, Global Payroll uses this frequency to *annualize* the deduction amount. And it uses either pay period frequencies or generation control frequencies to *deannualize* this amount: if there is no generation control frequency, it uses the pay period frequency; if the element has an associated generation control frequency, it uses the generation control frequency instead.

Note. Although the frequency of the general deductions is *Per Calendar Period Frequency,* you can modify this definition on the element definition page or at the payee level. The system will then annualize and deannualize the deduction based on the selected frequency option and the generation control element.

Processing a Deduction in the First Segment

PeopleSoft delivers an additional generation control elements that can be used to manage deduction processing:

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Generation Control Element	Description
GP APPLY 1ST SEG	Use this generation control element if you want a deduction to be applied to the first segment in a period.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Calculation Elements," Defining Generation Control Elements

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Earning and Deduction Elements," Frequency and Generation Control Calculations

Understanding Deduction Recipients

The CREDIT UNION and UNITED WAY deductions are delivered with deduction recipients identified on the Recipient page of the deduction definition component. If you want to complete, modify, or delete the recipient definitions for these deductions, use the recipient definition pages in Global Payroll.

See Also

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

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

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Pages Used to Modify Deduction Schedules and Deduction Recipients

Page Name	Object Name	Navigation	Usage
Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Calculation	Associate a generation control element with a deduction. Modify the frequency of a deduction at the element definition level.
Element Detail	GP_ED_PYE_DTL_SEC	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignments by Payee Click the Add a New Assignment button and assign a deduction, or click a link in the Element Name column.	Modify the frequency of a deduction at the payee level. Associate a generation control element with a deduction at the payee level.
Generation Control	GP_CALENDAR3	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Generation Control	Associate a calendar with a frequency factor for generation control.
Define Deduction Recipients	RECIPIENT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients, Define Deduction Recipients	Define general and individual recipients.
Recipient Address	RECIPIENT_ADR_SP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients, Define Deduction Recipients Click the Address Information link on the Define Deduction Recipients page.	Define recipient address information.
Recipient Deposit Schedule	RECIPIENT_DEP_INFO	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients, Recipient Deposit Schedule	Select a recipient's deposit schedule.
Recipient	GP_RCP_DED	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Recipient	Select a general recipient for a deduction.

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Modifying Deduction Schedules

To modify deduction schedules:

1. Associate the appropriate generation control element with the deduction at the element or payee level.

   For example, associate the delivered generation control GEN GC WEEK 1AND2 with the credit union deduction (CREDIT UNION) on the Calculation page of the deduction definition component, or with a specific payee using the Element Assignments by Payee component.

2. Associate the calendar you are processing with the frequency factor of the generation control element you selected.

   Do this on the Generation Control page of the Calendar component.

   For example, if you process payees weekly and you schedule a credit union deduction to be taken in the first and second week of each month (using the generation control element GEN GC WEEK 1AND2), associate the first and second calendar you process every month with the frequency factor FRST SCND. The generation control element triggers the deduction when the frequency factor associated with the calendar is identical to the frequency factor of the deduction.

   See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Calculation Elements," Defining Generation Control Elements and *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Using Calendars".

Modifying Deduction Recipients

To modify deduction recipients:

1. Define general and individual recipients on the Deduction Recipients page.
2. Define recipients' address information on the Recipient Address page.
3. Select recipients' deposit schedule on the Deposit Schedule page.
4. Link general recipients to a deduction on the Recipient page of the deduction definition component.

See Also

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

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

Creating New General Deductions

This section discusses:

- Accumulator structure of general deductions.
- Limit processing.
- Termination processing.
- Earnings/deduction assignments.
- User fields.

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Note. This section focuses on the CREDIT UNION, UNITED WAY, HOLIDAY FUND, LOAN, and LOAN AD PYMT deductions. Other general deductions are discussed in detail in chapters dedicated to specific deduction types, such as garnishments and bonds.

See Also

Chapter 7, "Setting Up Garnishment Processing," page 71

Chapter 17, "Assigning Loan Deductions," page 239

Chapter 18, "Assigning Garnishments," page 247

Chapter 19, "Administering U.S. Savings Bond Purchases," page 263

Understanding the Accumulator Structure of General Deductions

If you create new general deductions, make sure that they conform to the accumulator structure of the delivered deductions. This is to ensure that the new elements are processed correctly and are included in the appropriate gross-to-net calculations.

Accumulator Structure of General Deductions

This table describes the accumulator structure of general deductions:

Accumulator Name	Contributing Elements
TOTAL DEDUCTIONS N	All employee deductions contribute to this accumulator. This accumulator subtracts from net pay (NET).
GRN AC FLVYSETUP N	All employee deductions contribute to this accumulator. **Note.** This accumulator is used to process federal tax levies.
FWT PRE TAX N	All pretax deductions contribute to this accumulator. This accumulator reduces the amount of the taxable gross (GROSS).
SWT PRE TAX N	All pretax deductions contribute to this accumulator. This accumulator reduces the amount of the taxable gross (GROSS).

Additional Accumulators

The following additional accumulator have been defined for loan and bond deductions:

Accumulator Name	Contributing Elements
LOAN PAYMENT	LOAN This accumulator contains the total amount paid towards the loan goal amount.

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Accumulator Name	Contributing Elements
BOND BALANCE	BOND PURCH
BOND PURCHASED	BOND PURCH
BOND AMOUNT	BOND PURCH

Note. There are additional accumulators defined for the general deductions. We discuss these accumulators in chapters dealing with specific categories of deductions, such as garnishments and loans.

See Chapter 7, "Setting Up Garnishment Processing," page 71 and Chapter 6, "Setting Up Loan Deductions," page 63.

Understanding Limit Processing

Occasionally, you may need to define a deduction that is limited to an annual or monthly goal or is subject to other limit testing.

If you need to define a limit for one of the delivered general deductions or a deduction that you create yourself, follow these steps:

1. Modify or create the deduction.
2. Create a monetary variable to store the limit amount.

   This limit can apply to the deduction itself or to specific payees (if defined at the payee level).

   Define the limit as a supporting element override.
3. Create an accumulator to store the amount that has been deducted to date.

   This deduction can be for any time period.

   The deduction defined in step 1 should be the only member of this accumulator.
4. Create a formula to perform limit processing.

   Use the post-process formula LNS FM PYMTS as a model:

```
If LNS FM TERMINATION = 1 Then
    1   >>  SET CURR AMT VAL
    LNS VR GOAL AMT - LOAN PAYMENT - LOAN_ARR   >>  OVRD CURR AMT VAL
    Exit
Else
    If LOAN PAYMENT + LOAN_ARR + CURR AMT VAL > LNS VR GOAL AMT Then
        1   >>  SET CURR AMT VAL
        LNS VR GOAL AMT - LOAN PAYMENT - LOAN_ARR   >>  OVRD CURR AMT VAL
        Exit
    Endif
Endif
```

   This formula, which is associated with the LOAN deduction:

   a. Determines the termination status of the loan recipient.

      If the loan recipient has a termination status of 1 (YES), the formula calculates the LOAN deduction as the total loan amount (LNS VR GOAL AMT) minus the amount repaid (LOAN PAYMENT) minus the arrears amount (LOAN ARR).

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If the loan recipient's termination status is 0 (NO), the formula sums the amount repaid to date (LOAN PAYMENT), the current amount to be deducted (CURR AMT VAL), and the arrears amount (LOAN ARR).

b. Compares the sum of the preceding elements to the original amount of the loan (LNS VR GOAL AMT). If the sum exceeds the original loan amount, the formula calculates the deduction (loan repayment) as follows:

Original amount of loan (LNS VR GOAL AMT) minus amount repaid to date (LOAN PAYMENT) minus amount in arrears (LOAN ARR).

5. Enter the formula in the Post Process Formula field on the Calculation page of the Deduction Definition component.

Additional Considerations

When you create a limit testing formula, note that:

- You must replace the variable LNS VR GOAL AMT in the delivered formula LNS FM PYMTS with the variable you create in step 2.
- You must replace the accumulator LOAN PAYMENT in the formula LNS FM PYMTS with the accumulator you create in step 3.
- If you allow the deduction you create to go into arrears, the arrears accumulator for your deduction should replace LOAN ARR.
- If termination processing is not required for the deduction you create, you should eliminate the termination check included in the formula LNS FM PYMTS.

Understanding Termination Processing

Some general deductions require special processing when a payee is terminated.

If you create a deduction that requires termination processing, use the LOAN deduction as a model.

The LOAN deduction references the formula LNS FM TERMINATION within the post-process formula LNS FM PAYMENTS to check the termination status of payees.

The formula LNS FM TERMINATION consists of the following actions and conditions:

```
If TERMINATION DT <= PERIOD END DATE And TERMINATION DT >= PERIOD BEGIN DATE Then
    1   >>  LNS FM TERMINATION
Else
    0   >>  LNS FM TERMINATION
Endif
```

Based on the value returned by LNS FM TERMINATION (1[YES] if the payee was terminated in the current period, and 0 [NO] if the payee continues to be active), the system executes the necessary termination processing for the LOAN deduction.

Note. In the formula LNS FM TERMINATION, the termination date is represented by the database system element TERMINATION DT. The pay period begin and end dates are represented by the system computed elements PERIOD BEGIN DATE and PERIOD END DATE, respectively.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Earning and Deduction Elements," Pre-process and Post-process Formulas

Chapter 20, "Processing Payments," Processing Final Payments, page 294

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Understanding How to Configure Earnings/Deduction Assignment and Override Components

If you create deductions that use variables or other supporting elements in their calculation, you can modify or replace the standard supporting element override components to facilitate entering the values of these variables and other elements at either the payee or calender ID override levels.

Note. You can modify the standard supporting element override components by adding or changing field labels, prompt tables, and other page elements to better suit the elements you want to override.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Configuring Element Overrides"

Understanding User Fields

When you create a deduction, you can associate it with as many as six different user fields. You can then assign the deduction to the same payee multiple times in a single segment and track each assignment, as well as any associated arrears, separately by user field set.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Multiple Resolutions of an Earning or Deduction"

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CHAPTER 6

Setting Up Loan Deductions

This chapter provides an overview of loan deductions and discusses how to:

- Modify and update delivered loan deductions.
- Create new loan deductions.

Understanding Loan Deductions

This section discusses:

- Delivered loan deductions.
- Delivered supporting elements.
- User fields.
- Process lists and sections.
- Viewing delivered elements.

Delivered Loan Deductions

In this table, the first column combines the name and description of the delivered loan deductions for the U.S. The other columns indicate the calculation rule components, such as Unit, Rate, Percent, and Amount, and the pre- and post-process formulas for each deduction.

Name/Descr.	Unit	Rate	Base	%	Amount	Pre- and Post-Process Formula
LOAN Company Loan	N/A	N/A	N/A	N/A	Payee level	Post-LNS FM PYMTS
LOAN AD PYMT Company Loan Amount	N/A	N/A	N/A	N/A	Payee level	Post-LNS FM ADD PYMT

Note. These deductions are defined as PS Delivered/Not Maintained. This means that you can use them as delivered, modify them, or replace them with new elements.

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LOAN

The LOAN deduction has a calculation rule of Amount and is used to calculate regularly scheduled loan payments. Define the amount, the loan repayment schedule, and other information related to the loan at the payee level on the Request Loans USA page.

LOAN AD PYMT

The LOAN AD PYMT deduction has a calculation rule of Amount and is for additional, one-time payments a loan recipient may choose to make outside of the standard repayment schedule. Define the amount, the payment date, and other information related to the additional loan payment at the payee level on the Request Loans USA page.

Note. The deduction LOAN AD PYMT is referred to as a *non-payroll loan payment*. Although it is processed by the payroll system, it does not reduce the amount of net pay (it is not included in the standard gross to net calculation); instead, it directly reduces the loan balance.

See Also

Chapter 5, "Setting Up General Deductions," page 45

Chapter 17, "Assigning Loan Deductions," page 239

Delivered Supporting Elements

This table lists the key supporting elements used to define the delivered loan deductions:

Element Type	Element Name	Used By	Where Used
Variable	LNS VR ID	LOAN This variable is a user field on the LOAN and LOAN AD PYMT deductions. It enables the system to track each loan assignment separately.	Request Loans USA page. You define the value of the loan ID (LNS VR ID) when you assign loans to payees on the Request Loans USA page.
	LNS VR GOAL AMT	LOAN This variable contains the total amount of the loan (goal amount).	Request Loans USA page. You define the goal amount (LNS VR GOAL AMT) on the Request Loans USA page in the Total Loan Amount field.
	LNS VR BALANCE	LOAN and LOAN AD PYMT This variable contains the difference between the goal amount and amount paid to date.	

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Element Type	Element Name	Used By	Where Used
Formula	LNS FM PYMTS	LOAN This post-process formula performs limit processing for the LOAN deduction.	
	LNS FM ADD PYMTS	LOAN AD PYMT This post-process formula performs limit testing and generates a warning message if an additional payment exceeds the goal amount.	

User Fields

Both LOAN and LOAN AD PYMT are defined with a single user field—LNS VR ID. This field ensures that each loan assigned to a payee is unique. Additionally, all LOAN related accumulators have this variable as a user key.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Multiple Resolutions of an Earning or Deduction"

Process Lists and Sections

The LOAN and LOAN AD PYMT deductions are members of the LOANS process section.

The LOANS section is included in the USA STD PAYROLL process list.

Viewing Delivered Elements

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

Modifying and Updating Delivered Loan Deductions

This section provides an overview of deduction schedules and limit processing, and discusses how to:

- Modify deduction schedules.
- Update deduction limits.

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Understanding Deduction Schedules and Limit Processing

This section discusses:

- Deduction schedules.
- Limit processing.

Deduction Schedules

The LOAN deduction is set up to be processed in every pay period, in the first segment only, using the generation control element GP APPLY 1ST SEG. You can use other delivered generation control elements, or create generation controls of your own, to limit processing of this deduction based on a range of criteria.

Note. The LOAN deduction is defined with a frequency option of *Use Calendar Period Frequency.* This means that the system views any amount you enter for a loan as a pay period amount.

The delivered generation controls are:

Generation Control Element	Frequency Factor	Description
GEN GC WEEK 1AND2	FRST ONLY (12)	Schedules the deduction during the first pay period in the month (for bi-weekly and semi-monthly pay periods).
GEN GC WEEK 3AND4	SCND ONLY (12)	Schedules the deduction during the second pay period in the month (for bi-weekly and semi-monthly pay periods).
GEN GC WEEK 1AND2	FRST SCND (24)	Schedules the deduction during the first and second pay periods in the month (for weekly pay periods).
GEN GC WEEK 3AND4	THRD FRTH (24)	Schedules the deduction during the third and fourth pay periods in the month (for weekly pay periods).

Note. These elements are discussed in detail in the chapter *Setting Up General Deductions*.

See Chapter 5, "Setting Up General Deductions," Understanding Deduction Schedules, page 52.

Limit Processing

To define a loan, you must define and update the deduction limit, the per-period repayment amount, and any additional loan repayments.

Note. The deduction limit is equal to the original amount of the loan. It is stored in the variable LNS VR GOAL AMT.

To ensure that total loan repayments do not exceed the limit, the LOAN deduction uses the post-process formula LNS FM PYMTS.

This formula calculates the current amount of the deduction based on the termination status of the loan recipient:

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1. If the loan recipient has a termination status of 1 (YES), the formula calculates the current amount of the loan as the goal amount (LNS VR GOAL AMT) less the amount paid to date (LOAN PAYMENT) less any outstanding arrears (LOAN ARR).
2. If the recipient's termination status is 0 (NO), the formula adds the current deduction amount (CURR AMT VAL) to the amount paid to date (LOAN PAYMENT) and any arrears amount (LOAN ARR), and compares this sum to the goal amount (LNS VR GOAL AMT).
    a. If this sum is less than the goal amount, no limits are applied and the loan is processed based on the current deduction schedule.
    b. If this sum is greater than the goal amount, the system calculates the current amount of the loan as the goal amount less the amount paid to date less the arrears payback.

For example, assume that a payee has a goal amount (LNS VR GOAL AMT) of 1000 USD, and that he has paid 900 USD (LOAN PAYMENT) towards the goal. Based on the current deduction schedule, the system deducts 200 USD each pay period. In addition, the payee has 50 USD in arrears.

When processing the deduction, the post-process formula:

1. Determines whether the payee has been terminated (NO).
2. Determines if LOAN AMOUNT (900.00) + LOAN_ARR (50.00) + CURR AMT VAL (200.00) > LNS VR GOAL AMT (1,000.00) (YES).
3. Calculates the deductions as LNS VR GOAL AMT (1,000.00) — LOAN PAYMENT (900.00) — LOAN_ARR (50.00) = OVRD CURR AMT VAL (50.00).

The LOAN AD PYMT deduction uses the post-process formula LNS FM ADD PYMT to perform limit testing. However, instead of reducing the deduction if an unscheduled payment causes the goal amount to be exceeded, the formula generates a message warning that the payee has overpaid the loan.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Earning and Deduction Elements," Pre-process and Post-process Formulas

Pages Used to Modify Deduction Schedules and Update Limits

Page Name	Object Name	Navigation	Usage
Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Calculation	Associate a generation control element with a deduction.
Generation Control	GP_CALENDAR3	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Generation Control	Associate a calendar with a frequency factor for generation control.
Request Loans USA	GPUS_LOAN_PYE	Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans USA	Assign a loan and specify loan repayment limits.

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Modifying Deduction Schedules

To modify deduction schedules:

1. Associate the appropriate generation control element with the LOAN deduction at the element level.

   For example, associate the delivered generation control GEN GC WEEK 1AND2 with the loan deduction (LOAN) on the Calculation page of the Deduction Definition component.

   Note. The LOAN AD PYMT deduction is for additional, unscheduled loan repayments. For this reason, it is unlikely that you will want to assign a generation control frequency to it.

2. Associate the calendar you are processing with the frequency factor of the generation control element you have selected.

   Do this on the Generation Control page of the Calendar component.

   For example, if you process payees weekly and have scheduled a loan to be deducted in the first and second week of each month (using the generation control element GEN GC WEEK 1AND2), associate the first and second calendar you process every month with the frequency factor FRST SCND. The generation control element triggers the deduction when the frequency factor associated with the calendar is identical to the frequency factor of the deduction.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Calculation Elements," Defining Generation Control Elements

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Earning and Deduction Elements," Frequency and Generation Control Calculations

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Using Calendars"

Updating Deduction Limits

To update deduction limits:

1. Access the Request Loans USA page.
2. Assign the LOAN deduction to a payee.
3. Enter the total amount of the loan in the Total Loan Amount field.

   This amount represents the deduction limit.

See Also

Chapter 17, "Assigning Loan Deductions," page 239

Creating New Loan Deductions

This section provides overviews of accumulator structures, termination processing, and lists the page used to add deductions to an accumulator.

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Understanding the Accumulator Structure of Loan Deductions

If you create new deductions for calculating loan repayments, make sure that they conform to the accumulator structure that Global Payroll has defined for the delivered deductions. This is to ensure that the new elements are processed correctly and are included in the appropriate gross-to-net calculations.

Note. All of the delivered general deductions are after-tax deductions. As such, they contribute to the accumulator TOTAL DEDUCTION N that subtracts from net pay. If you create a pre-tax deduction, you should add it to the SWT PRE TAX N and FWT PRE TAX N accumulators in addition to TOTAL DEDUCTION N. These accumulators reduce the amount of the taxable gross (GROSS).

Accumulator Structure of Loan Deductions (LOAN)

This table describes the accumulator structure for loans:

Accumulator Name	Contributing Elements
TOTAL DEDUCTION N	The LOAN deduction is a member of TOTAL DEDUCTION N. This accumulator subtracts from net pay (NET). Include any loan deductions that you create in the TOTAL DEDUCTION N accumulator.
LOAN PAYMENT	The loan deduction (LOAN) also contributes to the LOAN PAYMENT accumulator. This accumulator is subtracted from the total amount of the loan to calculate the loan balance (LNS VR BALANCE).
GRN AC FLVYSETUP N	All employee deductions, including the LOAN and LOAN AD PYMT deductions, contribute to this accumulator. **Note.** This accumulator is used to process federal tax levies.

Accumulator Structure of Additional Loan Repayments (LOAN AD PYMT)

Additional loan payments do not subtract from net pay by contributing to the accumulator TOTAL DEDUCTION N; instead, they contribute to the loan payment accumulator LOAN PAYMENT. This accumulator is subtracted from the total amount of the loan to calculate the loan balance (LNS VR BALANCE).

If you define additional non-payroll loans, make sure that they have the same accumulator structure as the delivered non-payroll loan deduction.

Understanding Termination Processing

The LOAN deduction references the formula LNS FM TERMINATION within the post-process formula LNS FM PAYMENTS to check the termination status of payees.

The formula LNS FM TERMINATION consists of the following conditions and actions:

```
If TERMINATION DT <= PERIOD END DATE And TERMINATION DT >= PERIOD BEGIN DATE Then
    1   >>  LNS FM TERMINATION
Else
    0   >>  LNS FM TERMINATION
```

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```
Endif
```

If LNS FM TERMINATION returns a value of 1 (meaning the payee was terminated), the post-process formula calculates the current loan amount as the goal amount (LNS VR GOAL AMT) less the amount paid to date (LOAN PAYMENT) less any outstanding arrears (LOAN ARR). If LNS FM TERMINATION returns a value of 0 (meaning the payee was not terminated), then the amount of the pay period deduction is determined by the deduction schedule defined on the Loan page (subject to the limit tests described earlier).

If you create new loan elements, you can use the formula LNS FM TERMINATION to check the termination status of payees so that any remaining loan balance is deducted from the final paycheck.

Note. In the formula LNS FM TERMINATION, the termination date is represented by the database system element TERMINATION DT. The pay period begin and end dates are represented by the system computed elements PERIOD BEGIN DATE and PERIOD END DATE, respectively.

See Also

Chapter 5, “Setting Up General Deductions,” page 45

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements,” Pre-process and Post-process Formulas

Chapter 20, “Processing Payments,” Processing Final Payments, page 294

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CHAPTER 7

Setting Up Garnishment Processing

This chapter provides an overview of garnishments and discusses how to:

- Define disposable earnings for garnishments.
- Maintain garnishment rules.
- Maintain state garnishment rules.
- Maintain garnishment proration rules.
- Create document details.
- Create correspondence types.

See Also

Chapter 18, "Assigning Garnishments," page 247

Understanding Garnishments

This section discusses:

- Delivered garnishment deductions.
- Delivered supporting elements.
- Garnishment assignments.
- Process lists and sections.
- Viewing delivered elements.

Delivered Garnishment Deductions

Global Payroll for United States delivers a single deduction element to calculate all garnishment deductions for the U.S.

In this table, the first column combines the name and description of the garnishment deduction. The other columns indicate the calculation rule components, such as Unit, Rate, Percent, and Amount, and the pre- and post-process formulas for the delivered garnishment deduction.

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Name	Unit	Rate	Percent	Amount	Pre- and Post- Process Formula
GARNISHMENT Garnishment				Payee-level	Pre-GRN FM PRE PRCS Post-GRN FM PST PRCS

Note. This element is defined as PS Delivered/Maintained. This means that you cannot modify it without losing support for statutory rules changes.

Delivered Supporting Elements

This table lists the key supporting elements used to define the garnishment deduction:

Element Type	Element Name	Used By	Where Used
Variable	GRN VR ID	Garnishment deduction. GRN VR ID (garnishment ID) is a user field on the garnishment deduction. Every garnishment assigned to a payee must have a unique ID.	Assignment page of the Assign Garnishments USA component (GPUS_GRN). On this page you enter the Garnishment ID (GRN VR ID).
	GRN VR PAY PERIOD	Garnishment deduction.	Supporting Element Overrides page of the Calendars component (GP_CALENDAR). On this page you enter a supporting element override to identify what pay period the calendar is for if you are processing garnishments in some periods but not others.

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Element Type	Element Name	Used By	Where Used
	GRN VR TYPE	Garnishment deduction. GRN VR TYPE (garnishment type) is a user field on the garnishment deduction.	Assignment page of the Assign Garnishments USA component (GPUS_GRN). On this page you define the garnishment type. Values include: • AWG - Wage Garnishment • Creditor Garnishment • Dependent Support • Spousal Support • Student Loan • Tax Levy • Wage Assignment
Formula	GRN FM SKIP PRCS	Garnishment deduction. GRN GC SKIP PRCS (generation control formula for the garnishment element). This formula determines whether the garnishment should be deducted in the current pay period based on the garnishment setup.	

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Element Type	Element Name	Used By	Where Used
	GRN FM PRE PRCS	GRN FM PRE PRCS is the pre-processing formula for the garnishment element. It gathers information from the garnishment setup to enable calculation of the garnishment.	
	GRN FM PST PRCS	GRN FM PST PRCS is the post-processing formula for the garnishment element. This formula determines whether the amount calculated for the garnishment is correct based on the information gathered in the pre-process formula. If it is not correct, the formula overrides the calculated amount. In addition, if the amount available is insufficient to process the garnishment, the formula triggers proration.	

Garnishment Assignments

The garnishment deduction has a calculation rule of Amount, with the Amount Type set to *Payee Level*. This means that garnishments are resolved only when:

- An amount is assigned to a payee on the Assignment page of the Assign Garnishments USA component (GPUS_GRN).
- There is positive input for the deduction.

Note. When you enter one-time positive input for a garnishment deduction, you must specify the Garnishment ID (GRN VR ID), the Garnishment Received Date (GRN VR RECDT), and the Garnishment Type (GRN VR TYPE) of the garnishment you are overriding on the Calendar ID Override Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED).

See Chapter 18, "Assigning Garnishments," Processing One-Time Garnishment Overrides, page 259.

Garnishment Accumulator for Federal Tax Levies

Before processing federal tax levies, you must make sure that all employee deductions are set up to contribute to the accumulator GRN AC FLVYSETUP N.

See Chapter 5, "Setting Up General Deductions," Understanding the Accumulator Structure of General Deductions, page 58.

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Process Lists and Sections

The garnishment deduction belongs to the USA STD PAYROLL process list.

It is assigned to the GARNISHMENT section of the process list.

Viewing Delivered Elements

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

See Also

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

Understanding Garnishment Setup Steps

To set up garnishments:

1. Define accumulators to hold disposable earnings.

   In Global Payroll, disposable earnings are defined as accumulators, and are created using the core accumulator definition component (GP_ACCUMULATOR).

   Global Payroll for United States delivers many disposable earning accumulators. You can modify them or use them as examples for creating your own accumulators to hold disposable earnings.

2. Define garnishment rules.

   The garnishment rules delivered by Global Payroll for United States specify the amount to exempt from disposable earnings.

   Note. PeopleSoft delivers and maintains the formulas for calculating exemption amounts. When PeopleSoft defines an exemption, it specifies the calculation formula and supplies components of the formula's definition. For example, for a garnishment rule based on the exemption calculation formula *Gross Percentage + Amount*, PeopleSoft specifies both the percentage and the amount.

3. Define state garnishment rules.

   A state garnishment rule links a disposable earnings definition to an exemption rule, so that the system can calculate the garnishment amount allowed by state and garnishment type.

   Note. PeopleSoft delivers and maintains state garnishment rules for child support, federal tax levy, state tax levy, student loan, AWG, and creditor garnishments; however, you can modify and update the accumulators that hold disposable earnings, or create new accumulators to hold disposable earnings.

4. Define proration rules.

   Proration rules are used to calculate the amount to be deducted for each garnishment when insufficient funds are available to cover all garnishments of the same type.

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Note. PeopleSoft delivers and maintains proration rules for child support and creditor garnishments. For other garnishment types, you can create your own proration formulas or accept the default formula GRN FM FIFO ALL.

5. Create document details.

   Document details are user-configured fields used to record important information about garnishment orders.

   Note. Global Payroll for United States delivers several document detail fields; you can modify these fields or create new fields as needed

6. Create correspondence types.

   Correspondence types are user-configured fields that enable you to document who, when, and how an organization has communicated to payees or the issuing agency regarding a garnishment.

   Note. Global Payroll for United States delivers several correspondence type fields; you can modify these fields or create new fields as needed

The following sections provide detailed information about each of these setup steps.

Defining Disposable Earnings for Garnishments

This section discusses how to create disposable earnings.

To define disposable earnings for garnishments, use the Accumulators (GP_ACCUMULATOR) component.

Creating Disposable Earnings

In Global Payroll for United States, disposable earnings are defined as accumulators. PeopleSoft delivers many disposable earning accumulators. You can modify them or use them as examples for creating your own accumulators to hold disposable earnings.

This table lists the delivered accumulators for disposable earnings:

Name	Description	How Defined
GRN AC ALLWAGES N	All Wages	Total earnings (equal to accumulator TOTAL EARNINGS N).
GRN AC FED N	Federal DE	Federal disposable earnings.
GRN AC FEDTAX **Note.** This accumulator is delivered and maintained by PeopleSoft.	Federal Tax Levy DE	Federal disposable earnings less federal tax levy amount deduction and federal tax levy percent deduction.
GRN AC FED+401K N	Taxes + 401K DE	Federal disposable earnings less employee 401K contributions.

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Name	Description	How Defined
GRN AC FED+DED N	Taxes + Deductions DE	Federal disposable earnings less all deductions. **Note.** After you create union dues and pension deductions for your organization, enter them on the Accumulator-Members page for this accumulator.
GRN AC FED+HI+UD N	Taxes + Health + Union Dues DE	Federal disposable earnings less health insurance and union dues deductions. **Note.** After you create union dues deductions for your organization, enter them on the Accumulator-Members page for this accumulator.
GRN AC FED+HI+PN N	Taxes + Health Ins + PensionDE	Federal disposable earnings less health insurance and pension deductions. **Note.** Ater you create a pension deduction for your organization, enter it on the Accumulator-Members page for this accumulator.
GRN AC FED+HI N	Taxes + Health Ins DE	Federal disposable earnings less health insurance deductions.
GRN AC FED+HIO N	Taxes + Health Ins Order DE	Federal disposable earnings less medical support order amount.
GRN AC FEDINS401 N	Taxes + Insurance + 401K DE	Federal disposable earnings less insurance and deductions and 401K contributions.
GRN AC FED+INS N	Taxes + Insurance DE	Federal disposable earnings less all insurance deductions.
GRN AC FED+UD N	Taxes + Union Dues DE	Federal disposable earnings less union dues deductions. **Note.** After you create a union dues deduction for your organization, enter it on the Accumulator-Members page for this accumulator.

Note. If you create new disposable earnings accumulators, enter *GDE*, Garnishment Disposable Earning, in the Category field on the Accumulator Name page.

See Also

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

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Maintaining Garnishment Rules

This section discusses how to:

- Define garnishment rule information.
- Defining rule calculation information.

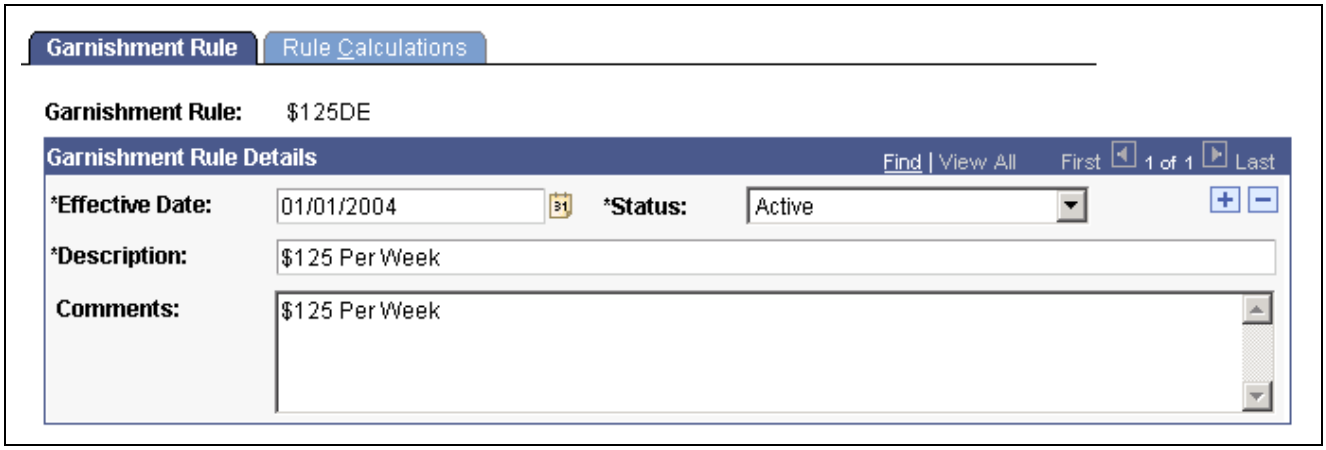
To maintain garnishment rules, use the Garnishment Rules USA (GPUS_GRN_RUL) component.

Pages Used to Define Garnishment Rules

Page Name	Object Name	Navigation	Usage
Garnishment Rule	GPUS_GRN_RUL	Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Garnishments/Court Orders, Garnishment Rules USA, Garnishment Rule	Enter descriptive information for a garnishment rule.
Rule Calculation	GPUS_GRN_RULECAL	Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Garnishments/Court Orders, Garnishment Rules USA, Rule Calculation	Enter exemption calculations for the rule ID.

Defining Garnishment Rule Information

Access the Garnishment Rule page.



Garnishment Rule page

Enter the description and comments for this garnishment rule.

Note. Global Payroll for United States delivers many garnishment rules. These rules are delivered and maintained by PeopleSoft.

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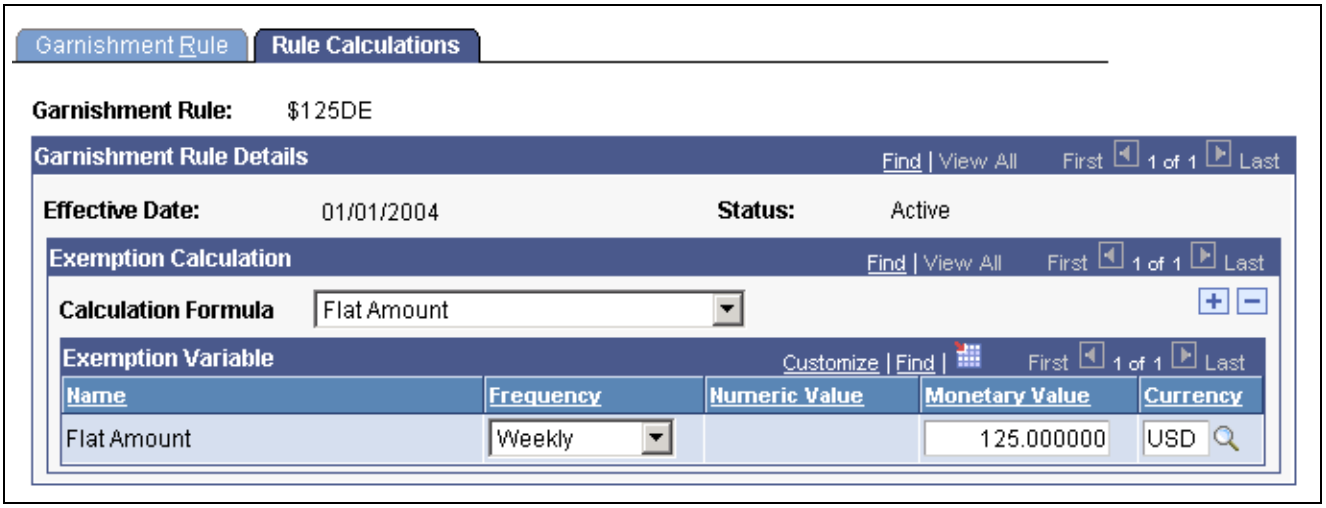
Defining Rule Calculation Information

Access the Rule Calculations page.



Rule Calculations page

Calculation Formula Select the calculation formula used to calculate the exemption amount. Valid values are: *DE Amt*Pct+Amt1*Pct+Amt2*Pct*, *DE Percent, CS &CG Deductions*, *DE Percentage + Amount*, *DE or Amount Percent*, *Disposable Earnings Percentage*, *Flat Amount*, *Flat Amount Percentage*, *General Calculation*, *Greater of %DE or Amount*, *Greater of %Gross or Amount*, *Gross Percentage*, *Gross Percentage + Amount*, *Minimum Hourly Wage*, and *SWT Gross Percentage*.

Exemption Variable

Depending on the Calculation Formula, the appropriate exemption variables appear in the Exemption Variable group box. For example, if the calculation formula is *DE Percentage + Amount*, the exemption variables Flat Amount and Disposable Earnings Percent appear in the group box. You must then define the values of these variables.

Name The appropriate variable names automatically appear in this column when the calculation formula is selected.

Frequency Select the frequency that applies to the exemption variable. Valid values are: *Biweekly*, *Monthly*, *Semi-Monthly*, and *Weekly*.

Note. The frequency you select causes annualization/deannualization to occur so that the calculated value is in line with the pay period frequency.

Numeric Value, **Monetary Value**, and **Currency Code** Enter a numeric or monetary value and a corresponding currency code for each applicable value.

Maintaining State Garnishment Rules

This section discusses how to define state garnishment rules.

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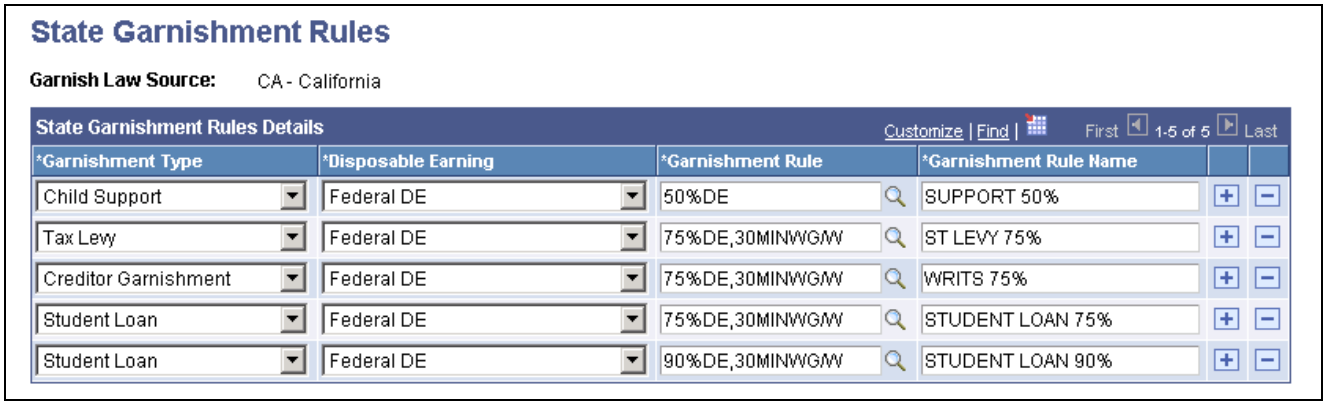
To maintain state garnishment rules, use the State's Garnishment Rules USA (GPUS_GRN_STRUL) component.

Page Used to Define State Garnishment Rules

Page Name	Object Name	Navigation	Usage
State Garnishment Rules	GPUS_GRN_STRUL	Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Garnishment/Court Orders, State's Garnishment Rules USA, State Garnishment Rules	Enter garnishment rules applicable to each state.

Defining State Garnishment Rule Information

Access the State Garnishment Rules page.



State Garnishment Rules page

Note. PeopleSoft delivers and maintains state garnishment rules for child support, federal tax levy, state tax levy, student loan, AWG, and creditor garnishments; however, you can modify the accumulators that hold disposable earnings, or create new accumulators. If you create new disposable earnings accumulators, you will need to update the state garnishment rules to incorporate these accumulators.

Garnish Law Source Select the state that governs the garnishment laws or select *Federal* for the federal law.

Garnishment Type Select the type of garnishment to associate with a rule. Valid values are: *AWG - Wage Garnishment, Chapter 13 Bankruptcy, Child Support, Creditor Garnishment, Dependent Support, Spousal Support, Student Loan, Tax Levy,* and *Wage Assignment.*

Disposable Earning Select the disposable earnings accumulator that applies to the state and garnishment type. Valid values are: *All Wages, Federal DE, Federal Tax Levy DE, Taxes + 401K DE, Taxes + Deductions DE, Taxes + Health + 401K DE, Taxes + Health + Union Dues DE, Taxes + Health Ins DE, Taxes + Health Ins + Pension DE, Taxes + Health Ins Order DE,* and *Taxes + Union Dues DE.*

Note. The only disposable earnings accumulators that are available are those with a Category of *GDE* (Garnishment Disposable Earnings).

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Garnishment Rule Select a garnishment rule corresponding to the state, garnishment type, and disposable earnings selected.

Note. The garnishment rules available are those defined on the Garnishment Rule and Rule Calculations pages.

Garnishment Rule Name Enter the name of the garnishment rule. This is the name that will be displayed on the Assignment page of the Assign Garnishments USA component (GPUS_GRN).

Maintaining Garnishment Proration Rules

This section provides an overview of garnishment proration rules and discusses how to define garnishment proration rules.

To maintain garnishment proration rules, use the Proration Formula USA (GPUS_GRN_PRORUL) component.

Understanding Garnishment Proration Rules

Because garnishments cannot go into arrears, some states require that employers prorate an employee's garnishments when insufficient funds are available to cover all garnishments of the same type. Proration rules are used to calculate the amount to be deducted for each garnishment.

Note. If there are multiple garnishments of the same type and you enter positive input for one of them, proration does not occur automatically. You must manually calculate the proration based on the initial row of positive input and insert a row of positive input for all garnishments of that type.

Page Used to Define Garnishment Proration Rules

Page Name	Object Name	Navigation	Usage
Proration Formula	GPUS_GRN_PRORUL	Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Garnishments/Court Orders, Proration Formula USA, Proration Formula	Define proration formulas by state and garnishment type.

Defining Garnishment Proration Rules

Access the Proration Formula page.

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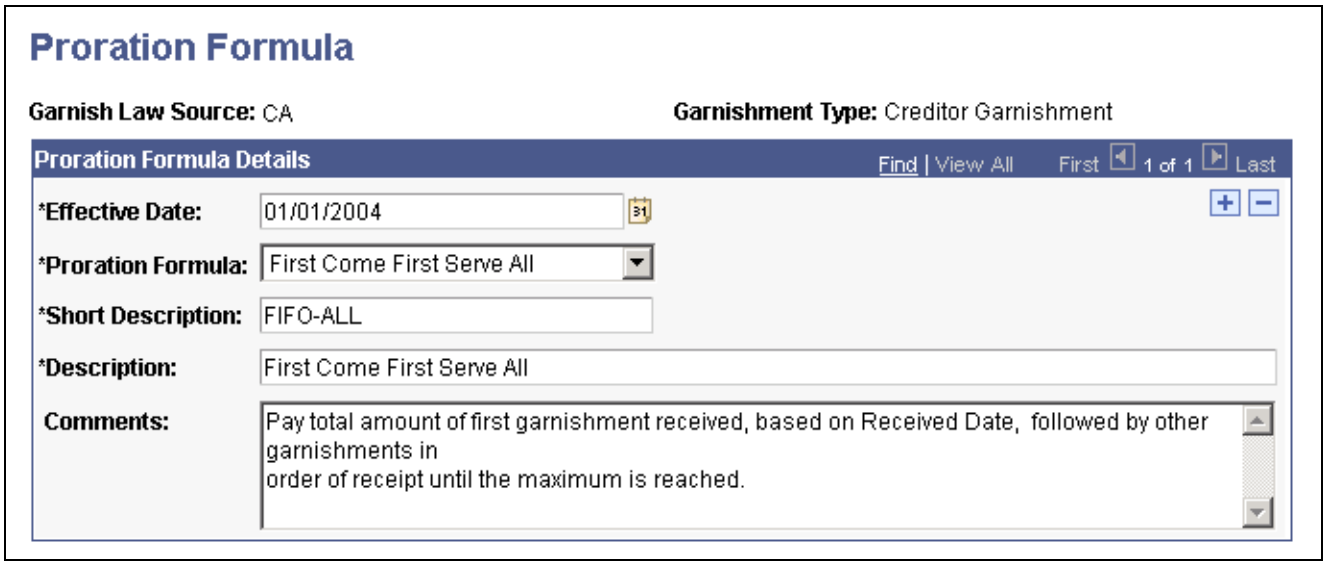

Proration Formula page

Note. Global Payroll for United States delivers and maintains garnishment proration rules for support and creditor garnishments.

Proration Formula Select the formula to use to prorate garnishments for the state and Garnishment Type displayed at the top of the page. Valid values are all formulas with a Category of *GPR* (Garnishment Proration Formula).

Note. In Global Payroll you define formulas using the Formulas component (GP_FORMULA).

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Calculation Elements," Defining Formula Elements.

Creating Document Details

This section discusses how to define document details.

To create document details, use the Document Details Table USA (GPUS_GRN_DOCTBL) component.

Page Used to Create Document Details

Page Name	Object Name	Navigation	Usage
Document Details Table	GPUS_GRN_DOCTBL	Setup HRMS, Product Related, Global Payroll, Garnishments/Court Orders, Document Details Table USA, Document Details Table	Enter garnishment document detail information.

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Defining Document Details

Access the Document Details Table page.

Document Details Table page

On the Document Details Table page, create garnishment order details to document the garnishment.

Note. You define fields to record details of a garnishment order on the Document Details Table page; you specify the value of these fields on the Assignment page of the Assign Garnishments USA component (GPUS_GRN) when you assign a garnishment to a payee. For example, you can define a field called Court Name on the Document Detail Table page; then, when you assign a garnishment, you can enter the name of the court that ordered the garnishment.

Note. Select the Default check box on the Document Details Table page to make a document detail field appear by default on the Assignment page of the Assign Garnishments USA component (GPUS_GRN). There can be only one default selection.

See Also

Chapter 18, "Assigning Garnishments," Entering Garnishment Assignments, page 250

Creating Correspondence Types

This section discusses how to define correspondence types.

To create correspondence types, use the Correspondence Type Table USA (GPUS_GRN_CRTTBL) component.

Page Used to Define Correspondence Types

Page Name	Object Name	Navigation	Usage
Correspondence Type Table	GPUS_GRN_CRTTBL	Setup HRMS, Product Related, Global Payroll, Garnishments/Court Orders, Correspondence Type Table USA, Correspondence Type Table	Enter correspondence types for garnishments.

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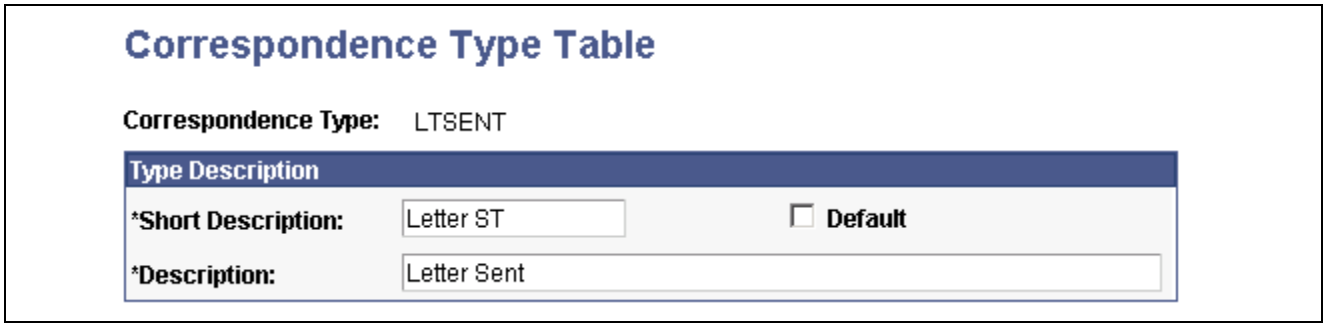
Defining Correspondence Types

Access the Correspondence Type Table page.



Correspondence Type Table page

On the Correspondence Type Table page, create fields to document who, when, and how an organization has communicated to payees or the issuing agency regarding a garnishment order.

Note. You define fields to record your communication about a garnishment order on the Correspondence Type Table page; you specify the value of these fields on the Assignment page of the Assign Garnishments USA component (GPUS_GRN) when you assign a garnishment to a payee. For example, you can define a field called EMSENT (Email Sent) on the Correspondence Type Table page; then, when you assign a garnishment, you can summarize or attach any emails you send.

Note. Select the Default check box on the Correspondence Type Table page to make a correspondence type field appear by default on the Assignment page of the Assign Garnishments USA component (GPUS_GRN). There can be only one default selection.

See Also

Chapter 18, "Assigning Garnishments," Entering Garnishment Assignments, page 250

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CHAPTER 8

Setting Up Benefits Integration

This chapter provides an overview of the benefit integration process and discusses how to:

- Map benefit deduction elements.
- Map pay groups.

Understanding the Benefit Integration Process

To integrate Global Payroll for United States with Human Resources and Benefits Administration:

1. Set up your benefit programs using the Manage Base Benefits business process in Human Resources.

   See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits*.

2. Set up Benefits Administration

   See *PeopleSoft Enterprise Benefits Administration 8.9 PeopleBook*.

3. Set up deduction codes, pay groups, and pay calendars in PeopleSoft Enterprise Payroll for North America.

   See *PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook*, "Defining Deductions," Defining Benefit Deductions.

   See *PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook*, "Setting Up Pay Groups".

   See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Pay Calendars".

4. Set up pay groups for Global Payroll for United States.

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

5. Map the Payroll for North America deduction codes to the Global Payroll for United States deduction elements.

   See Chapter 8, "Setting Up Benefits Integration," Mapping Benefit Deduction Elements, page 86.

6. Map the Payroll for North America pay groups to the Global Payroll for United States pay groups.

   See Chapter 8, "Setting Up Benefits Integration," Mapping Pay Groups, page 88.

7. Ensure that the Global Payroll for United States and Benefits Administration check boxes are selected on the Installation table.

8. Ensure that employees have the following values in Job Data:

   Pay System Must be *Global Payroll*.

   Benefit System Must be *Benefit Administration*.

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See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "Increasing the Workforce," Understanding Job Data.

9. Enroll employees into benefit programs and enter their benefit elections using Benefits Administration.

   See *PeopleSoft Enterprise Benefits Administration 8.9 PeopleBook*.

10. Run the Identify Age-50 Extension process, BN_AGE50_RUNCTL, in the Manage Base Benefits business process.

    See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits*, "Managing Savings Plans".

You are ready to run the Global Payroll for United States payroll process.

Mapping Benefit Deduction Elements

To map benefit deduction elements, use the Benefit Deduction Mapping (GPUS_BENDED_MAP) component.

This section provides an overview of benefit deduction element mapping and discusses how to map Global Payroll for United States deduction elements to PeopleSoft Enterprise Payroll for North America deduction codes.

Understanding Benefit Deduction Element Mapping

The benefit deduction element map plays a critical role when collecting the benefit data that is to be moved to the arrays that are used to calculate benefit deductions. The benefit deduction element mapping is used by the Benefit Summary page to retrieve health, life, and savings enrollment information, deduction codes, and deduction amounts. These mappings are also used by the Benefit Contribution Register and Savings Investment Distribution reports.

When you map a Global Payroll deduction element, you enter the element name, benefit program, plan type and benefit plan. This combination of fields is mapped to the Payroll for North America deduction code and deduction class. The element name, benefit program, plan type, and benefit plan combination can only be mapped once.

See Also

Chapter 9, "Setting Up Benefit Deductions," Reviewing Benefit Deductions, page 103

Chapter 8, "Setting Up Benefits Integration," Reviewing Pay Group Mappings, page 89

Page Used to Map Deduction Codes

Page Name	Object Name	Navigation	Usage
Benefit Deduction Mapping	GPUS_BENDED_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Benefit Deduction Mapping USA	Link deduction codes created in Payroll for North America to deduction elements created in Global Payroll for United States.

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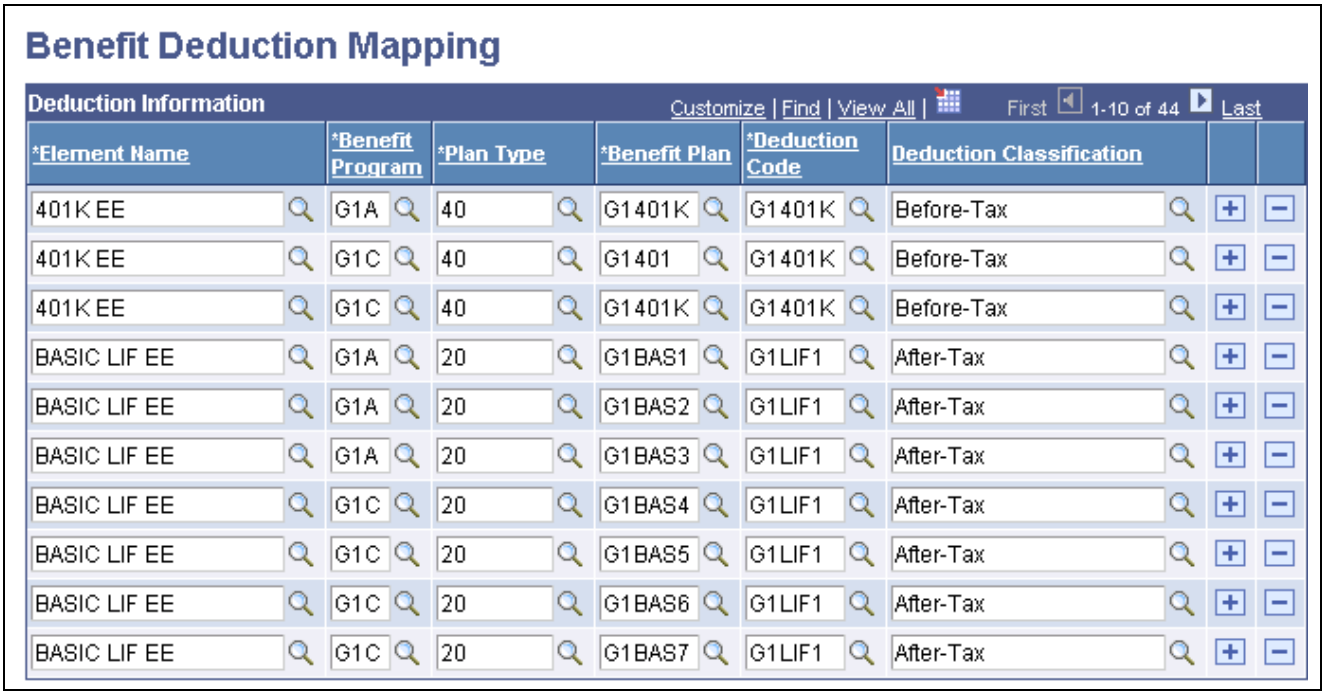
Mapping Global Payroll for U.S. Deduction Elements to Payroll for North America Deduction Codes

Access the Benefit Deduction Mapping page.



Benefit Deduction Mapping

Deduction Information — Customize | Find | View All | First 1-10 of 44 Last

*Element Name	*Benefit Program	*Plan Type	*Benefit Plan	*Deduction Code	Deduction Classification
401K EE	G1A	40	G1401K	G1401K	Before-Tax
401K EE	G1C	40	G1401	G1401K	Before-Tax
401K EE	G1C	40	G1401K	G1401K	Before-Tax
BASIC LIF EE	G1A	20	G1BAS1	G1LIF1	After-Tax
BASIC LIF EE	G1A	20	G1BAS2	G1LIF1	After-Tax
BASIC LIF EE	G1A	20	G1BAS3	G1LIF1	After-Tax
BASIC LIF EE	G1C	20	G1BAS4	G1LIF1	After-Tax
BASIC LIF EE	G1C	20	G1BAS5	G1LIF1	After-Tax
BASIC LIF EE	G1C	20	G1BAS6	G1LIF1	After-Tax
BASIC LIF EE	G1C	20	G1BAS7	G1LIF1	After-Tax

Element Name Select a benefit deduction element. Element names available for selection have a Country Code of USA, a PIN_TYPE of DD, and a PIN_CATEGORY of BEN.

Benefit Program Select a benefit program. Available benefit programs are pulled from the benefit programs defined by the Human Resources Manage Base Benefit business process.

Plan Type Select a plan type. Available plan types are pulled from the plan types defined by the Manage Base Benefit business process.

Benefit Plan Select a benefit plan. Available benefit plans are pulled from the benefit plans defined by the Manage Base Benefit business process.

Deduction Code Select a deduction code. Available deduction codes are pulled from the deduction codes defined by Payroll for North America.

Deduction Class Select a deduction class.

Warning! After mapping the deduction elements to the deduction codes, do not delete any entries.

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Mapping Pay Groups

To map pay groups, use the Pay Group Mapping (GPUS_PYGRP_MAP) component.

This section provides an overview of mapping pay groups and discusses how to:

- Map pay groups.
- Review pay group mappings.

Understanding Mapping Pay Groups

To calculate benefit deductions, the system requires you to have a pay group for both the Global Payroll for United States and Payroll for North America systems. When you hire an employee and assign a Global Payroll for United States pay group, the system automatically uses the mappings defined on the Pay Group Mapping page to determine which Payroll for North America pay group to assign to the employee.

Pages Used to Map Pay Groups

Page Name	Object Name	Navigation	Usage
Pay Group Mapping	GPUS_PYGRP_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Pay Group Mapping USA, Pay Group Mapping	Link pay groups created in Payroll for North America to pay groups created in Global Payroll for United States.
Pay Group Assignment	GPUS_PYGRP_ASGN	Global Payroll & Absence Mgmt, Payee Data, Pay Group Assignment USA, Pay Group Assignment	Review employees' assigned pay groups.

Mapping Pay Groups

Access the Pay Group Mapping page.

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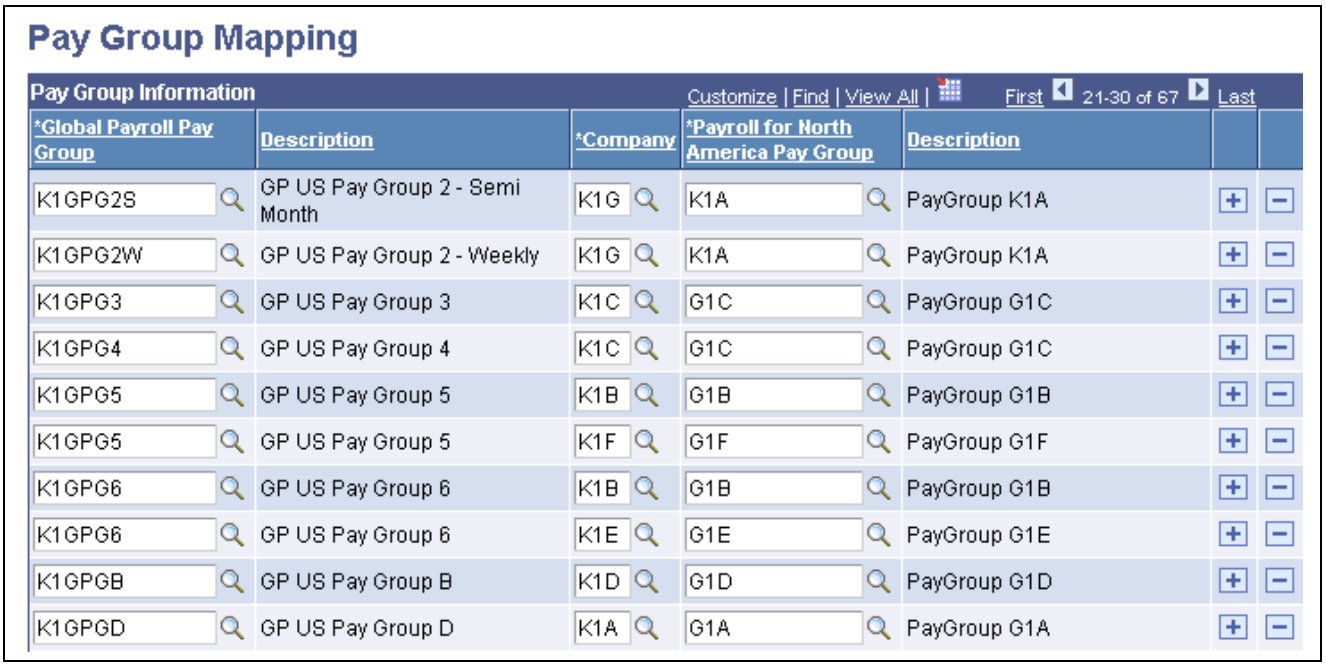


Pay Group Mapping

Pay Group Information — Customize | Find | View All | First 21-30 of 67 Last

*Global Payroll Pay Group	Description	*Company	*Payroll for North America Pay Group	Description
K1GPG2S	GP US Pay Group 2 - Semi Month	K1G	K1A	PayGroup K1A
K1GPG2W	GP US Pay Group 2 - Weekly	K1G	K1A	PayGroup K1A
K1GPG3	GP US Pay Group 3	K1C	G1C	PayGroup G1C
K1GPG4	GP US Pay Group 4	K1C	G1C	PayGroup G1C
K1GPG5	GP US Pay Group 5	K1B	G1B	PayGroup G1B
K1GPG5	GP US Pay Group 5	K1F	G1F	PayGroup G1F
K1GPG6	GP US Pay Group 6	K1B	G1B	PayGroup G1B
K1GPG6	GP US Pay Group 6	K1E	G1E	PayGroup G1E
K1GPGB	GP US Pay Group B	K1D	G1D	PayGroup G1D
K1GPGD	GP US Pay Group D	K1A	G1A	PayGroup G1A

Pay Group Mapping page

Global Payroll Pay Group Select the Global Payroll for United States pay group you want to map.

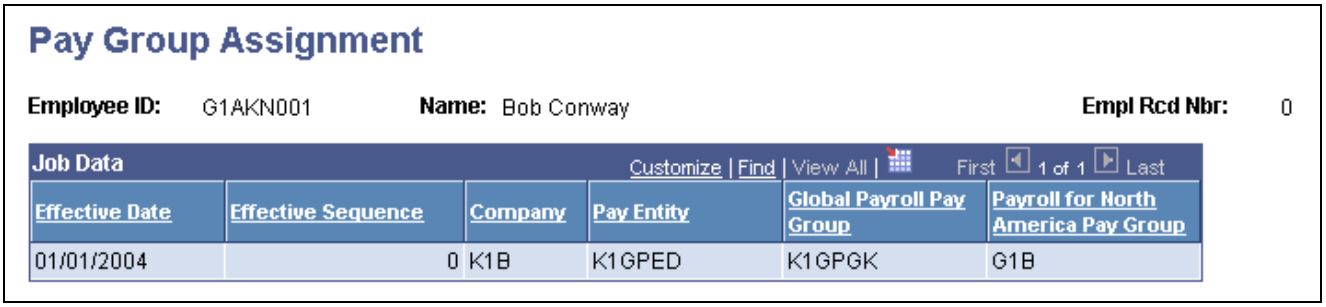
Company Select the company associated with the Payroll for North America pay group that you want mapped to the Global Payroll for United States pay group.

Payroll for North America Pay Group Select the Payroll for North America pay group that you want mapped to the Global Payroll for United States pay group.

Warning! After mapping the pay groups, do not delete any entries.

Reviewing Pay Group Mappings

Access the Pay Group Assignment page.



Pay Group Assignment

Employee ID: G1AKN001 **Name:** Bob Conway **Empl Rcd Nbr:** 0

Job Data — Customize | Find | View All | First 1 of 1 Last

Effective Date	Effective Sequence	Company	Pay Entity	Global Payroll Pay Group	Payroll for North America Pay Group
01/01/2004	0	K1B	K1GPED	K1GPGK	G1B

Pay Group Assignment Page

This page shows the Global Payroll and Payroll for North America pay group assignments for the selected employee. The automatically assigned Payroll for North America pay group is hidden in the Job Data component when the employee is assigned a payroll system of *Global Payroll* and a Global Payroll pay group is entered.

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CHAPTER 9

Setting Up Benefit Deductions

This chapter provides overviews of the benefit deductions process and benefit triggers and discusses how to review benefit deduction information.

Understanding the Delivered Benefit Deduction Processing Flow

This section discusses the process for calculating benefit deductions:

- The general framework.
- The initialization process.
- Health plans.
- Saving plans.
- Life insurances.
- Delivered benefit elements.
- Generation control.

General Framework

Global Payroll for United States is designed to integrate with the Manage Base Benefits business process of Human Resources and Benefits Administration to calculate benefit deductions. We have provided a number of benefit deductions—medical, dental, basic life, supplemental life, spouse life, and 401k—that meet common processing requirements.

Benefit deductions are processed according to the section definition called STD DED PRC NPV. Within the STD DED PRC NPV definition, benefit deductions are grouped according to plan type. In addition, the placement of the plan types is based on whether the deduction is taken before or after federal and state taxes. Medical, dental, and savings plan deductions are defined as before-tax deductions. Basic life, supplemental life, and spouse life are defined as after-tax deductions.

Note. Federal employee taxes, state employee taxes, loans, savings bonds, general deductions, and garnishments are not part of benefit deductions and are not discussed in this chapter.

Benefit Deduction Initialization

The benefit deduction initialization process, BEN DED INIT, is designed to process the arrays BEN AR PRIMARY JOB and BEN AR BEN PROG.

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The BEN AR PRIMARY JOB loads the Primary Job and the Include Deductions fields from the Primary Jobs Flags page located in Human Resources into variables.

BEN AR BEN PROG loads the Benefit Program field from the Ben.Prog.Partic page in Human Resources into a variable.

Health Plan Processing

When processing health plans, the system is designed to process:

1. An eligibility check.
2. Medical deductions.
3. Dental deductions.

Eligibility Check

To perform the eligibility check, the system:

1. Processes BEN FM BASIC ELIG.

   BEN FM BASIC ELIG looks at the Primary Job and the Include Deductions check boxes. If the check boxes are not selected, then zero is assigned to the formula BEN FM BASIC ELIG and to the variable BEN VR BASIC ELIG.

2. If BEN FM BASIC ELIG equals one, the system processes the section HEALTH INIT.

   HEALTH INIT calls the array BEN AR HLTH PLANS. BEN AR HLTH PLANS uses the formula BEN FM HLTH PLANS to retrieve the employee's health benefit enrollment information for plan types 10 and 11 from the Health Benefit Election page in Human Resources.

Medical Deductions

To calculate medical deductions, the system:

1. Performs another eligibility check using the formula BEN FM MED ELIG.

   If retroactive adjustments exist, and if the employee's plan type 10 election coverage is not blank, then one is assigned to the formula BEN FM MED ELIG.

   If the value of BEN VR BASIC ELIG equals zero, then zero is assigned to the formula BEN FM MED ELIG.

   If the employee's plan type 10 election coverage equals blank, T, or W, then zero is assigned to the formula BEN FM MED ELIG.

   If the Primary Job check box for this employee is selected, then one is assigned to the formula BEN FM MED ELIG.

2. If BEN FM MED ELIG equals one, the system processes the section MEDICAL DED. MEDICAL DED uses:

   a. The formula BEN FM PLN TYP 10 to set plan type 10 specific search criteria.

   b. The array BEN AR BEN PRG DEF to retrieve benefit option and cost information from the Benefit Program page in Human Resources.

   c. The array BEN AR FLAT RATE to retrieve the rate information from the Flat Rate Table page in Human Resources.

   d. The array BEN AR CALC RULE to retrieve the calculation rules from the Calculation Rules page in Human Resources.

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e. The deduction MEDICAL EE to calculate the employee's portion of the deduction. MEDICAL EE uses the formula BEN FM MED EE COST.

f. The deduction MEDICAL ER to calculate the employer's portion of the deduction. MEDICAL ER uses the formula BEN FM MED ER COST.

Dental Deductions

To calculate dental deductions, the system:

1. Performs another eligibility check using the formula BEN FM DEN ELIG.

   If retroactive adjustments exist, and if the employee's plan type 11 election coverage is not blank, then one is assigned to the formula BEN FM DEN ELIG.

   If the value of BEN VR BASIC ELIG equals zero, then zero is assigned to the formula BEN FM DEN ELIG.

   If the employee's plan type 11 election coverage equals blank, T, or W, then zero is assigned to the formula BEN FM DEN ELIG.

   If the Primary Job field for this employee is selected, then one is assigned to the formula BEN FM DEN ELIG.

2. If BEN FM DEN ELIG equals one, the system processes the section DENTAL DED. DENTAL DED uses:

   a. The formula BEN FM PLN TYP 11 to set plan type 11 specific search criteria.

   b. The array BEN AR BEN PRG DEF to retrieve benefit option and cost information from the Benefit Program page in Human Resources.

   c. The array BEN AR FLAT RATE to retrieve the rate information from the Flat Rate Table page in Human Resources.

   d. The array BEN AR CALC RULE to retrieve the calculation rules from the Calculation Rules page in Human Resources.

   e. The deduction DENTAL EE to calculate the employee's portion of the deduction. DENTAL EE uses the formula BEN FM DED EE COST.

   f. The deduction DENTAL ER to calculate the employer's portion of the deduction. DENTAL ER uses the formula BEN FM DEN ER COST.

Savings Plan Processing

When processing savings plans, the system is designed to process:

1. An eligibility check.
2. 401k deductions.

Eligibility Check

To perform the eligibility check, the system:

1. Processes BEN FM BASIC ELIG.

   This is the same eligibility check performed by the health plan process.

2. If BEN FM BASIC ELIG equals one, the system will process the section SAVINGS INIT.

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SAVINGS INIT calls the array BEN AR SAV PLANS. BEN AR SAV PLANS uses the formula BEN FM SAV PLANS to retrieve the employee's savings plan enrollment information for plan type 40 from the Savings Plan Election page in Human Resources. SAVINGS INIT also calls the date element GP SEG END DT EXTR to extract the year, month and day based on the segment end date.

401k Deductions

To calculate savings plan deductions, the system:

1. Performs another eligibility check using the formula BEN FM SAV ELIG.

   If retroactive adjustments exist, and if the employee's plan type 40 election coverage is not blank, then one is assigned to the formula BEN FM SAV ELIG.

   If the employee's plan type 40 election coverage equals blank, T, or W, then zero is assigned to the formula BEN FM SAV ELIG.

   If the Primary Job and Include Deduction check boxes are selected, then one is assigned to the formula BEN FM SAV ELIG.

   If the Primary Job check box is selected, but the Include Deduction check box is not selected, and the Flat Amount in the Before Tax Investment group box on the Saving Plan Elections page has a value greater than zero, then one is assigned to the formula BEN FM SAV ELIG.

   If the Primary Job check box is not selected, but the Include Deductions check box is selected, and the Percent of Earnings field in the Before Tax Investment group box on the Saving Plan Elections page has a value greater than zero, one is assigned to the formula BEN FM SAV ELIG.

2. If BEN FM SAV ELIG equals one, the system processes the section 401K DED. 401K DED uses:
   a. The formula BEN FM PLN TYP 40 to set plan type 40 specific search criteria.
   b. The array BEN AR BEN PRG DEF to retrieve benefit option and cost information from the Benefit Program page in Human Resources.
   c. The array BEN AR SAV MGMT retrieves the 402G Ext Amt field from the Savings Mgt page in Human Resources.
   d. The array BEN AR SAV PLN PRM to retrieve the Before-Tax field in the Up-To-Limit group box on the Savings Plan Table – Employee Limit on Investments page in Human Resources.
   e. The array BEN AR LIMIT to retrieve limit information from the Limit Table page in Human Resources.
   f. The deduction 401K EE to calculate the employee's savings deduction.

      401K EE uses the formula BEN FM 401K EE. The 401K EE deductions uses the following accumulators:

Accumulator	Description
401K GROSS N	Segment accumulator that accumulates earnings that need to be considered in the 401k deduction calculation. This is a Not Maintained accumulator and is defined as *As Contributing*.
401K GROSS YTD N	YTD accumulator that accumulates YTD earnings that need to be considered in the 401k deduction calculation. The 401K GROSS N accumulator is a member of this accumulator. This is a Not Maintained accumulator and is defined as *As Contributing*.

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Accumulator	Description
401K PRE CTB N	Segment accumulator that accumulates the employee's 401k pre-tax contributions. The 401K EE deduction is a member of this accumulator. This is a Not Maintained accumulator and is defined as *As Contributing*.
401K PRE CTB YTD N	YTD accumulator that accumulates the employee's YTD 401k pre-tax contributions. The 401K PRE CTB N accumulator is a member of this accumulator. This is a Not Maintained accumulator and is defined as *As Contributing*.
415C AMT	Segment accumulator that accumulates the employee's 401k contributions that are subject to the 415c limits. The 401K PRE CTB N accumulator is a member of this accumulator. This accumulator is defined as *As Contributing*.
415C AMT YTD	YTD accumulator that accumulates the employee's 401k YTD contributions that are subject to the 415c limits. The 415C AMT accumulator is a member of this accumulator. This accumulator is defined as *As Contributing*.

Life Insurance Processing

When processing life insurance plans, the system is designed to process:

1. An eligibility check.
2. Basic life deductions.
3. Supplemental life deductions.
4. Spousal life deductions.

Eligibility Check

To perform the eligibility check, the system:

1. Processes BEN FM BASIC ELIG.

   This is the same eligibility check performed by the health plan process.

2. If BEN FM BASIC ELIG equals one, the system will process the section LIFE INIT.

   LIFE INIT calls the array BEN AR LIFE PLANS. BEN AR LIFE PLANS uses the formula BEN FM LIFE PLANS to retrieve the employee's life insurance enrollment information for plan types 20, 21, and 25 from the Life/ADD Elections page in Human Resources.

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Basic Life Deductions

To calculate life insurance deductions, the system:

1. Performs another eligibility check using the formula BEN FM BAS LIF ELG.

   If retroactive adjustments exist, and if the employee's plan type 20 election coverage is not blank, then one is assigned to the formula BEN FM BAS LIF ELG.

   If the value of BEN VR BASIC ELIG equals zero, then zero is assigned to the formula BEN FM BAS LIF ELG.

   If the employee's plan type 20 election coverage equals blank, T, or W, then zero is assigned to the formula BEN FM LIF ELIG.

   If the Primary Job field for this employee is selected, then one is assigned to the formula BEN FM BAS LIF ELG.

2. If the formula BEN FM BAS LIF ELGequals one, the system will process the section BAS LIF DED. BAS LIF DED uses:

   a. The formula BEN FM PLN TYP 20 to set plan type 20 specific search criteria.

   b. The array BEN AR BEN PRG DEF to retrieve benefit option and cost information from the Benefit Program page in Human Resources.

   c. The array BEN AR FLAT RATE to retrieve the rate information from the Flat Rate Table page in Human Resources.

   d. The array BEN AR CALC RULE to retrieve the calculation rules from the Calculation Rules page in Human Resources.

   e. The array BEN AR LIFE PARM to retrieve the group coverage code from the Life/Accidental page in Human Resources.

   f. The array BEN AR COV GRP to retrieve the maximum coverage for the group coverage code from the Coverage Group Tbl page in Human Resources.

   g. The formula BEN FM CVGRPCD DAT to check that the employee does not exceed the maximum amount allowed for all life insurance plans.

   h. The formula BEN FM BAS COV AMT to calculate the basic life coverage amount taking into consideration the limits that may apply.

   i. The deduction BASIC LIF EE to calculate the actual basic life insurance deduction.

      BASIC LIF EE uses the formula BEN FM BAS EE COST.

Supplemental Life Deductions

To calculate supplement life deductions, the system:

1. Performs another eligibility check using the formula BEN FM SUP LIF ELG.

   If retroactive adjustments exist, and if the employee's plan type 21 election coverage is not blank, then one is assigned to the formula BEN FM SUP LIF ELG.

   If the value of BEN VR BASIC ELIG equals zero, then zero is assigned to the formula BEN FM SUP LIF ELG.

   If the employee's plan type 21 election coverage equals blank, T, or W, then zero is assigned to the formula BEN FM BAS LIF ELG.

   If the Primary Job field for this employee is selected, then one is assigned to the formula BEN FM SUP LIF ELG.

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2. If the formula BEN FM BAS LIF ELG equals one, the system will process the section SUP LIFE DED. SUP LIFE DED uses:
    a. The formula BEN FM PLN TYP 21 to set plan type 21 specific search criteria.
    b. The array BEN AR BEN PRG DEF to retrieve benefit option and cost information from the Benefit Program page in Human Resources.
    c. The array BEN AR FLAT RATE to retrieve the rate information from the Flat Rate Table page in Human Resources.
    d. The array BEN AR CALC RULE to retrieve the calculation rules from the Calculation Rules page in Human Resources.
    e. The array BEN AR LIFE PARM to retrieve the group coverage code from the Life/Accidental page in Human Resources.
    f. The array BEN AR COV GRP to retrieve the maximum coverage for the group coverage code from the Coverage Group Tbl page in Human Resources.
    g. The formula BEN FM CVGRPCD DAT to check that the employee does not exceed the maximum amount allowed for all life insurance plans.
    h. The formula BEN FM SUP COV AMT to calculate the supplemental life insurance coverage amount taking into consideration the limits that may apply.
    i. The deduction SUPL LIF EE to calculate the actual basic life insurance deduction.

       SUPL LIF EE uses the formula BEN FM SUP EE COST.

Spousal Life

To calculate spousal life insurance plan deductions, the system:

1. Performs another eligibility check using the formula BEN FM SPS LIF ELG.

   If retroactive adjustments exist, and if the employee's plan type 25 election coverage is not blank, then one is assigned to the formula BEN FM SPS LIF ELG.

   If the value of BEN VR BASIC ELIG equals zero, then zero is assigned to the formula BEN FM SPS LIF ELG.

   If the employee's plan type 25 election coverage equals blank, T, or W, then zero is assigned to the formula BEN FM SPS LIF ELG.

   If the Primary Job field for this employee is selected, then one is assigned to the formula BEN FM SPS LIF ELG.
2. If the formula BEN FM SPS LIF ELG equals one, the system will process the section SPOUSE LIFE DED. SPOUSE LIFE DED uses:
    a. The formula BEN FM PLN TYP 25 to set plan type 25 specific search criteria.
    b. The array BEN AR BEN PRG DEF to retrieve benefit option and cost information from the Benefit Program page in Human Resources.
    c. The array BEN AR CALC RULE to retrieve the calculation rules from the Calculation Rules page in Human Resources.
    d. The array BEN AR SPS DEP to retrieve the spouse's life insurance information from the Life/ADD Elections page in Human Resources.
    e. The array BEN AR DEP BIRTH to retrieve the spouse's birth date from the Update Dependent/Beneficiary - Name and Personal Profile pages in Human Resources.
    f. The array BEN AR DEP SEX SMK to retrieve the spouse's gender and smoker status from the Update Dependent/Beneficiary - Name and Personal Profile pages in Human Resources.

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g. The array BEN FM DEP SMOKER that validates the spouses's smoker status by looking at the smoker's status effective date.

h. The date GP PRD END DT EXTR to extract the current year based on the period-end-date.

i. The formula BEN FM SPOUSE AGE to calculate the spouse's age.

j. The array BEN AR AGE RATE to retrieve the rate unit information from the Age Graded Rate page in Human Resources.

k. The array BEN AR AGE COV to retrieve the rate amounts from the Age Graded Rate page in Human Resources.

l. The array BEN AR LIFE PARM to retrieve the group coverage code from the Life/Accidental page in Human Resources.

m. The array BEN AR COV GRP to retrieve the maximum coverage for the group coverage code from the Coverage Group Tbl page in Human Resources.

n. The formula BEN FM CVGRPCD DAT to check that the employee does not exceed the maximum amount allowed for all life insurance plans.

o. The formula BEN FM SPS COV AMT to calculate the supplemental life insurance coverage amount taking into consider the limits that may apply.

p. The deduction SPSE LIF EE to calculate the actual spousal life insurance deduction.

SPSE LIF EE uses the formula BEN FM SPS EE COST.

Delivered Benefit Deduction Elements

The following is a list of the delivered benefit deduction elements:

Element Name	Description	Amount	Accumulator
MEDICAL EE	Employee portion of medical deduction.	BEN FM MED EE COST	Auto-generated MTD and YTD amounts.
MEDICAL ER	Employer portion of medical deduction.	BEN FM MED ER COST	Auto-generated MTD and YTD amounts.
DENTAL EE	Employee portion of dental deduction.	BEN FM DEN EE COST	Auto-generated MTD and YTD amounts.
DENTAL ER	Employer portion of dental deduction.	BEN FM DEN ER COST	Auto-generated MTD and YTD amounts.
BASIC LIF EE	Employee cost of basic life insurance.	BEN FM BAS EE COST	Auto-generated MTD and YTD amounts.
SUPL LIF EE	Employee cost of supplemental life insurance	BEN FM SUP EE COST	Auto-generated MTD and YTD amounts.

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Element Name	Description	Amount	Accumulator
SPSE LIF EE	Employee cost for spouse life insurance.	BEN FM SPS EE COST	Auto-generated MTD and YTD amounts.
401K EE	Employee deduction amount for 401k plans.	BEN FM 401K EE	Auto-generated MTD and YTD amounts. 401K GROSS N 401K GROSS YTD N 401K PRE CTB N 401K PRE CTB YTD N 415C AMT 415C AMT YTD

See Also

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

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

Delivered Benefit Arrays

This following is a list of the delivered benefit arrays:

Array Name	Description
BEN AR AGE COV	Retrieves the age graded rate data from the benefit's AGE_COVG_TBL table.
BEN AR AGE RATE	Retrieves the age graded rate schedule data from the benefit's AGE_RATE_TBL table.
BEN AR BEN PRG DEF	Retrieves plan data from the benefit's BEN DEFN_OPTN and BEN_DEFN_COST tables.
BEN AR BEN PROG	Retrieves the benefit program in which the employee is enrolled from the benefit's BEN_PROG_PARTIC table.
BEN AR CALC RULE	Retrieves the calculation rule data from the benefit's CALC_RULES_TBL table.
BEN AR COV GRP	Retrieves the coverage group's maximum amount from the benefit's COVG_GROUP_TBL table.
BEN AR DEP BIRTH	Retrieves the employee's dependent birth date information from the benefit's DEP_BEN table.
BEN AR DEP SEX SMK	Retrieves the employee's dependent gender and smoker status information from the benefit's DEP_BEN_EFF table.

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Array Name	Description
BEN AR FLAT RATE	Retrieves flat rate data from the benefit's FLAT_RATE_ TBL table.
BEN AR HLTH PLANS	Retrieves the employee's medical plan data from the benefit's HEALTH_BENEFIT table.
BEN AR LIFE PARM	Retrieves life insurance parameters from the benefit's LIFE_ADD_TBL table.
BEN AR LIFE PLANS	Retrieves the employee's life insurance data from the benefit's LIF_ADD_BENEF table.
BEN AR LIMIT	Retrieves limit data from the benefit's LIMIT_TBL table.
BEN AR PRIMARY JOB	Retrieves the employee's primary job data from the benefit's PRIMARY_JOB table.
BEN AR SAV MGMT	Retrieves the employee's 402G extension amount from the benefit's SAVINGS_MGT_EE table.
BEN AR SAV PLANS	Retrieves the employee's savings plan enrollments from the benefit's SAVINGS_PLAN table.
BEN AR SAV PLN PRM	Retrieves the 401k pretax percentage limit from the benefit's SAVINGS_PLN TBL table.
BEN AR SPS LIF DEP	Retrieves spouse's ID from the benefit's LIF_ADD_ BENEF table.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Data Retrieval Elements," Understanding Array Elements

Scheduling Deductions Using Generation Control

Generation control elements enable you to define when a deduction element is processed according to defined criteria.

The following table shows the generation control elements associated with the benefit deductions:

Element Name	Generation Control
MEDICAL EE	GEN GC WEEK 1AND2
MEDICAL ER	GEN GC WEEK 1AND2
DENTAL EE	GEN GC WEEK 1AND2
DENTAL ER	GEN GC WEEK 1AND2
BASIC LIF EE	GEN GC WEEK 3AND4

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Element Name	Generation Control
SUPL LIF EE	GEN GC WEEK 3AND4
SPSE LIF EE	GEN GC WEEK 3AND4
401K EE	BEN GC 401K DED

You can override or assign a different generation control frequency to an individual payee using the Element Assignment by Payee component.

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

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Calculation Elements," Defining Generation Control Elements

Creating New Benefit Deductions

This section discusses tips when creating a new benefit deduction for a:

- Delivered plan type.
- New plan type.

Delivered Plan Types

If you are adding another benefit deduction within the delivered plan types of health, life, and savings, you may need to either add to or modify the following:

- Modify the formula that retrieves the employee's benefit enrollment information so that it includes the new plan type.
  - For health plan, you will need to modify the formula BEN FM HLTH PLANS.
  - For life plans, you will need to modify the formula BEN FM LIFE PLANS.
  - For savings plans, you will need to modify the formula BEN FM SAV PLANS.
- Create a new section to process the deduction and add the new section within the particular plan type defined on the STD DED PRC NPV section.
  - For health plan, you will need to add it after DENTAL DED.
  - For life plans, you will need to add it after SPOUSE LIFE DED.
  - For savings plans, you will need to add it after 401K DED.
- Create a new eligibility check for the specific plan type.

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- Create a new deduction element for the specific plan type. Considerations are:
  - Does this deduction have both an employee and employer portion? If there is an employer portion, you will need to create a separate deduction element for it.
  - Is this a before or after-tax deduction?
  - Are limits involved?
  - Does this deduction contribute to any accumulators?

New Plan Type

If you are adding any other type of benefit deduction, you will need to consider the guidelines discussed in the Delivered Plan Types. In addition to those, you need to:

- Create a new section in the STD DED PROCESS list.
- Decide if this new deduction section goes before the federal tax section or after state taxes.

Understanding Triggers

This section discusses:

- Supported benefit triggers.
- Delivered mass triggers.

Supported Benefit Triggers

Triggers are used to detect online changes that should result in some type of action. Global Payroll for United States delivers both iterative and retro triggers for benefit related data. When a trigger is generated by a change to a record, it writes the required data necessary to process the trigger to a table.

- Iterative triggers are written to GP_ITER_TRGR.
- Retro triggers are written to GP_RTO_TRGR.

Note. Retro triggers are processed using the forwarding method.

Three applications create triggers:

- Manage Base Benefits business process in Human Resources.
- Administer Workforce business process in Human Resources.
- Benefits Administration.

Manage Base Benefits Business Process

An iterative and retro trigger is written when administration makes changes to the following pages:

- Benefit Program Participation.
- Health Benefit Elections.
- Life/ADD Elections.

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Administer Workforce Business Process

An iterative and retro trigger is written when administration makes changes to the Benefit Program field on the Benefit Participation page.

Benefits Administration

In Benefits Administration, a trigger is written to the BAS_ACTIVITY table whenever an employee has a qualified life event. The Benefits Administration process, BAS_RUNCTL, will evaluate that event and determine whether a new benefit enrollment record should be written for that employee.

If a new benefit enrollment record is written that affects the employee's benefit program, health plan enrollment, or life enrollment, a retroactive and iterative trigger is written to the GP_RTO_TRGR and GP_ITER_TRGR tables.

See Also

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

Delivered Mass Triggers

Mass triggers enable you to generate employee payroll triggers based on changes to setup tables. Mass triggers are specified for a certain record on a certain component. A SQL object defines the population affected by the change to the setup table. When the affected employees are determined, you can review the trigger details before accepting the changes.

PeopleSoft delivers one mass trigger event definition, BEN MT, for the following components:

- BEN_PROG_DEFN
- AGE_RATE_TABLE
- LIFE_ADD_TABLE
- CALC_RULES_TABLE
- COVERAGE_GROUP_TBL
- BAS_FLAT_RATE_TBL

See Also

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

Reviewing Benefit Deductions

This section discusses how to review benefit enrollments and deduction amounts.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Global Payroll Reports," Global Payroll Reports: A to Z

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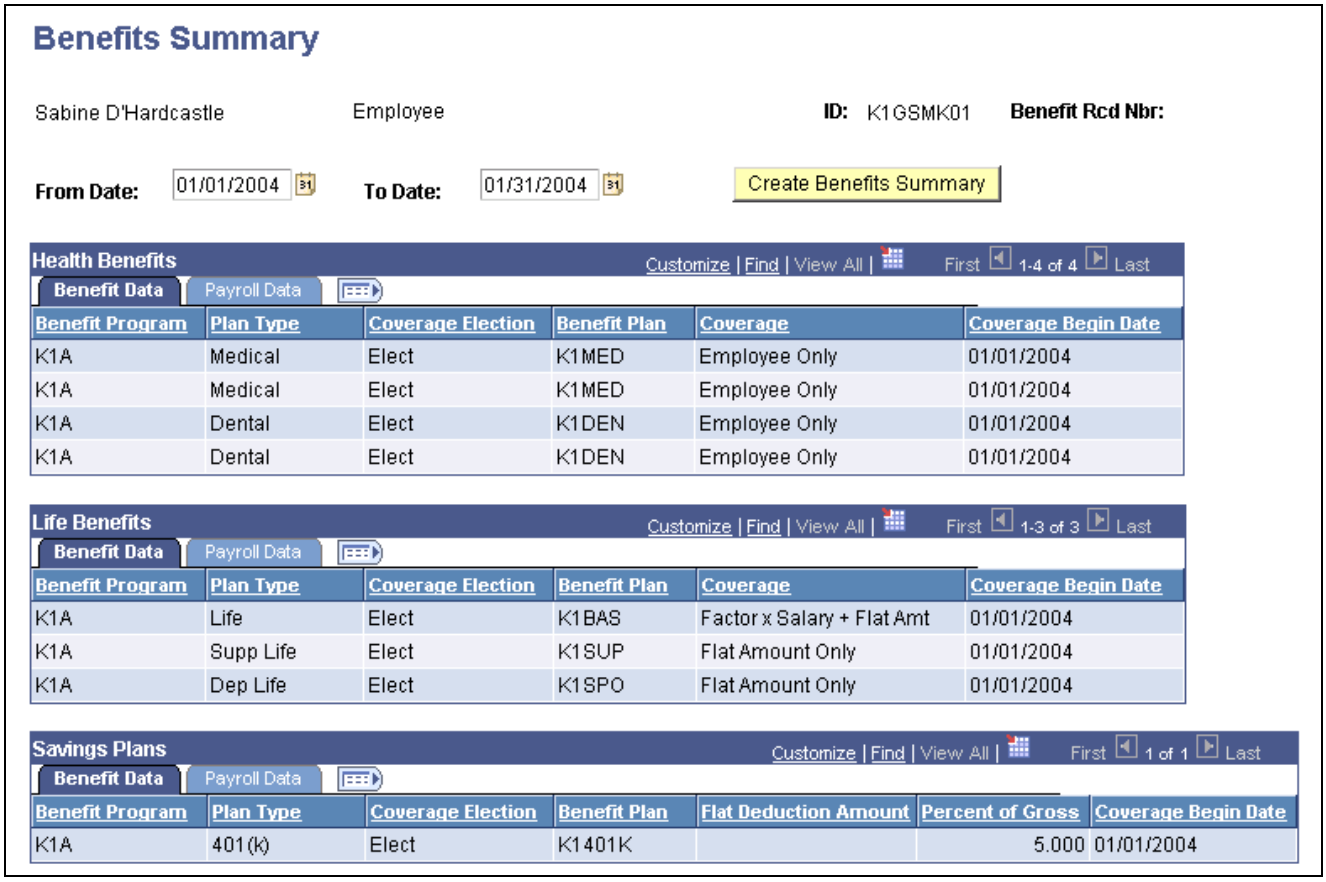
Pages Used to Review Benefit Deductions

Page Name	Object Name	Navigation	Usage
Benefits Summary	GPUS_BEN_SMRY	Benefits, Review Employee Benefits, Benefits Summary, Benefits Summary	Summarizes the employee's benefit enrollments and deduction amounts.
Benefit Contribution Register	GPUS_RUN_BEN003	Benefits, Reports, Contributions and Deductions, Benefit Contribution Register, Benefit Contribution Register	Run control page that generates the Benefit Contribution Register report. You specify the date as of which you want to generate the monthly report.
Savings Investment Distribution	GPUS_RUN_BEN004	Benefits, Reports, Participation, Savings Invest Distribution, Savings Investment Distribution	Run control page that generates the Savings Investment Distribution report. You specify the date as of which you want to generate the monthly report.

Reviewing Benefit Enrollments and Deduction Amounts

Access the Benefits Summary page.



Benefits Summary page

Enter the From Date and To Date field, then click Create Benefit Summary button. The results will display.

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CHAPTER 10

Understanding Tax Processing

This chapter discusses:

- Delivered tax elements.
- Federal tax calculation.
- State tax calculation.
- Tax and payment method overrides.
- Tax reports.

Delivered Tax Elements

This section discusses:

- Delivered federal tax elements.
- Delivered state income tax elements.

Delivered Federal Tax Elements

This section discusses:

- Delivered federal tax arrays.
- Delivered federal tax brackets.
- Delivered federal tax supporting elements.
- Delivered federal tax variables.
- Delivered federal tax formulas.
- Delivered federal tax deductions.
- Delivered federal tax accumulators.
- Delivered federal tax sections.
- Delivered federal tax element groups.

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Delivered Federal Tax Arrays

This table lists the federal tax-related arrays delivered with Global Payroll for United States:

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Array	Description
TAX AR EE FED DATA	Retrieves employee tax data (Forms W-4 and W-5).
TAX AR EE FED OTH	Retrieves federal employee tax information from the payee tax profile.
TAX AR ER COM DATA	Retrieves employer tax data from the COMPANY table.
TAX AR ER FED DATA	Retrieves employer federal tax data from the Company Federal Tax Data table.
TAX WA EE FED DATA	Writable array that stores federal employee tax information.
TAX AR REPORTING COMPANY	Retrieves the EIN information from the Year End Tax Reporting Company table.

Delivered Federal Tax Brackets

This table lists the federal tax-related brackets delivered with Global Payroll for United States:

Bracket	Description
TAX BR FWT RATES	Provides federal withholding tax (FWT) rates based on taxable income and marital status.
TAX BR EIC RATES	Provides earned income credit (EIC) rates based on taxable income and EIC status.

Delivered Federal Tax Supporting Elements

This table lists the federal tax-related supporting elements delivered with Global Payroll for United States:

Supporting Element	Description
TAX DT PRD DATE	From the period begin date, extracts three distinct numbers for year, month, and day.
TAX DT ST YEAR	Calculates the first day of the year.
TAX DR YR DAYS	A duration representing the number of days from the first day of the year.
TAX RR 1/100 CENT	Rounding rule that causes the system to disregard any fractional part of a cent of collected tax unless it amounts to one-half cent or more, in which case it increases it to 1 cent.
TAX DT EN YEAR	Calculates the end-of-year date.
TAX DT HIR DATE	Calculates the hire date.
TAX DR HIRE DAYS	Calculates the days from hire.
TAX DR YEAR DAYS	Calculates days from start of year.

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Delivered Federal Tax Variables

This table lists the federal tax-related variables delivered with Global Payroll for United States:

Variable	Description
TAX VR AD AMT FWT	Additional amount to withhold.
TAX VR AD PCT FWT	Additional percent to withhold.
TAX VR BALANCES	Balances initialized.
TAX VR EIC BRK GRS	EIC bracket gross.
TAX VR FWT S	FWT supplemental.
TAX VR FWT SAV	Saved value for FWT calculation.
TAX VR FWT STATUS	Federal tax status.
TAX VR HIR DY	Hire day.
TAX VR HIR MO	Hire month.
TAX VR HIR YR	Hire year.
TAX VR MAR SAV	Marital status saved.
TAX VR REP COMPANY	Reporting company.
TAX VR RPT TYPE	Report type.
TAX VR RSLT AMT	Tax amount.
TAX VR RSLT GRS	Tax gross.
TAX VR RSLT NL GRS	Non limited tax gross.
TAX VR RSLT PIN	Tax element number.
TAX VR RSLT RATE	Tax rate.
TAX VR CRD PCT	Tax rate credit.
TAX VR EIN	Federal employer identification number (EIN).
TAX VR CPAY MST ID	Common Paymaster Tax ID
TAX VR METHOD	Tax method (A = Annualized, C = Cumulative, S = Supplemental).
TAX VR PMT	Payment option (R = Supplemental wages paid with regular wages, S = Separate payment).

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Variable	Description
TAX VR EXP FUT	Exempt from federal unemployment tax (FUTA) indicator (Y/N).
TAX VR MAR STAT	Payee marital status used for tax calculation (S = Single, M = Married, W = Married but withhold at higher single rate) as indicated on the W-4 form.
TAX VR NB ALLOW	Number of allowances as indicated on the W-4 form.
TAX VR EIC STATUS	EIC status (N = Not applicable, S = Single, M = Married, B = Both spouses filling) as indicated on the W-5 form.
TAX VR FICA EE	Federal Insurance Contributions Act (FICA) status for employee (N = Subject, E = Exempt, M = Medicare only).
TAX VR FICA ER	FICA status for employer (N = Subject, E = Exempt, M = Medicare only).
TAX VR TIP EE	Tipped status (N = Not tipped, D = Directly, I = Indirectly).
TAX VR GRS	Gross given by payroll.
TAX VR GRS A	Annualized gross given by payroll.
TAX VR GRS C	Cumulative gross given by payroll.
TAX VR GRS S	Supplemental gross given by payroll.
TAX VR GRS TOT	Non limited gross given by payroll.
TAX VR FWT PRE TAX	Pre-tax deductions.
TAX VR BASE GRS	Base gross given by payroll.
TAX VR FWT MAR	Payee marital status for the purpose of federal tax calculation.
TAX VR FREQ TYPE	Frequency type.
TAX VR FREQ FACT	Calculated frequency factor based on pay period.
TAX VR AN GRS	Calculated annualized gross.
TAX VR AN EXE	Calculated annualized exemption.
TAX VR BRK GRS	Bracket gross from tax brackets.
TAX VR LOW GRS	Low gross amount from tax brackets.
TAX VR RATE	Tax rate from tax brackets.
TAX VR LOW TAX	Low tax from tax brackets.

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Variable	Description
TAX VR LOW CREDIT	Low credit from tax brackets.
TAX VR AN FWT TOT	Calculated total annualized tax amount.
TAX VR PRD FACT	Tax period.
TAX VR FWT	Calculated FWT.
TAX VR FWT A	Calculated annualized FWT.
TAX VR FWT C	Calculated cumulative FWT.
TAX VR AMT	Calculated tax amount.
TAX VR PRD YR	Period year.
TAX VR PRD MO	Period month.
TAX VR PRD DY	Period day.
TAX VR FED EX ALL	Federal exemptions allowances.
TAX VR FED SUP R	Federal supplemental wage rate.
TAX VR OAS EE LIM	Old age, survivors, and disability insurance (OASDI) employee gross limit.
TAX VR OAS EE RATE	OASDI employee tax rate.
TAX VR OAS EE PY L	OASDI employee payment limit.
TAX VR OAS ER LIM	OASDI employer gross limit.
TAX VR OAS ER RATE	OASDI employer tax rate.
TAX VR OAS ER PY L	OASDI employer payment limit.
TAX VR MED EE RATE	Medicare employee tax rate.
TAX VR MED ER RATE	Medicare employer tax rate.
TAX VR FUT GRS LIM	FUTA gross limit.
TAX VR FUT RATE	FUTA tax rate.
TAX VR EIC GRS LIM	EIC gross limit for single certificate.
TAX VR EIC PYS LIM	EIC payment limit for single certificate.
TAX VR EIC GRJ LIM	EIC gross limit for joint certificate.
TAX VR EIC PYJ LIM	EIC payment limit for joint certificate.

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Delivered Federal Tax Formulas

This table lists the federal tax-related formulas delivered with Global Payroll for United States:

Formula	Description
TAX FM EIC POST	Post-process EIC.
TAX FM EIC PRE	Pre-process EIC. This formula manages exemption statuses and the gross accumulators.
TAX FM FUT POST	Post-process FUTA.
TAX FM FWT POST	Post-process FWT.
TAX FM FWT PRE	Pre-process FWT. This formula manages exemption statuses and the gross accumulators.
TAX FM FWT S/AGGR	Supplemental FWT aggregate.
TAX FM FWT S/PCT	Supplemental FWT percent.
TAX FM INIT EVENT	Tax initialization event list.
TAX FM MED EE POST	Post-process medicare employee.
TAX FM MED ER POST	Post-process medicare employer.
TAX FM OAS EE POST	Post-process OASDI employee.
TAX FM OAS ER POST	Post-process OASDI employer.
TAX FM FED POST	Federal post-process formula.
TAX FM INIT	Tax initialization. Runs before all earnings resolution to set the values required before any calculation: frequency factor, common paymaster ID, marital status, and technical initialization for OASDI, Medicare and FUTA balances.
TAX FM FWT	Calculates the total FWT based on regular, cumulative, and supplemental wages.
TAX FM FWT AN	Calculates withholding tax based on an annual gross and the tax brackets.
TAX FM FWT A	Calculates withholding tax using the annualized method.
TAX FM FWT C	Calculates withholding tax using the cumulative method.
TAX FM FWT SP	Calculates withholding tax using the supplemental method when supplemental wages are combined with regular wages.

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Formula	Description
TAX FM FWT SA	Calculates withholding tax using the supplemental method when supplemental wages are paid separately from regular wages.
TAX FM OAS EE	Calculates OASDI employee tax.
TAX FM OAS ER	Calculates OASDI employer tax.
TAX FM MED EE	Calculates Medicare employee tax.
TAX FM MED ER	Calculate Medicare employer tax.
TAX FM FUT	Calculates the FUTA employer tax.
TAX FM EIC	Calculates the Advanced EIC based on the EIC marital status and the tax brackets.
TAX FM PERIOD	Sets the period number.
TAX FM EE FED DATA	Look-up formula that retrieves employee tax data from forms W-4 and W-5.

Delivered Federal Tax Deductions

This table lists the federal tax-related deductions delivered with Global Payroll for United States:

Deduction	Description
FWT	Federal withholding tax.
OASDI EE	OASDI employee tax.
OASDI ER	OASDI employer tax.
MEDICARE EE	Medicare employee tax.
MEDICARE ER	Medicare employer tax.
FUTA	FUTA tax.
EIC	Advanced EIC. This is a negative deduction.

Note. All of the tax deductions use post-process formulas to manage manual payments (the taxable gross must be calculated based on the tax amount entered manually) and to trigger writable arrays containing tax amounts and grosses.

Delivered Federal Tax Accumulators

This table lists the federal tax-related accumulators delivered with Global Payroll for United States:

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Accumulator	Description
FWT ARR	FIT withholding.
FWT PTDA	FIT withholding.
FWT YTDA	FIT withholding.
FWT GRS N	Taxable gross (subject to FWT) - Customer Maintained.
FWT GRS	Taxable gross for FWT.
FWT GRS PTD	Period-to-date taxable gross for FWT.
FWT GRS TOT	Taxable gross total for FWT.
FWT GRS TOT YTD	Year-to-date taxable gross Total for FWT.
FWT PRE TAX N	Before tax deductions - Customer Maintained.
FWT PRE TAX	Before tax deductions.
FWT PRE TAX PTD	Period-to-date before tax deductions.
OAS EE AMT CUR	OASDI employee amount.
OAS EE AMT PREV	OASDI employee amount.
OAS EE AMT TOT	OASDI employee amount.
OAS EE AMT YTD	Year to date OASDI amount for employee (used in year-end reports).
OAS EE GRS CUR	OASDI employee gross.
OAS EE GRS LIM	OASDI employee taxable gross.
OAS EE GRS PREV	OASDI employee gross.
OAS EE GRS TOT	OASDI employee gross.
OAS EAR AMT CUR	OASDI employer amount.
OAS ER AMT PREV	OASDI employer amount.
OAS ER AMT TOT	OASDI employer amount.
OAS ER GRS CUR	OASDI employer gross.
OAS ER GRS LIM	OASDI employer taxable gross
OAS ER GRS PREV	OASDI employer gross
OAS ER GRS TOT	OASDI employer gross

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Accumulator	Description
OASDI EE ARR	OASDI employee tax.
OASDI EE YTDA	OASDI employee tax.
OASDI ER ARR	OASDI employer tax.
OASDI ER YTDA	OASDI employer tax.
OAS EE GRS N	OASDI employee gross - Customer Maintained.
OAS EE GRS	OASDI employee gross.
OAS EE GRS YTD	Year-to-date OASDI employee gross.
OAS EE GRS LIM YTD	Year-to-date OASDI employee gross limited.
OAS ER GRS N	OASDI employer gross - Customer Maintained.
OAS ER GRS	OASDI employer gross.
OAS ER GRS YTD	Year-to-date OASDI employer gross.
OAS ER GRS LIM YTD	Year-to-date OASDI employer gross limited.
MED EE AMT CUR	Medicare employee amount.
MED EE AMT PREV	Medicare employee amount.
MED EE AMT TOT	Medicare employee amount.
MED EE AMT YTD	Medicare employee YTD.
MED EE AMT YTD	Year to date Medicare amount for employee (used in year-end reports).
MED EE GRS CUR	Medicare employee gross.
MED EE GRS LIM	Medicare employee taxable gross.
MED EE GRS LIM YTD	Medicare employee YTD taxable gross.
MED EE GRS PREV	Medicare employee gross.
MED EE GRS TOT	Medicare employee gross.
MED ER AMT CUR	Medicare employer amount.
MED ER AMT PREV	Medicare employer amount.
MED ER AMT TOT	Medicare employer amount.
MED ER GRS CUR	Medicare employer gross.

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Accumulator	Description
MED ER GRS LIM	Medicare employer taxable gross.
MED ER GRS LIM YTD	Medicare employer YTD taxable gross.
MED ER GRS PREV	Medicare employer gross.
MED ER GRS TOT	Medicare employer gross.
MEDICAL EE ARR	Medical.
MEDICAL EE MTDA	Medical.
MEDICAL EE PTDA	Medical.
MEDICAL EE QTDA	Medical.
MEDICAL EE YTDA	Medical.
MEDICAL ER ARR	Medical employer paid.
MEDICAL ER MTDA	Medical employer paid.
MEDICAL ER PTDA	Medical employer paid.
MEDICAL ER QTDA	Medical employer paid.
MEDICAL ER YTDA	Medical employer paid.
MEDICARE EE ARR	Medicare employee tax.
MEDICARE EE YTDA	Medicare employee tax.
MEDICARE ER ARR	Medicare employer tax.
MEDICARE ER YTDA	Medicare employer tax.
MED EE GRS N	Medicare employee gross - Customer Maintained.
MED EE GRS	Medicare employee gross.
MED EE GRS YTD	Year-to-date Medicare employee gross.
MED ER GRS N	Medicare employer gross - Customer Maintained.
MED ER GRS	Medicare employer gross.
MED ER GRS YTD	Year-to-date medicare employer gross.
FUT AMT CUR	FUTA amount.
FUT AMT PREV	FUTA amount.
FUT AMT TOT	FUTA amount.

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Accumulator	Description
FUT GRS CUR	FUTA gross.
FUT GRS LIM	FUTA taxable gross.
FUT GRS PREV	FUTA gross.
FUT GRS TOT	FUAT gross.
FUTA ARR	Federal unemployment tax.
FUTA TYDA	Federal unemployment tax.
FUT GRS N	FUTA gross - customer maintained.
FUT GRS	FUTA gross.
FUT GRS YTD	Year-to-date FUTA gross.
FUT GRS LIM YTD	Year-to-date FUTA gross limited.
EIC GRS N	EIC gross - customer maintained.
EIC GRS	EIC gross.
EIC GRS YTD	Year-to-date EIC gross.
EIC GRS LIM YTD	Year-to-date EIC gross limited.
EIC GRS LIM	EIC taxable gross.
EIC ARR	Earned income credit.
EIC YTDA	Earned income credit.

Delivered Federal Tax Sections

This table lists the federal tax-related sections delivered with Global Payroll for United States:

Section	Description
TAX INITIALIZATION	Tax initialization.
FEDERAL TAX EE	Federal tax calculation for employees.
FEDERAL TAX ER	Federal tax calculation for employers.

Delivered Federal Tax Element Groups

Global Payroll for United States delivers the following federal tax-related element groups: TAX EG FED EE.

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Element Group	Description
TAX EG FED EE	Federal tax deductions.
TAX EG FED ER	Federal tax deductions employer.
TAX EG W-2	W-2 YTD accumulators.
TAX EG W-2AS	W-2AS YTD accumulators.
TAX EG W-2GU	W-2GU YTD accumulators.
TAX EG W-2PR	W-2PR YTD accumulators.
TAX EG W-2VI	W-2VI YTD accumulators.
TAX EG YE IND	Year-end indicators.
TAX EG YE VAR	Year-end variables.

Delivered State Income Tax Elements

This section discusses:

- Delivered state income tax arrays.
- Delivered state income tax brackets.
- Delivered state income tax variables.
- Delivered state income tax formulas.
- Delivered state income tax deductions.
- Delivered state income tax accumulators.
- Delivered state income tax sections.
- Delivered state income tax element groups.

Delivered State Income Tax Arrays

This table lists the state income tax-related arrays delivered with Global Payroll for United States:

Array	Description
TAX AR ER ST DATA	Retrieves employer tax data (Company/State Table).
TAX AR SWT TBL	Retrieves state calculation method and other special tax information from the State Tax table.
TAX AR SWT WAG BRK	State tax rates.
TAX AR SWT STD DED	State tax standard deductions.
TAX AR SWT ALLOW	State tax allowances.
TAX AR SWT PERSCR	State tax personal credit.

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Array	Description
TAX AR SWT EXCL	State pre-tax deductions exclusions.
TAX AR EE WRK ST	Work state.

Delivered State Income Tax Brackets

This table lists the state income tax-related brackets delivered with Global Payroll for United States:

Bracket	Description
TAX BR ANN MTHD	Returns the formula for calculating taxes using the annualized tax method.
TAX BR REG MTHD	Returns the formula for calculating taxes for supplemental income paid with regular wages or paid separately.

Delivered State Income Tax Variables

This table lists the state income tax-related variables delivered with Global Payroll for United States:

Variable	Description
TAX VR AD AMT SWT	Additional amount to withhold.
TAX VR AD PCT SWT	Additional percent to withhold.
TAX VR SWT EIN	State income tax EIN (Employer Identification Number) from the Company State Tax table.
TAX VR STATE	U.S. state or territory.
TAX VR GRS S SPC	Gross given by payroll.
TAX VR GRS S TOT	Gross given by payroll.
TAX VR FORM REG	Formula for regular wages.
TAX VR FORM SEP	Formula for separate payment.
TAX VR SWT	Calculated SWT.
TAX VR SWT A	Calculated SWT annualized.
TAX VR SWT C	Calculated SWT cumulative.
TAX VR SWT S	Calculated SWT supplemental.
TAX VR SWT MAR	Payee’s marital status used for state tax calculation.
TAX VR SWT PRE TAX	Pre-tax deductions for SWT.
TAX VR AD ALLOW	Additional allowances (payee level).

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Variable	Description
TAX VR NBR DEPEND	Number of dependents.
TAX VR FWT CR LIM	State tax FWT credit limit.
TAX VR SWT STD DED	State tax standard deductions.
TAX VR PCT OF FWT	State tax percent of FWT.
TAX VR AN FICA	Calculated annualized FICA.
TAX VR FICA CR LIM	State tax FICA credit limit.
TAX VR SWT ALLOW	State tax exemption allowances.
TAX VR SWT ALL 2D	State tax exemption, more than two allowances.
TAX VR SWT ALL ADD	State tax additional allowances.
TAX VR SWT PERSCR	State tax personal credit.
TAX VR SWT GRS LIM	State taxable gross limit.
TAX VR SWT DED MIN	State tax standard deductions minimum.
TAX VR SWT EX AMT	State tax annual exemption amount.
TAX VR SWT SPC EX	State tax special annual exemption amount.
TAX VR SWT DED 2D	State tax standard deductions for two dependents or more.
TAX VR SWT ALL LIM	State tax exemption allowances limit (high income allowance).
TAX VR SWT ROUND	State tax rounding rule (nearest dollar).
TAX VR SWT EX LIM	State tax gross limit (threshold).
TAX VR SWT EX BPCT	State tax exemption percentage below.
TAX VR SWT EX APCT	State tax exemption percentage above.
TAX VR SWT WK AMT	State tax work amount.
TAX VR SWT WK DED	State tax work deduction.
TAX VR SWT WK EX	State tax work exemption amount.
TAX VR SWT MLTPY	State tax special multiplier.
TAX VR AN SWT TOT	Calculated total annualized tax amount.
TAX VR PCT SUP SPC	State tax percentage on special supplemental wages (bonuses and stock-options).

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Variable	Description
TAX VR PCT SUP	State tax percentage on supplemental wages.
TAX VR JURISDICT	UI jurisdiction.
TAX VR STATE EIC	State EIC.
TAX VR ANN MTHD	Annualized method.
TAX VR REG MTHD	Supplemental, paid with regular wages method.
TAX VR SEP MTHD	Supplemental, paid separately method.
TAX VR PRE STATUS	Previous status.
TAX VR SWT MAX FWT	Maximum FWT exemption.
TAX VR CATEGORY	Tax category.
TAX VR DED NUM	Before tax deduction pointer.
TAX VR BRK TYP	Bracket type.
TAX VR SWT ALL 2D	Allowance, two dependents.
TAX VR SWT ADD ADJ	Additional amount adjustment.
TAX VR SWT DED MAX	Standard deduction maximum.
TAX VR SWT DED PC1	Standard deduction percent 1.
TAX VR SWT DED PC	Standard deduction percent.
TAX VR SWT DEP CR	State tax dependent credit.
TAX VR SWT GRS LI2	State taxable gross limit 2.
TAX VR SWT SAV	Saved value for SWT calculation.
TAX VR SWT STATUS	State tax status.
TAX VR EFFDT	Tax rates effective date.

Delivered State Income Tax Formulas

This table lists the state income tax-related formulas delivered with Global Payroll for United States:

Formula	Description
TAX FM ST POST	State post-process formula.
TAX FM STATE EIC P	Post-process state EIC.

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Formula	Description
TAX FM SWT A/P FWT	SWT — Ann/Percent of FWT.
TAX FM SWT POST	Post-process SWT.
TAX FM SWT PRE	Pre-process SWT. This formula manages exemption statuses and the gross accumulators. In addition, it retrieves payee tax data information such as marital status and allowances.
TAX FM SWT S/+PCTS	SWT — Multiple rates.
TAX FM SWT S/P FWT	STW — Sup/Percent of FWT.
TAX FM SWT S/PCT	SWT — Percent of tax gross.
TAX FM SWT	Calculates SWT based on regular and supplemental wages.
TAX FM SWT AN	Calculates SWT based on an annual gross and the tax brackets.
TAX FM SWT A	Calculates SWT using the annualized method.
TAX FM SWT C	Calculates SWT using the cumulative method.
TAX FM SWT A/BRK	Calculates SWT on Regular Wages - States using state tax rates.
TAX FM SWT A/FWT	Calculates SWT on Regular Wages - States using an FWT wage bracket.
TAX FM SWT A/F-CR	Calculates SWT on Regular Wages - States using an FWT credit in the tax calculation.
TAX FM SWT A/F/ALL	Calculates SWT on Regular Wages - States using an FWT credit in the tax calculation and a specific allowance calculation.
TAX FM SWT A/F-CR2	Calculates SWT on Regular Wages - States using an FWT credit in the tax calculation (2nd method).
TAX FM SWT A/PFWT	Calculates SWT on Regular Wages - States using a percent of FWT only in the tax calculation.
TAX FM SWT A/FICA	Calculates SWT on Regular Wages - States using a FICA Credit in the tax calculation.
TAX FM SWT A/SPC*	Calculates SWT on Regular Wages - States using a special multiplier in the tax calculation.
TAX FM SWT A/SPC*E	Calculates SWT on Regular Wages - States using a special exemption table in the tax calculation.

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Formula	Description
TAX FM SWT A/STDED	Calculates SWT on Regular Wages - States using a standard deduction threshold in the tax calculation.
TAX FM SWT A/EX-CR	Calculates SWT on Regular Wages - States using a special formula to calculate the “Exempt/Personal Credit” amount.
TAX FM SWT A/ANEX	Calculates SWT on Regular Wages - States using an annual exemption amount in the tax calculation.
TAX FM SWT A/+ALW	Calculates SWT on Regular Wages - States using an additional allowance number.
TAX FM SWT S/AGGR	Calculates SWT on Supplemental Wages - Aggregate.
TAX FM SWT S/%GRS	Calculates SWT on Supplemental Wages - Percent of taxable gross.
TAX FM SWT S/%FWT	Calculates SWT on Supplemental Wages - States using a percent of FWT only in the tax calculation.
TAX FM SWT S/+PCTS	Calculates SWT on Supplemental Wages - Multiple Rates.
TAX FM SWT S/NO-AN	Calculates SWT on Supplemental Wages - Aggregate - No Annualize.
TAX FM SWT S/T/PCT	Calculates SWT on Supplemental Wages - Aggregate - No Tax else percent.
TAX FM SWT S/SPC	Calculates SWT on Supplemental Wages - Special Table.
TAX FM STATE EIC	Calculates the state advanced EIC.
TAX FM EE ST DATA	Look-up formula that retrieves employee tax data (Forms W-4 and W-5).
TAX FM SWT DED	Look-up formula that retrieves standard deduction rates.
TAX FM SWT ALL	Look-up formula that retrieves allowance rates.
TAX FM SWT CRD	Look-up formula that retrieves credit rates.
TAX FM SWT EXCL	Look-up formula that retrieves the elements excluded from the taxable gross calculation.

Delivered State Income Tax Deductions

This table lists the state income tax-related deductions delivered with Global Payroll for United States:

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Deduction	Description
SWT	State withholding tax (SWT)
STATE EIC	State EIC

Note. All of the tax deductions use post-process formulas to manage manual payments (the taxable gross must be calculated based on the tax amount entered manually) and to trigger writable arrays containing tax amounts and grosses.

Delivered State Income Tax Accumulators

This table lists the state income tax-related accumulators delivered with Global Payroll for United States:

Accumulator	Description
SWT GRS N	Taxable gross subject to SWT - Customer Maintained.
SWT GRS	Taxable gross subject to SWT.
SWT GRS PTD	Period-to-date taxable gross subject to SWT.
SWT GRS SPC N	Taxable gross supplemental special earnings (bonus and stock options) subject to SWT - Customer Maintained.
SWT GRS SPC	Taxable gross supplemental special earnings (bonus and stock options) subject to SWT.
SWT GRS SPC PTD	Period-to-date taxable gross supplemental special earnings (bonus and stock options) subject to SWT.
SWT GRS TOT	Taxable gross total for SWT.
SWT GRS TOT YTD	Year-to-date taxable gross total for SWT.
SWT PRE TAX N	Before tax deductions - Customer Maintained.
SWT PRE TAX	Before tax deductions.
SWT PRE TAX PTD	Year-to-date before tax deductions.
SWT GRS DRIVER	SWT driver accumulator.
SWT GRS S	SWT gross.
SWT GRS SPC S	SWT special gross.
SWT PRE TAX EXC	SWT before tax exclusions.
SWT PRE TAX S	SWT before tax.
SWT ARR	State income tax.

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Accumulator	Description
SWT PTDA	State income tax.
SWT YTDA	State income tax.

Delivered State Income Tax Sections

This table lists the state income tax-related sections delivered with Global Payroll for United States:

Section	Description
TAX INITIALIZATION	Tax initialization.
STATE TAX EE	State tax calculation for employees.

Delivered State Income Tax Element Groups

There is one state income tax-related element group delivered with Global Payroll for United States: TAX EG STATE EE.

Federal Tax Calculation

This section discusses how to:

- Calculate federal tax.
- Calculate FWT.
- Calculate OASDI.
- Calculate Medicare tax.
- Calculate FUTA.
- Calculate the EIC.

Calculating Federal Tax

This diagram illustrates the flow of federal tax calculation:

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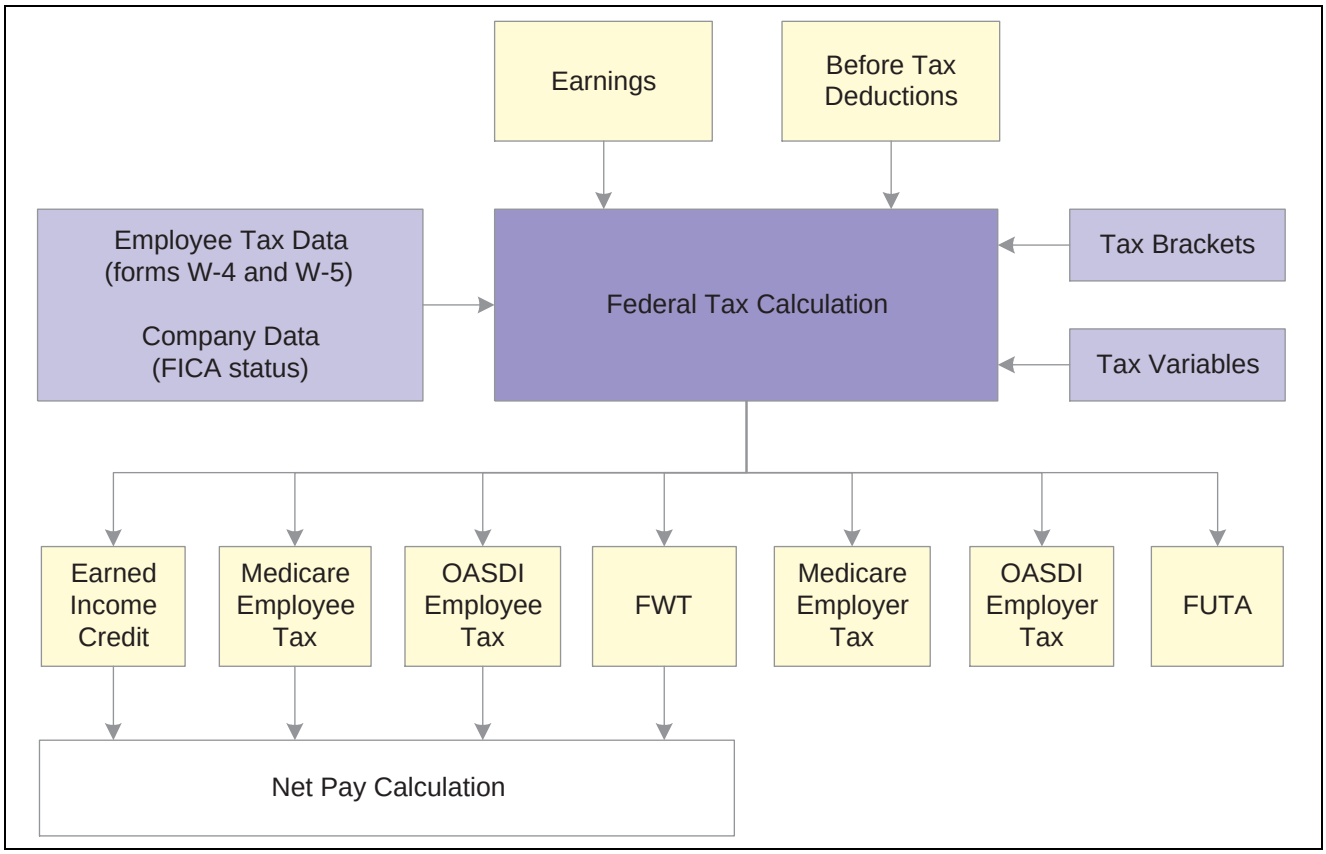

Federal tax calculation

This diagram presents an overall view of the calculation of federal income tax. It shows how the system uses employee data, company data, earnings, deductions, and supporting elements to calculate the various federal taxes and credits for payees and employers. The system then uses the taxes and credits calculated for payees to calculate net pay.

Calculating FWT

This diagram illustrates the flow of FWT calculation:

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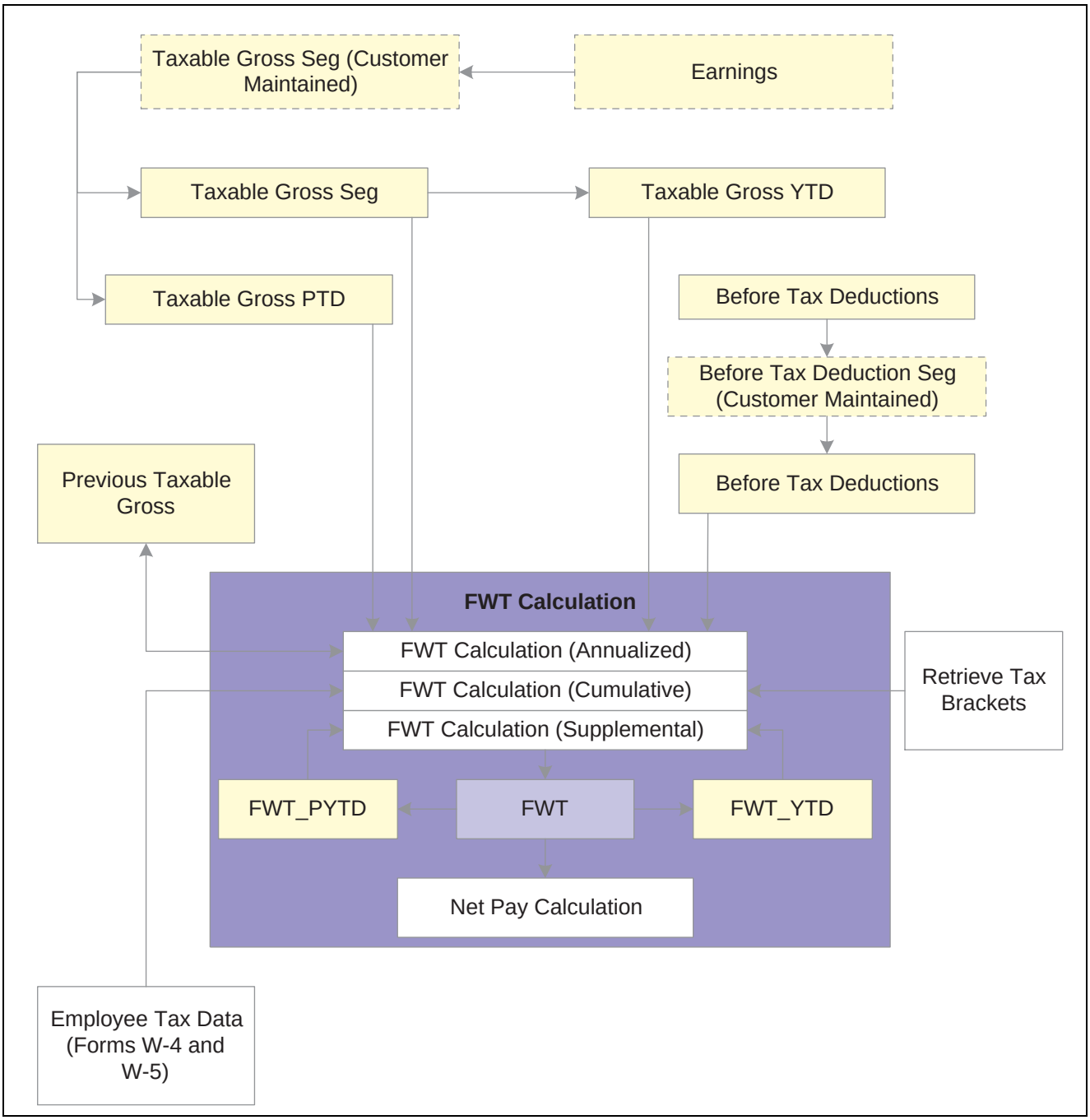

FWT calculation

The system calculates FWT as a deduction (FWT) using the formula TAX FM FWT. The system includes this deduction in net pay calculation.

The calculation has three phases, based on tax method:

1. Annualized
2. Cumulative
3. Supplemental (aggregate/percent)

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The calculations are based on the bracket TAX BR FWT RATES that contains the tax rates and set of variables that store key values such as exemption allowances and supplemental wage rate.

Note. The default tax method is *annualized*. You can override the method that the system uses to calculate FWT.

See Chapter 10, "Understanding Tax Processing," Overriding Tax and Payment Methods, page 134.

Calculating OASDI

This diagram illustrates the flow of the OASDI calculation:

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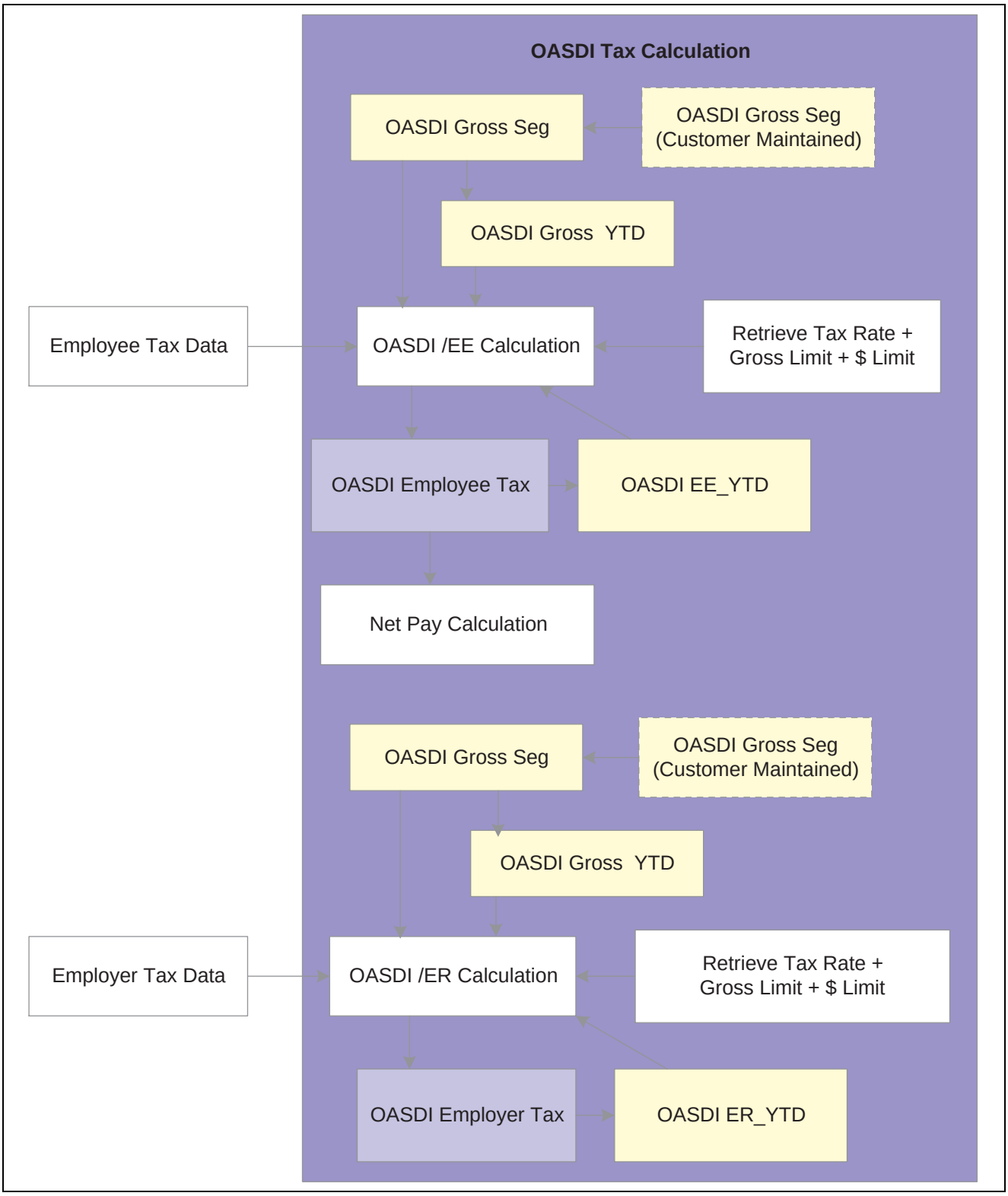

OASDI tax calculation

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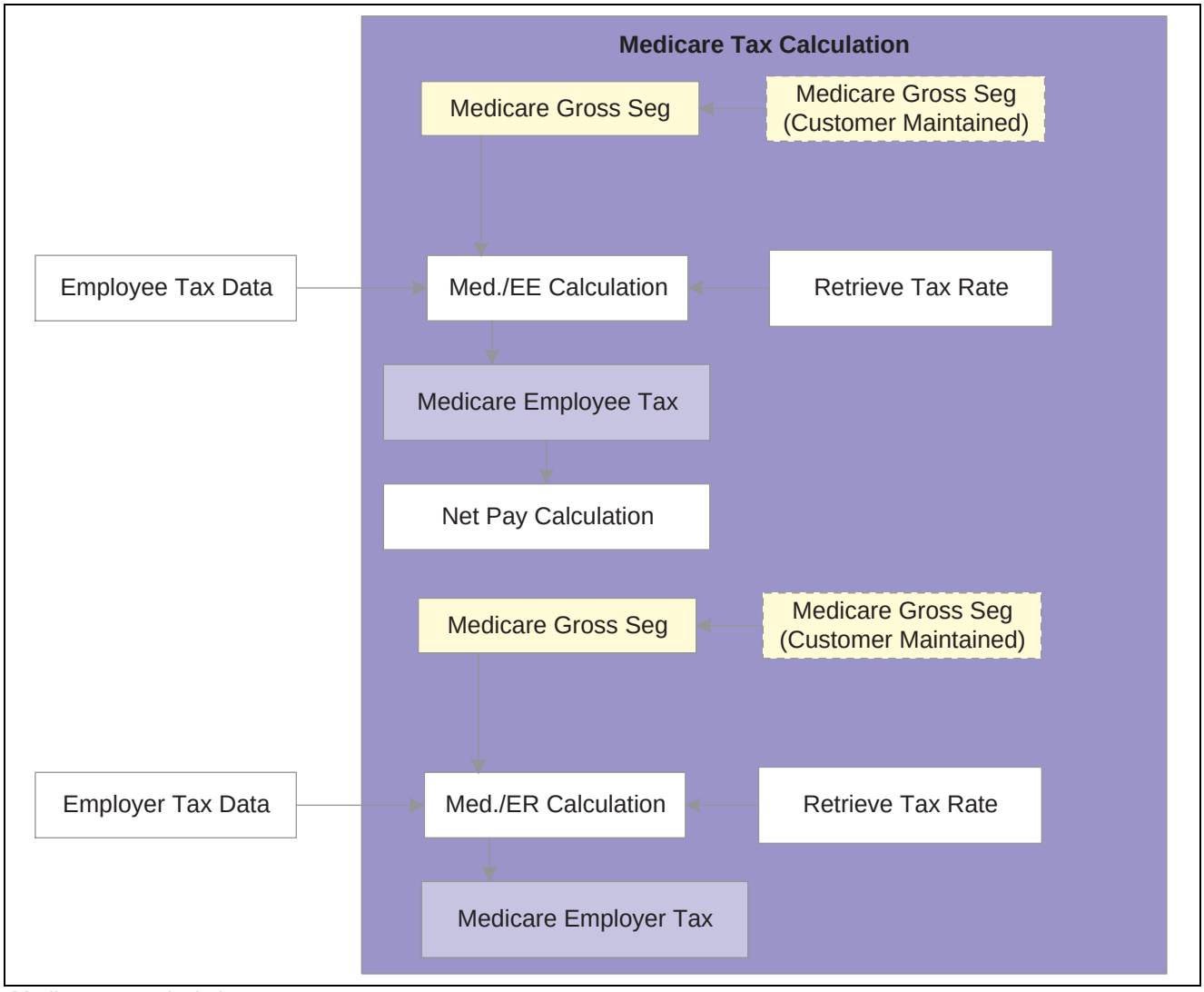
The system calculates OASDI employee tax as a deduction (OASDI EE) using the formula TAX FM OAS EE. The system includes this deduction in the net pay calculation. The calculations are based on a set of variables that store key values such as gross limits, tax rates, and payment limits for OASDI. Year-to-date OASDI tax for a payee is stored in the OASDI EE YTDA accumulator. The system then refers to this accumulator to enforce the yearly OASDI limit during calculation.

The system calculates OASDI employer tax as a deduction (OASDI ER) using the formula TAX FM OAS ER. Because this deduction applies only to employers, the system does not include it in net pay calculation. The system stores year-to-date OASDI employer tax in an accumulator (OASDI ER YTDA), just as it does for year-to-date OASDI employee tax. Likewise, the system uses the accumulator to enforce yearly limits on OASDI employer tax.

Calculating Medicare Tax

This diagram illustrates the flow of Medicare tax calculation:



Medicare tax calculation

The system calculates Medicare employee tax as a deduction (MEDICARE EE) using the formula TAX FM MED EE. The system includes this deduction in net pay calculation. The calculations are based on a variable that stores the tax rate for Medicare.

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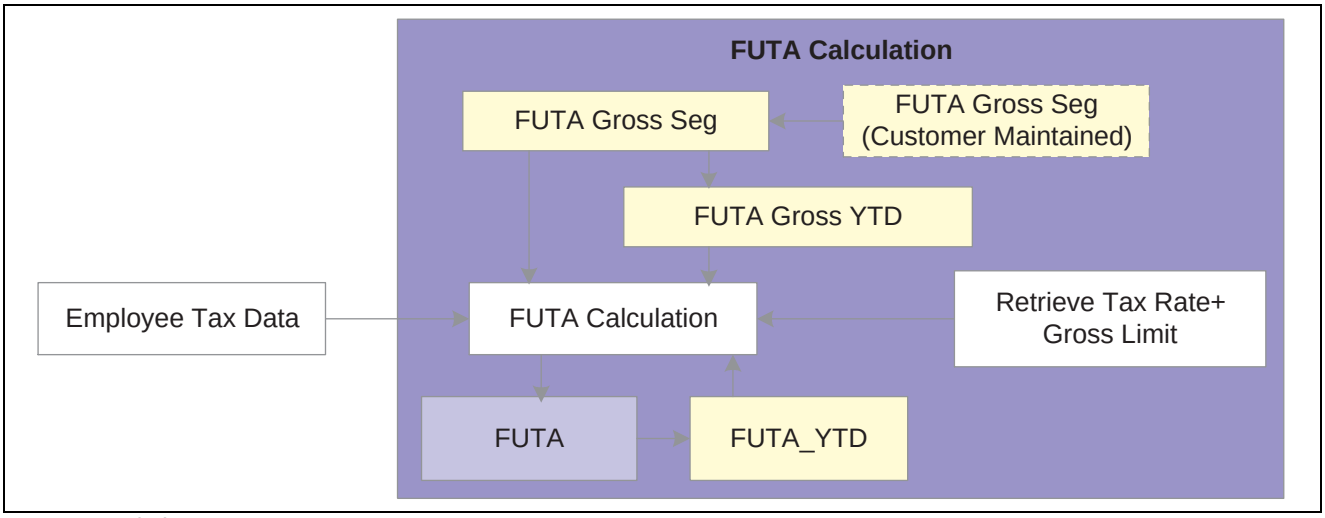
The system calculates Medicare employer tax as a deduction (MEDICARE ER) using the formula TAX FM MED ER. Because this deduction applies only to employers, the system does not include it in net pay calculation.

Calculating FUTA

This diagram illustrates the flow of FUTA calculation:



FUTA calculation

The system calculates FUTA as a deduction (FUTA) using the formula TAX FM FUT. The system includes this deduction in net pay calculation. The calculations are based on a variable that stores the tax rate for FUTA.

Year-to-date FUTA for a payee is stored in the FUTA_YTDA accumulator. The system then refers to this accumulator to enforce the yearly FUTA limit during calculation.

Calculating the EIC

This diagram illustrates the flow of EIC calculation:

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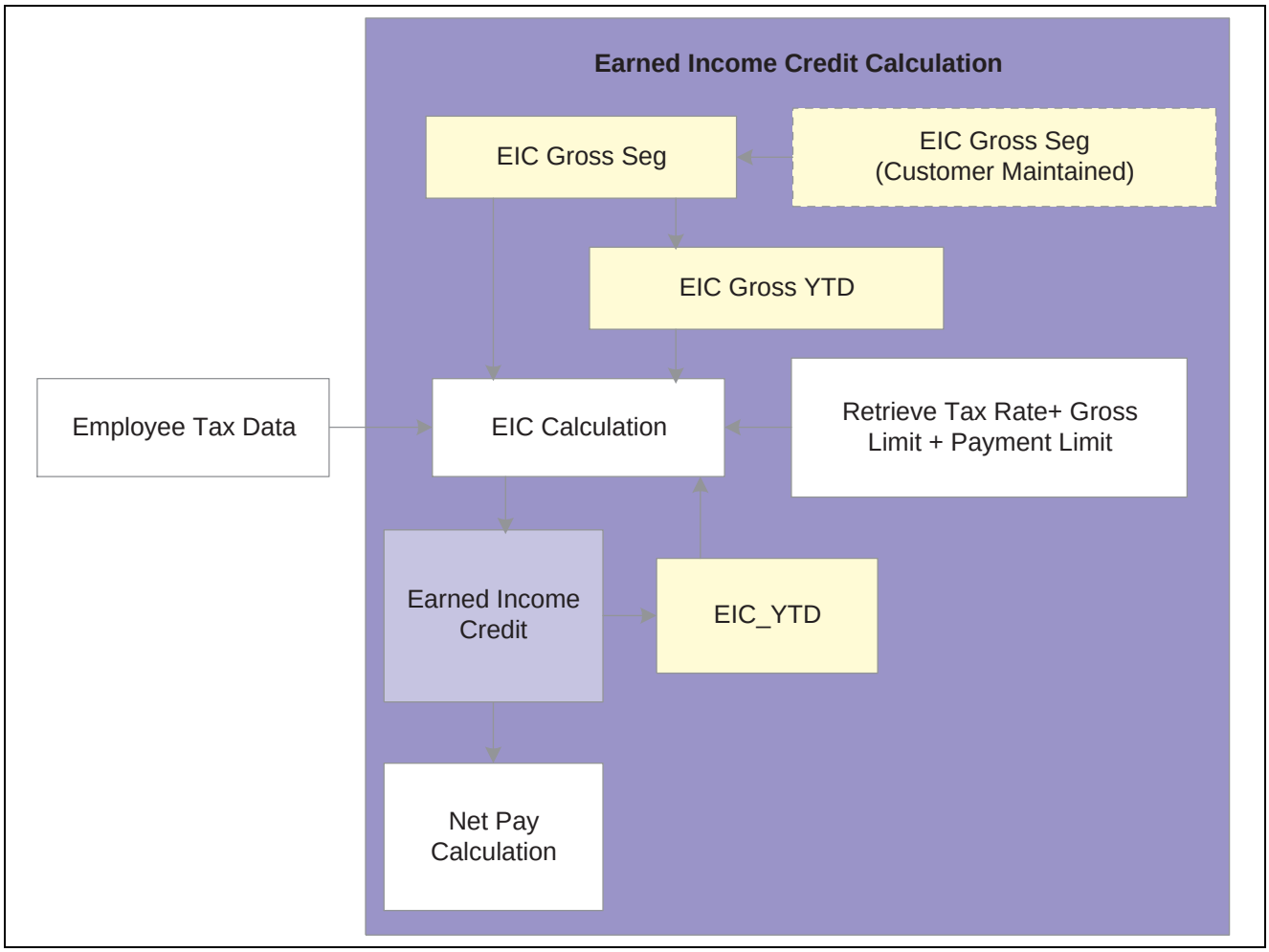

EIC calculation

The system calculates EIC as a negative deduction (EIC) using the formula TAX FM EIC. The system includes this deduction in net pay calculation. The calculations are based on a bracket (TAX BR EIC RATES) that contains the payment rates and a set of variables that store key values such as gross limit and payment limit for a single certificate or for joint certificates. Year-to-date EIC for a payee is stored in the EIC_YTD accumulator. The system then refers to this accumulator to enforce the yearly EIC limit during calculation.

State Tax Calculation

This section discusses how to:

- Calculate state income tax.
- Calculate SWT.
- Calculate the state EIC.

Calculating State Income Tax

This diagram illustrates the flow of state income tax calculation:

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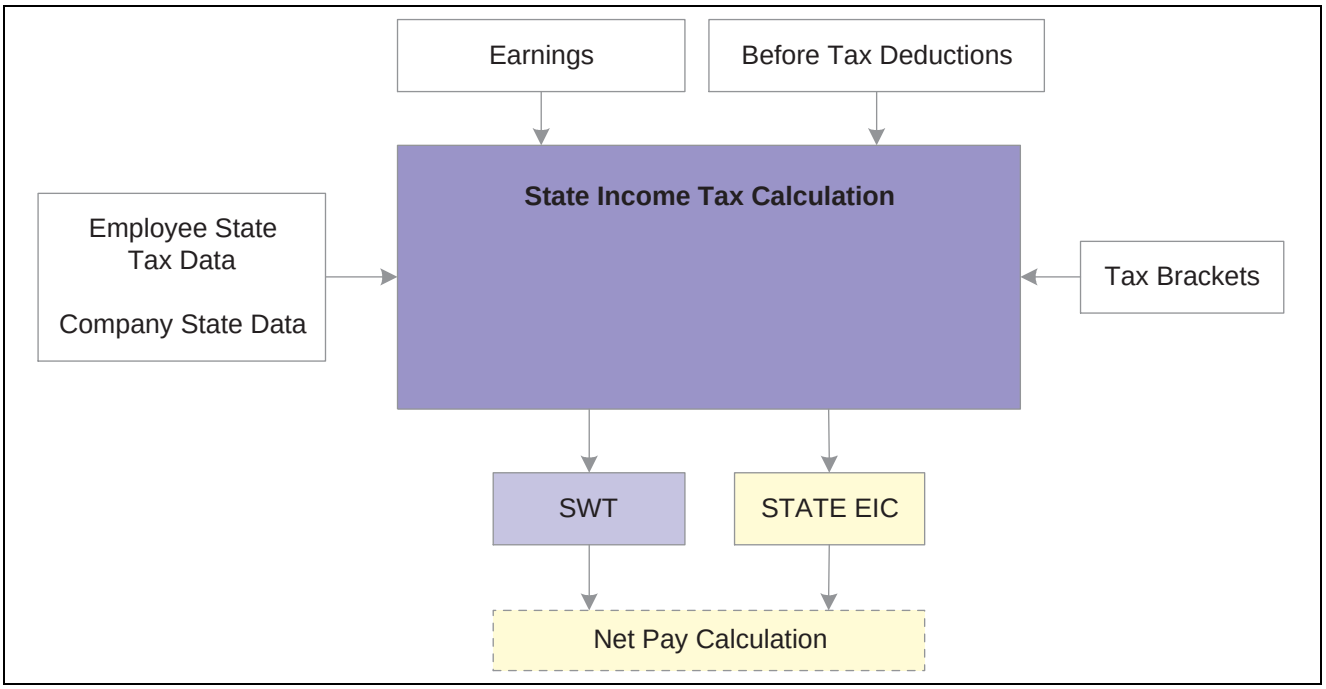

State income tax calculation

This diagram presents an overall view of the calculation of state income tax. It shows how the system uses employee data, company data, earnings, deductions, and supporting elements to calculate SWT and state EIC for payees. The system then uses the taxes and credits to calculate net pay.

Calculating SWT

This diagram illustrates the flow of SWT calculation:

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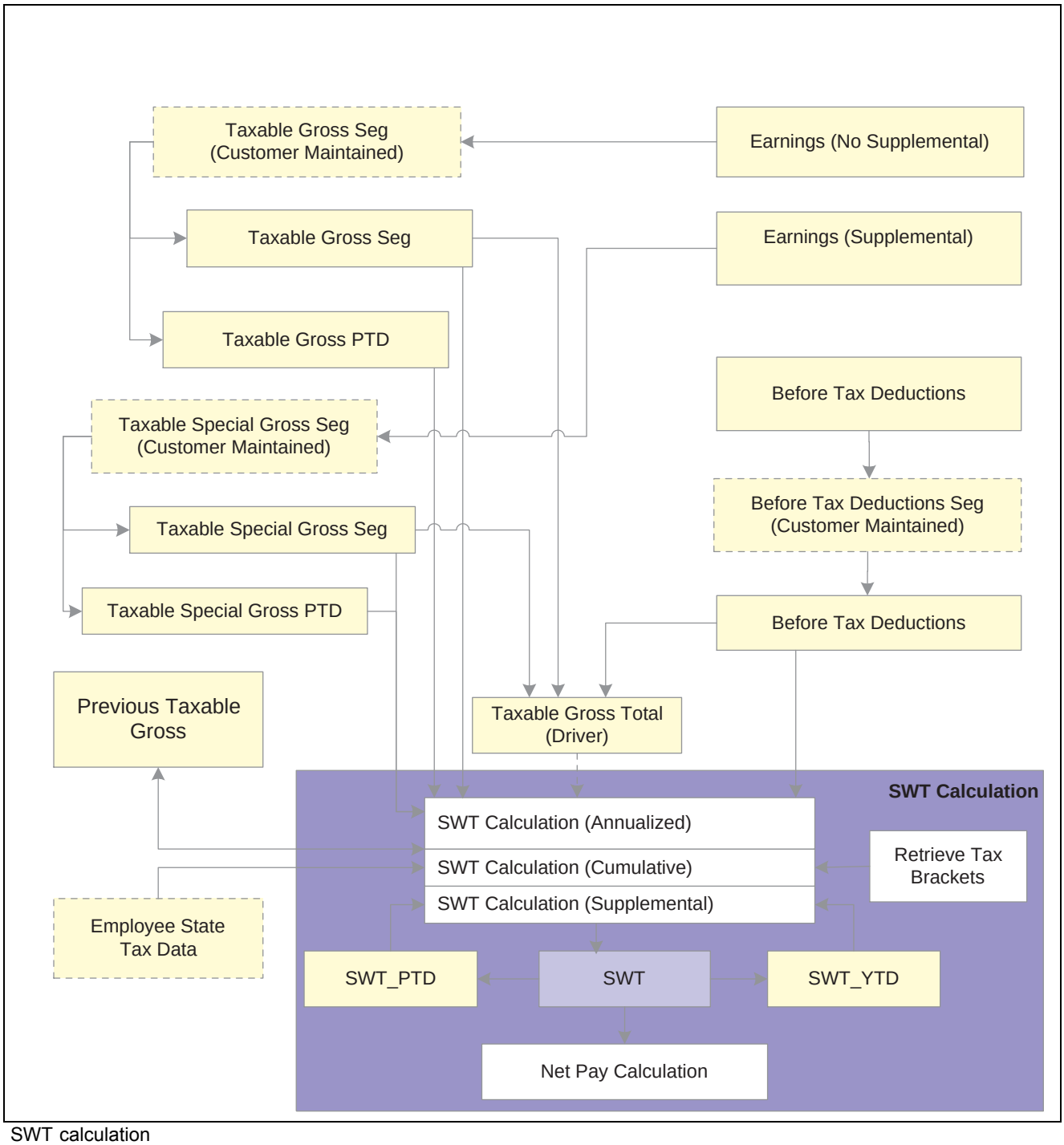

SWT calculation

The system calculates SWT as a deduction (SWT) using the formula TAX FM SWT. The system includes this deduction in net pay calculation. Because it is possible for a payee to earn income from multiple states during the year, the system uses an accumulator driver (SWT GRS TOT) to generate multiple resolutions of the deduction. For every state that applies to a payee, SWT GRS TOT drives a separate resolution of the SWT deduction. The calculation has three phases, based on the tax method and payment method for supplemental wages:

1. Annualized
2. Cumulative

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3. Supplemental (paid with regular wages or in a separate payment)

The calculations are based on the State Tax table that determines which formula to apply for each state.

This table returns:

1. The formula to apply for regular wages.
2. The formula to apply for supplemental income paid with regular wages.
3. The formula to apply for supplemental income paid separately.
4. The rounding rule to apply.

Note. You can override the tax method and payment method that the system uses to calculate SWT.

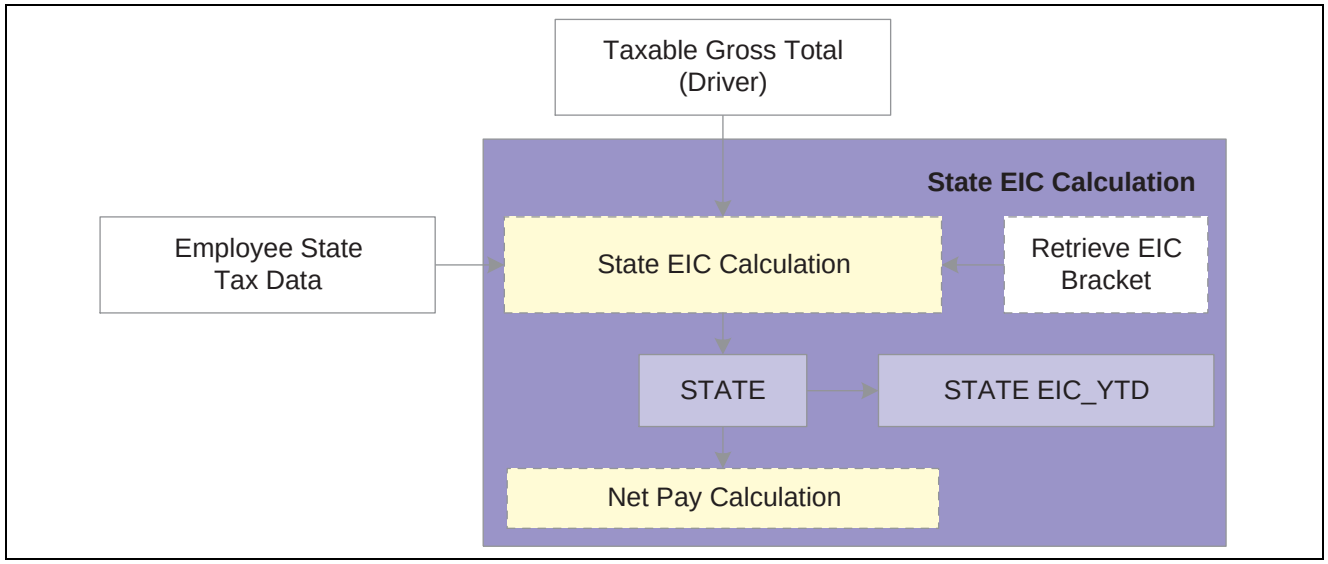
See Chapter 10, "Understanding Tax Processing," Overriding Tax and Payment Methods, page 134.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Multiple Resolutions of an Earning or Deduction," Generating Multiple Resolutions Using Accumulator Drivers

Calculating the State EIC

This diagram illustrates the flow of state EIC calculation:



State EIC Calculation

The system calculates state EIC as a negative deduction (STATE EIC) using the formula TAX FM STATE EIC. The system includes this deduction in net pay calculation. This deduction is driven by the accumulator SWT GRS TOT.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Multiple Resolutions of an Earning or Deduction," Generating Multiple Resolutions Using Accumulator Drivers

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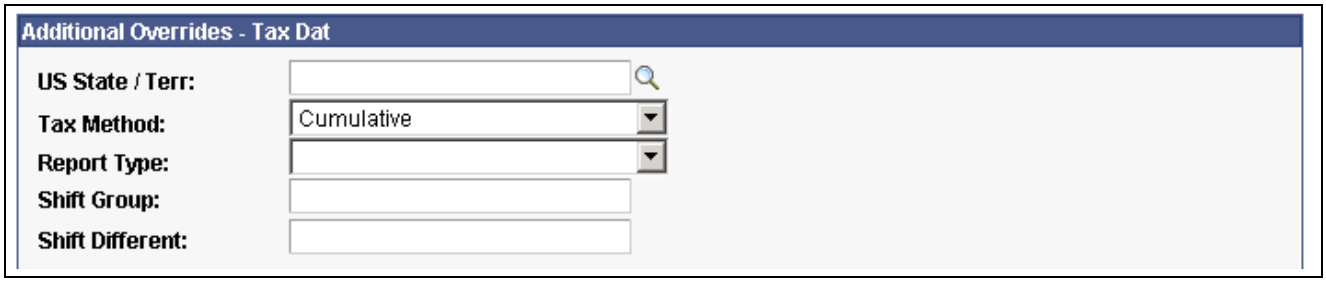
Overriding Tax and Payment Methods

Global Payroll for United States supports three tax calculation methods: annualized, cumulative, and supplemental. For taxes calculated using the supplemental method, the two supported payment methods that affect tax calculation are Paid with Regular Wages and Separate Payment. The tax calculation method and payment method are controlled by the variables TAX VR METHOD and TAX VR PMT, respectively. All of the earnings and deductions delivered with Global Payroll for United States are associated with a default tax method and payment method. To make one-time or recurring changes to these values, you must use supporting element overrides (SOVRs).

Overriding Tax Methods

The variable TAX VR METHOD, which controls the tax calculation method used by the system for each earning and deduction, has three possible values: *A* (annualized), *C* (cumulative), and *S* (supplemental). Most of the earnings delivered with Global Payroll for United States have a default tax method of *A*. There are exceptions, such as the BONUS earning, which has a tax method of *S*. You can change the tax method for an earning at the payee level on the Element Detail page of the Element Assignment By Payee component (GP_ED_PYE) for a recurring modification, and on the positive input component (GP_PI_MNL_ERNDED) for a one-time modification.



Example of tax method override on Element Detail page

See Also

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

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Working with Positive Input," Entering Positive Input

Overriding Payment Methods

The variable TAX VR PMT, which controls the payment method that the system uses when calculating taxes on supplemental income, has two possible values: *R* (Paid with Regular Wages) and *S* (Separate Payment). This variable has a default value of *R* for all supplemental tax calculations, but you can override the payment method at the calendar level. You must create a separate calendar with a unique run type using the Calendars component (GP_CALENDAR).

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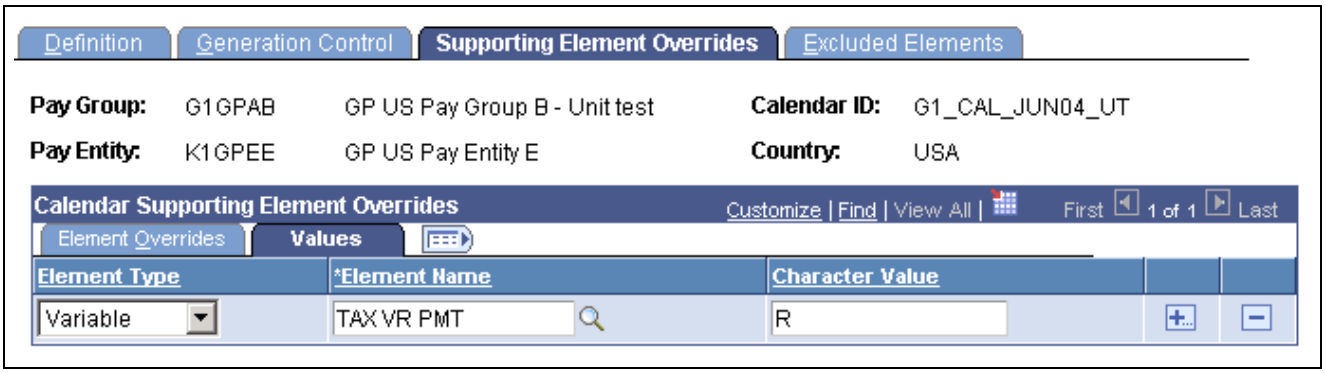


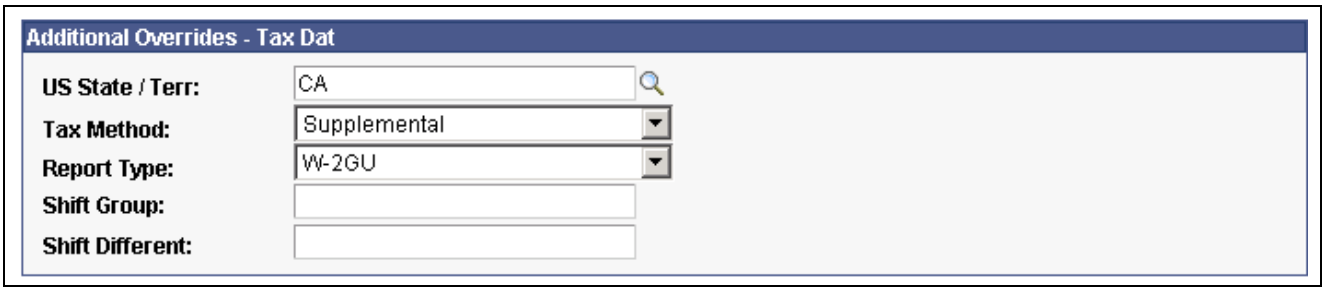
Example of a payment method override on Supporting Element Overrides page of Calendars component

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Using Calendars," Overriding Supporting Elements for a Calendar

Overriding State Codes and Tax Report Types

The variables TAX VR STATE (U.S. state and territory code) and TAX VR RPT TYPE (report type) control how the system processes and reports tax data at the state level. You can override the state and territory code and report type for a payee on the Element Detail page of the Element Assignment By Payee component (GP_ED_PYE) for a recurring modification, and on the positive input component (GP_PI_MNL_ERNDED) for a one-time modification.



Example of state code and report type override on Element Detail page

Tax Reports

This section lists the tax reports provided in Global Payroll for United States and discusses how to:

- Run the Tax Deposit and Liability report.
- Run the W-4 IRS report.

Pages Used to Run Tax Reports

Page Name	Object Name	Navigation	Usage
Tax Deposit and Liability USA	GPUS_RC_TAXDEPLIAB	Global Payroll & Absence Mgmt, Taxes, Tax Deposit and Liability USA	Generates pay period details on federal and state taxes withheld from employees.

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Page Name	Object Name	Navigation	Usage
Tax Summary Reports USA	GPUS_RC_TAXSUMRPT	Global Payroll & Absence Mgmt, Taxes, Tax Summary Reports USA	Summarizes period-to-date income tax, other federal taxes, and state taxes.
Quarterly Tax Reports USA	GPUS_RC_QTRTAXRPT	Global Payroll & Absence Mgmt, Taxes, Quarterly Tax Reports USA	Summarizes quarterly federal and state withholding tax details for employees.
Federal Tax Data Status USA	GPUS_RC_FEDTAXSTA	Global Payroll & Absence Mgmt, Taxes, Federal Tax Data Status USA	Lists employees with federal withholding exemption or those with more than 10 allowances. (If the *Do Not Maintain Taxable Gross and Do Not Withhold Tax* option is selected on the Federal Tax Data page, these employees will appear in the report.) This report summarizes exemptions for the selected employees.
W-4 IRS Report USA	GPUS_RC_W4IRSRPT	Global Payroll & Absence Mgmt, Taxes, W-4 IRS Report USA	Lists employees with federal withholding exemption or those with more than 10 allowances.
W-4 Exempt Payees Report USA	GPUS_RC_W4EXEMP	Global Payroll & Absence Mgmt, Taxes, W-4 Exempt Payees Report USA	Lists employees who fail to complete new W-4 forms by the due date.
Identify W-4 Exempt Payees USA	GPUS_RC_SELW4EXEMP	Global Payroll & Absence Mgmt, Taxes, Identify W-4 Exempt Payees USA	Lists employees whose federal tax data includes specified parameters. (If the *Maintain Taxable Gross; FWT Zero Unless Specified in FWT Additional Withholding* option and the *Do Not Maintain Taxable Gross and Do Not Withhold Tax* option are selected on the Federal Tax Data page, these employees will appear in the report.)
Reset W-4 Exempt Payees USA	GPUS_RC_W4RSTEXEMP	Global Payroll & Absence Mgmt, Taxes, Reset W-4 Exempt Payees USA	Updates future-dated records that currently specify W-4 exempt status.
W-4 ePay Audit Report USA	GPUS_RC_W4EPAYRPT	Global Payroll & Absence Mgmt, Taxes, W-4 ePay Audit Report USA	Lists employees who enter W-4 information through self-service. **Note.** This report is available if you purchased ePay.

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Page Name	Object Name	Navigation	Usage
Identify W-5 EIC Payees USA	GPUS_RC_SELW5PYES	Global Payroll & Absence Mgmt, Taxes, Identify W-5 EIC Payees USA	Lists employees without EIC status.
Reset W-5 EIC Payees USA	GPUS_RC_W5RSTEIC	Global Payroll & Absence Mgmt, Taxes, Reset W-5 EIC Payees USA	Resets employee W-5 EIC status to None and updates status on future-dated records.
W-5 EIC Payees Report USA	GPUS_RC_W5EICRPT	Global Payroll & Absence Mgmt, Taxes, W-5 EIC Payees Report USA	Lists employees who fail to re-file EIC eligibility by the due date.

Running the Tax Deposit and Liability Report

Access the Tax Deposit and Liability USA page.

Tax Deposit and Liability USA page

Report Request Parameters

Report Run By Define what you want the report run by. Values are *Calendar Group ID*, *Payment Date Range*, and *Year and Quarter*.

Tax Year Enter the tax year for which you want to run the report.

Tax Quarter Select the tax quarter for which to run the report. Values are *1st Quarter*, *2nd Quarter*, *3rd Quarter*, and *4th Quarter*.

Population

Selection Select the population for which to run the report. Values are *Federal EIN* and *Reporting Company*.

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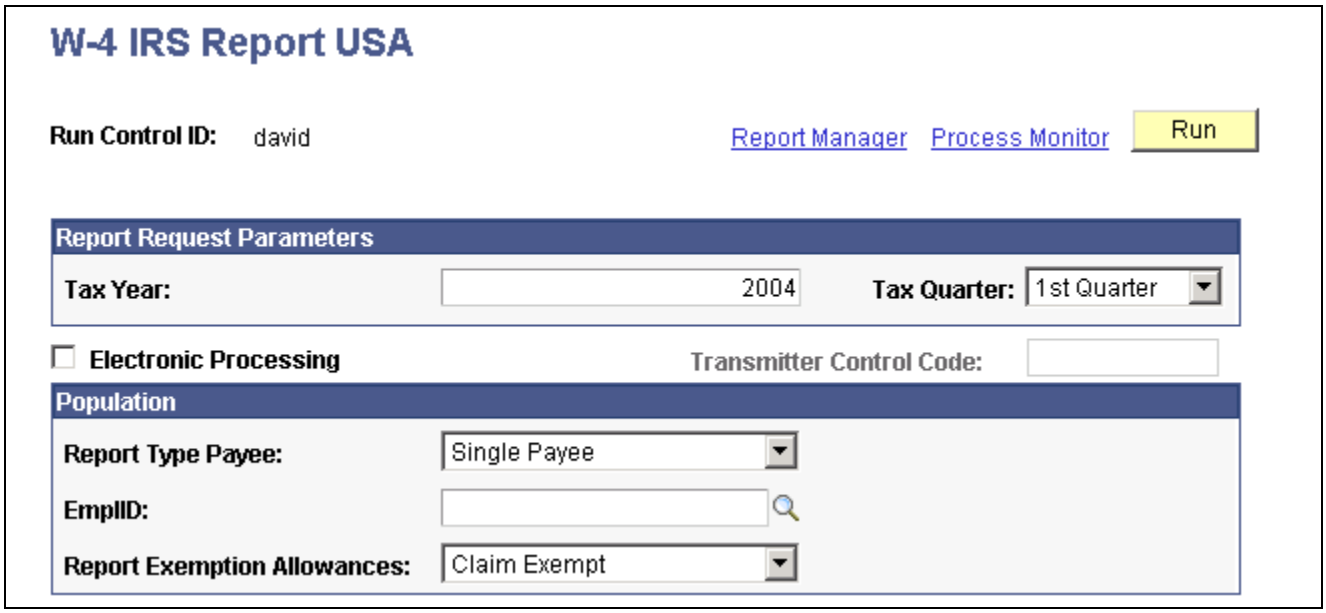
Federal EIN Select the Federal EIN. This field appears only if you select *Federal EIN* in the Selection field.

Reporting Company Select the reporting company. This field appears only if you select *Reporting Company* in the Selection field.

Payroll Cycle Select the payroll cycle when the report is run. Values are *All Cycles*, *Off-Cycle Only*, and *On-Cycle Only.*

Running the W-4 IRS Report

Access the W-4 IRS Report USA page.



W-4 IRS Report USA page

Report Request Parameters

Tax Year Enter the tax year for which you want to run the report.

Tax Quarter Select the quarter for which you want to run the report. Values are *1st Quarter*, *2nd Quarter*, *3rd Quarter*, and *4th Quarter.*

Electronic Processing Select if you want to process the report electronically. If you select this check box, the Population group box becomes unavailable for entry.

Transmitter Control Code If you select the Electronic Processing check box, this field becomes available for entry. Enter a code for the electronic processing.

Population

The Population group box is available for entry if the Electronic Processingcheck box is deselected.

Report Type Payee Select the category of payees for which the report is run. Values are *All Payees*, *Payees using ePay*, and *Single Payee.*

EmplID If you select *Single Payee* in the Report Type Payee field, enter the employee ID for which the report is run.

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Report Exemption Allowances	Select the type of exemption allowance for the payee population being defined. Values are *All*, *Claim Exempt*, *Exempt or > 10 Allowances*, and *More than 10 Allowances.*

See Also

Appendix A, "Global Payroll for United States Reports," page 337

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CHAPTER 11

Setting Up Taxes

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

- Set up year-end reporting companies.
- Set up tax location information.
- Define state withholding tax (SWT) marital statuses.
- Define state income tax rates.
- Maintain company tax information.
- Maintain payee tax information.

Understanding Taxes

This section discusses:

- Federal taxes.
- State and territory taxes.

See Also

Chapter 10, "Understanding Tax Processing," page 105

Federal Taxes

Global Payroll for United States enables you to calculate and process:

- Federal withholding tax (FWT).
- Old age, survivors, and disability insurance (OASDI) tax.
- Medicare tax.
- Federal Unemployment Tax Act (FUTA) tax.
- Advanced Earned Income Credit (EIC).

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State and Territory Taxes

Global Payroll for United States enables you to calculate and process state income tax. In addition, for states that allow it (currently only the state of Indiana), the system enables you to manage the distribution of the state-level advanced EIC.

Setting Up Year-End Reporting Companies

To define year-end reporting companies, use the Year End Reporting Company USA (GPUS_YE_CO_TBL) component.

Before you calculate payrolls or generate tax reports, you must set up year-end reporting companies.

Page Used to Set Up Year-End Reporting Companies

Page Name	Object Name	Navigation	Usage
Year End Reporting Company USA	GPUS_YE_CO_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Year End Reporting Company USA, Year End Reporting Company USA	Define year-end reporting companies.

Setting Up Tax Location Information

To set up tax location information, use the Tax Location USA component (GPUS_TAX_LOCATION) and the Department USA component (GPUS_DEPT).

This section discusses how to:

- Define tax location codes.
- Assign tax location codes to departments.

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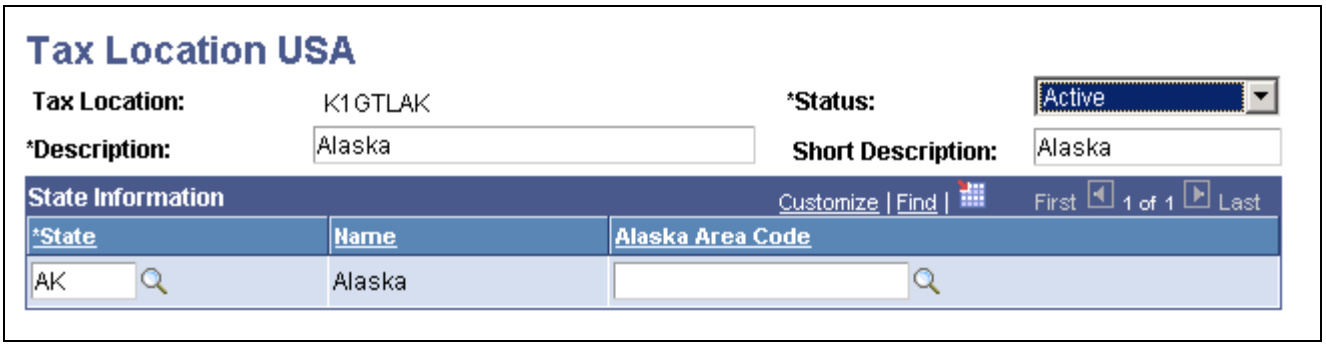
Pages Used to Set Up Tax Location Information

Page Name	Object Name	Navigation	Usage
Tax Location USA	GPUS_TAX_LOCATION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Tax Location USA, Tax Location USA	Define tax locations.
Department Table USA	GPUS_DEPT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Department USA, Department Table USA	Assign tax location codes to departments.

Defining Tax Location Codes

Access the Tax Location USA page.



Tax Location USA page

State Enter the work state for the location that you are defining.

Alaska Area Code Select the appropriate area code if you are defining a tax location that includes the state of Alaska. This code appears on certain Alaska quarterly reports.

Assigning Tax Location Codes to Departments

Access the Department Table USA page.

Department Table USA page

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Tax Location Enter a tax location code for the department. Newly hired payees from this department automatically have this tax location associated with their tax profile if the Populate Payee Tax Data check box is selected on the Installation Table USA page. In addition, if you enter a new location for a department on this page, the system creates a new tax profile row for payees associated with the department.

Note. In order for defaulting of tax location to occur, Integration Broker must be set up, and Workforce_Sync and GPUS_JobSync must be active.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Payroll Tax Tables"

Chapter 3, "Defining Country Data," Defining Installation Settings, page 22

Defining State Withholding Tax Marital Statuses

To define state withholding tax (SWT) marital statuses for individual states, use the SWT Marital Status USA component (GPUS_SWT_MAR_STAT).

Page Used to Define SWT Marital Statuses

Page Name	Object Name	Navigation	Usage
SWT Marital Status USA	GPUS_SWT_MAR_STAT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, SWT Marital Status USA, SWT Marital Status USA	Define SWT marital statuses.

Defining Marital Statuses

Access the SWT Marital Status USA page.

SWT Marital Status USA page

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Enter the effective date and a description of the marital status.

Note. The Commentsdefault from the Description field on the State Tax Data page.

Important! The PeopleSoft system delivers all existing marital statuses for each state. These should not be modified. You can use this page to create a new marital status to test an upcoming change in tax legislation.

Defining State Income Tax Rates

To define state income tax rates, use the State Tax Rates USA component (GPUS_TAX_ST_TBL).

This section discusses how to:

- Define state tax rates.
- Define withholding rates.
- Define state taxable gross exclusions.

Important! The PeopleSoft system delivers all existing tax rate information for each state. This information should not be modified. You can use the pages of this component to view tax rate information and to test upcoming changes in tax legislation that affect tax rates.

Pages Used to Define State Income Tax Rates

Page Name	Object Name	Navigation	Usage
State Tax Rates USA	GPUS_TAX_ST_TBL2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, State Tax Rates USA, State Tax Rates USA	Define state tax rates.
Withholding Tables	GPUS_TAX_ST_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, State Tax Rates USA, Withholding Tables	Define withholding rates.
Other State Rates	GPUS_TAX_ST_TBL3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, State Tax Rates USA, Other State Rates	Define other tax rates.

Defining State Tax Rates

Access the State Tax Rates USA page.

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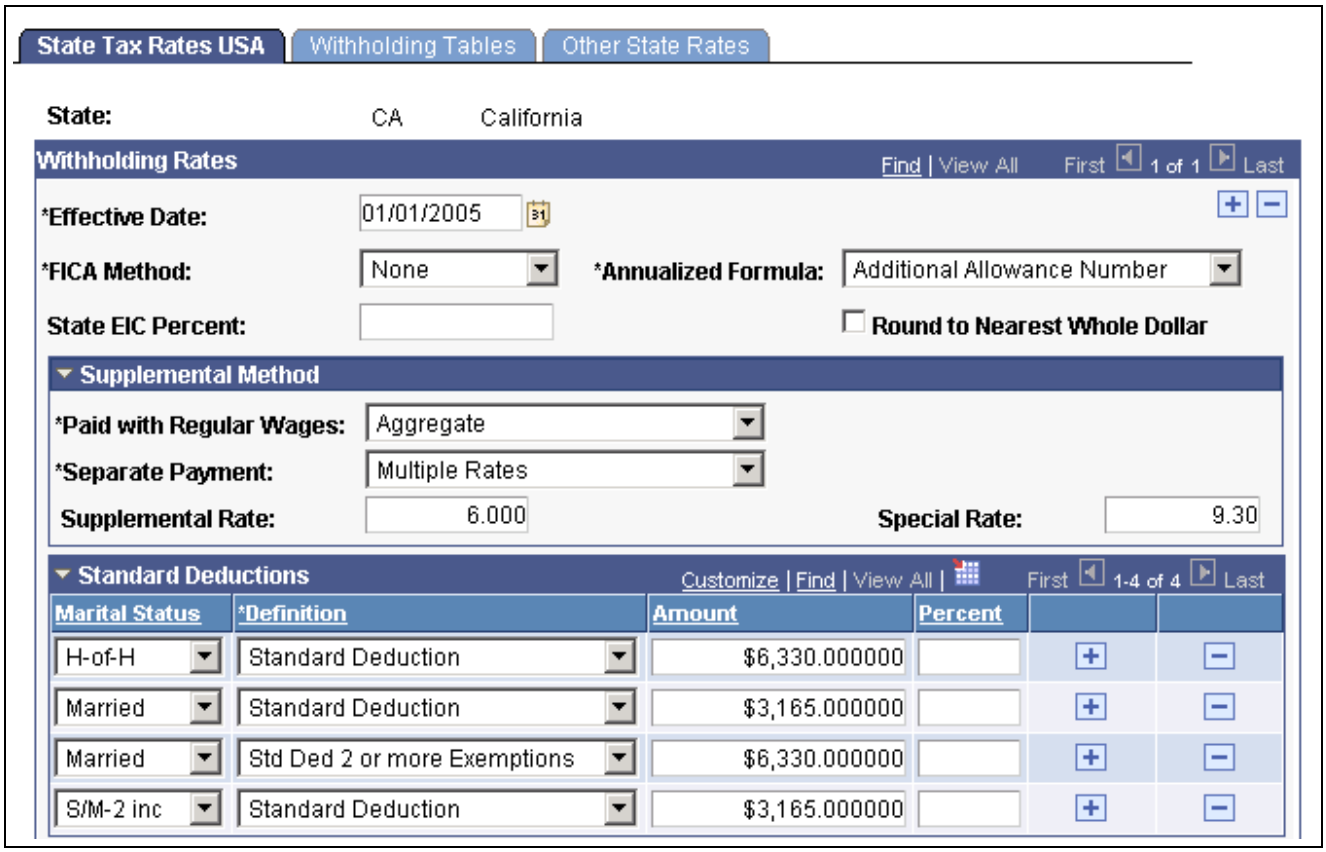
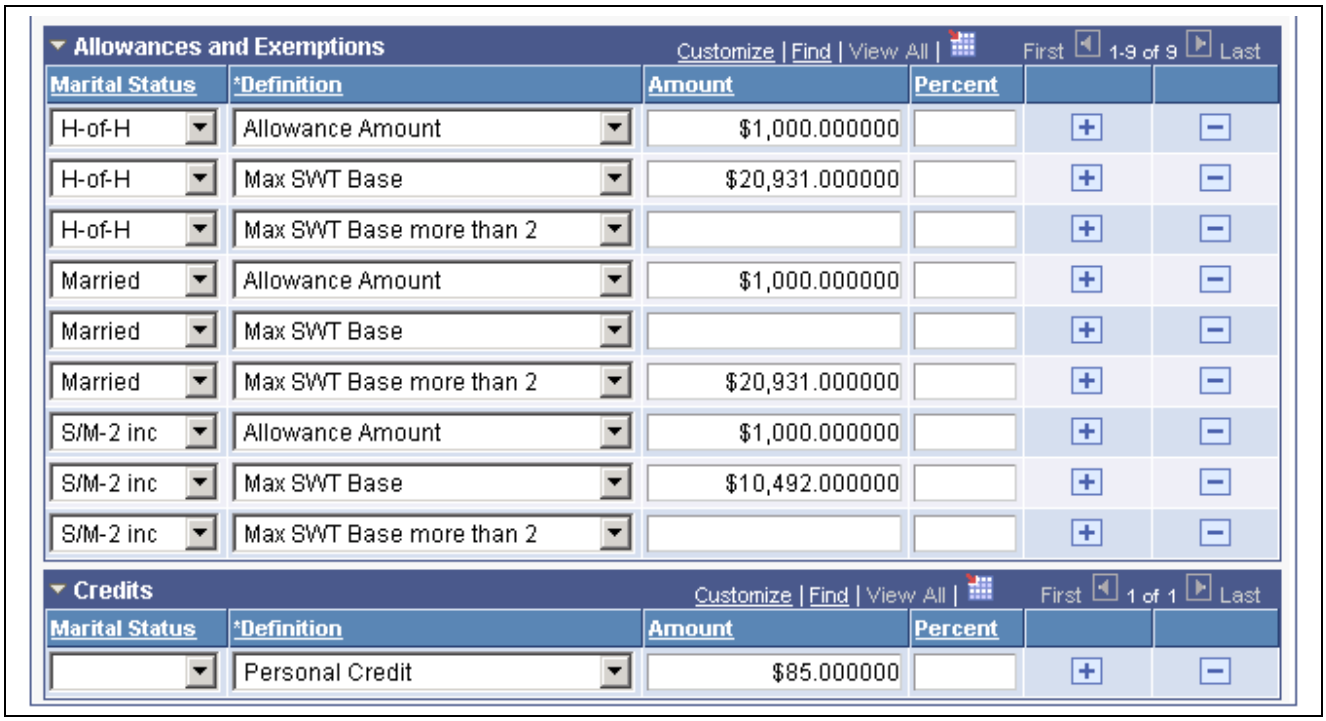


State Tax Rates USA page (1 of 2)



State Tax Rates USA page (2 of 2)

Note. Many of the fields and field values on this page apply only to specific states.

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Annualized Formula Indicates the formula that the system uses to calculate annualized state income tax.

FICA Method Indicates the method that the system uses to calculate FICA credits.

State EIC Percent Indicates the percentage of federal EIC that comprises the state EIC.

Round to Nearest Whole Dollar When selected, indicates that the system rounds calculated state income tax to the nearest whole dollar.

Standard Deductions

This group box contains the state-specific standard deductions that the system references when calculating state income tax.

Allowances and Exemptions

This group box contains the state-specific allowances, exemptions, and maximum SWT base and limits that the system references when calculating state income tax.

Credits

This group box contains the state-specific credits that the system references when calculating state income tax.

Supplemental Method

Paid with Regular Wages and **Separate Payment** Indicates the method by which the system determines the tax for supplemental income. Many states have a supplemental method for the Paid with Regular Wages payment method that differs from the supplemental method specified for the Separate Payment payment method. If either of these fields has a value of *Multiple Rates,* the Special Rate field becomes available.

Supplemental Rate Indicates the percentage by which the system multiplies the taxable gross when calculating tax for supplemental income. This field applies only to the payment methods with a supplemental method of *Aggregate-No Tax else Percent* or *Percent of Taxable Gross*. For example, for the state of Colorado, the supplemental method specified in the Separate Payment field is *Percent of Taxable Gross* and the supplemental rate is *4.63*. That means that for supplemental payments, such as bonuses, that are paid separately from regular wages, the system multiplies the taxable gross of the supplemental payment by 4.63 percent to determine the state tax.

Special Rate Indicates the percentage by which the system multiplies special supplementary income, such as stock. This field only applies to the payment method with a supplemental method of *Multiple Rates*.

Defining Withholding Rates

Access the Withholding Tables page.

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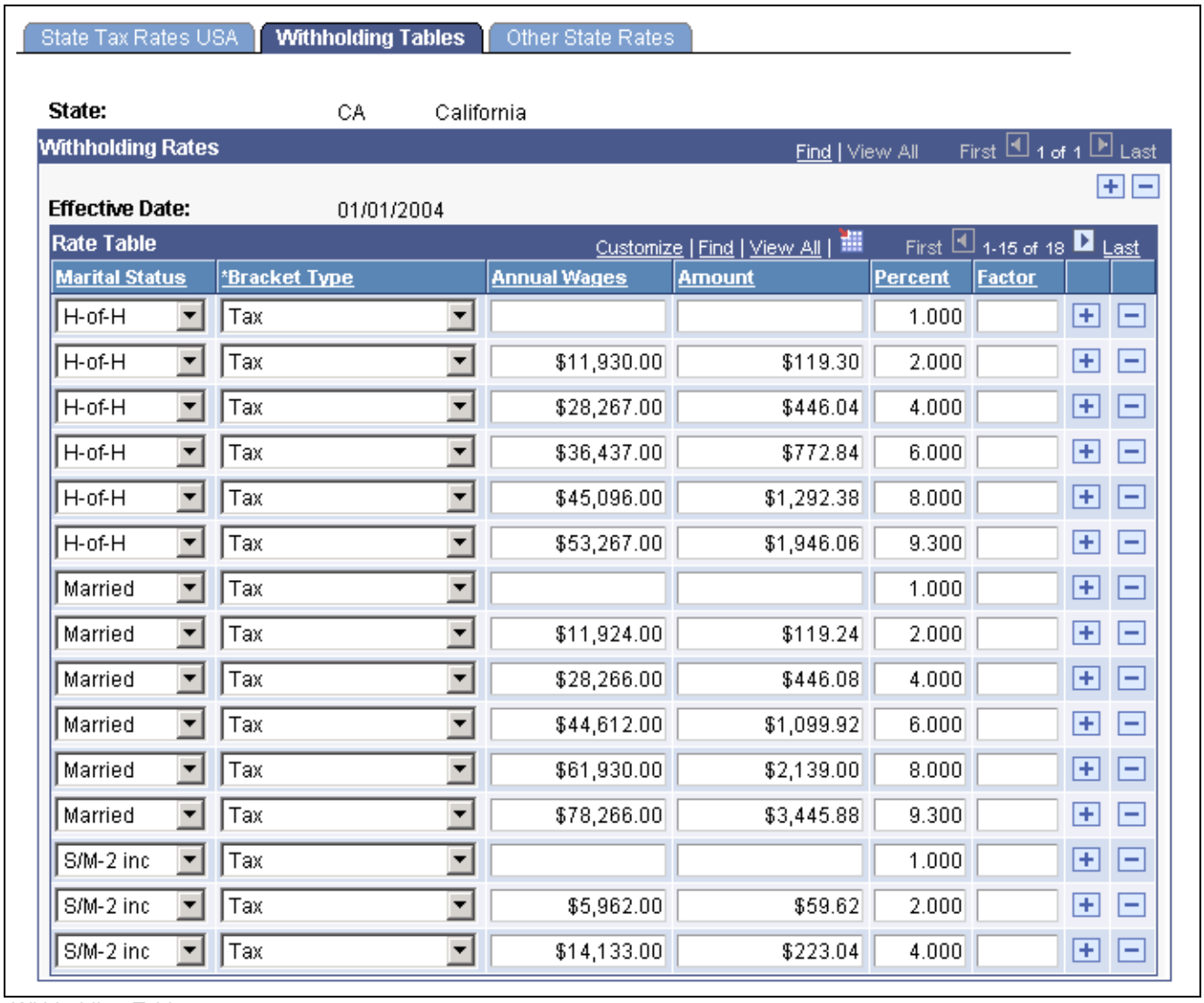

Withholding Tables page

This page lists all of the state-specific Wage Brackets and withholding rates referenced by the SWT calculation process.

Defining State Taxable Gross Exclusions

Access the Other State Rates page.

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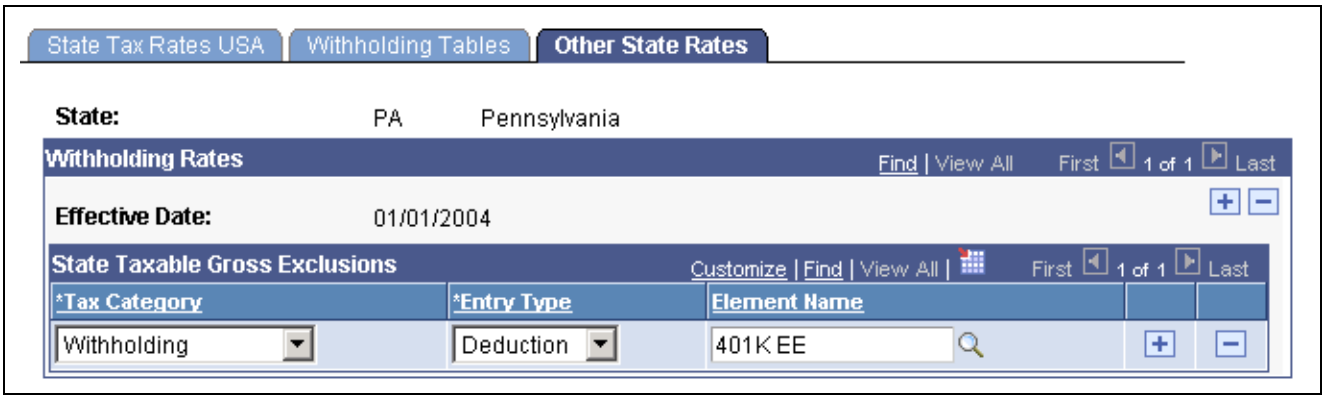

Other State Rates page

Enter elements here that you want excluded from the calculation of taxable gross. For example, if a deduction is a member of the before tax deduction accumulator for all states, you can exclude the deduction from the calculation for a specific state using this page.

Maintaining Company Tax Information

To maintain company tax information, use the Company Federal Tax Data USA component (GPUS_FWT_ER) and the Company State Tax USA component (GPUS_CO_STATE_TAX).

This section discusses how to:

- Maintain company federal tax information.
- Maintain company state tax information.

Pages Used to Maintain Company Tax Information

Page Name	Object Name	Navigation	Usage
Company Federal Tax Data USA	GPUS_FWT_ER	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Company Federal Tax Data USA, Company Federal Tax USA	Define company-level federal tax information.
Company State Tax Data USA	GPUS_CO_STATE_TAX	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Company State Tax USA, Company State Tax Information USA	Define company-level state tax information.

Maintaining Company Federal Tax Information

Access the Company Federal Tax Data USA page.

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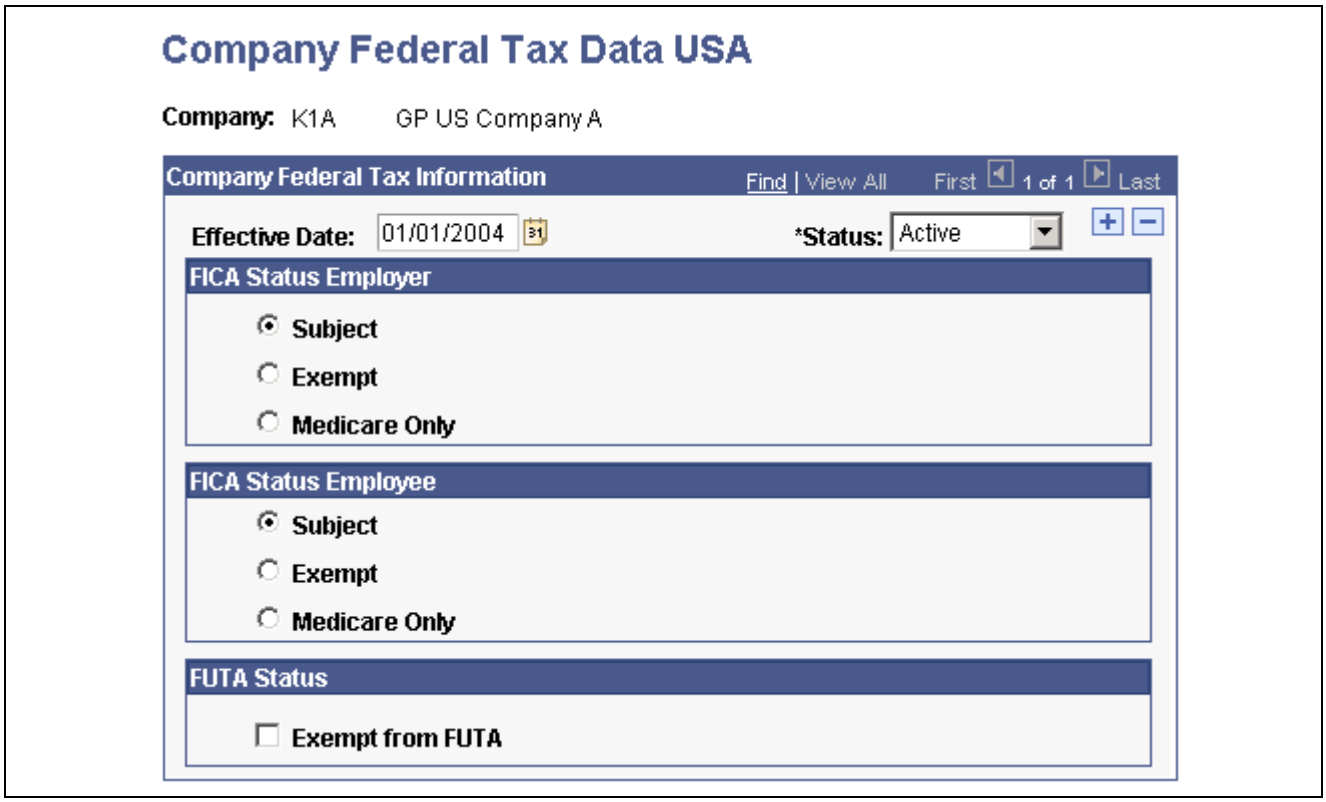

Company Federal Tax Data USA page

FICA Status Employer

Select whether the company is subject to OASDI and Medicare taxes.

Subject Select for companies subject to both OASDI and Medicare taxes. This is the default option.

Exempt Select for companies exempt from OASDI and Medicare taxes.

Medicare Only Select for companies subject to Medicare taxes only.

FICA Status Employee

Select the default FICA status for the payees of the company. You can override the FICA status of individual payees on the Maintain Tax Profile USA page.

See Maintaining Payee Tax Profiles

Subject Select to designate payees as subject to both OASDI and Medicare taxes. This is the default option.

Exempt Select to designate payees as exempt from OASDI and Medicare taxes.

Medicare Only Select to designate payees as subject to Medicare taxes only.

FUTA Status

Select whether the company is exempt from FUTA. By default, all companies are not exempt.

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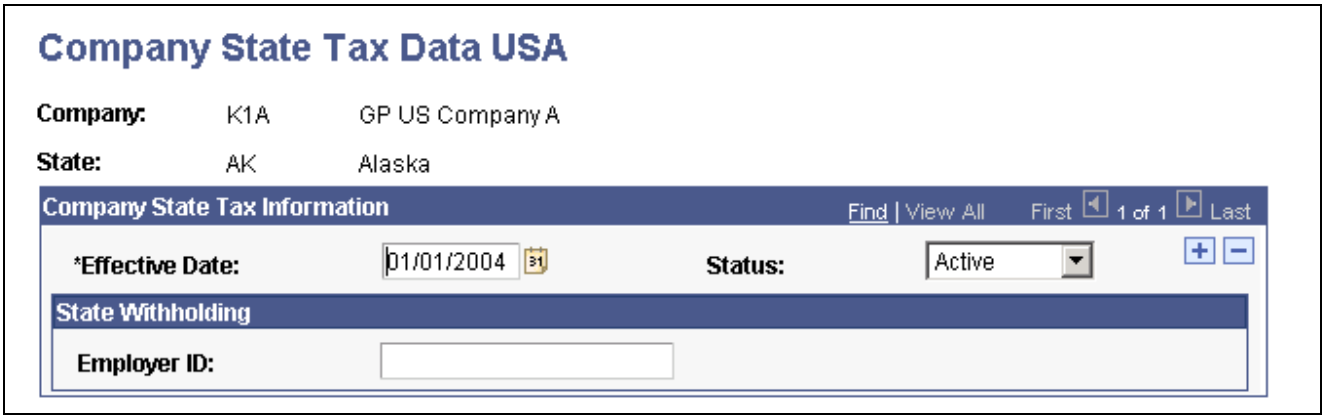
Note. The system sets the default FUTA status for a payee for the initial hire row only.

Maintaining Company State Tax Information

Access the Company State Tax Data USA page



Company State Tax Data USA page

Enter the employer identification number (EIN) that the company uses to report and pay SWT.

Maintaining Payee Tax Information

To maintain payee tax information, use the Maintain Tax Profile USA component (GPUS_EE_TAX), the Maintain Tax Data USA component (GPUS_EE_FWT), and the W-4 Tax Information USA component (GPUS_W4_DATA).

This sections discusses how to:

- Maintain payee tax profiles.
- Maintain federal tax data.
- Maintain state tax data.
- Use self-service to maintain tax data.
- Maintain URLs to tax forms on third-party servers.

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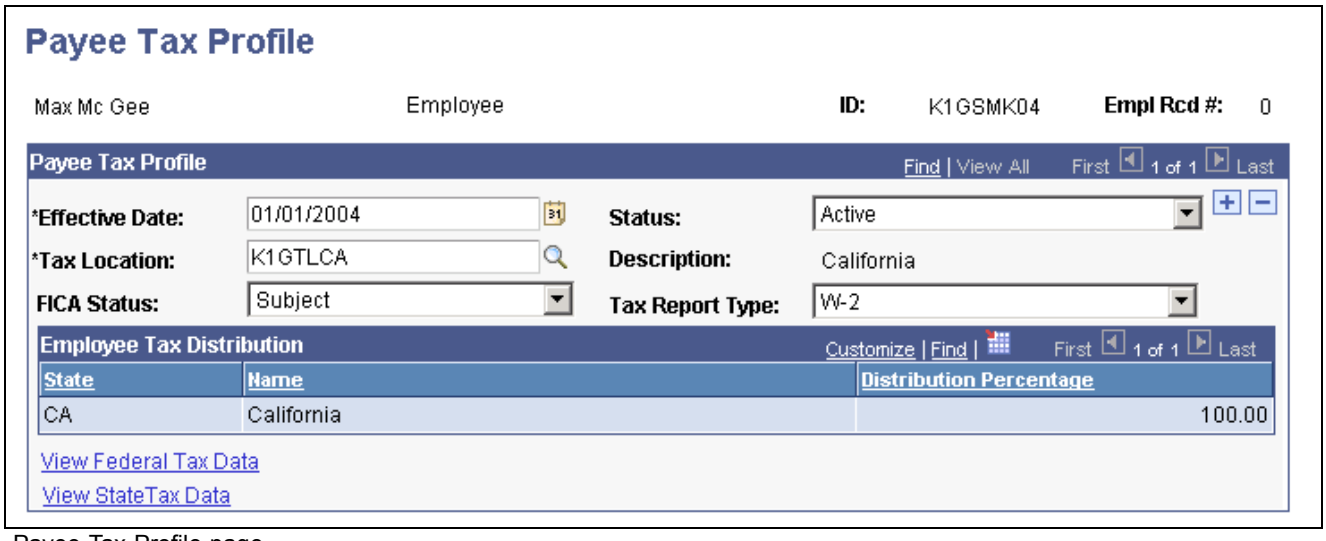
Pages Used to Maintain Tax Information

Page Name	Object Name	Navigation	Usage
Payee Tax Profile	GPUS_EE_TAX	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Profile USA, Payee Tax Profile	Create and maintain payee tax profiles.
Federal Tax Data	GPUS_FWT_EE	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data USA, Federal Tax Data	Maintain federal tax information for individual payees.
State Tax Data	GPUS_SWT_EE	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data USA, State Tax Data	Maintain state tax information for individual payees.
W-4 Tax Information	GPUS_W4_DATA	Self-Service, Payroll and Compensation, W-4 Tax Information USA, W-4 Tax Information	Maintain W-4 tax information.
Submit Confirmation	EO_SUBMIT_CONFIRM	Click the Submit button on the W-4 Tax Information page.	Confirm changes to W-4 tax information.
URL Maintenance	URL_TABLE	PeopleTools, Utilities, Administration, URLs, URL Maintenance	Maintain the URLs for links that access official tax forms on third-party servers.

Maintaining Payee Tax Profiles

Access the Payee Tax Profile page.



Payee Tax Profile page

Tax Location Enter a tax location for the payee. The system populates the fields in the Employee Tax Distribution group box with the state and distribution percentage associated with the tax location that you select. If the payee

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belongs to a department to which you associated a tax location using the Department Table USA page, the system automatically populates this field.

Note. When you save this page, the Federal and State Tax Data pages are populated. You can then access these pages to update or modify the data.

See Chapter 11, "Setting Up Taxes," Assigning Tax Location Codes to Departments, page 143.

FICA Status The value of this field defaults to the FICA Status Employee option selected on the Company Federal Tax Data USA page.

You can override the default value by selecting:

Subject: Select for payees subject to both OASDI and Medicare taxes.

Exempt: Select for payees exempt from OASDI and Medicare taxes.

Medicare Only: Select for payees subject to Medicare taxes only.

Note. The default value of this field is based on the FICA Status Employee option selected on the Company Federal Tax Data USA page.

Tax Report Type Select the report type that indicates which year-end form the system uses to report annual earnings and taxes.

Employee Tax Distribution

This group box displays the state and tax distribution information associated with the tax location that you select for the payee.

View Federal Tax Data Click to access the Federal Tax Data page for the payee.

View State Tax Data Click to access the State Tax Data page for the payee.

Note. Federal tax data and state tax data records are created after the Tax Profile page is saved. When a payee's tax profile is saved, hyperlinks to the Federal/State Tax Data pages become available, enabling you to modify the tax information.

Maintaining Federal Tax Data

Access the Federal Tax Data page.

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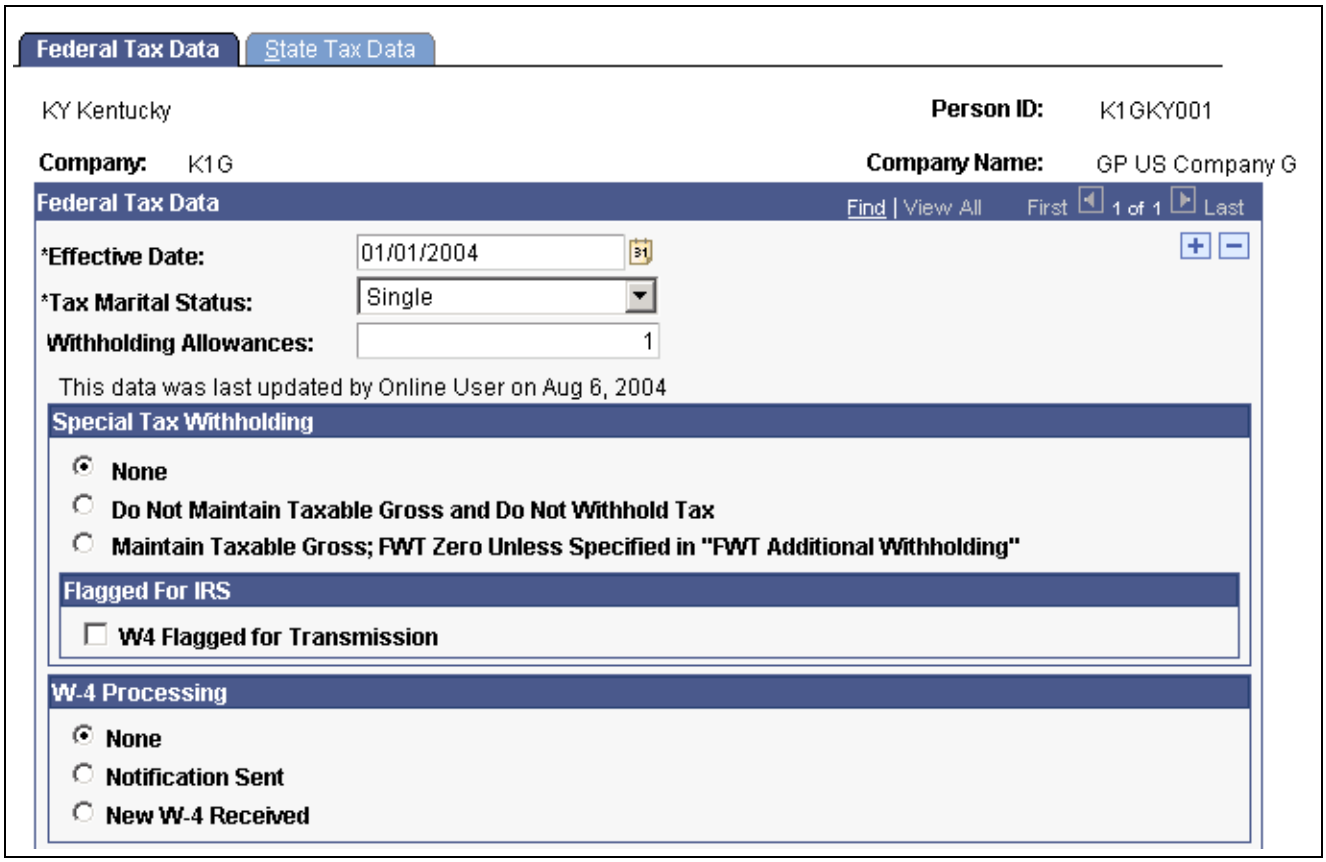
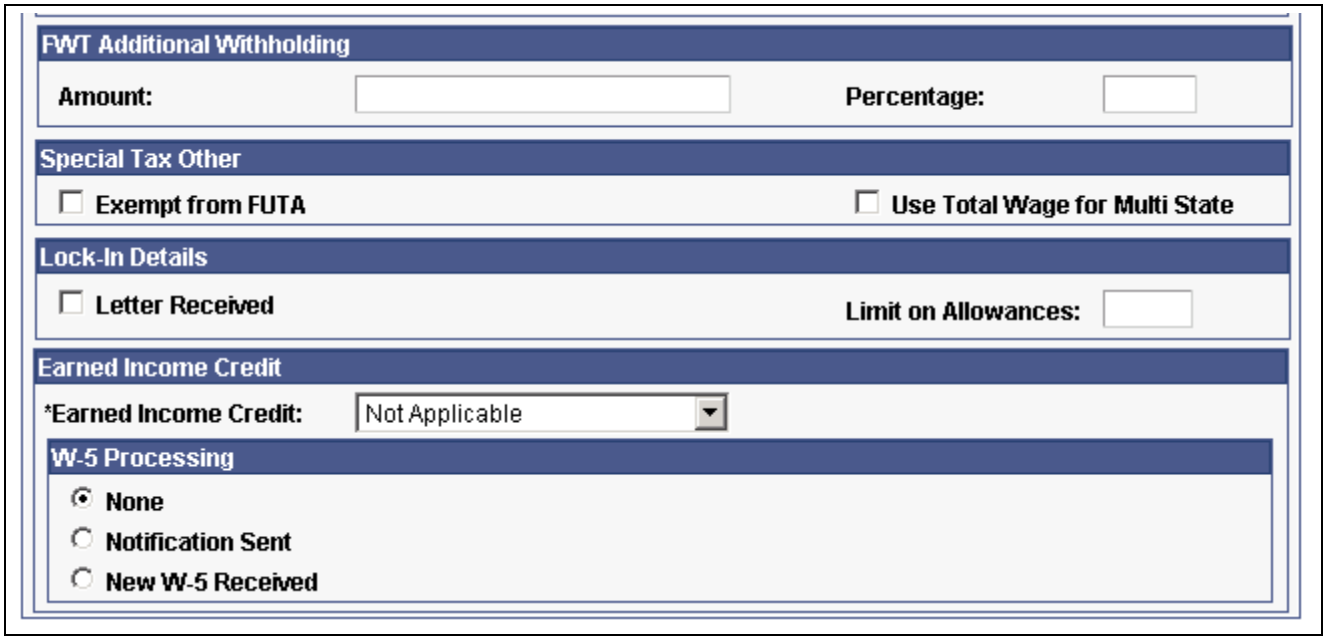


Federal Tax Data page (1 of 2)



Federal Tax Data page (2 of 2)

Tax Marital Status Select the payee's tax marital status for FWT (Federal Withholding Tax). The default value is *Single*.

Withholding Allowances Enter the number of allowances that the payee claims for FWT purposes. The default value is zero.

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Special Tax Withholding

None Select if the payee has no special tax status. With this option, the system calculates FWT based on the payee's taxable gross, marital status, and withholding allowances. If you select this option and specify an amount or percentage in the FWT Additional Withholding group box, the system calculates taxes based on the information in the tax table and withholds the additional withholding amount indicated.

Do Not Maintain Taxable Gross and Do Not Withhold Tax Select to disable the tracking of federal taxable gross balance and the calculation of federal income tax for the payee.

Maintain Taxable Gross; FWT Zero Unless Specified in "FWT Additional Withholding" Select to override the normal tax calculation with the amount or percentage indicated in the FWT Additional Withholding group box. The system determines taxable gross for FWT using the individual earnings paid to the payee. The tax withheld becomes either a flat amount or a percentage of the federal taxable wages.

Flagged for IRS Select to flag W-4s for transmission to the IRS.

W-4 Processing

None Indicates that W-4 processing does not apply to the payee.

Notification Sent Indicates that you notified the payee that he must submit a new Form W-4.

New W-4 Received Indicates that you received a new Form W-4 from the payee.

FWT Additional Withholding

Use the fields in this group box to withhold additional FWT. The effect that these fields have on tax calculation depends on the option that you select in the Special Tax Withholding group box.

Amount Enter an additional flat amount to withhold.

Percentage Enter an additional percentage to withhold. The system calculates the additional withholding using a percentage of the payee's taxable wages.

Special Tax Other

Exempt from FUTA Select to exempt payee from FUTA. If you select the Exempt from FUTA check box on the Company Federal Tax Data USA page, the Exempt from FUTA check box on this page is selected for payees of that company.

Use Total Wage for Multi State

Note. This field is for future use.

Lock-In Details

Letter Received Select to indicate that you received a letter from the Internal Revenue Service specifying the number of allowances that the payee is allowed to claim.

Limit on Allowances Enter the maximum number of allowances that the payee can claim. The value that you enter in the Withholding Allowances field is not allowed to exceed this number.

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Earned Income Credit

Earned Income Credit Select the EIC eligibility of the payee. Values are:

Not Applicable: Select if the payee is ineligible for the credit.

Single, or Head of Household: Select if the payee is eligible for the credit and is single or claims head of household status.

Married Without Spouse Filing: Select if the payee is eligible for the credit, is married, and has a spouse who does not file a tax return.

Married, Both Spouses Filing: Select if the payee is eligible for the credit, is married, and has a spouse who also files a tax return.

W-5 Processing

A payee must submit a Form W-5 to receive advance EIC payments with each paycheck. The fields in this group box indicate the status of the payee's Form W-5.

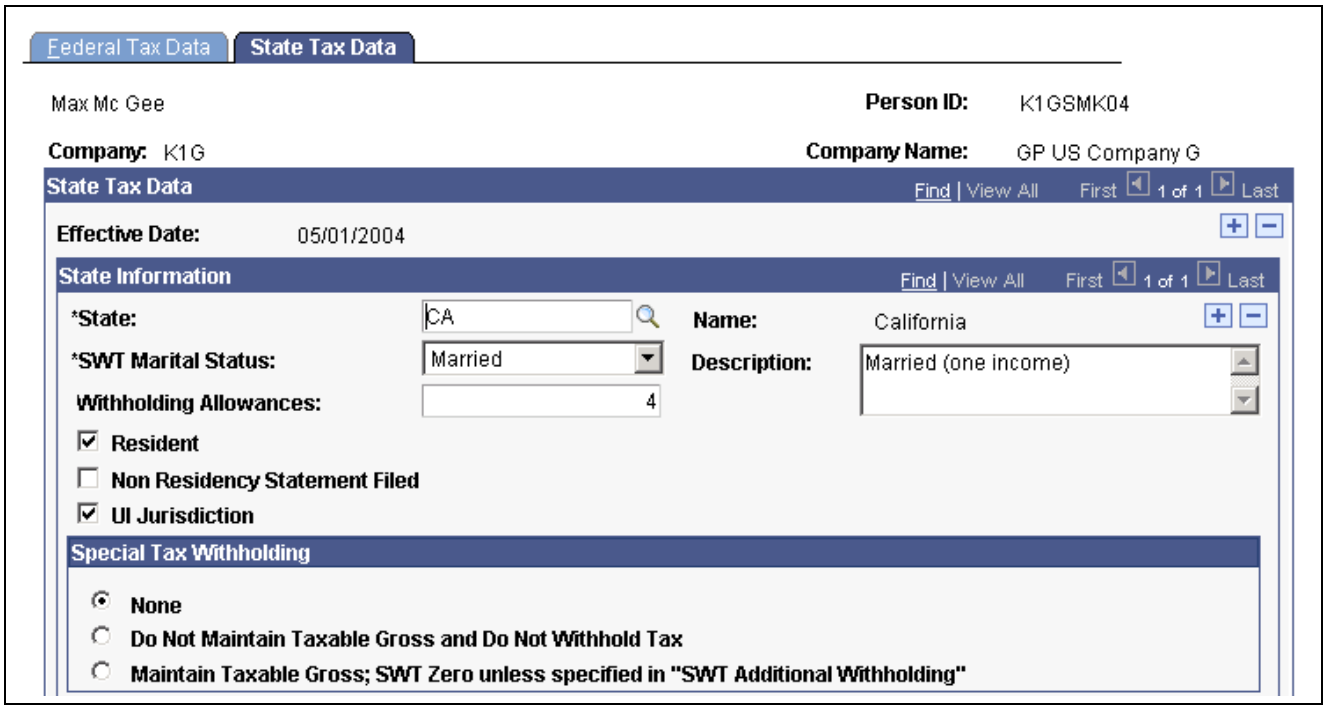
None Indicates that W-5 processing does not apply to the payee.

Notification Sent Indicates that you notified the payee that he must submit a new Form W-5.

New W-5 Received Indicates that you received a new Form W-5 from the payee.

Maintaining State Tax Data

Access the State Tax Data page.



State Tax Data page (1 of 2)

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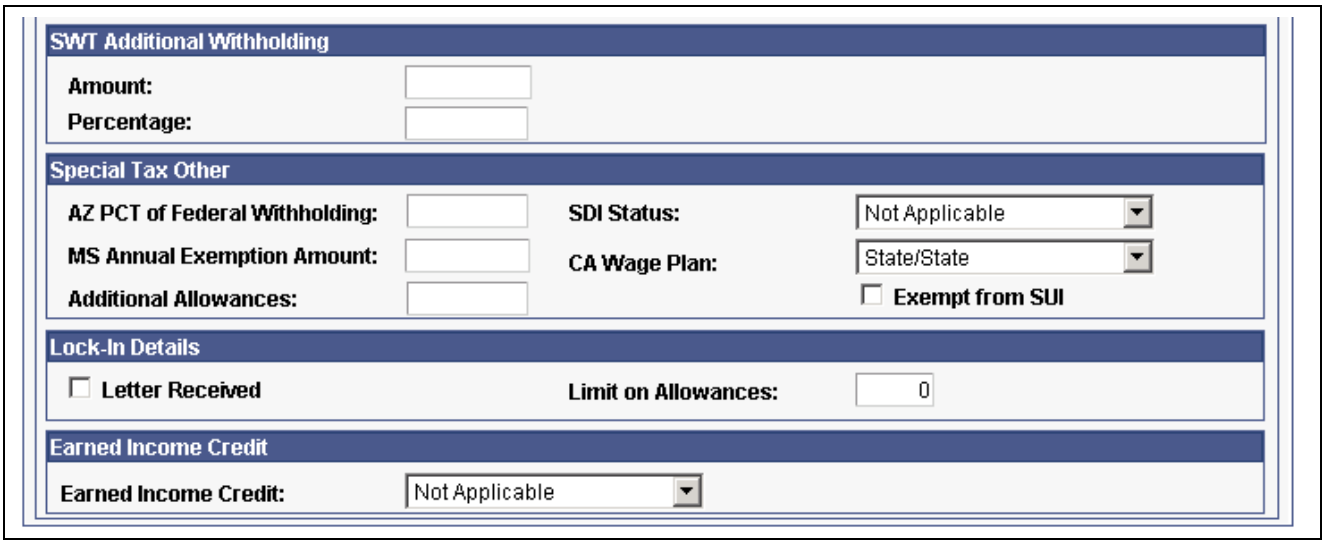

State Tax Data page (2 of 2)

State Information

State Enter the state for which you are entering tax data. Normally, the system populates this field automatically based on the tax location selected on the Payee Tax Profile page.

Resident Select to indicate that this is the payee's state of residence.

Non Residency Statement Filed Select if the payee completed the necessary nonresidency certificate.

UI Jurisdiction (unemployment insurance jurisdiction) Select to indicate that this is the payee's Work State and state of jurisdiction for unemployment insurance tax.

Note. The UI Jurisdiction check box must be selected for state income tax to be calculated.

SWT Marital Status Select the appropriate marital status for SWT (State Withholding Tax).

Note. This field is N/A for states that do not use marital status for tax calculation.

Withholding Allowances Enter the number of allowances that the payee claims for SWT. This number should match the number on the payee's state withholding allowance certificate.

Special Tax Withholding

None Select if the payee has no special tax status. With this option, the system calculates SWT based on the payee's taxable gross, marital status, and withholding allowances. If you select this option and specify an amount or percentage in the SWT Additional Withholding group box, the system calculates taxes based on the information in the tax table and withholds the additional withholding amount indicated.

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Do Not Maintain Taxable Gross and Do Not Withhold Tax — Select to disable the tracking of state taxable gross balance for the payee.

Maintain Taxable Gross; SWT Zero unless specified in "SWT Additional Withholding" — Select to override the normal tax calculation with the amount or percentage indicated in the SWT Additional Withholding group box. The system determines taxable gross for SWT using the individual earnings paid to the payee. The tax withheld becomes either a flat amount or a percentage of the federal taxable wages.

SWT Additional Withholding

Use the fields in this group box to withhold additional SWT. The effect that these fields have on tax calculation depends on the option that you select in the Special Tax Withholding group box.

Amount — Enter an additional flat amount to withhold.

Percentage — Enter an additional percentage to withhold. The system calculates the additional withholding using a percentage of the payee's taxable wages.

Note. The state of Connecticut has the ability to increase or decrease values that are entered as additional withholding.

Special Tax Other

Additional Allowances — Enter any additional allowances that the payee claims for California SWT.

SDI Status (state disability insurance status)

Note. This field is reserved for future use.

AZ PCT of Federal Withholding (Arizona percentage of federal withholding) — Enter the percentage of federal withholding that constitutes the SWT amount.

Exempt from SUI (exempt from state unemployment tax)

Note. This field is reserved for future use.

MS Annual Exemption Amount (Mississippi annual exemption amount) — Enter the annual exemption amount from the payee's completed Mississippi withholding exemption certificate. This exemption amount reduces the payee's taxable gross before the SWT calculation for each pay period.

CA Wage Plan (California unemployment plan)

Note. This field is reserved for future use.

Lock-In Details

Letter Received — Select if you received a letter from the state taxing authority that specifies the number of allowances that the payee can claim.

Limit on Allowances — Enter the maximum number of allowances that the payee can claim. The value that you enter in the Withholding Allowances field is not allowed to exceed this number.

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Earned Income Credit

Earned Income Credit Specify the EIC eligibility of the payee. Values are:

Not Applicable: Select if the payee is ineligible for the credit.

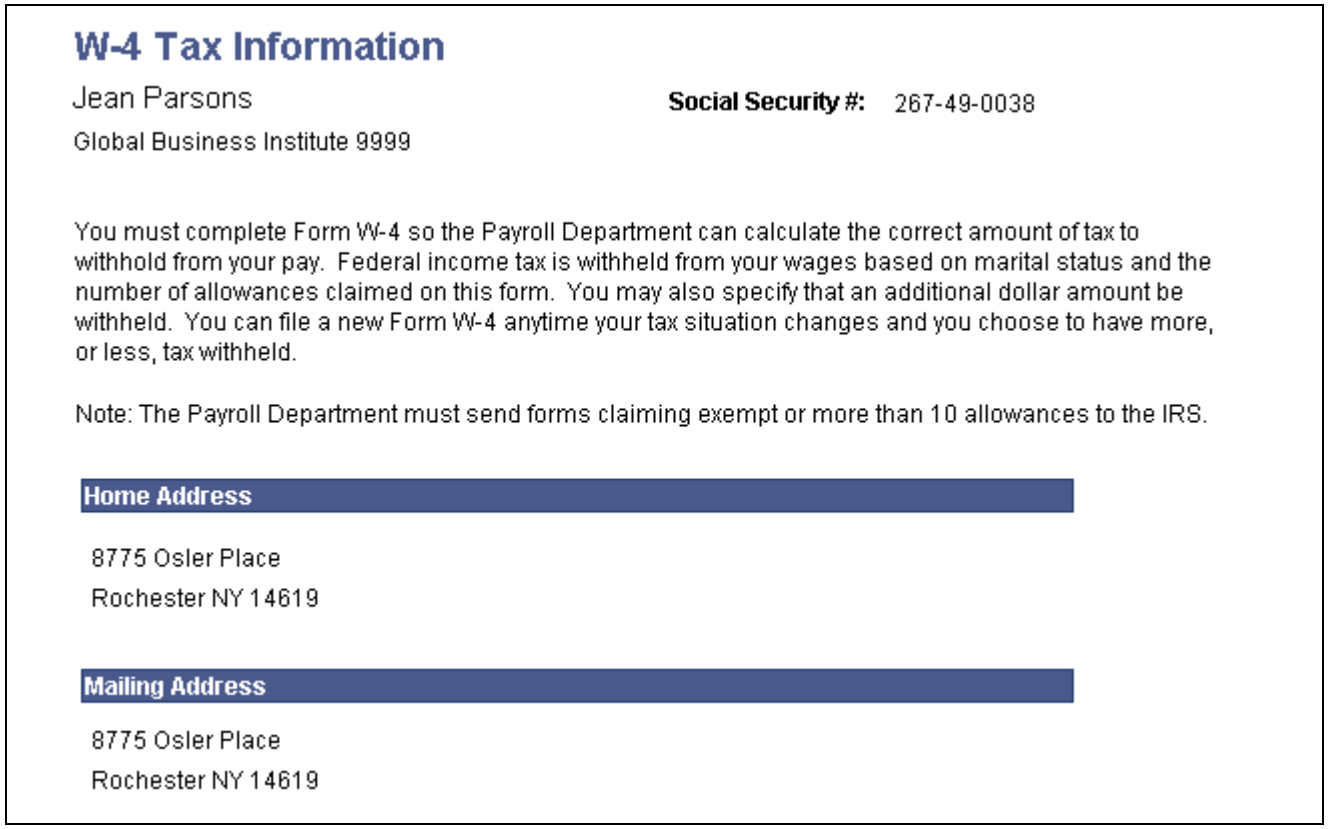
Single, or Head of Household: Select if the payee is eligible for the credit and is single or claims head of household status.

Married Without Spouse Filing: Select if the payee is eligible for the credit, is married, and has a spouse who does not file a tax return.

Married, Both Spouses Filing: Select if the payee is eligible for the credit, is married, and has a spouse who also files a tax return.

Using Self–Service to Maintain Tax Data

Access the W-4 Tax Information page.



W-4 Tax Information page (1 of 2)

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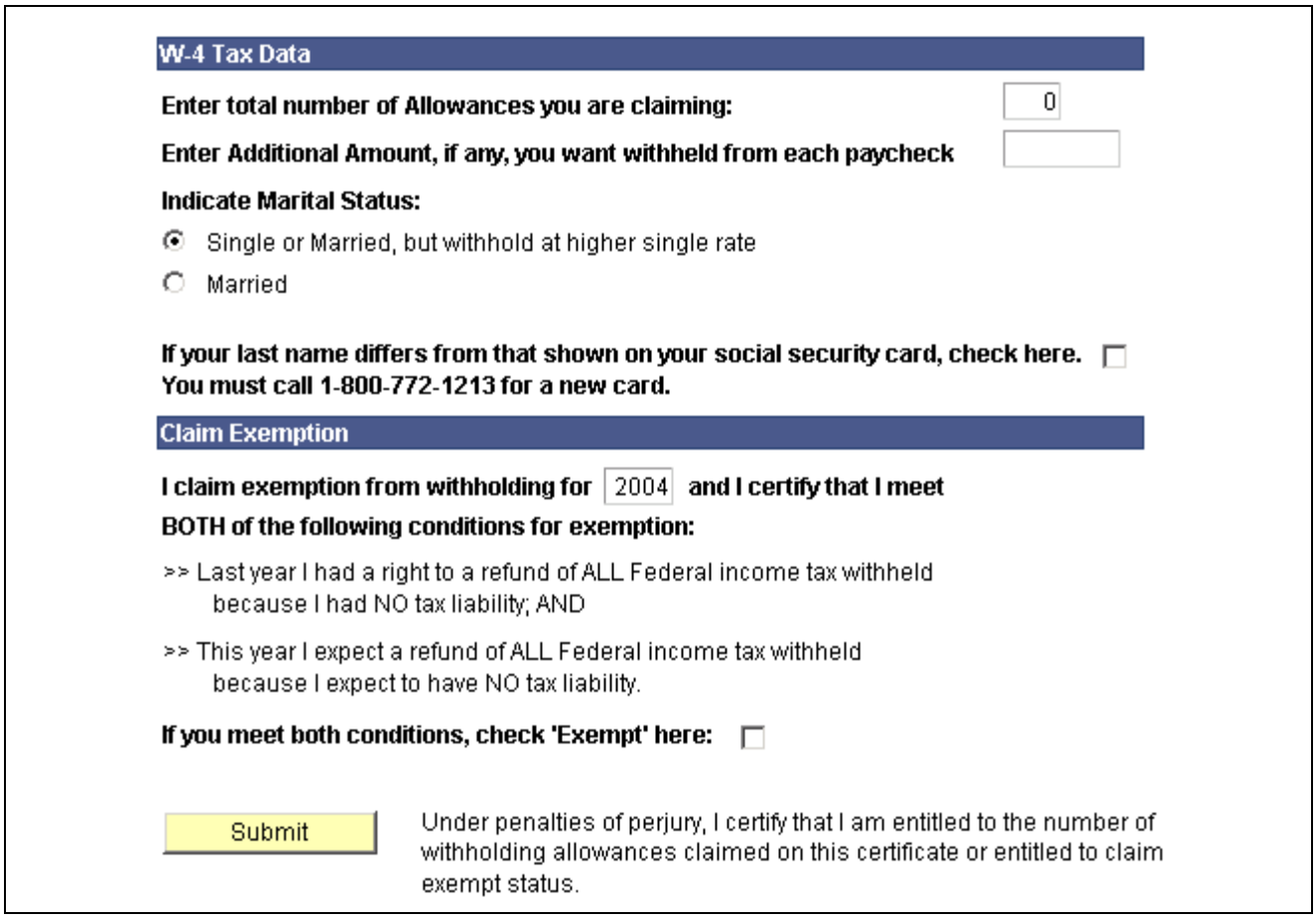

W-4 Tax Information page (2 of 2)

This self-service page enables payees to update their W-4 tax information. They can change their marital status, change the number of allowances they are claiming, enter additional withholding amounts, and claim exemption from FWT. Payees can also indicate when the name that they have on record with the Social Security Administration changes. If they want to view or print a copy of the official Form W-4, they can click the Official Form W-4 link to access the form in PDF format.

Note. The Official Form W-4 link is to a third-party server. Therefore, you must use the URL Maintenance page to update the link periodically to make sure it is still valid.

Maintaining URLs to Tax Forms on Third-Party Servers

Access the URL Maintenance page.

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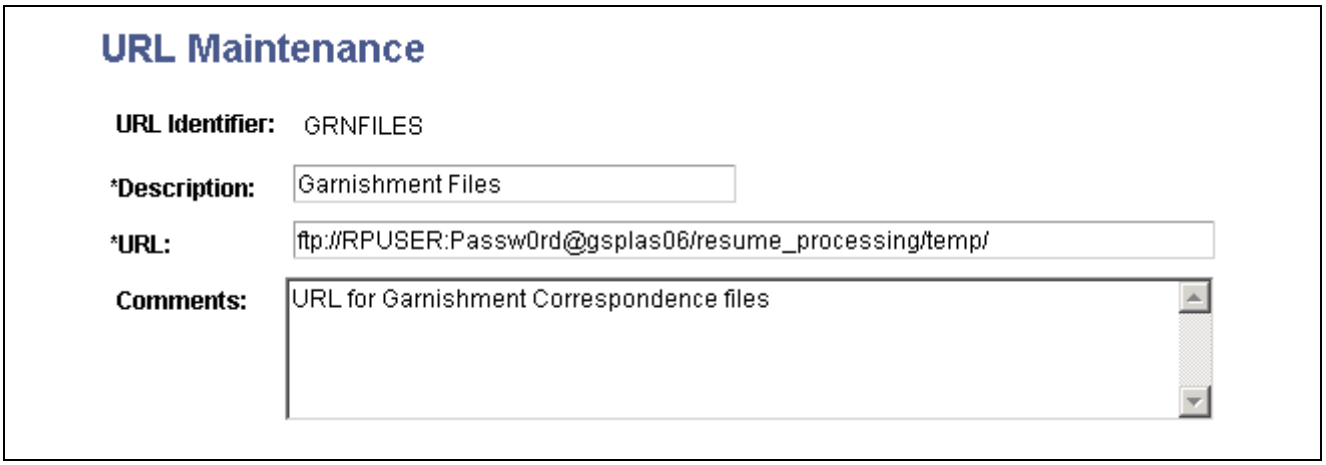

URL Maintenance page

Use this page to maintain the URL accessed by the Official Form W-4 link on the W-4 Tax Information self-service page. The URL identifier for the link is GPUS_W4_FORM. Make changes to the URL field to update the link.

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CHAPTER 12

Setting Up Absence Elements

This chapter provides an overview of absence elements and discusses how to modify and create absence elements.

See Also

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

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Understanding Absence Management"

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Entering and Processing Absences"

Understanding Absence Elements

This section discusses:

- Delivered absence entitlements and takes.
- Delivered absence earnings.
- Process lists and sections.
- Viewing delivered elements.

Delivered Absence Entitlements and Takes

The PeopleSoft system delivers a set of entitlements and takes for absences. You can use these elements as delivered, modify them, or create new elements.

This table lists the entitlements and takes that the PeopleSoft system delivers:

Absence	Entitlement	Take
Vacation	VACATION	VAC TAKE
Sick Leave	SICK	SICK TAKE
Jury Leave	Not Applicable	JURY TAKE
Bereavement Leave	BEREAVEMENT	BEREAV TAKE

Vacation

For the delivered VACATION entitlement, full-time payees scheduled to work 20 hours or more per week accrue vacation time based on their job status and years of service. This table summarizes the vacation entitlement according to job status and years of service:

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Job Status	Years of Service	Annual Vacation
Executive Officer	0+	192 hours
Exempt	0+	80 hours
Exempt	2+	120 hours
Exempt	4+	160 hours
Exempt	6+	192 hours
Non-exempt	0+	48 hours
Non-exempt	2+	104 hours
Non-exempt	11+	144 hours
Non-exempt	16+	168 hours
Non-exempt	20+	184 hours

The system calculates vacation entitlement every pay period using the formula ABS FM ENTITLEMENT. The amount of vacation that accrues each pay period is prorated depending on the period frequency. For example, suppose that a payee earns 96 hours of vacation per year and is paid monthly. The system divides the annual vacation earned (96) by the number of pay periods in the year (12), resulting in a total of 8 hours of vacation per month. For payees who work less than 40 but at least 20 hours per week , the system prorates the number of vacation hours accrued. For example, suppose that a full-time payee accrues 2 hours of vacation per week, but a part-time payee only works 32 hours in one week. The system prorates the payee's vacation accrual based on the payee's work hours (32/40 * 2 hours per week) so that the payee earns 1.6 hours of vacation. Payees who work more than the normal 40-hour work week do not accrue extra vacation. The maximum accrual is always based on a 40-hour work week. The system carries a payee's vacation balance over to subsequent years, but the balance may not exceed the annual number of hours that a payee earns.

Absence entries using the absence take VAC TAKE discount from the VACATION entitlement and generate the VAC PAID earning. Holidays and non-worked hours do not discount from the vacation balance. The system allows a negative vacation balance of up to the granted time for the next service year for all employees. Non-exempt employees may not have a negative vacation balance. The system generates the VAC UNPAID earning for vacation balances that exceed the allowed negative balance.

Note. Payees who are on paid absence accrue vacation time, but payees who are absent without pay do not.

Note. Payees who work less than 20 hours per week do not receive vacation entitlement.

Sick Leave

The system calculates the SICK entitlement on a monthly basis. Payees who work full time (40 hours per week) accrue 8 hours (one full work day) of sick leave per month. Payees who are on paid absence accrue sick leave, but payees who are absent without pay do not.

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Absence entries using the absence take SICK TAKE discount from the SICK entitlement and generate the SICK PAID earning. Holidays and non-worked hours do not discount from a payee's sick leave balance. The system does not allow payees to have a negative sick leave balance, and sick leave can be charged against any available vacation hours (up to the employee's annual vacation entitlement). If there are remaining SICK TAKE hours after the sick and vacation balances are used, the system processes the SICK UNP earning.

For example, assume that an employee who is paid monthly has an annual vacation entitlement of 48 hours:

- Sick Balance as of 1 October = 8 hrs.
- Sick Entitlement on 4 October = 8 hrs.
- Vacation Balance as of 1 October = -45 hrs.
- Vacation Entitlement on 4 October = 4 hrs.

The employee in this example is assigned a Sick Take of 32 hrs for the month of October. As a result, he is paid the following as of the 31 October pay period end date:

- Sick Paid = 23 hrs (Sick Bal, 8 hrs + Sick Entlmt, 8 hrs + Vac Hrs Available, 7 hrs)
- Sick Unpaid = 9 hrs (Sick Take hrs not covered by Sick Balance and vacation hours)

As of 31 October, the employee's Sick and Vacation balances are:

- Sick Balance = 0 hrs (Sick Beginning Balance, 8 hrs + Sick Entlmt, 8 hrs - Sick Take, 16 hrs)
- Vacation Balance = -48 hrs (Vac Beginning Balance, -45 hrs + Vac Entlmt, 4 hrs - Vac used for Sick Take, 7 hrs)

Note. Sick time is prorated like vacation time for payees working between 20 and 40 hours. Payees working less than 20 hours do not accrue sick leave. The sick leave balance does not carry forward to the next calendar year

---

Jury Leave

Global Payroll for United States does not deliver an entitlement for jury leave. That means that there is no limit to the amount of jury leave that a payee can take. Absence entries using the absence take JURY TAKE generate the JURY PAID earning.

Bereavement Leave

The system calculates the BEREAVEMENT entitlement on an as-needed basis. The system grants 24 hours (three working days) of bereavement leave to payees for each death of a family member. In the event that a payee has more than one death in the family in a given year, unused bereavement leave from a previous death in the family does not carry over to the payee's bereavement leave balance. When the system calculates the entitlement for the second death in the family, it deletes any previous bereavement leave balance and grants a new balance of 24 hours.

Absence entries using the absence take BEREAV TAKE discount from the BEREAVEMENT entitlement and generate the BEREAV PAID earning. The system does not allow a negative balance of bereavement leave. The system discounts any bereavement takes beyond the 24 hours granted from the VACATION entitlement.

Delivered Absence Earnings

The PeopleSoft system delivers earnings elements for absences and vacations. You can use these elements as delivered, modify them, or create new elements.

This table summarizes the absence earnings:

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Name	Unit	Rate	Accumulators
BEREAV PAID (bereavement pay)	Payee-level	HOURLY RT (system element)	TOTAL EARNINGS N BEREAV PAID_YTDA FWT GRS N OAS EE GRS N OAS ER GRS N MED EE GRS N MED ER GRS N FUT GRS N EIC GRS N 401K GROSS N SWT GRS N REDUCE SAL AMT
BEREAV UNP (unpaid bereavement)	Payee-level	HOURLY RT (system element)	BEREAV UNP_YTDA REDUCE SAL AMT
SICK PAID (sick pay)	Payee-level	HOURLY RT (system element)	TOTAL EARNINGS N SICK PAID_YTDA FWT GRS N OAS EE GRS N OAS ER GRS N MED EE GRS N MED ER GRS N FUT GRS N EIC GRS N 401K GROSS N SWT GRS N REDUCE SAL AMT
SICK UNP (unpaid sick)	Payee-level	HOURLY RT (system element)	SICK UNP_YTDA REDUCE SAL AMT

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Name	Unit	Rate	Accumulators
JURY PAID (jury leave)	Payee-level	HOURLY RT (system element)	TOTAL EARNINGS N JURY PAID_YTDA FWT GRS N OAS EE GRS N OAS ER GRS N MED EE GRS N MED ER GRS N FUT GRS N EIC GRS N 401K GROSS N SWT GRS N REDUCE SAL AMT
JURY UNP (unpaid jury duty)	Payee-level	HOURLY RT (system element)	JURY UNP_YTDA REDUCE SAL AMT
VAC PAID (paid vacation)	Payee-level	HOURLY RT (system element)	TOTAL EARNINGS N VAC PAID_YTDA FWT GRS N OAS EE GRS N OAS ER GRS N MED EE GRS N MED ER GRS N FUT GRS N EIC GRS N 401K GROSS N SWT GRS N REDUCE SAL AMT

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Name	Unit	Rate	Accumulators
VAC UNP (unpaid vacation)	Payee-level	HOURLY RT (system element)	REDUCE SAL AMT
VAC PAYOUT (vacation pay balance)	VACATION_BAL (accumulator)	HOURLY RT (system element)	TOTAL EARNINGS N VAC PAYOUT_YTDA FWT GRS N OAS EE GRS N OAS ER GRS N MED EE GRS N MED ER GRS N FUT GRS N EIC GRS N 401K GROSS N SWT GRS N

All of the delivered absence-related earnings have a calculation rule of *Unit * Rate.* All absence earnings except VAC PAYOUT subtract from the SALARY earning to maintain the same pay rate for salaried payees. They do not, however, subtract from the REGULAR earning because earnings for hourly payees are based on the actual number of hours they worked during the period. For example, if a payee were absent for 8 hours during a 40-hour work week, the entered work hours would be 32. The system generates the earning VAC PAYOUT upon the termination of a payee. Vacation Payout (VAC PAYOUT) is also generated for a negative vacation balance up to the net pay available.

The generation control element associated with the VAC PAYOUT earning is GEN GC TERMINATED.

The system processes the delivered earnings elements each time you run a payroll. You can change the processing schedule as needed.

See Also

Chapter 4, “Setting Up Earnings,” Understanding Earnings, page 27

Process Lists and Sections

Global Payroll for United States delivers these absence-related process sections:

- INIT ABSENCE
- ABSENCES
- ABSENCE ENTITL
- ABSENCES TAKES
- HOLIDAY SEC

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INIT ABSENCE Section

The INIT ABSENCE section is a member of the USA STD ABSENCE process list and contains the following elements:

- GEN FM WORKED HRS (formula)
- GEN DT SRVC EXT (date)
- GP PRD END DT EXTR (date)
- ERN CT HOLIDAY (count)

ABSENCES Section

The ABSENCES section contains nine absence-related earnings:

- VAC PAID
- VAC UNPAID
- BEREAV PAID
- BEREAV UNP
- SICK PAID
- SICK UNP
- JURY PAID
- JURY UNP

The ABSENCES section is a member of the USA STD PAYROLL process list.

ABSENCES ENTITL, ABSENCES TAKES, and HOLIDAY SEC Sections

The ABSENCES ENTITL section contains two entitlements:

- VACATION
- SICK

The ABSENCES ENTITL section is a member of USA STD ABSENCE process list.

The ABSENCES TAKES section contains four takes:

- VAC TAKE
- SICK TAKE
- BEREAV TAKE
- JURY TAKE

The ABSENCES TAKES section is a member of USA STD ABSENCE process list.

The HOLIDAY SEC section contains the HOLIDAY earning.

It is a member of the USA STD ABSENCE process list.

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Viewing Delivered Elements

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

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

Modifying and Creating Absence Elements

Global Payroll for United States delivers absence elements based on practices that are common to many businesses in the U.S. Your specific business practices, however, may require you to modify the delivered elements or create your own. This section provides some examples of common absence rules modifications and additions. There are, of course, many other ways in which you might want to set up absence elements. These examples illustrate the kinds of changes that are possible and how you implement them.

Modifying Vacation Accrual

The system determines how much vacation a specific payee should accrue each pay period based on job status and years of service. This information is stored in the ABS BR ENTITLE bracket. By changing the return values for this bracket, you can modify how much vacation the system assigns to payees.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Data Retrieval Elements," Defining Bracket Elements.

Modifying Bereavement Leave Allotment

The system assigns 24 hours (three working days) of bereavement leave to a payee per death that occurs. This allotment is based on the ABS VR BER ENTIT variable. By changing the value of this variable, you can modify the amount of bereavement leave that the system grants.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Calculation Elements," Defining Variable Elements.

Establishing An Annual Limit for Jury Leave

Global Payroll for United States does not deliver an entitlement for jury leave. This means that there is no limit to the amount of jury leave that a payee can take. If you want to establish an annual limit for paid jury leave, you must create a new jury leave entitlement.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Absence Elements," Defining Absence Entitlement Elements.

Adding New Types of Absences

A business may provide payees with types of absences that are not delivered with Global Payroll for United States, such as maternity leave or personal leave. To implement new absences, you must create a variety of new elements, including entitlements, supporting elements, takes, and earnings.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Absence Elements".

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CHAPTER 13

Defining Banking

This chapter provides an overview of banking and discusses how to:

- Define and assign bank districts.
- Set up source banks in the United States.
- Manage the prenotification process.
- Run the banking process.
- Create direct deposits.
- Create garnishment files.
- Generate banking reports.

Understanding Banking

This section discusses:

- Banking in the United States.
- Banking setup.
- The CI_BANK_EC component interface.
- Banking preparation process.

Banking in the United States

In the United States, employees can choose to be paid by check, direct deposit, or a combination of both. If an employee chooses to be paid by direct deposit, the funds are transferred electronically to the employee's bank account. A prenote may be required before the first electronic transfer. You can create a prenote and generate a check while waiting for the prenote to be processed.

You can use the banking process in Global Payroll for United States to complete paycheck processing. During source bank setup, you define and assign payment IDs to any type of payment. Since organizations offer their employees several different payment methods, such as checks or bank transfers, it is important to assign unique payment IDs to payment types. During bank processing, the system determines the type of payment and the appropriate payment number to assign to each paycheck.

In the United States, direct deposits are distributed to banks through the National Automated Clearing House Association (NACHA). For NACHA to electronically transfer money, companies must send direct deposit files, using the formats required by NACHA. Global Payroll for United States supports the PPD file format used for payee net pay distribution.

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Garnishments can be submitted electronically as part of payment processing. Global Payroll for United States supports the CTX file format used for garnishments.

With Global Payroll for United States, you can generate the Net Payment report, the Net Distribution Exception report, and the transmittal report for child support garnishments.

Banking Setup

In Global Payroll, banking setup starts in the core application and continues in Global Payroll for United States. Before reading this chapter, it is strongly recommended that you read the banking feature in the Global Payroll core documentation.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Banking Instructions".

These steps summarize the banking setup in Global Payroll for United States:

1. Define bank information, such as bank name and ID.

   Note. In Global Payroll, bank information must be defined for all banks, including those that are to be used as source banks and those that are used by payees. Because there may be a large volume of bank information to set up, you can simplify the process by importing bank information from a Microsoft Excel spreadsheet into the bank setup tables with the use of the CI_BANK_EC component interface that PeopleSoft provides.

   See Chapter 13, "Defining Banking," The CI_BANK_EC Component Interface, page 173.
2. Define and assign district information for banks in the United States.
3. Define funding such as the electronic funds transfer (EFT) formats and source bank account information.
4. Define additional source bank information for the United States.
5. Define a deposit schedule.
6. Define recipients.

   A recipient can be general (for example, a government agency) or individual.
7. Define a payee's bank account information and net pay distribution details.

   On the Maintain Bank Accounts page, you also define prenote information for U.S. payees.

Note. Bank information setup and general source bank setup are discussed in the application fundamentals PeopleBook for Human Resources Management (HRMS). All other aspects of banking setup, such as deposit schedules, recipients, and payee bank account information, are discussed in the Global Payroll core documentation, with the exception of bank district setup, additional U.S. source bank setup, and prenote information, which are discussed in this chapter.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Banks and Bank Branches".

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Banking Instructions".

See Chapter 13, "Defining Banking," Understanding Source Bank Setup in the United States, page 175.

See Chapter 13, "Defining Banking," Managing the Prenotification Process, page 178.

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The CI_BANK_EC Component Interface

Bank information can change frequently due to mergers and changes in bank locations or bank IDs (also known as routing numbers).

Because there may be a large volume of bank information to set up, you can simplify the process by importing bank information from a Microsoft Excel spreadsheet into the bank setup tables using the banking component interface that PeopleSoft provides.

These steps summarize the setup and use of the CI_BANK_EC component interface:

1. Download bank information from a website or service that provides bank information to a Microsoft Excel spreadsheet.
2. Import the bank information from the Microsoft Excel spreadsheet to the CI_BANK_EC component interface using the Excel to Component Interface utility.
3. The CI_BANK_EC component interface loads bank information into the BANK_EC table and BANK_BRANCH_TBL in HRMS.

Note. It is your responsibility to determine which rows to update and which rows to add to the HRMS database when using the Excel to Component Interface utility.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

Banking Preparation Process

Once you've set up banking and assigned recipients to deductions, you can run the Global Payroll for United States banking preparation process.

The Global Payroll for United States banking preparation process includes:

- The core banking preparation process.
- U.S. specific payment processes.
- Combine payments process.
- Payment ID and number assignment process.

See Also

Chapter 20, "Processing Payments," Processing Payments, page 281

Defining and Assigning Bank Districts

To define bank districts, use the Define Bank Districts USA (GPUS_DSTRCT_TBL) component. To assign a district ID to a bank, use the Assign Bank Districts USA (GPUS_BNK_DSTRCT) component.

This section discusses bank district setup and discusses how to:

- Define bank districts.
- Assign bank districts.

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Understanding Bank District Setup

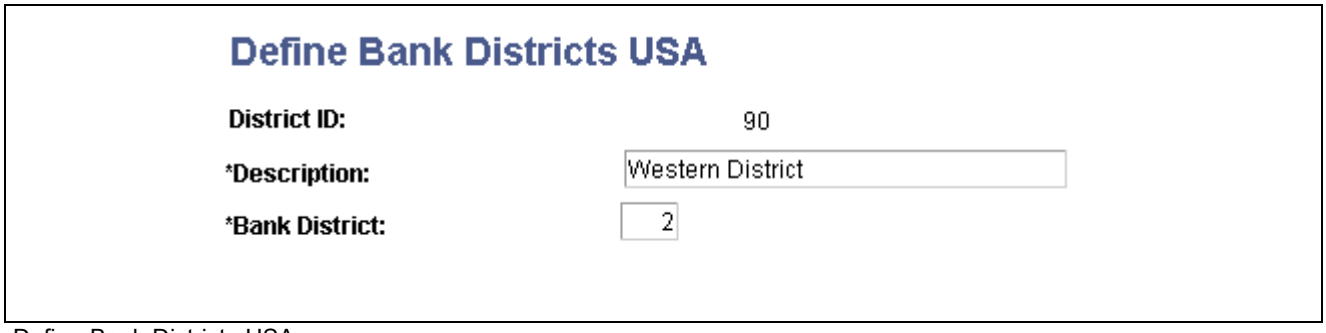
Bank district information must be printed on payslips as part of the ABA fractional number. In Global Payroll for United States, you set up district IDs and then assign them to banks.

Pages Used to Define and Assign Bank Districts

Page Name	Object Name	Navigation	Usage
Define Bank Districts USA	GPUS_DSTRCT_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Define Bank Districts USA, Define Bank Districts USA	Define district ID information for U.S. banks.
Assign Bank Districts USA	GPUS_BNK_DSTRCT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Assign Bank Districts USA, Assign Bank Districts USA	Assign bank districts to U.S. banks.

Defining Bank Districts

Access the Define Bank Districts USA page.



Define Bank Districts USA page

District ID The District ID entered in the entry dialog box appears.

Description Enter a description for the district.

Bank District Enter a bank district number that corresponds to the District ID.

Assigning Bank Districts

Access the Assign Bank Districts USA page.

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Assign Bank Districts USA page

District ID Select the District ID that corresponds to the bank. The District ID is defined on the District Table USA page. When you select the District ID, the Description and Bank District information that is defined on the District Table USA page appears.

Setting Up Source Banks in the United States

To set up source banks in the United States, use the Pay Entity Source Bank USA (GPUS_PYENT_SBNK) component.

This section provides an overview of source bank setup in the United States and discusses how to:

- Select pay entities for additional source banks.
- Override default source banks.

Understanding Source Bank Setup in the United States

Source banks are the funding sources for payroll disbursements.

To set up source banks in Global Payroll for United States:

1. Define source bank information on the Source Bank Accounts page.

   The Source Bank Accounts page is discussed in the application fundamentals for HRMS documentation.

   See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Banks and Bank Branches".

2. Define additional setup information on the US Bank Additional Data page.

   Note. If *USA* is selected as the Country Code on the Source Bank Accounts page, the Other Required Information link appears. This link goes to the US Bank Additional Data page, where you define the number of business days required by the source bank for prenoting.

   The US Bank Additional Data page is discussed in the application fundamentals for HRMS documentation.

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See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Banks and Bank Branches".

3. Link the default source bank account to the pay entity and define the level of funding on the Pay Entity - Source Bank Link page.

   Some companies may fund their entire organization from a single bank, while others may define funding at a lower level, such as by department.

   The Pay Entity - Source Bank Link page is discussed in the Global Payroll core documentation.

   See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Banking Instructions".

4. (Optional) Select the pay entity to override the default source bank on the Pay Entity Source Bank USA page.

   Some companies prefer to define different source banks for different payment methods, such as checks versus direct deposits. If you want to have multiple source banks, you must first select the pay entity for which you will override the default source bank.

5. (Optional) Override the default source bank on the Source Bank Override USA page.

   If you want to have multiple source banks, you can override the default source bank by defining payment methods and IDs for the additional source banks.

Note. In addition to setting up source banks, you need to define and assign payment IDs. A payment ID is a unique identifier that you can use to determine which payments have been processed.

You define the payment ID on the Payment ID Definition page. Because the same payment ID can be associated with multiple payment methods and can be used by multiple source banks, you need to associate the appropriate payment ID with a specific payment method. You define this as part of the source bank account on the Payment ID Assignment page.

The Payment ID Definition page and the Payment ID Assignment page are discussed elsewhere in this PeopleBook.

See Chapter 20, "Processing Payments," page 277.

Pages Used to Set Up Source Banks in the United States

Page Name	Object Name	Navigation	Usage
Pay Entity Source Bank USA	GPUS_PE_SBANK_OVRD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Source Bank USA, Pay Entity Source Bank USA	Select the pay entity for which you will override the source bank.
Source Bank Override USA	GPUS_PE_SBANK_SEC	Click the Override link on the Pay Entity Source Bank USA page.	Define the payment method and ID for the source bank override, if necessary. The override option is used when multiple source banks are used.

Selecting Pay Entities for Additional Source Banks

Access the Pay Entity Source Bank USA page.

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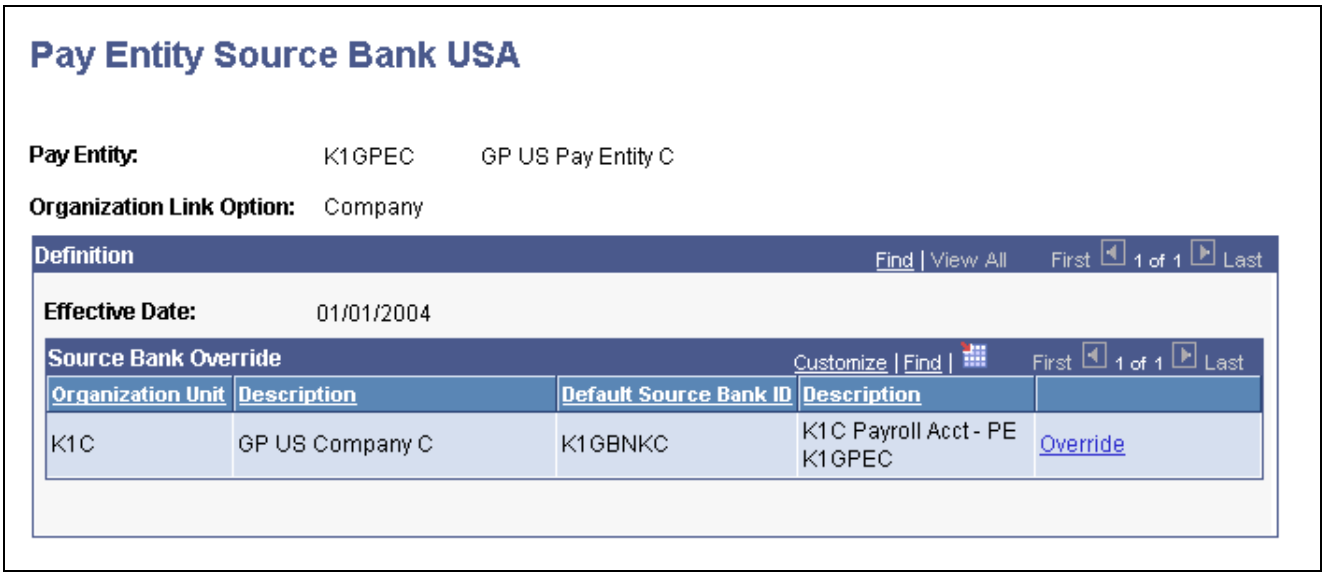


Pay Entity Source Bank USA page

Organization Unit Displays the Organization Unit that you defined on the Pay Entity - Source Bank Link page.

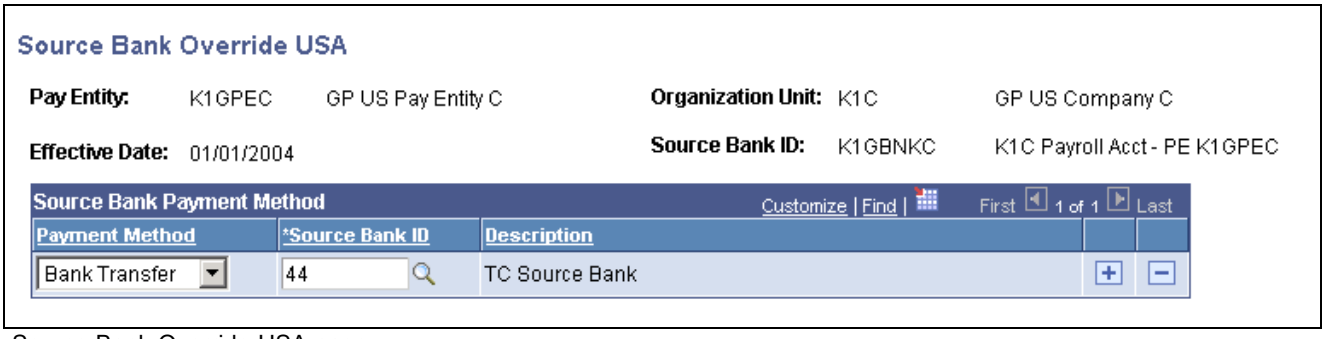
See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Banking Instructions".

Default Source Bank ID Displays the Source Bank ID that you defined on the Pay Entity - Source Bank Link page. If your organization has multiple source banks, you can override the default source bank on the Source Bank Override USA page.

Override Click the Override link to access the Source Bank Override USA page.

Overriding Default Source Banks

Access the Source Bank Override USA page.



Source Bank Override USA page

Payment Method Select the payment method to be used with the additional source bank. Options are *Bank Transfer, Cash, Check, Postal Order,* and *Wire Transfer.*

Note. You cannot have two rows with the same payment method.

Source Bank ID Select the ID for the additional source bank.

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Managing the Prenotification Process

This section provides an overview of prenotification and discusses how to update prenotification information for payees.

Understanding Prenotification

In the United States, payees who elect to receive direct deposits may be subject to prenoting. Prenoting is the process of verifying routing numbers and account number information for an electronic transfer through a zero dollar transaction. Typically, the prenote period is 10 days. During this time, the employer pays the payee with a check instead of a deposit, and a zero dollar deposit is sent to the payee's bank account. This way, if the payee entered an invalid transit or account number, the bank rejects the transaction, but the payee is still paid on time.

Prenotification is optional. If you decide to use prenotification, you can set it up to run when you define Global Payroll for United States installation settings.

You can also set up different prenotification periods for each source bank, if needed. For one source bank, the prenote wait days can be 10 days, and for another source bank, it can be 8 days. You can define this in Global Payroll for United States during source bank account setup.

To set up and update prenotification for payees:

1. Indicate whether prenotification is required at the payee level on the Installation Settings USA page.

   This setting controls whether the default for the Prenotification Required check box is selected or deselected on the Bank Prenote Information USA page.

   The Installation Settings USA page is discussed in this PeopleBook.

   See Chapter 3, "Defining Country Data," Defining Installation Settings, page 22.

2. Indicate the prenote wait days for a United States source bank on the US Bank Additional Data page.

   What you enter at the source bank level determines whether the prenotification process is required. If you enter *0* wait days, a prenote will not be generated at the payee level.

   Note. The US Bank Additional Data page is discussed in the Application Fundamentals for HRMS documentation.

   See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Banks and Bank Branches".

3. Set up bank account information for a payee on the Maintain Bank Accounts page.

   Note. The Maintain Bank Account page is discussed in the Global Payroll core documentation.

   See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining Banking Instructions".

4. Define prenote information for a payee on the Bank Prenote Information USA page.

   Note. If *USA* is selected as the Country Code on the Maintain Bank Accounts page, the Prenote Information link appears. This is where you can manually update a payee's prenotification status.

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Prenotification and Installation Considerations

If you previously installed a Global Payroll country extension other than Global Payroll for United States, and you have payees with United States bank accounts, and then you install Global Payroll for United States, you may need to generate a prenote record for those payees with existing United States bank accounts or update prenote information online, through the payee Maintain Bank Accounts (PYE_BANKACCT) component, in order for the process to run properly.

Prenotification Processing

The prenotification process is part of the Global Payroll for United States banking process.

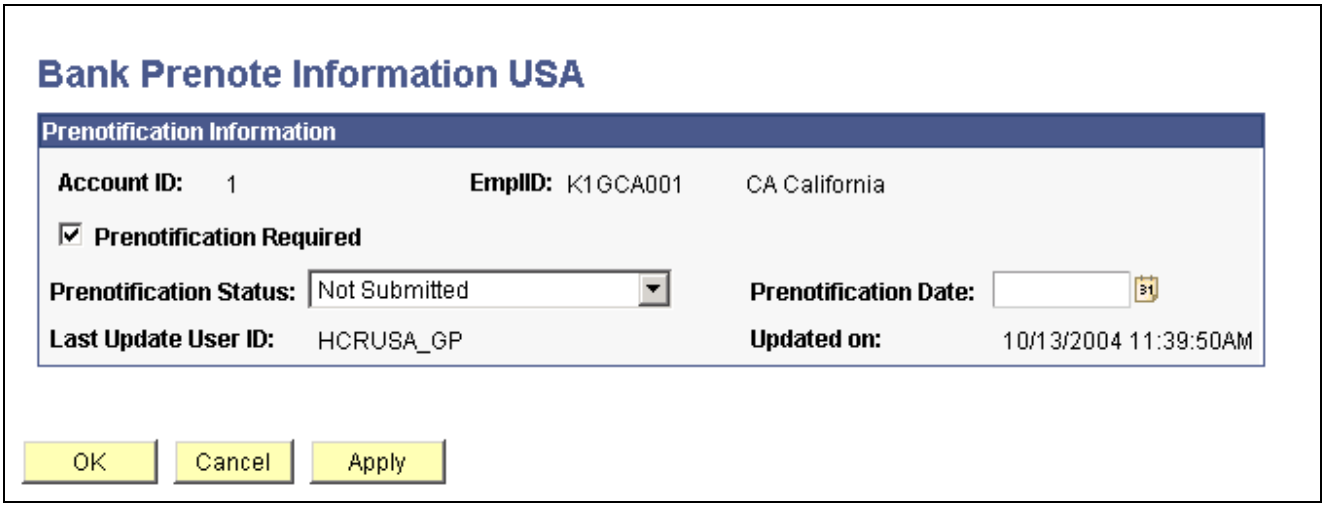
See Chapter 20, "Processing Payments," Processing Payments, page 281.

Page Used to Update Prenote Information for Payees

Page Name	Object Name	Navigation	Usage
Bank Prenote Information USA	GPUS_PRENOTE	Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Maintain Bank Accounts, Maintain Bank Accounts Click the Prenote Information link on the Maintain Bank Accounts page.	If a payee's bank account information changes and prenoting is required, update prenote dates and status.

Updating Prenote Information for Payees

Access the Bank Prenote Information USA page.



Bank Prenote Information USA page

Prenotification Required Select if the prenotification process is required for the payee's bank account. This field determines whether or not prenotes are generated.

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Note. If you selected the Prenote Process Allowed check box on the Installation Settings USA page, this field will be automatically selected. However, if this field is selected but the prenote wait days is defined as *0* at the source bank level, there will not be a prenote. Prenote definition at the source bank level can override prenote information defined elsewhere.

See Chapter 3, "Defining Country Data," Defining Installation Settings, page 22.

Prenotification Status Indicate the status of the prenotification process for the selected bank account. Values are *Completed, Not Submitted, Rejected,* and *Submitted.* The prenote process automatically updates this field, but you can also update it manually. The *Rejected* field value indicates that the source bank rejected the payee bank account information. The *Rejected* status is not set by the prenote process; it can only be set manually.

See Chapter 20, "Processing Payments," Processing Payments, page 281.

Prenotification Date Enter the date of the prenote if you want to override the date when the prenotification was last run. Overriding the prenote date may cause prenotification to occur again unless the prenotification status is set to *Complete*. Prenote days are counted according to this date. Typically, prenote information is updated if the bank ID or bank account information changes for a payee. Prenote information is not updated for payee banking details, such as changes to net pay distribution.

Last Update User ID Displays the User ID of the person who last updated prenote information.

Updated On Displays the date and time that the prenote was last updated. Prenote days are counted according to this date. Typically, prenote information is updated if the bank ID or bank account number changes for a payee.

Note. In order to activate the prenote fields for a bank account, you must select the Apply button at the bottom of this page.

Running the Banking Process

This section provides overviews of the Global Payroll for United States banking process and banking sub-processes.

The Global Payroll for United States Banking Process

These steps summarize the Global Payroll for United States banking process:

1. Finalize the payroll using the Payroll/Absence Run Control page.
2. Run the Global Payroll for United States banking preparation process using the Run Payment Prep Process USA page.
3. Create direct deposit file.
4. Generate child support garnishment file.

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See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Processing Payroll"

Chapter 20, "Processing Payments," Running Payment Preparation, page 284

Chapter 13, "Defining Banking," Creating Direct Deposits, page 181

Chapter 13, "Defining Banking," Creating Garnishment Files, page 184

Banking Sub-Processes

The Global Payroll for United States banking preparation process can be run in two phases, Calculate and Finalize. Depending on the processing phase, different sub-processes will run.

During the Calculate phase, the following processes are run:

- Core banking preparation.
- Prenotification (does not update the Prenotification Status on the Maintain Bank Accounts page).
- Source bank override.

During the Finalize phase, the following processes are run:

- Core banking preparation.
- Prenotification.
- Source bank override.
- Combine payments.
- Payment ID and number assignment.

Note. The banking sub-processes and the Run Payment Prep Process USA page are discussed in detail in another chapter in this PeopleBook.

See Also

Chapter 20, "Processing Payments," Processing Payments, page 281

Creating Direct Deposits

This section provides an overview of the direct deposit file process and discusses how to create the direct deposit file.

Understanding the Direct Deposit File Process

You use the Create Direct Deposit File USA page to define the parameters for the direct deposit file and to run the direct deposit file process.

The direct deposit file is formatted according to the EFT format specified for the source bank of the pay entity, which is in the PPD format.

During the direct deposit file process, the system goes through these steps:

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1. Gets data from the GP_PAYMENT table and the GP_PYMT_BNK_TBL table.

   The GP_PAYMENT table is the base from which a company pays its payees. This table contains one entry for every net pay distribution from every payment included in a calendar run. Another table used for payment processing is GP_PYMT_BNK_TBL. This table contains summary information for a payee's net pay.

2. Runs the PPD EFT process.
3. Creates the PPD001.txt file to be submitted to NACHA.

Note. If you select data that includes multiple source banks, multiple PPD files will be created. There will be one PPD file for each source bank. The PPD files will be named PPD001.TXT, PPD002.TXT, and so forth.

This diagram shows the direct deposit file process:

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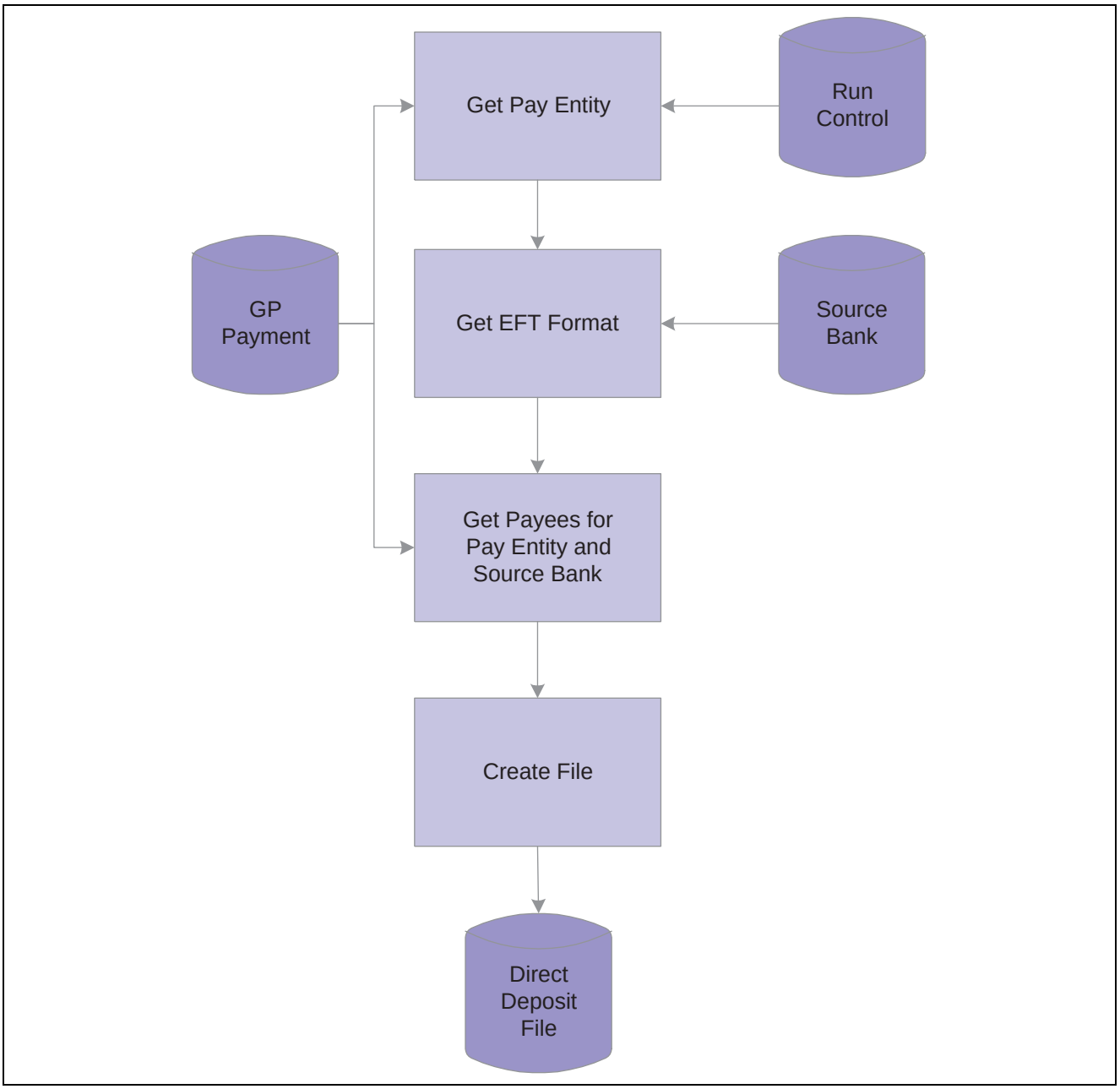

Direct deposit file process

Page Used to Create Direct Deposit Files

Page Name	Object Name	Navigation	Usage
Create Direct Deposit File USA	GPUS_PPD_RC	Global Payroll & Absence Mgmt, Payment Processing, Create Direct Deposit File USA, Create Direct Deposit File USA	Create the PPD file for direct deposits.

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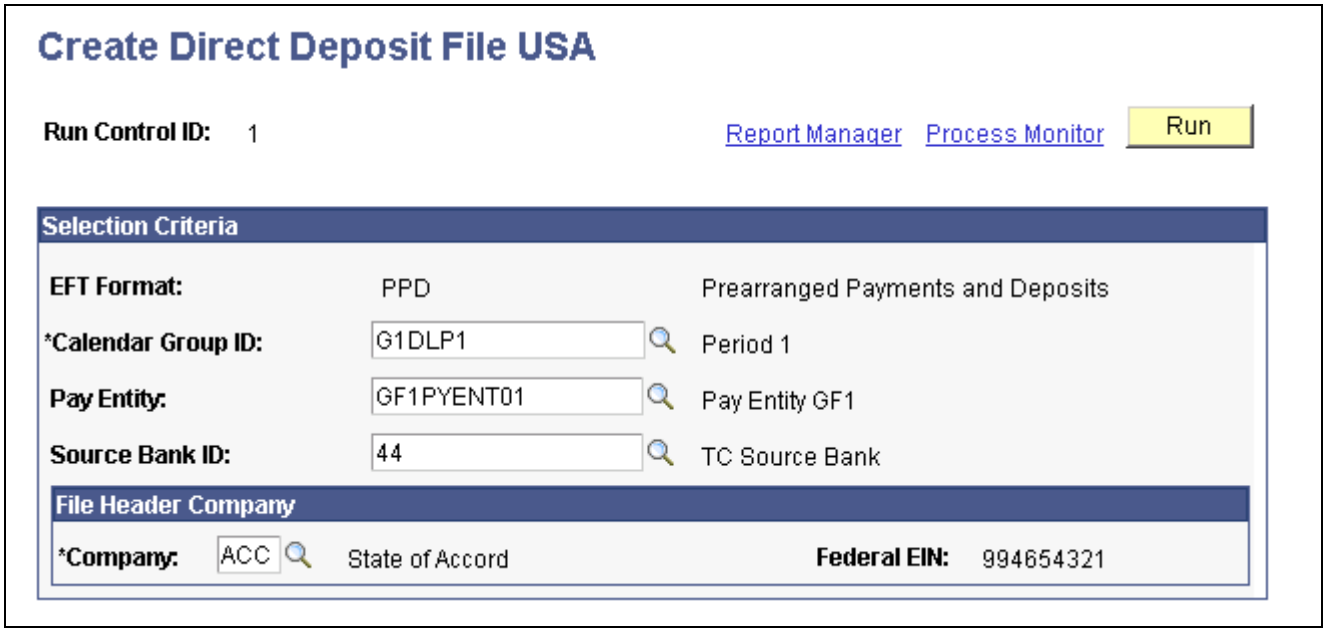
Creating the Direct Deposit File

Access the Create Direct Deposit File USA page.



Create Direct Deposit File USA page

EFT Format The EFT format always displays as *PPD*.

Calendar Group ID Select the Calendar Group ID to be used with this direct deposit file. Only those calendars that are ready for banking are available for selection.

Pay Entity (Optional) Select the pay entity to be used with this direct deposit file. Only those pay entities that are ready for banking and are in the selected calendar are available for selection.

Source Bank ID (Optional) Select a source bank ID.

Company Select the company for the file header record in the PPD file. Once selected, the Federal EIN number for the company appears. This is the company that is creating the PPD file, not the company for which the PPD file is being created. Note that the PPD file might include payment information for multiple companies.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Processing Payroll"

Creating Garnishment Files

To set up garnishment files, use the Company USA (GPUS_COMPANY) and Create Garnishment File USA (GPUS_CTX_RC) components.

This section provides an overview of the garnishment file process and discusses how to:

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- Set up company information for the garnishment file.
- Create a garnishment file.

See Also

Chapter 18, "Assigning Garnishments," page 247

Understanding the Garnishment File Process

To create a garnishment file:

1. Set up company information for garnishments.

   To set up company information for the United States, use the Company Table USA (GPUS_COMPANY) component.

   Note. You use this component to indicate that the company included in the pay run provides family medical leave plan information.

2. Define parameters for the garnishment file.

   Use the Create Garnishment File USA page to define the parameters for the garnishment file and to run the garnishment file process.

   The garnishment file process is similar to the direct deposit file process, except that only information retrieved from the GP_PAYMENT table is needed to generate the garnishment file.

See Chapter 13, "Defining Banking," Understanding the Direct Deposit File Process, page 181.

Note. The garnishment file is formatted according to the EFT format specified for the source bank of the pay entity, which is in the CTX format.

During the garnishment file process, the system goes through these steps:

1. Gets data from the GP_PAYMENT table.
2. Runs the CTX EFT process.
3. Creates a CTX001.txt file.

Note. If you select data that includes multiple source banks, multiple CTX files will be created. There will be one CTX file for each source bank. The CTX files will be named CTX001.TXT, CTX002.TXT, and so forth.

Note. A transmittal report for child support garnishment payments is automatically generated after the CTX file process. After the CTX file is successfully generated, the transmittal report is created based on the data selected from the Create Garnishment File USA page.

This diagram shows the garnishment file process:

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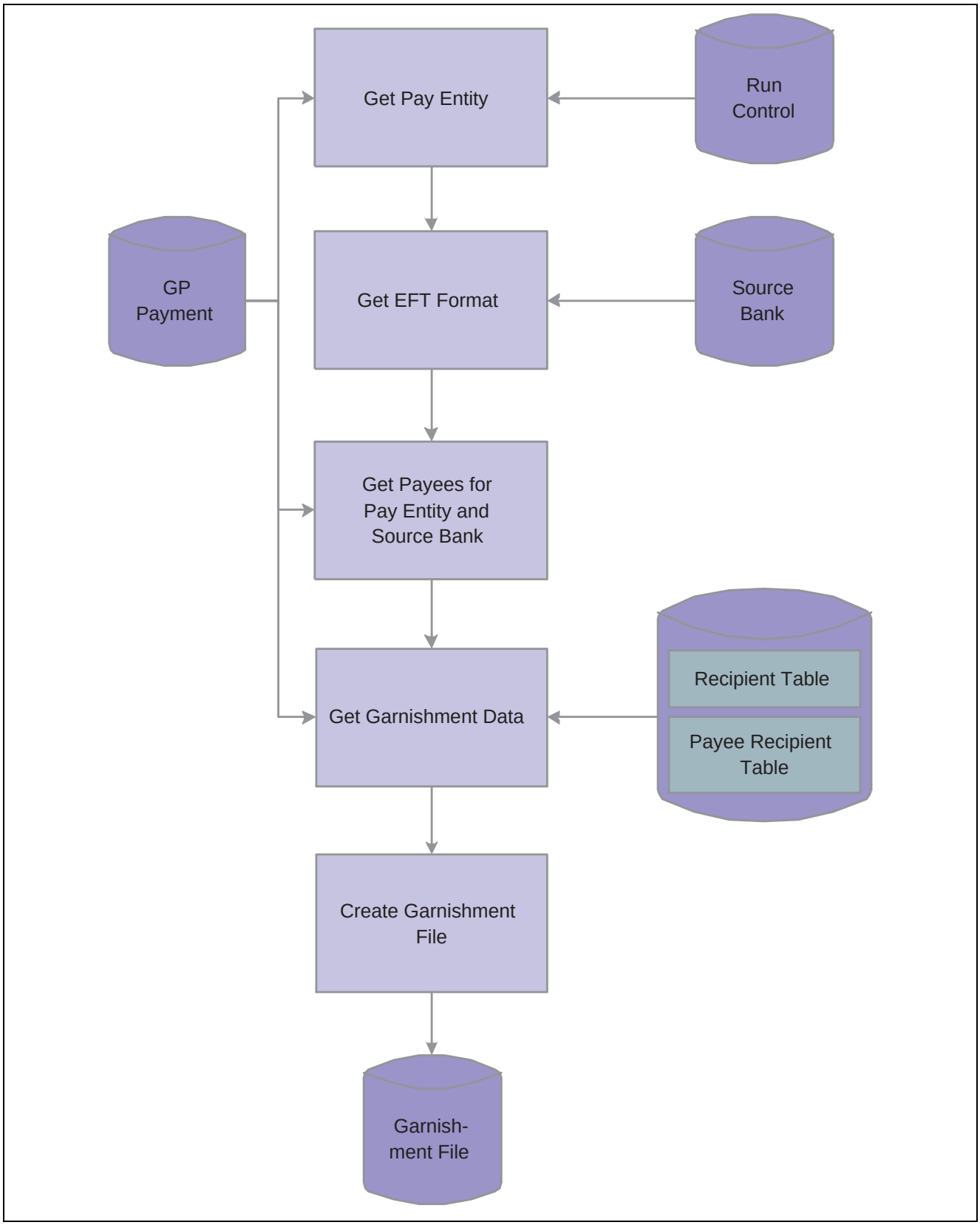

Garnishment file process

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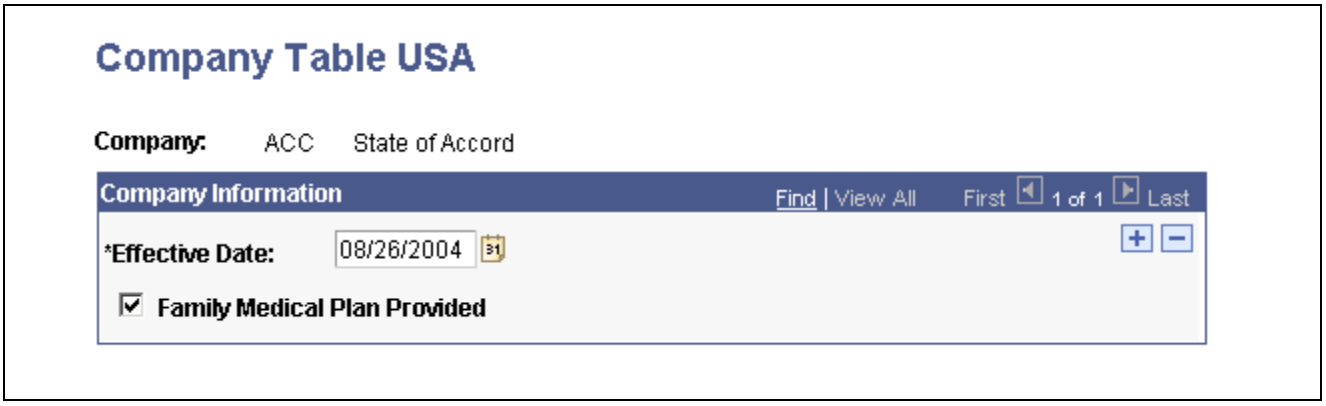
Pages Used to Create Garnishment Files

Page Name	Object Name	Navigation	Usage
Company Table USA	GPUS_COMPANY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Company USA, Company Table USA	Indicate whether or not the company included in the pay run provides the Family Medical Plan.
Create Garnishment File USA	GPUS_CTX_RC	Global Payroll & Absence Mgmt, Payment Processing, Create Garnishment File USA, Create Garnishment File USA	Create the CTX file for garnishments.

Setting Up Company Information for Garnishments

Access the Company Table USA page.



Company Table USA page

Family Medical Plan Provided Select this check box for a company to be included in the pay run for garnishments. If you don't select this check box, you will get an empty CTX file.

Creating a Garnishment File

Access the Create Garnishment File USA page.

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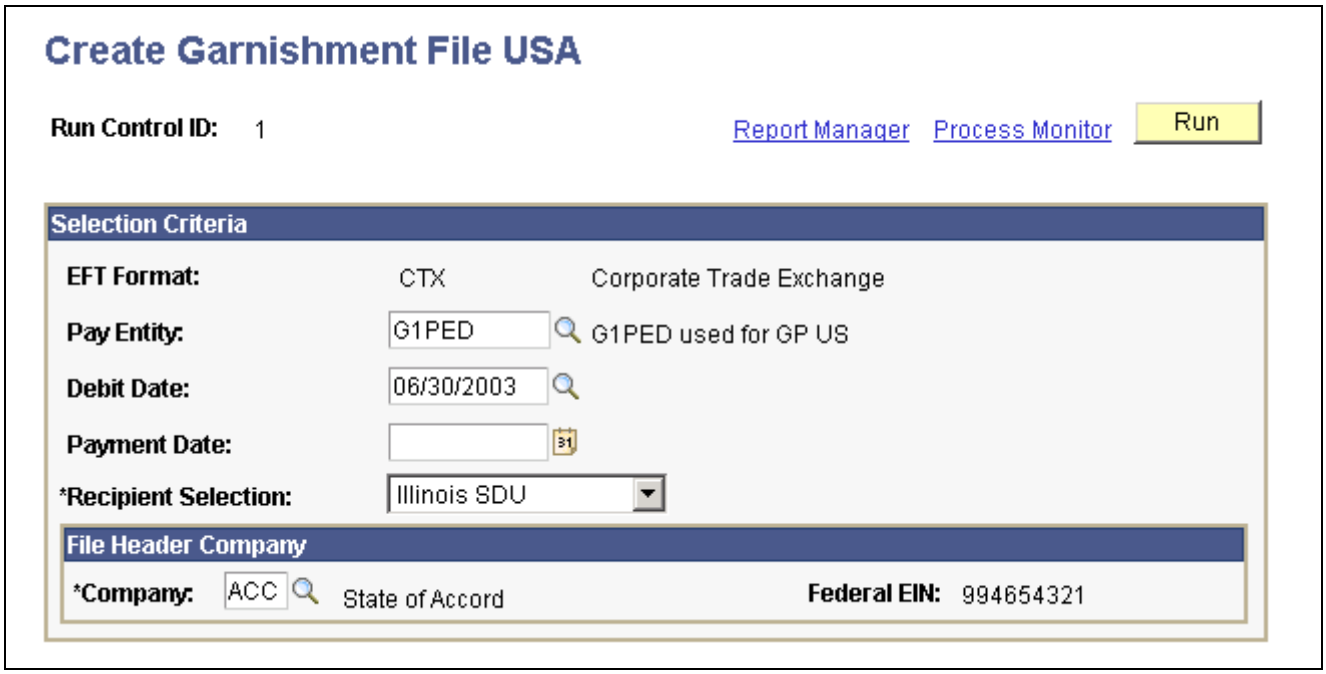

Create Garnishment File USA page

EFT Format The EFT format always displays as *CTX*.

Pay Entity Select the pay entity to be used with this garnishment file. Only those pay entities that are ready for banking and in the selected calendar are available for selection.

Debit Date Select the date that the payee's account will be debited. Only dates that are ready for banking will be available for selection. If you enter information in this field, the Payment Date field will be left blank.

Payment Date Enter the date that the garnishment will be paid. If you enter information in this field, the Debit Date field is left blank.

Note. You must enter information in either the Debit Date field or the Payment Date field, but not both.

Note. The EFT process retrieves garnishment information for the value that you select for the specified Debit Date (or Payment Date) that is ready for banking.

Recipient Selection Specify the type of recipient. Values are *All, Illinois SDU, Indiana SDU,* and *Massachusetts SDU*.

Company Select the company for which this garnishment file is being created. Once selected, the Federal EIN number for the company appears. This company is used in the File Header record when the payroll file is sent.

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Generating Banking Reports

This section provides an overview of banking reports for the United States and discusses how to:

- Generate the Net Payment report.
- Generate the Distribution Exceptions report.

Understanding Banking Reports for the United States

Global Payroll for United States provides three banking reports:

- Net Payment report.

  The Net Payment report lists net pay distributions for a calendar group.

- Distribution Exceptions report.

  The Distribution Exceptions report lists payees who have not provided net pay elections.

- Transmittal report for child support garnishments.

  The Transmittal report lists recipients of child support garnishment payments in the states of Illinois, Indiana, and Massachusetts.

Note. Unlike other banking reports, the Transmittal report does not have a unique run control page. Instead, this report is automatically generated after the CTX file process is run on the Create Garnishment File USA page.

See Chapter 13, "Defining Banking," Understanding the Garnishment File Process, page 185.

Pages Used to Generate Banking Reports

Page Name	Object Name	Navigation	Usage
Net Payment Report USA	GPUS_RC_GPUSBK02	Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report USA, Net Payment Report USA	Create a report that lists net pay distributions for a calendar group.
Distribution Exceptions USA	GPUS_RC_GPUSBK01	Global Payroll & Absence Mgmt, Payment Processing, Net Distribution Exception USA, Distribution Exceptions USA	Create a report that lists payees who have not provided net pay elections.

Generating the Net Payment Report

Access the Net Payment Report USA page.

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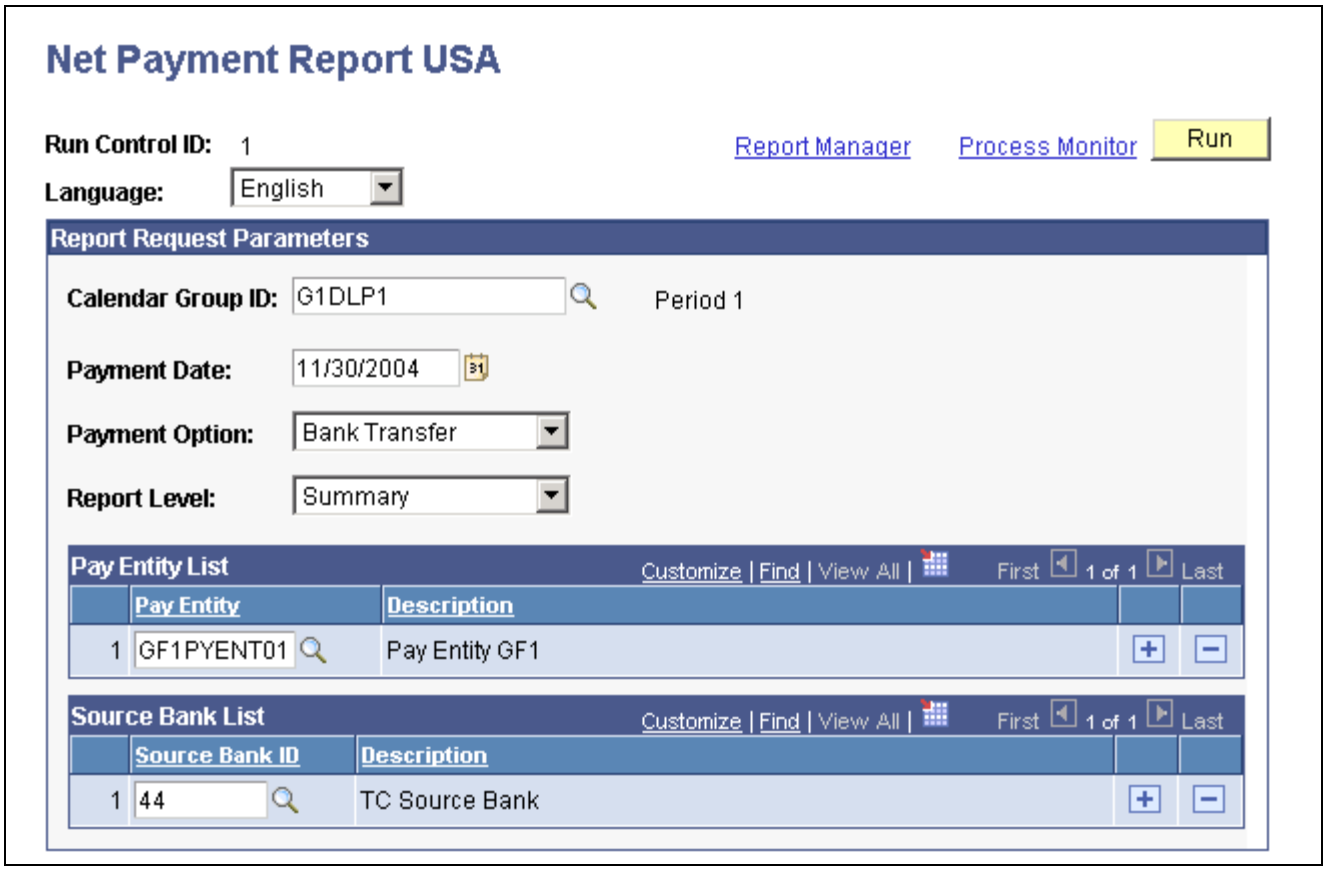

Net Payment Report USA page

Calendar Group ID Select the calendar group for this report.

Payment Date (Optional) Enter a payment date for this report.

Payment Option Select the payment option to be included in the report. Values are *All, Bank Transfer, Check, Prenote,*and *Transfer and Prenote.*

Report Level Select the level of detail you want in the report. Values are *Detail* or *Summary.*

Pay Entity List

Select the pay entities to be included in the Net Payment report. The Pay Entity List is optional and can be used with the Source Bank List.

Source Bank List

Select the source banks to be included in the Net Payment report. The Source Bank List is optional and can be used with the Pay Entity List.

Generating the Distribution Exceptions Report

Access the Distribution Exceptions USA page.

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Distribution Exceptions USA page

Pay Entity (Required) Select the pay entity for the Net Distribution Exceptions report.

Pay Group (Optional) Select the pay group for the Net Distribution Exceptions report.

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CHAPTER 14

Setting Up Payslips

This chapter provides an overview of payslips, lists prerequisites, and discusses how to:

- Define payslip messages.
- Define payslip sections.
- Define payslip templates.
- Define payslip assignments.
- Define payee payslip options.

Understanding Payslips

Payslips are documents that summarize a payee's payroll data. Typically, a payslip includes the following information:

- Gross pay.
- Net pay.
- Earnings.
- Deductions.
- Taxes.

Note. A payslip can be a check or a deposit advice.

After you've defined payslips, you can generate and reprint payslips.

See Also

Chapter 20, "Processing Payments," Processing Payslips, page 287

Prerequisites

Payslips contain groups of elements. These groups are called list sets. List sets are sets of element groups placed in a set for a specific application. Before you define payslips, you must define list sets for the payslip application.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Managing Applications and List Sets".

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In addition, before you define payslips, you should define the populations or groups to which you will assign payslip messages and templates. There are two ways to do this:

- By creating Global Payroll group lists.

  Group lists are created in Global Payroll based on manually entering payees or creating custom SQL to populate a list with payees.

- By creating Human Resources group IDs.

  Group IDs are created in Human Resources based on flexible criteria to populate a list with payees.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Processing Payroll," Creating a Group List.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up and Working with Groups".

Defining Payslip Messages

To define payslip messages, use the Define Payslip Messages (GP_PSLP_MSG) component.

This section provides an overview of payslip messages and discusses how to define payslip messages.

Understanding Payslip Messages

Payslip messages are text messages placed on the payslip for a payee or a set of payees. The Define Payslip Message page provides the user with the ability to specify:

- How the message is assigned (Assignment Method).
- Who gets the message (Population).
- What message text is used (Message).
- When the message is available (Duration).
- Why the message was created (Long and Short Description).

Assignment Methods

On the Define Payslip Messages page, you have two assignment methods to choose from: Payslip Processing or Payroll Calculation.

If you select Payslip Processing, the system assigns a message to all payees. Only one message is stored permanently in the payroll tables – the message definition itself.

If you select Payroll Calculation, one message for each payee for each segment for every payroll run is stored in the payroll tables.

Messages assigned during payslip processing can be created after payroll calculations and before payslip processing. Messages assigned during payroll calculation must be created before the payroll is calculated. Payslip processing of messages enables last minute additions.

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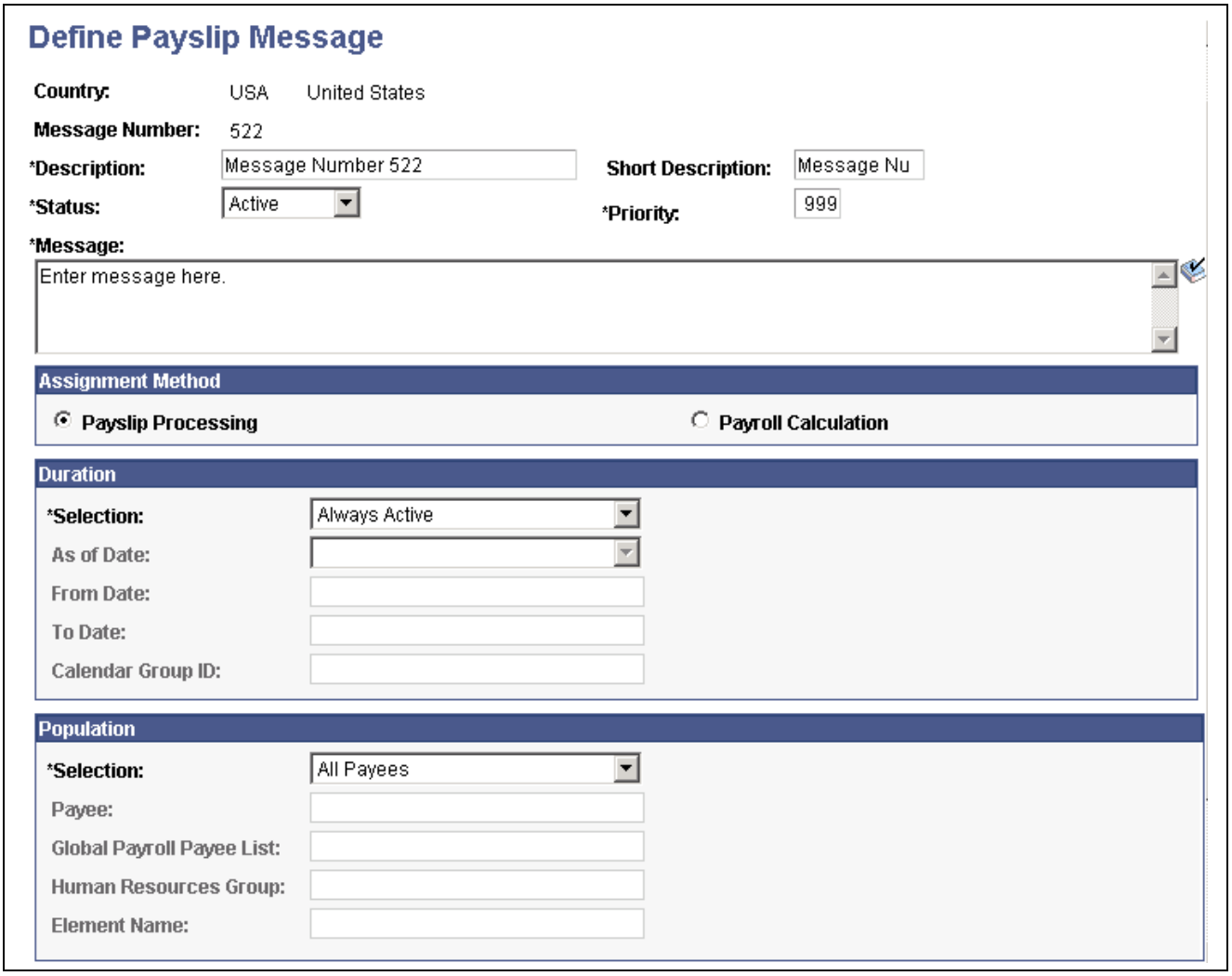
Page Used to Define Payslip Messages

Page Name	Object Name	Navigation	Usage
Define Payslip Message	GP_PSLP_MSG	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Define Payslip Messages, Define Payslip Message	Enables you to define messages and assign them to a population of payees.

Defining Payslip Messages

Access the Define Payslip Message page.



Define Payslip Message page

Priority This optional field determines the priority of the message. It is used to determine the order of the message if more than one message has been assigned to a payee. Additionally, if all of the messages do not fit in the space allotted on the payslip, the higher priority messages appear on the payslip and the lower priority messages are dropped from the payslip.

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Message Enter the message text. The field length is 254 characters. The message text can be translated on a related language table.

Assignment Method

Payslip Processing Select if you want the message to be assigned to the population when the payslip process is executed. Messages assigned during payslip processing are processed more efficiently and are not permanently stored.

Payroll Calculation Select if you want the message to be resolved for the population during the Global Payroll calculation process. Messages resolved through payroll calculation add processing time to payroll calculation and are stored permanently in payroll data.

Duration

Selection Select the method to determine when or for how long a message is in effect for a population. Valid values are:

- *Always Active* – Message is always available.
- *Calendar Group* – Message is valid for all calendars in the calendar group selected. This option is available only when the country of the messages is a country other than *ALL*.
- *Date Range* – Message is active from a specified date to a specified date for a particular As of Date type.

As of Date If the Duration is *Date Range*, enter the As of Date. Valid values are *Payment Date*, *Calendar Period Begin Date* and *Calendar Period End Date*.

From Date If the Duration is *Date Range*, enter the start date of the range. This field is required.

To Date If the Duration is *Date Range*, enter the end date of the range. This field is optional.

Calendar Group ID If the value in the Selection field is *Calendar Group*, enter a calendar group ID.

Population

Selection Select the population for which you want the message to be displayed on the payslip. Valid values are *All Payees*, *Global Payroll Payee List*, *Human Resources Group*, and *Payee*.

An additional value of *Formula Element* is available when the Assignment Method is *Payroll Calculation*.

Payee If the population selection is *Payee*, select the payee for which you want this message to display on the payslip.

Global Payroll Payee List If the population selection is *Global Payroll Payee List*, select the list of payees for which you want the message to display on the payslip.

Human Resources Group If the population selection is *Human Resources Group*, select the group of payees for which you want this message to display on the payslip.

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Element Name This field is available only when the Assignment Method is *Payroll Calculation* and the population Selection is *Formula Element*. Enter the name of the formula element. Only formula elements that have been defined with a Category of *Payslip* (PSLP) are available.

Defining Payslip Sections

To define payslip sections, use the Define Payslip Sections (GP_PSLP_SECT) component.

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

- Define payslip sections.
- Add payslip section information.
- View payslip template information.

Understanding Payslip Sections

Payslip templates are made up of groups of formatted data called sections. A given section may include one or more blocks of data. Sections are then used in small programs, which make up the payslip batch program .

Sections include printing guidelines that the payslip batch program uses to determine whether a given section fits on a single page. If the data in the blocks within the section are permitted to print to the end, then the section should be defined as dynamic; otherwise a static section must summarize data after printing a given number of lines.

For example, a heading section is static because the heading always remains the same and contain the exact same number of lines for all payees. But a section that is used to display deduction data for a payee is probably dynamic. Since each payee may have any number of combinations of deductions, there is no way to determine the amount of lines needed to display this data.

If you create new sections, it is recommended that you name them based on the data that they contain.

Note. The payslip batch program contains base program as well as a series of subprograms that contains the programming statements used to generate data for the section. One of the subprograms (called the “country driver” subprogram) contains statements that lists all the sections defined for a country. This subprogram must be updated to include the name of a new section when that section is created. The individual section subprograms and the “country driver” subprogram must be kept in sync with the sections that are defined in order for the batch payslip program to produce the expected results on the payslips.

Global Payroll for United States delivers the following payslip data sections:

Country	Section Description	Section Style
ALL	Company Header	Static
ALL	Earnings	Dynamic
ALL	Deductions	Dynamic
ALL	Taxes	Dynamic

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Country	Section Description	Section Style
ALL	Employer Paid Deductions	Dynamic
ALL	Messages	Both Static and Dynamic
ALL	Absences	Dynamic
ALL	Net Distribution	Dynamic
USA	Employee Header	Static
USA	Earnings/Hours/Taxes	Static
USA	Deductions and Employer Paid Benefits	Static
USA	Gross to Net	Static
USA	Absences and Net Distribution	Static
USA	Check	Static

Note. If you change significant fields in a section (Status, Style, Number of Lines, Number of Detail Lines, Enable Block Content) that are used in at least one template, a warning will be issued when you save. The warning indicates that templates are affected and asks if you want to continue to save. Before agreeing to save, use the Template Usage link to view the templates that are affected by this change.

Note. The system issues an error message for static sections in which the number of detail lines is greater than the total number of lines.

Pages Used to Define Payslip Sections

Page Name	Object Name	Navigation	Usage
Define Payslip Sections	GL_PSLP_SECT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Define Payslip Sections, Define Payslip Sections	Used to define size and style attributes of a payslip.
Payslip Section Information	GP_PSLP_SECT_INFO	Click the Section Information button to access the Payslip Section Information page.	Enter comments or additional information about the payslip section.
Template Usage	GP_PSLP_SECT_INQ	Click the Template Usage link to access the Template Usage page.	Displays templates where the section has been defined.

Defining Payslip Sections

Access the Define Payslip Sections page.

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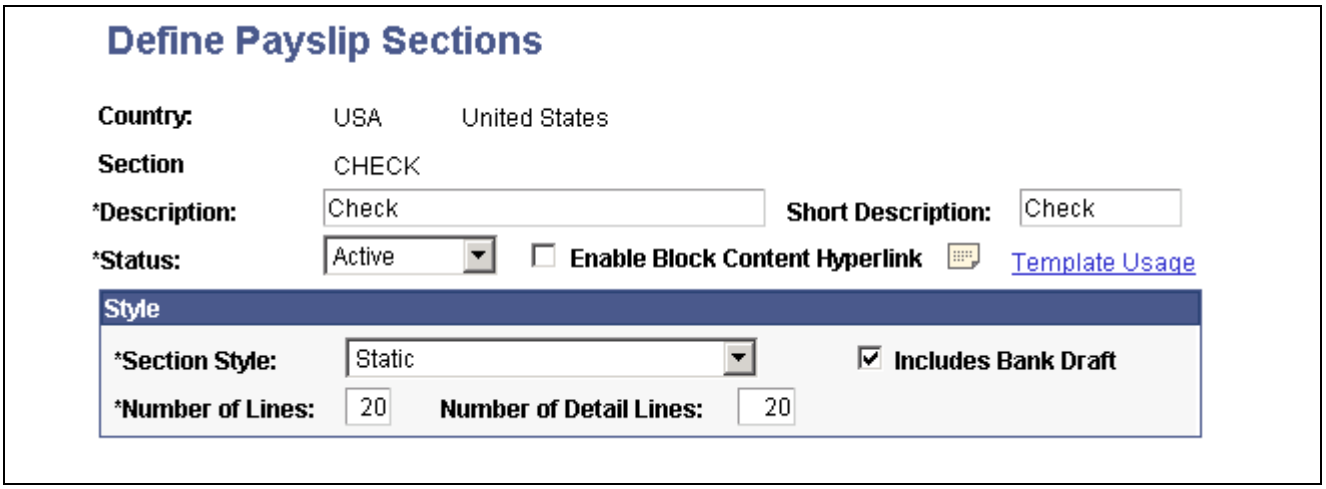

Define Payslip Sections page

Enable Block Content Hyperlink Select to allow block content information to be defined at the template level for this section. (See Defining Block Details for the type of information that can be defined.)

Click to open a secondary page where you can enter comments or additional information about the section.

Template Usage Click to access a secondary page listing all templates that use this section. On this page, each template name acts as a link to the Define Payslip Templates page.

The Template Usage link is not available in *Add* mode.

Style

Section Style Select the section style. Valid values are *Static*, *Dynamic*, or *Allows Both Static and Dynamic*. The default is *Static*.

Includes Bank Draft Select to indicate that this section includes bank draft (or check) information on the payslip.

This flag is used by the payslip batch process to ensure proper placement and spacing on the payslip.

Number of Lines Enter the total number of lines used in a static section. Or, enter the minimum number of lines that is used by a dynamic section.

Number of Detail Lines Enter the number of detail lines (excluding graphics and totals) available for data in a static section. This field is not displayed when the style is defined as Dynamic.

Adding Payslip Section Information

Access the Payslip Section Information page.

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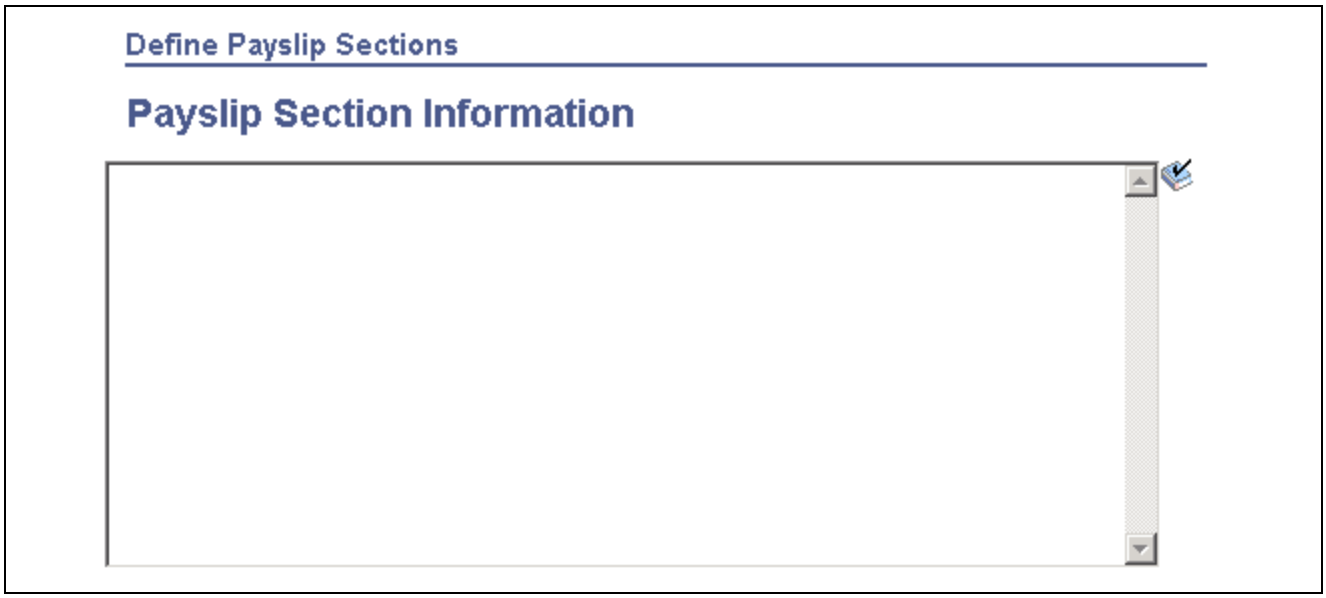
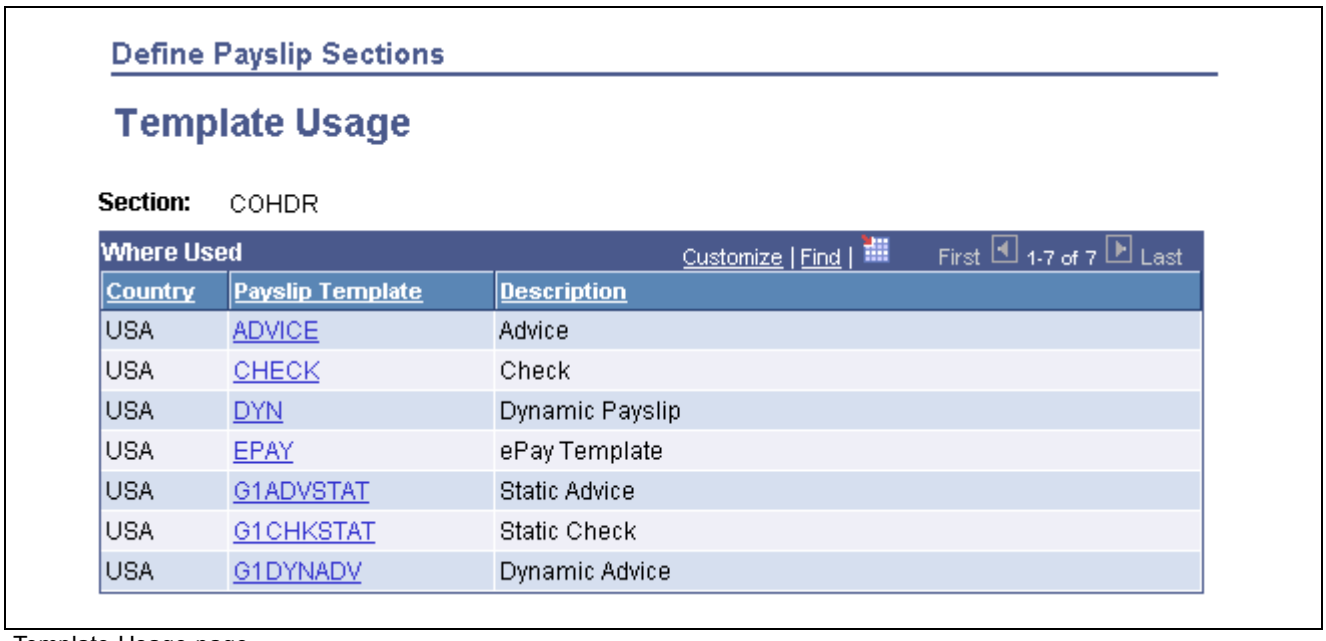


Payslip Section Information page

Enter additional information about the payslip section. The information entered here appears in display-only mode on the Template Definition page when you click the I (information) button.

Viewing Payslip Template Information

Access the Template Usage page.



Template Usage page

This page lists all the templates using the section displayed at the top of the page.

Click on the Description link to go to the Template Definition page for the template. The country of the user determines whether the template page is opened in edit or display-only mode. An *ALL* country user will be able to edit any country's template page. A country-specific user will only be able to edit their own country's template page, but will be able to view an *ALL* country template page in display-only mode.

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Defining Payslip Templates

To define payslip templates, use the Define Payslip Templates (GP_PSLP_TMPL) component.

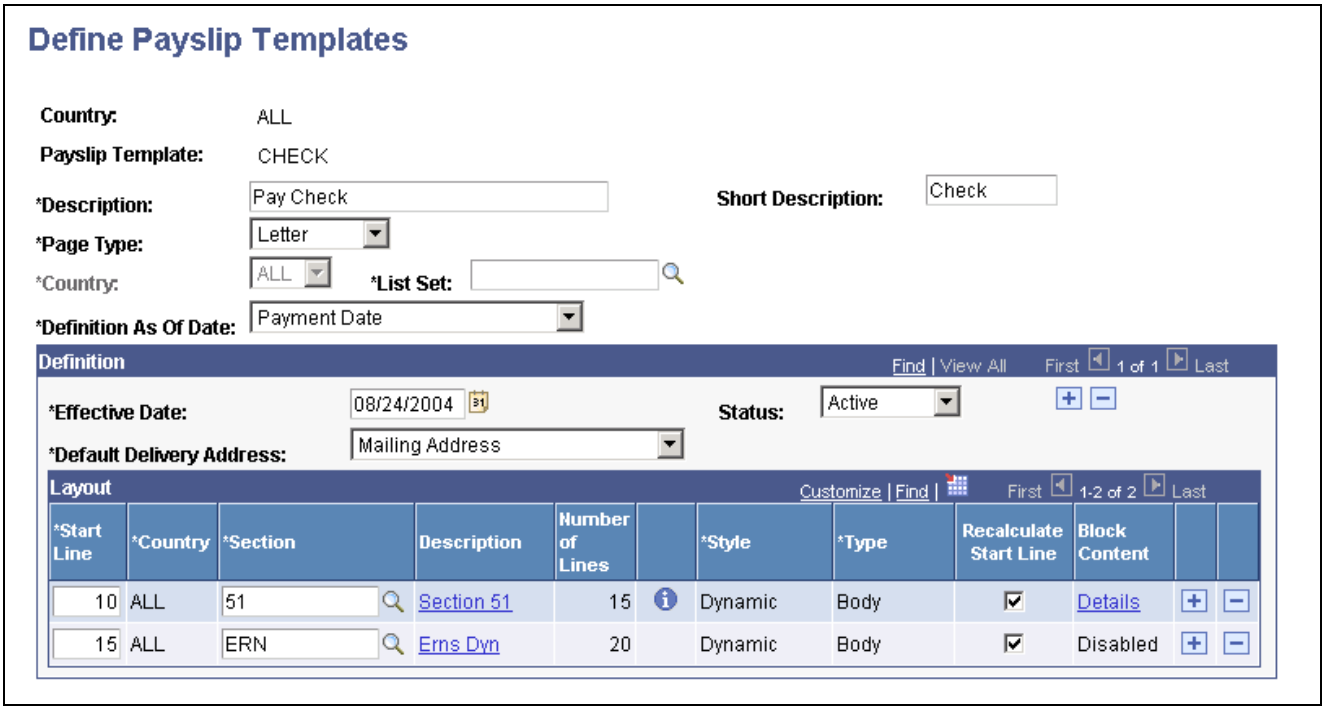
This section discusses how to define payslip templates.

Page Used to Define Payslip Templates

Page Name	Object Name	Navigation	Usage
Define Payslip Templates	GL_PSLP_TMPLT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Define Payslip Templates, Define Payslip Templates	Indicate the usage and additional attributes of payslip sections.
Blocks	GP_PSLP_TEMPL_SEC	Click the Details link on the Define Payslip Templates page.	Enter element group, address, or other information for the blocks of data in the section, if the section requires this type of information.

Defining Payslip Templates

Access the Define Payslip Templates page.



Define Payslip Templates page

Page Type Select the page size of the payslip. Valid values are *Letter* and *A4*.

The payslip program reads this setting to establish the page size when printing payslips.

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Definition As of Date Select the date on which the system is to retrieve the payslip template definition during a process run. Valid values are *Calendar Period Begin*, *Calendar Period End*, *Payment Date*, *Process Begin Date*, and *Process End Date*.

Definition

List Set Enter the set of element groups that will be used in this template. The prompt table for the element list set shows sets created with the application type defined on the Global Payroll Country setup page.

Default Delivery Address Select a default delivery address for the payslip in the event that the payee does not have a delivery option define at the employee level on the Payee Options page. Valid values are *Mailing Address*, *Home Address*, *Department Address*, and *Location Address*.

Layout

Start Line Indicate the page line number on which the section should be placed. This number also serves to determine the order of the sections. The sections will be sorted in ascending start line order when the page is saved.

A dynamic section can grow beyond the start position of a subsequent section. This means that the start line may not be accurate for sections defined after a dynamic section. All sections defined after the first dynamic section have relative start positions, except for *Footer* type sections. The footer's start line is an absolute line position. Start lines are calculated/recalculated at save time for all sections that have Recalculate Start Line selected.

Country Enter the country associated with the section. The country of the template determines which sections can be selected. A country-specific template can include sections for that country as well as sections with a country identifier of *ALL*. However, a template country of *ALL* can include only sections defined with a country identifier of *ALL*.

For example, a template created for country *FRA* can include only sections for country *FRA* or *ALL*.

Section Enter sections that should appear on the payslip. Only active sections for the country selected are available. A section cannot be used more than once in the same template.

Number of Lines Displays the number of lines as defined on the Section definition page. This field is display only.

Click to view the comments entered on the Define Payslip Sections page. The comments cannot be edited on this page. If no comments exist for this section, the button is not visible.

Style Displays the style of the section. This field will be display only when the section is defined as Static or Dynamic on the Define Payslip Section page. If the section is defined as Both, then choose either Static or Dynamic from the available options.

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Note. A dynamic section can cause unexpected multiple pages to be produced. If every section needs to be in a specific location or the payslip cannot exceed one page, do not set any section to dynamic. When payslips are processed, static sections that have result data that does not fit inside the area of the section are summarized. The remaining numeric data values in the section are summed and the description of the summarized line is set to "Other" (translated).

Type Select a type to control whether a section should be repeated on multiple pages. Valid values are *Header*, *Body*, and *Footer*. If a section is defined as a *Header* or *Footer*, you must set the section up differently when coding the payslip process program.

If a section is defined as a *Header*, it must be the first section in the template layout. If a section is defined as a *Footer*, it must be the last section in the template layout.

Sections that are headers or footers can only have a style of *Static*.

Recalculate Start Line Select if you want the system to recalculate the start line of this section when a change is made and saved to the template.

Recalculation establishes start lines using a formula that compares the number of lines in the section with the number of lines already used by previous sections.

Details Click to go to the Blocks secondary page. This link is visible only if the section has Define Block Content for Section selected in its section definition.

Description Click to go to the Section Definition page for the section. The country of the user will determine if the section page is opened in edit or display-only mode. An *ALL* country user will be able to edit any country's section page. A specific country user will only be able to edit their own country's section page, but will be able to view an *ALL* country section page in display-only mode.

Defining Block Details

Access the Blocks page.

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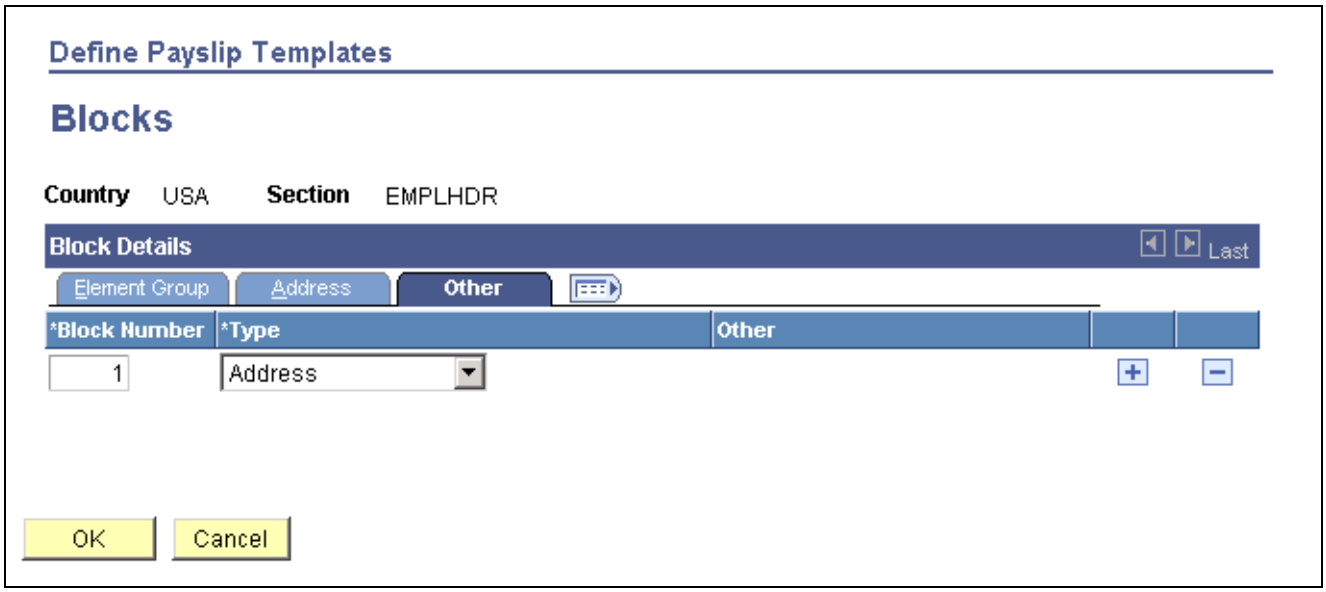

Blocks page

Note. Entering data on this page is optional and is a way for the functional user to communicate to the technical developer the type of information that should appear in the section on the printed payslip.

Block Number Enter a number that is referenced in the payslip program section. Payroll administrators use block numbers to build payslips; therefore, the developer of the blocks should leave comments in the section definition for the administrator (visible from the template) to indicate which block numbers the developer coded and the content type of the blocks (element groups, addresses, and so on).

For instance, a developer may code block number 10 for earnings, 20 for deductions and 30 for leave balances. The developer should indicate that these blocks numbers refer to these types of data.

Type Select a type to determine the block content that can be entered. Valid values are *Element Group*, *Address*, or *Other*.

Element Name, **Address Type Code,** and**Other** Depending on the Type selected, enter the appropriate value.

If the Type is *Element Group*, enter an Element Group name in the Element Name field.

If the Type is *Address*, enter an address type in the Address Type Code field.

If the Type is *Other*, enter free-form text in the Other field.

Description Displays the description of the element name if *Element Name* was selected as the Type.

The table below explains how the Blocks page is accessible based on the type entered:

Type	Content
Element Group	Displays element groups that are members of the element list set selected at the template level.

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Type	Content
Address	Displays Delivery Location plus a list of address types defined in Human Resources such as *Home*, *Work*, and *Mailing Address*. If the block in the payslip program calls for an address, the address selected here is the address that appears in the block. You must specify in the payslip program what address will appear if the address selected in this block does not exist for the payee.
Other	Free-form text specified for each section.

Defining Payslip Assignments

To assign payslip templates, use the Assign Payslip Templates (GP_PSLP_ASGN) component. To define payslip assignment sets, use the Define Payslip Assignment Sets (GP_PSLP_ASGN_SET) component. To view template payslip assignments, use the View Payslip Assignments (GP_PSLP_ASGN_INQ) component.

This section discusses how to:

- Assign payslip templates.
- Define payslip assignment sets.
- View template assignments.

Pages used to Define Payslip Assignments

Page Name	Object Name	Navigation	Usage
Assign Payslip Templates	GP_PSLP_ASGN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Assign Payslip Templates, Assign Payslip Templates	Indicate which format to use when printing the payslip for a payee population.
Define Payslip Assignment Sets	GL_PSLP_ASGN_SET	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Define Payslip Assignment Sets, Define Payslip Assignment Sets	Allows you to group assignments in priority order that are to be processed when printing payslips.
View Payslip Assignments	GP_PSLP_ASGN_INQ	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, View Payslip Assignments, View Payslip Assignments	View all payslip assignments by a specific pay group or run type.

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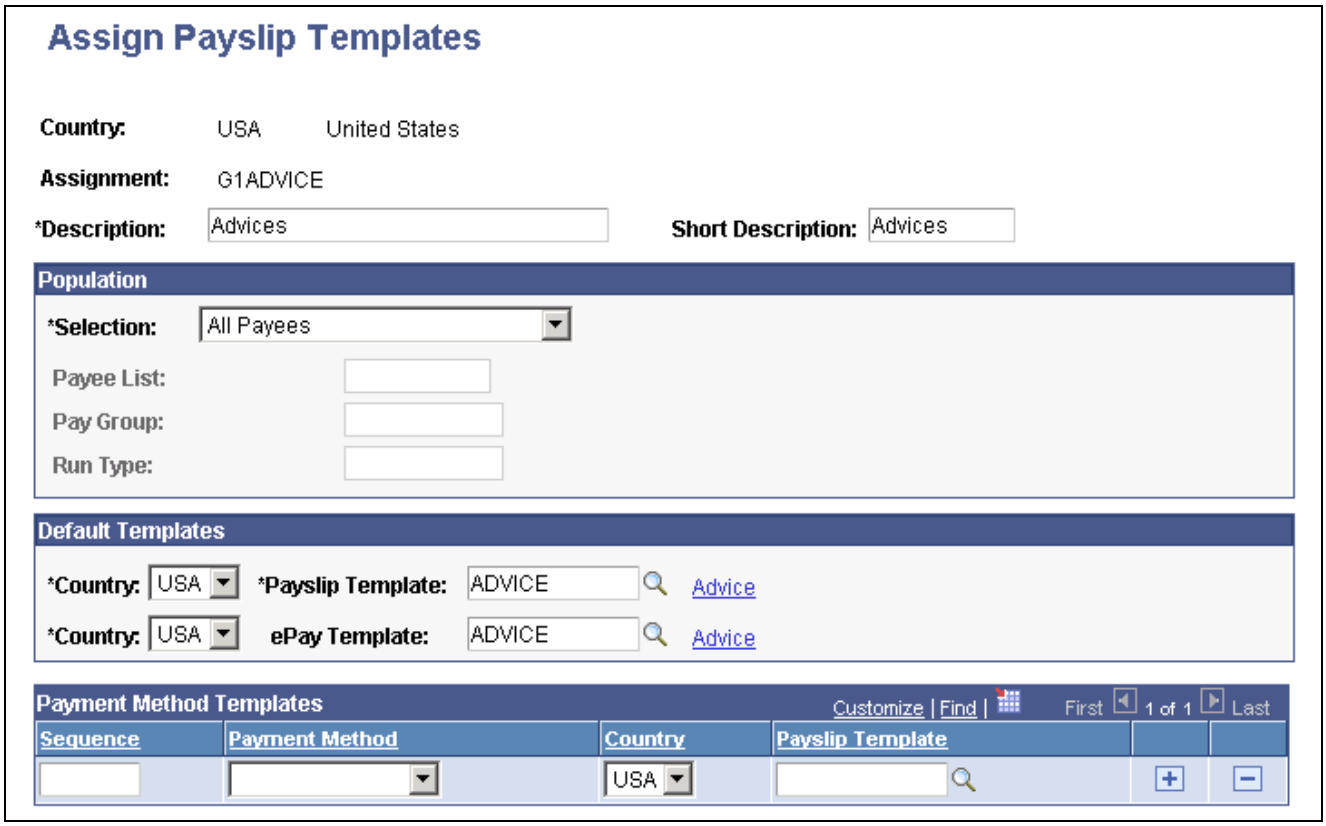
Assigning Payslip Templates

Access the Assign Payslip Templates page.



Assign Payslip Templates page

Country The country of the assignment determines which templates can be used. A specific assignment country can include templates from that country as well as templates with a country identifier of *ALL*. However, an assignment country of *ALL* can include only templates defined for all countries.

Assignment Enter a name for the assignment.

Population

Selection In the Selection field, indicate the population assigned to the payslip template. Valid values are *All Payees*, *Global Payroll Payee List*, and *Other Criteria*.

Payee List Specify a list if the Selection value is *Global Payroll Payee List*.

Pay Group or **Run Type** Enter a pay group or run type if the Selection value is *Other Criteria*. This determines the population linked to the payslip template.

Default Templates

Country Enter the country associated with the section. The country of the template determines which sections can be selected. A country-specific template can include sections for that country as well as sections with a country identifier of *ALL*. However, a template country of *ALL* can include only sections defined with a country identifier of *ALL*.

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For example, a template created for country *FRA* can include only sections for country *FRA* or *ALL*.

Description Displays the description of the element name if *Element Name* was selected as the Type.

Payslip Template Select a default template to use for printing payslips when a payment method template is not provided.

ePay Template Select a template to use to create payslips that can be viewed in self service.

Payment Method Templates

Payment method templates provide the ability to assign a template based on the payment method. However, the system cannot generate a separate payslip for each payment method. When multiple payment methods exist, the system determines which template to use based on the order of the rows. The highest row in the grid is the one assigned.

Note. PeopleSoft recommends that you enter the payment method and payslip template used for pay checks in the first sequence.

Sequence Enter a sequence number. This number establishes the order in which the assignments are processed. Only payees who did not meet the criteria of the first assignment will be available as a population in the second assignment, and so forth. Just as with payment methods in the assignment, assignments in the assignment set are processed in the sequence provided.

Payment Method Select a payment method to control how payees are paid. Valid values are *Bank Transfer*, *Cash*, *Check*, *Postal Order*, *Wire Transfer*, or *Zero Net*.

Country Enter the country associated with the section. The country of the template determines which sections can be selected. A country-specific template can include sections for that country as well as sections with a country identifier of *ALL*. However, a template country of *ALL* can include only sections defined with a country identifier of *ALL*.

For example, a template created for country *FRA* can include only sections for country *FRA* or *ALL*.

Description Displays the description of the element name if *Element Name* was selected as the Type.

Payslip Templates Select the template to use with each payment method.

Defining Payslip Assignment Sets

Access the Define Payslip Assignment Sets page.

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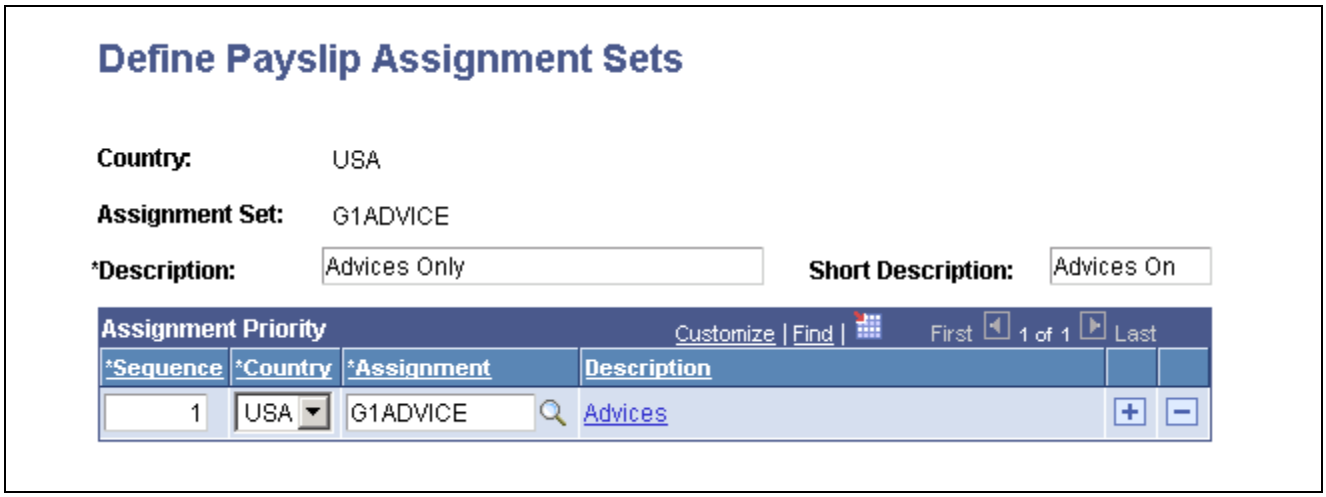

Define Payslip Assignment Sets page

Sequence Enter a sequence number. This number establishes the priority of assignments.

Country Enter the country associated with the section. The country of the template determines which sections can be selected. A country-specific template can include sections for that country as well as sections with a country identifier of *ALL*. However, a template country of *ALL* can include only sections defined with a country identifier of *ALL*.

For example, a template created for country *FRA* can include only sections for country *FRA* or *ALL*.

Assignment Specify the payslip assignment(s) to use in this set.

Country Enter the country associated with the section. The country of the template determines which sections can be selected. A country-specific template can include sections for that country as well as sections with a country identifier of *ALL*. However, a template country of *ALL* can include only sections defined with a country identifier of *ALL*.

For example, a template created for country *FRA* can include only sections for country *FRA* or *ALL*.

Description Displays the description of the element name if *Element Name* was selected as the Type.

Viewing Template Assignments

Access the View Payslip Assignments page.

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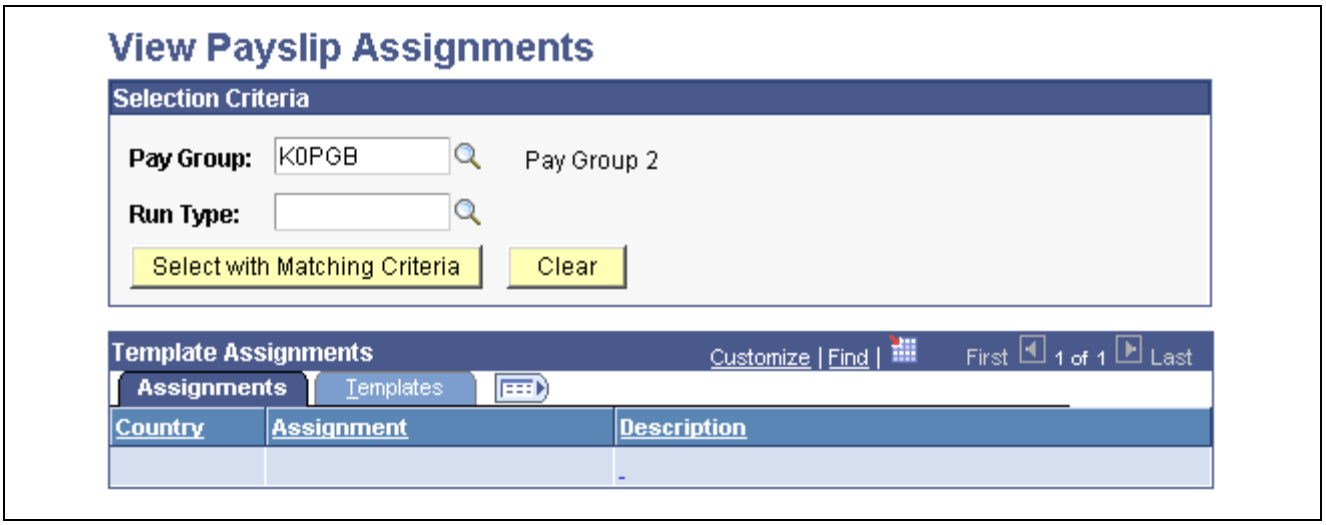

View Payslip Assignments page

Use this page to view all assignments by a specific pay group or run type. After entering the selection criteria, click Select with Matching Criteria to display the assignments. Click the Description link of each assignment to view the assignment setup. The behavior of the Description link will be the same as described above.

Defining Payee Payslip Options

This section discusses how to define payee payslip options.

Page Used to Define Payee Payslip Options

Page Name	Object Name	Navigation	Usage
Payee Payslip Options	GP_PSLP_PAYEE_OPT	Global Payroll & Absence Mgmt, Payee Data, Payslips, Payee Payslip Options, Payee Payslip Options	Indicate payslip delivery options for a payee.

Defining Payee Payslip Options

Access the Payee Payslip Options page.

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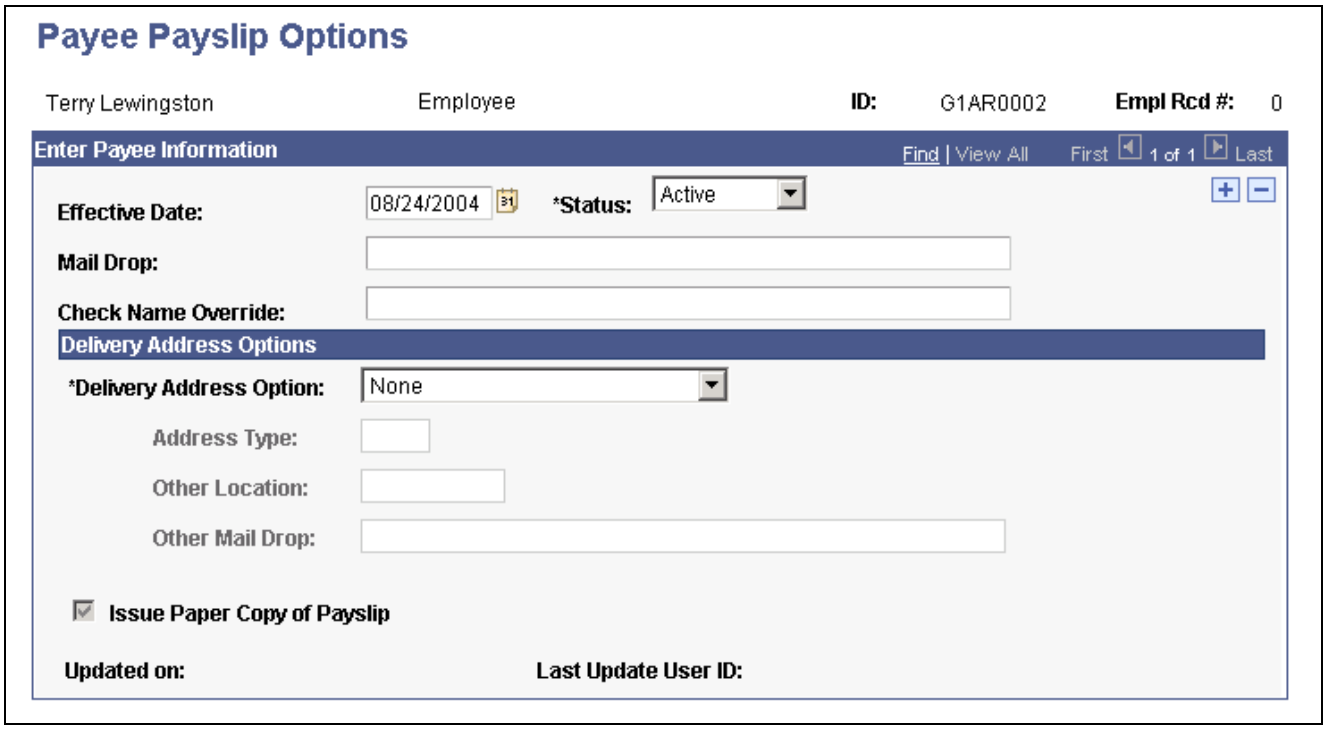

Payee Payslip Options page

Mail Drop Indicate where internal mail for a payee should be delivered. This is a free-form field.

Check Name Override If the payee asks that checks be made out to their spouse or to an accountant, enter the name of that person here. For example, , the administrator can enter "To the Estate Of <Payee Name>."

Delivery Address Option Select the address to use for delivering paper copies of the payslip.

Valid values are:

- *Department* – The address of the payee's current department on the JOB record.
- *Location* – The address of the payee's current JOB location.
- *Address Type* – Addresses set up in Human Resources such as home, mailing, and so on.
- *Mail Drop* – The current mail drop for the payee as defined in the Mail Drop field above.
- *None* – No special delivery address indicated. (Instead the payee will be assigned the default delivery address as defined on the Define Payslip Template page for the template that is assigned to the payee when the payslip job is run.)

Note. The Delivery Address Option defaults to *None*.

- *Other Department Address* – An address associated with the other department.
- *Other Location Address* – An address associated with the specified location.

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- *Other Mail Drop* – Free-form text.

Address Type, **Other Department**, **Other Location**, and **Other Mail Drop**

Enter the value in the appropriate field based on the Delivery Address Option.

Issue Paper Copy of Payslip

Select to have the payee receive a paper copy of the payslip. If ePay is installed, this selection overrides the Issue Paper Copy of Payslip option in the payee's self service page. (and vice versa.)

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CHAPTER 15

Generating Report Data

This chapter provides an overview of report data generation and discusses how to:

- Define report data.
- Validate report data.

Understanding Report Data Generation

This section discusses:

- The data reporting process.
- Filters.
- Report data and segmentation.
- Output table definitions.
- User-defined parameter definition.
- Batch processing setup.
- Real time processing setup.
- Building a transaction that uses report data.

The Data Reporting Process

Using the report data generation process, you can easily read payroll results tables and use this data to populate your own reports.

The report data generation process enables you to create reports that contain:

- Corrective and forwarding retroactivity or a mixture of the two.
- Segmentation, retro-segmentation, and segmentation cancelled by retroactivity.
- Reverse calculations.
- Global Payroll status, indicators, and other technical fields.
- Pay group, pay entity, and payment key changes resulting from corrective retroactivity.
- Calculation results stored in earnings, deductions, balance accumulators, accumulators stored with each calculation, absence daily data, processed positive input, generated positive input, supporting elements stored with each calculation, and specific result tables (writable arrays).
- Multiple selections by process run.

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- Data based on a calendar group or a period of time.
- Results from finalized and un-finalized calendars.
- Payees selected from any table at the EMPLID level, adhering to HRMS security.
- Appropriate payroll segments.
- Selected elements.
- Any and all slices.

Steps for Creating Reports Using the Report Data Generation process

To create reports using the report data generation process:

1. Assign output and input tables for the report on the Define Report Data page.
2. Define the rules used to create the output table on the Define Report Data page.
3. Map fields and create filters used to generate the output table on the Report Data Process Details page.
4. Define the relationship between a reports (jobs), report setup data, and element lists on the Job Name, Report Data, and List Sets tabs of the Define Payroll Reports USA page.
5. For tax reports, define the jurisdiction type (state or federal) on the Tax Reports tab of the Define Payroll Reports USA page.
6. For payslips, define temporary tables on the Payslip tab of the Define Payroll Reports USA page.

Note. The first three steps described here are generic; the last three steps are specific to Global Payroll for United States.

Selecting Payroll Results and Populating Output Tables

After you set up the input and output table details using the Define Report Data page, and map fields and define filters on the Report Data Process Details page, the system completes the following steps to select the payroll results and populate the output tables:

1. Select calendar groups.
2. Select eligible payees using payee lists, group builds, security, and payee filter. If a payee filter was created, it is applied here.
3. Join the payee process status table (GP_PYE_PRC_STAT) and the payee segment status table (GP_PYE_SEG_STAT).
4. Select the original segments. If a process filter was created it is applied here.
5. Insert the original, recalc, prior, and last version/revision segments into the worktable (GP_RPTW_TMP). The worktable now contains rows by payee for selected segments, recalculations, prior segments, and last version/revision segments. If a segment filter was created it is applied here.
6. Join the worktable, the primary input table, and the link table (the additional input table joined with the primary input table) according to the data on the Report Data Process Details page. The results are posted to the output table. Only the results derived from the worktable or the primary input table are populated. If an input filter was created it is applied here.
7. Update the output table with data from the additional input tables.

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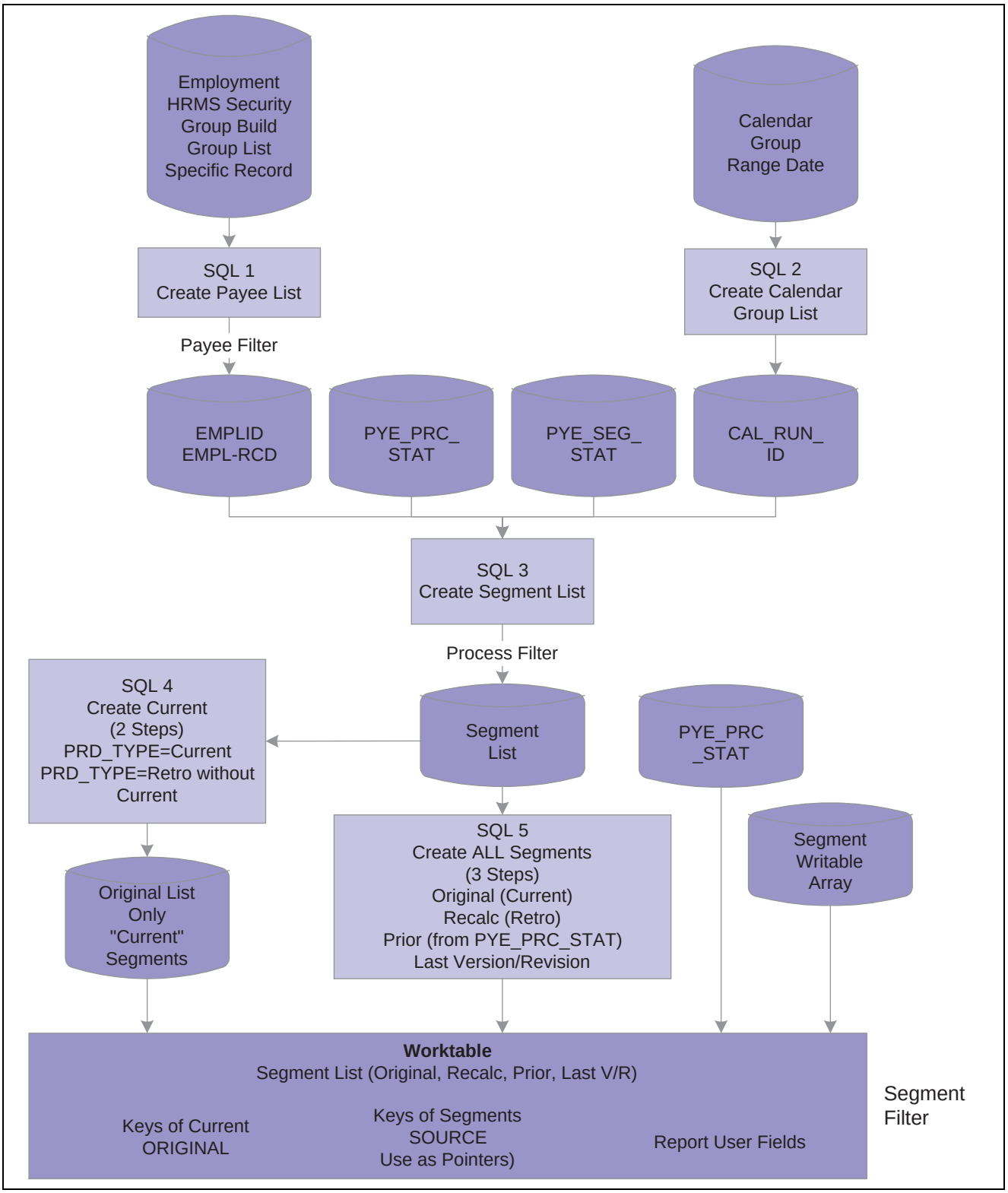

Overview of Generating Report Data 1

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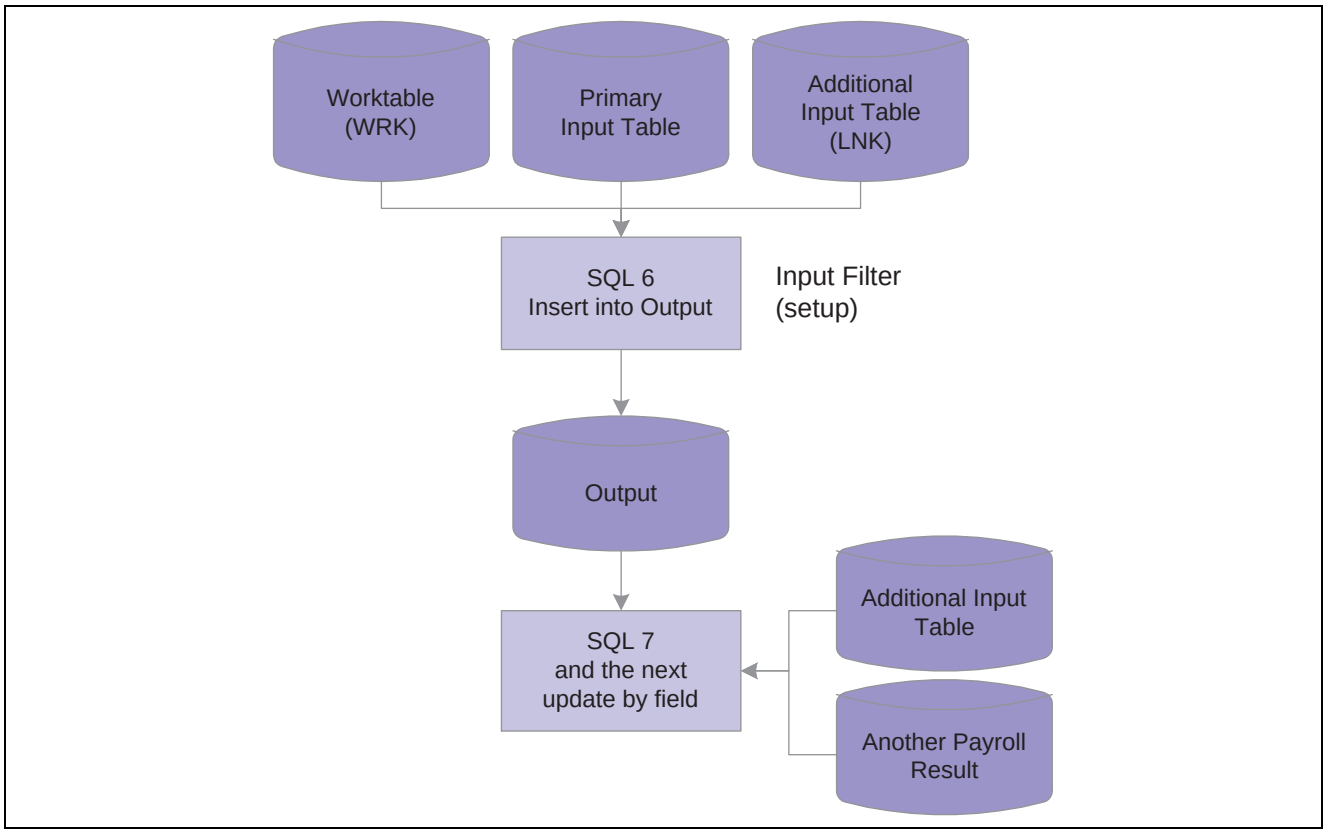

Overview of Generating Report Data 2

Filters

Four levels of filters exist: payee, process, segment, and input.

- Payee Filter

  This SQL parameter is used to filter the population. It is applied when the selection is based on a specific record or employment table.

- Process Filter

  This SQL parameter is used to filter the entire process in the original segments only. It can be based on any field in the payee process status or payee segment status tables. For example, “and COUNTRY = ’USA’” selects only U.S. payroll results.

- Segment Filter

  This field parameter is used to create a filter for every step of the process in every segment. It can be based on any field in the payee process status, the payee segment status, or the segment writable array table (if defined in the setup). For example, COMPANY ’GBI’ makes a selection on the company GBI if COMPANY is stored in a segment writable array.

- Input Filter

  This SQL filter is defined in the setup for each step used to filter the primary input table, the additional input table joined with the primary input table (the link table), or the worktable. Input filters can be used as a filter or as an additional join condition. For example, “and PRI.CALC_RSLT_VAL>0” selects only the positive results.

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Report Data and Segmentation

When retroactivity is encountered, the method used to store report data depends on the retroactive method encountered. When the forwarding method is used, deltas are forwarded to the first slice in the first segment that matches the pay group, run types, and payment keys. In corrective mode, the deltas are not forwarded.

The Report Data feature manages four kinds of segments:

- Original segments

  Original segments correspond to all segments for version 1 revision 1 (V1R1) for a period. In this kind of segment, there is also a virtual segment. The virtual segment is created when there is corrective retroactivity but the pay group, run type, or payment key of the current period does not match the recalculated period.

- Recalculated segments

  Recalculated segments correspond to all segments other than V1R1 that were created during a calendar group run.

- Prior segments

  Prior segments correspond to the previous version/revision of all recalculated or reversal segments.

- Last version/revision

Here is how the system interprets the following situations:

- If a payee has only one calendar and only one segment, then the payee has one original segment.
- If a payee has one calendar and two segments, then the payee has two original segments.
- If a payee has two calendars and one segment, then the payee has two original segments.
- If a payee has one calendar and one segment for the current period, and retro (forwarding or corrective) back to the twelve previous periods (with the same pay group and payment keys), then the payee has one original segment.
- If a payee has one calendar and one segment for the current period, and forwarding retro back to the twelve previous periods (with the same pay group and two different payment keys), then the payee has two original segments — one active, one inactive.
- If a payee has one calendar and one segment for the current period, and a corrective retro back to the twelve previous periods (with the same pay group and two different payment keys), then the payee has two original segments even if Global Payroll creates only one segment for the current period.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Retroactive Processing"

Output Table Definitions

Output tables must be defined to store your selected results. These tables must include the following key structure:

Field Name	Type	Length	Key	Required
PROCESS_ INSTANCE	Num	10	KA	N
EMPLID	Char	11	KA	Y

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Field Name	Type	Length	Key	Required
CAL_RUN_ID	Char	18	KA	Y
EMPL_RCD	Num	3	KA	N
GP_PAYGROUP	Char	10	KA	Y
CAL_ID	Char	18	KA	Y
ORIG_CAL_RUN_ID	Char	18	KA	Y
RSLT_SEG_NUM	Num	4	KA	Y
GP_RPT_KEY	Char	22	KA	Y
SEQ_NUM	Num	3	KA	Y

User-Defined Parameter Definitions

The user-defined parameters are defined when setting up the input filter. They must follow this syntax:

%PARM.<function>.<parameter>

Consider the following example using the filter *And PRI.STATE in (%PARM.REPORT.STATE)* and these parameters:

REPORT	STATE	CA
REPORT	STATE	OR

In this example, the generated SQL statement would include: And PRI.STATE IN ('CA','OR').

Batch Processing Setup

The batch process provides a public section called "EXTRACT" that can be called by an application engine process that prepares the payroll results for reporting. You must prepare the list of parameters. Then the EXTRACT section generates the SQL requests based on the parameters and executes the requests.

A section called "MAIN" is provided for testing purposes. The MAIN section is used by the delivered run control Validate Report Data. The parameters are managed by the delivered application classes via an object &reportBatch defined at the component level:

```
import GP_RPT_DATA:ReportDataClasses:*;
Component ReportDataAE &reportBatch;
```

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Section	Step
Main	1. Prepare the list of parameters based on the run control GP_RC_RPT_DTL. 2. Call EXTRACT.
EXTRACT (public)	1. Initialization. 2. Print the parameters log file. 3. Generate the requests (call to .GenerateSQL). 4. Loop on the requests. Call to EXECUTE
EXECUTE	1. Print a message in the log file. 2. Execute a request. 3. Print a message in the log file.

The application engine is based on the state record GP_RPT_AET and includes the following dedicated temporary tables: GP_RPTC_TMP, GP_RPTO_TMP, GP_RPTE_TMP, GP_RPTS_TMP, and GP_RPTW_TMP.

Below is an example of the batch processing setup:

```
import GP_RPT_DATA:ReportDataClasses:*;
Component ReportDataAE &reportBatch;
&reportBatch.AddParamChar("EXTPRC", "COUNTRY", "USA");
&reportBatch.AddParamChar("EXTPRC", "NAME", "GP_REPORT");
&reportBatch.AddParamChar("EXTPRC", "TYPE", "P");
&reportBatch.AddParamChar("SELPYE", "SECUR", "Y");
&reportBatch.AddParamChar("SELCAL", "CALGRPID", GP_REGISTER_AET.CAL_RUN_ID);
&reportBatch.AddParamChar("SELCAL", "FROMDT", GP_REGISTER_AET.FROM_DT);
&reportBatch.AddParamChar("SELCAL", "TODT", GP_REGISTER_AET.TO_DT);
```

The call section name is EXTRACT, and the program ID is GP_EXT_AE.

Real Time Processing Setup

Below is an example of real-time processing setup:

```
import GP_RPT_DATA:ReportDataClasses:*;
Component ReportDataReal &report;
Local number &instance;
&report = create ReportDataReal();
&report.AddParamChar("EXTPRC", "COUNTRY", "USA");
&report.AddParamChar("EXTPRC", "NAME", "GP_REPORT");
&report.AddParamChar("EXTPRC", "TYPE", "P");
&report.AddParamChar("SELPYE", "SECUR", "Y");
&report.AddParamChar("SELCAL", "CALGRPID", GP_REGISTER_AET.CAL_RUN_ID);
&report.AddParamDate("SELCAL", "FROMDT", GP_REGISTER_AET.FROM_DT);
&report.AddParamDate("SELCAL", "TODT", DERIVED_GP.TO_DT);
&instance = &report.GetInstance();
&report.ExecuteNow();
```

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```
/* selection from the output tables (using &instance) can be done here
 in order to display results */
```

Building a Transaction That Uses Report Data

When building a transaction that uses report data, you should follow these guidelines:

- Design one or more temporary tables for transaction purposes using the same key structure as the batch process. The tables are keyed by process instance.
- The user transaction should contain inquiry parameters such as EMPLID or CAL_RUN_ID.
- Create a push button or similar feature to launch a PeopleCode program to access the report data. It should run as follows:
  - The class ReportDataReal is initiated.
  - The PeopleCode transforms the inquiry parameters into report data parameters using the method .AppParamChar/Date/Num().
  - The method .GetInstance() is triggered. This method generates a process instance number using a table designed for report data.
  - The method .ExecuteNow() is triggered.
  - The PeopleCode can then load data from the temporary tables into the page buffers (using, for example, the process instance number returned by method .GetInstance()).
  - The content of the temporary tables must then be deleted using the process instance number.
- If two users run the same transaction simultaneously, the system generates two different process instance numbers.

Common Elements Used in This Chapter

Output Table	Name of the table to be populated.
Primary Input Table	The functional name of a Global Payroll result table. For example, GP_RSLT_ERN_DED would be referred to as the Result Table for Earnings and Deductions.
Original Segment	The segment represented by version 1 and revision 1.
Recalculated Segment	The segment that is not version 1 and revision 1.
Prior Segment	The segment that the Global Payroll core application used to calculate deltas.

Defining Report Data

This section discusses how to:

- Select output tables and primary input tables.

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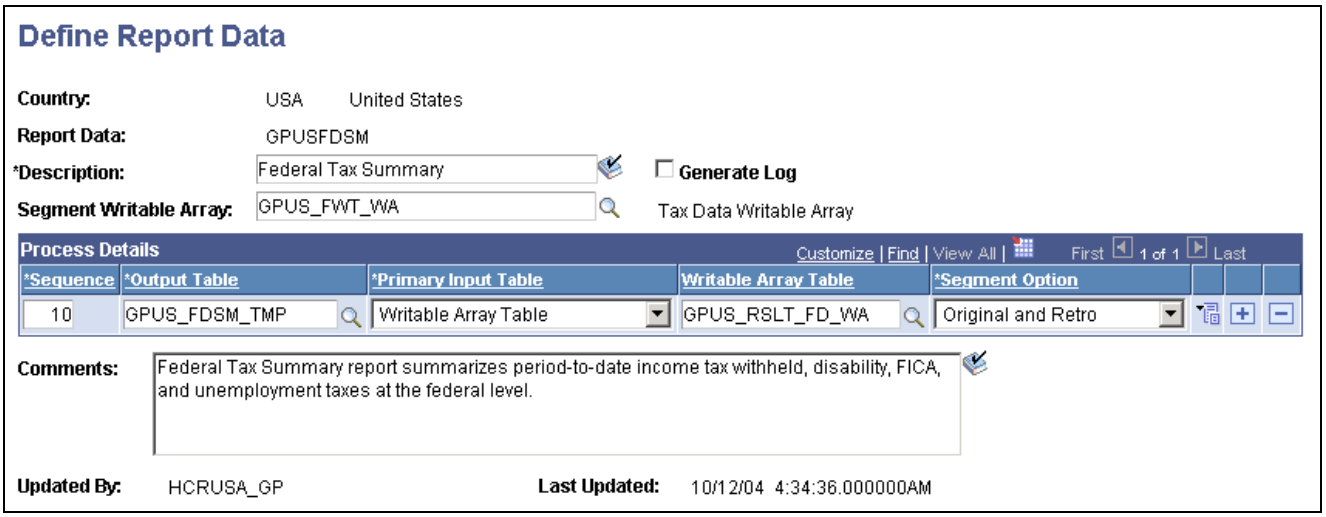
- Map fields.
- Create input filters.

Pages Used to Define Report Data

Page Name	Object Name	Navigation	Usage
Define Report Data	GP_RPT_TBL	Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Define Report Data	Assign the output table, writable array, primary input table type, and segment option.
Report Data Process Details	GP_RPT_DTL_SEC	Click the Details link on the Define Report Data page.	Map fields and create filters used to generate the output table.

Selecting Output Tables and Primary Input Tables

Access the Define Report Data page.



Define Report Data page

Report Data Displays the identification code for the report data setup.

Generate Log Select to generate log details when you run the report.

Segment Writable Array Enter a writable array segment. The corresponding writable array table can be used throughout the report data generation process in two ways. First, any field on this writable array table can be included in the field map. Thus it is used to populate fields in the output tables. Second, any field on this writable array table can be used as a filter for the process (using the parameter "SEGFILTER" on the Validate Report Data page). For example, for a writable array that contains the Company and Establishment fields, a process can be run for a single company or establishment.

Process Details

Sequence Enter the sequence number. The same input and output tables may be used repeatedly.

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Warning! The report data generation process uses this sequence number when generating output tables. The output table must have a SEQ_NUM field to hold the sequence number value.

Output Table Enter the record name of the output table.

Primary Input Table Select the primary table to be read for data selection. The Primary Input Table and the Output Table have a one to one relationship; for each row selected in the Primary Input Table there will be one row selected in the Output Table. The options available are:

- *Absence Daily Data* (GP_RSLT_ABS)
- *Accumulators* (GP_RSLT_ACUM)
- *Earnings and Deductions* (GP_RSLT_ERN_DED)
- *Internal Worktable* (GP_PYE_PRC_STAT joined with GP_PYE_SEG_STAT and a segment writable array)
- *Positive Inputs* (GP_RSLT_PI_DATA)
- *Supporting Elements* (GP_RSLT_PIN)
- *Writable Array Table* (any writable array table)

Writable Array Table When the Primary Input Table is *Writable Array*, enter the table name here. This writable array is not the same as the value in the Segment Writable Array field, which applies to the entire process.

Segment Option Select which data will be selected if the process encounters retroactive information. Options are:

- *Original:* Select only original segment information (no retroactive information).
- *Original and Retro:* Select Information coming from recalculated segments and prior segments in addition to the original segments.
- *Last Version/Revision:* Select only the segments with the latest version and revision numbers.
- *User Defined:* Select this option to manually choose the segment. Selecting this field displays the Last, Retro (Prior), Retro (Recalculated), and Original Calc fields.

Mapping Fields

Access the Report Data Process Details page.

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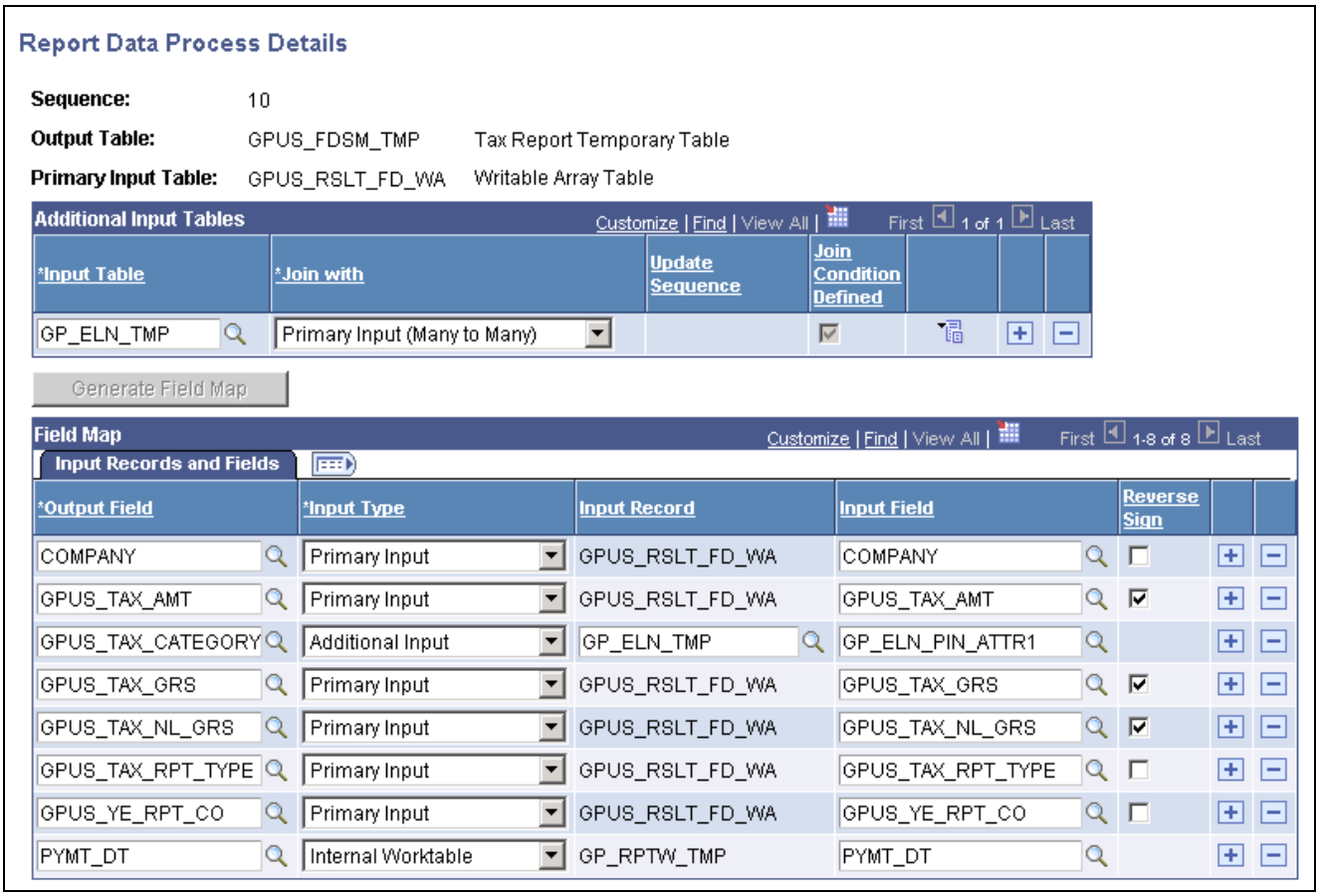
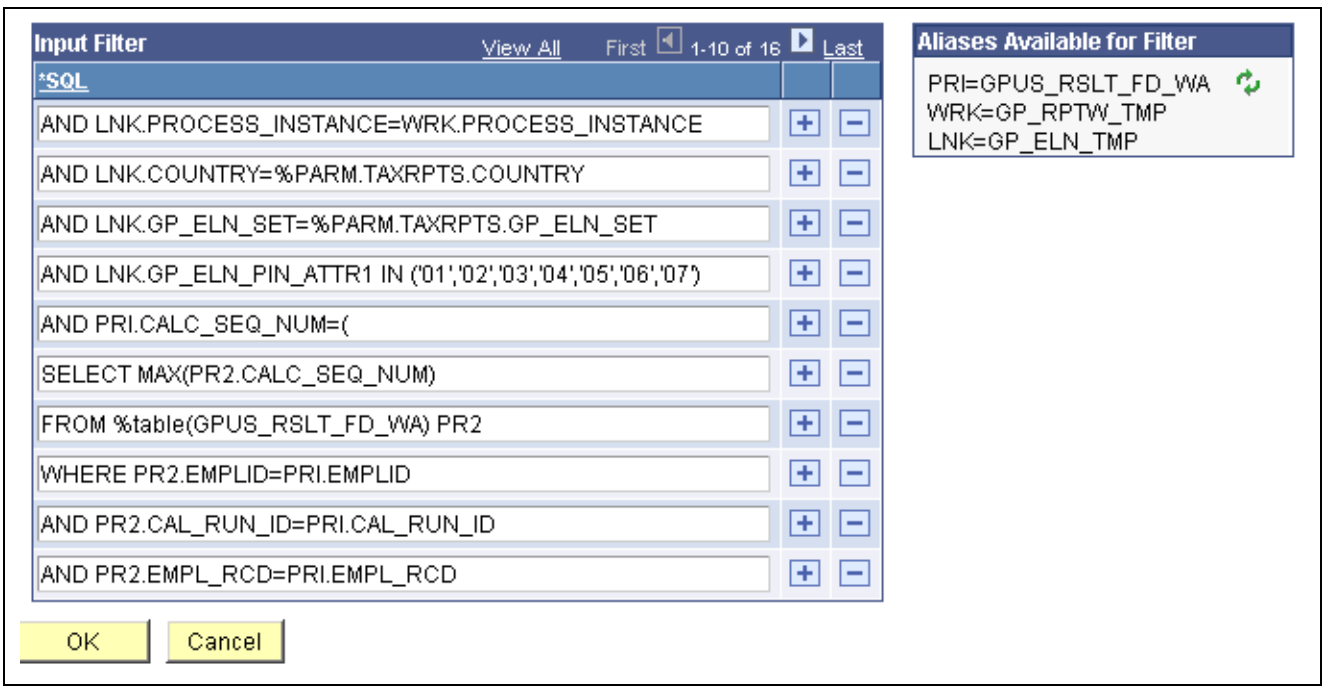


Report Data Process Details page (1 of 2)



Report Data Process Details page (2 of 2)

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Additional Input Tables

Additional input tables can be used in addition to the Primary Input Table. To use additional tables in the process, a linking relationship must be defined on this page in order to retrieve the data. The relationship can be defined with either the primary input table or the output table.

Input Table Enter an input table. Once a table is defined as an additional input, any of its fields can be used to populate a field in the output table.

Join with Select one of the following options:

- *Output Table:* This creates a one to one relationship. The additional input table will be read after the output table has been populated from the primary input table. Then the selected fields from the additional input table will be used in an update statement on the output table.
- *Primary Input:* This creates a many to many relationship. The additional input table will be read during the selection of the primary input table. A join is made between these tables and thus the selected fields from the additional input table will be used in an insert statement on the output table.

Note. Only one additional input table can be joined with the primary input table. This additional input table is called the link table and it can be filtered with an input filter.

Update Sequence You must enter a sequence number when joining an input table with an output table. This sequence number determines the order of the different accesses to the additional input tables that are triggered by some update statements. There is one update statement per additional input table. For example, the field UNION_CD is populated with data from JOBCODE_TBL based on the SETID and JOBCODE defined in the output table. Then the field DISABILITY_INS is populated with data from UNION_TBL based on the UNION_CD. In this case the JOBCODE_TBL must have an Update Sequence value of *1* and the UNION_TBL must have an Update Sequencevalue of *2*.

Join Condition Defined The system uses this field to indicate that a join condition is defined between the additional input table and the primary input table or the additional input table and the output table, depending on the value in the Join with field. This field is read-only.

Generate Field Map Use this push button to generate a field mapping based on the output table definition, the primary input table, the additional input tables, the writable array segment and the worktable. Once the field mapping has been generated, the user can change it using the Field Map group box.

Field Map

Once you have selected the Generate Field Map button, the system populates this group box. You may then alter these fields.

Field Map Input Record and Field Tab

Output Field Displays the field name of the output table. The fields of the output table are not required. You cannot select the fields that define the mandatory key structure.

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Input Type The following options are available:

- *Primary Input:* A field from the primary input table populates the output field.
- *Internal Worktable:* A field from the worktable populates the output field. Any field from GP_PYE_PRC_STAT and GP_PYE_SEG_STAT can be selected.
- *Additional Input:* A field from a specific record populates the output field.
- *Element:* An element populates the output field. The as of date can be specified in the As of Field field (field present in the output table).
- *Writable Array:* A field from a writable array populates the output field. The as of date is the segment retro period.
- *Period Accum:* A balance accumulator element populates the output field. The balance period is defined under Period Accum.
- *Writable Array Segment:* The field is populated by the corresponding field present in the segment writable array, if one is defined.

Input Record Enter a record name if Input Type is *Additional Input* or *Writable Array*. For other input types, the records' technical names appear.

Input Field Displays the field name of the primary input, additional input, the worktable, the writable array segment, or a writable array.

Reverse Sign Indicates if the field must take the opposite sign (+/-) when the result is attached to a prior amount. Usually, this field is selected for all the fields that can be summed. This option should not be selected for fields that do not contain values, such as PIN_NUM or INSTANCE.

Field Map Element Tab

The following fields are required if the Input Type is *Element.*

Entry Type Select from: *System Element,Variable,Formula, Bracket,Earning,Deduction, Auto-Assigned, Accumulator,Count,* and *Duration.*

Element This field is required if the Input Type is *Element.* Be sure to use the correct Country field.

Field Map Element Options Tab

Element Source Required if the Input Type is *Element* or *Writable Array*. Determines how the element is read, in the case of retroactivity.

- *Original:* Read in the original segment.
- *Recalculated:* Read in the recalculated segment.

As of Field Required if the Input Type is *Element* and the Element Source is *Original.* The field name is used for the As of Date to find the element. This field is populated by the output table.

Period Accumulator Type Required if the Input Type is *Period Accumulator*. Values are: *MTD Amount, MTD Unit,PTD Amount, PTD Unit, QTD Amount,QTD Unit, YTD Amount,* and *YTD Unit.*

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Creating Input Filters

Access the Report Data Process Details page.

SQL Write a where clause to execute during the selection of the primary input table. Aliases are available. For example:

- To filter only positive amounts: “and PRI.CALC_RSLT_VAL>0”
- To filter for one country: “and WRK.COUNTRY=’USA’”
- To filter on a field stored in an additional input table (if joined with the primary input table): “and LNK.PIN_TYPE=’ER’”

Aliases available for Filter This legend shows that the aliases that can be used in the SQL field. Use the button to refresh the legend. Aliases are as follows:

- WRK: Represents the worktable.
- PRI: Represents the primary input table.
- LNK: Represents the record used as the additional input table that is joined with primary input table.

Note. You can use specific words in your SQL where clause. For example: “and WRK.PAY_ENTITY in (%PARM.PRMARG.1)”. In this statement, the report data process will replace %PARM.PRMARG.1 with the appropriate value.

Validating Report Data

This section discusses how to:

- Enter report data parameters.
- Run the report data generation process in batch mode.
- Run the report data generation process in real time.
- Generate SQL requests.
- View generated report data.

Page Used to Validate Report Data

Page Name	Object Name	Navigation	Usage
Validate Report Data	GP_RC_RPT	Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Validate Report Data	Enter report data parameters. Run the report data generation process in batch mode or real time. Generate SQL requests.

Entering Report Data Parameters

Access the Validate Report Data page.

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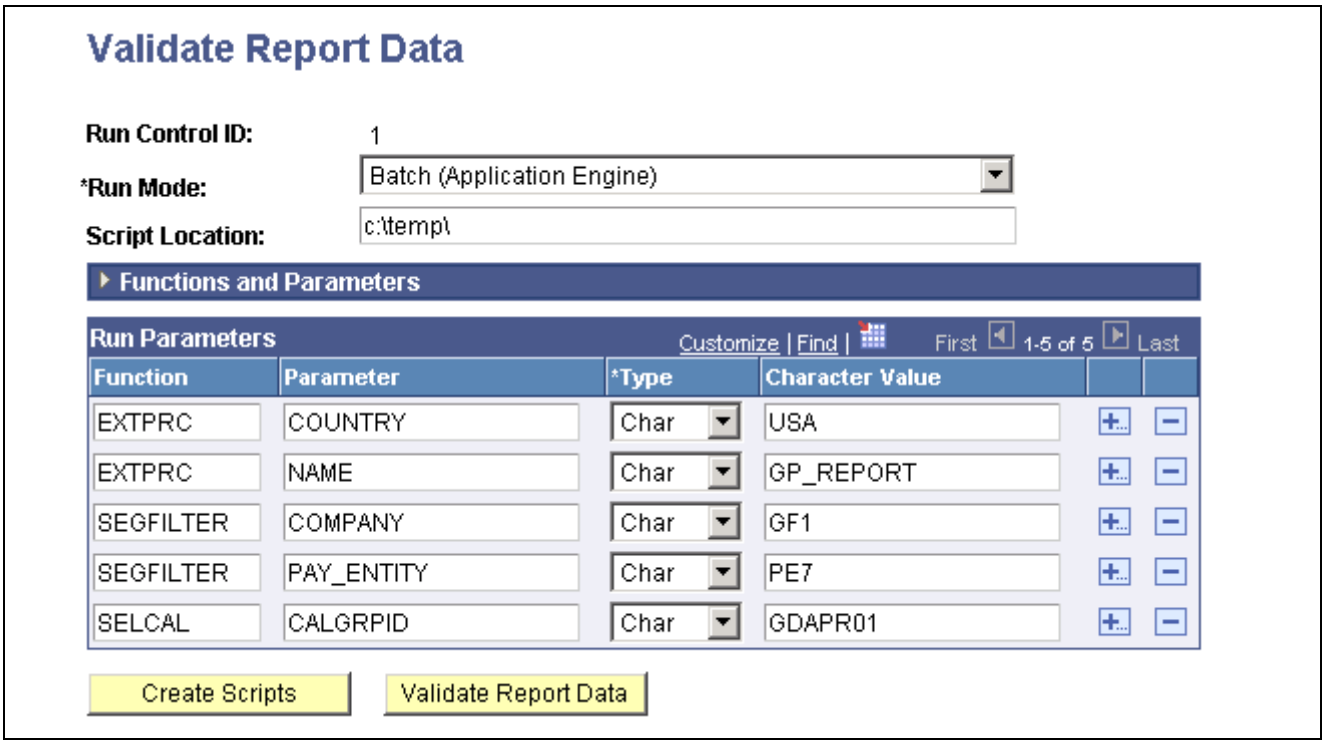

Validate Report Data page

Run Mode Select one of three options:

- *Batch (Application Engine)*
- *Real Time (PeopleCode)*
- *Script (Data Mover)*

The Run Mode determines how the SQL statements are applied.

Script Location Enter the location of the script. Data Mover can execute the script only if you selected *Script (Data Mover)* in Run Mode. Otherwise the generated scripts can be used to debug the SQL statements.

Validate Report Data Select this option to validate the report data. The process used depends on your Run Mode selection:

- *Batch (Application Engine):* The system launches an Application Engine that runs the process in batch mode via process scheduler.
- *Real Time (PeopleCode):* The system launches a PeopleCode function that runs the process in real-time.
- *Script (Data Mover):* The system launches a Data Mover process that runs the process in batch mode via process scheduler.

Create Scripts Select this option to create a .dms containing the SQL statements and to display them on the page. The script includes a list of parameters used to generate the statements. If a parameter is not used in the process (because of a syntax error or a missing definition) the words “Not used” appear in the list.

Function and **Parameter** Enter a function and parameter that the system will use to select data for the report. For example, by entering SELCAL/CALGRPID you can then select

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which calendar group ID data to use in the report. Defined values are listed below. You can create more using the input filter.

Type Indicate the field type of the Parameter. Select either *Char,Date,Numeric,* or *SQL.*

Character Value Enter the value of the Function or Parameter.

Structuring Parameters

Below is a list of pre-defined function and parameter values.

Function	Parameter	Parameter Value	Comment
EXTPRC	COUNTRY	Country Code	This parameter is required.
EXTPRC	NAME	Report Data	This parameter is required
EXTPRC	TYPE	P or A or B	Select one of the following: • P: Payroll extraction process • A: Absence extraction process • B: Both payroll and absence process
SELCAL	CALGRPID	Calendar Group ID	
SELCAL	DATE	1 or 2 or 3	Select one of the following: • 1: Period Begin Date • 2: Period End Date • 3: Payment Date If this parameter is not defined, the system uses the period end date.
SELCAL	FROMDT	From Date	
SELCAL	TODT	To Date	
SELPYE	SECUR	Y/N	Use this parameter to apply security to payee selection.
SELPYE	RECORD	Record Name	Payee selection is based on this record. It must include EMPLID and EMPL_RCD.

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Function	Parameter	Parameter Value	Comment
SELPYE	SQL	SQL Statement	When the parameter value field is not long enough, the user can repeat the same parameter. The system will concatenate the different values.
SELPYE	GRPBUILD	Group Build Code	
SELPYE	GRPVER	Group Build Version	
SELPYE	GRPLST	Group List Name	
SELPYE	STREAM	Stream Number	Use this parameter to tell the system whether it must use EMPL_FROM/TO.
SELPYE	EMPLID	Employee ID	The same parameter can be repeated.
SELPYE	EMPL_RCD	Employee Record Number	
SELSEG	SQL		This is the process filter.
SEGFILTER	Any field name on the worktable and the segment writable array (if a segment writable array is defined)	Any Value	This is the segment filter. The process adds WRK.fieldname to the report.

Defining the Relationship Between Reports, Report Setup Data, And Element Lists

To define the relationship between reports, report setup data, and element lists, use the Define Payroll Reports USA (GPUS_RPT_SETUP) component.

This section provides an overview of the relationship between reports, report data setup, and element lists, and explains how to define parameters used by the payroll report jobs.

Understanding the Relationship Between Reports, Report Setup Data, and Element Lists

For each report created using the Report Data Generation process, you can:

- Define a job name.

  The Application Engine program that prepares report data accesses the table PSPRCSRQST to retrieve the Job Name that it is executed in.

- Associate the report data defined on the Define Report Data and Report Data Process Details pages with the job.

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- Associate each job with the list set defined for it on the Define List Set (GP_ELN_SET) component.

  List sets enable you to define groups of elements and their attributes to associate with an application such as a report or other process.

- In addition, for tax reports, you can define the jurisdiction type (state or federal), and for payslips you can define temporary tables to store payslip data.

Note. The setup steps described here enable you to store information required by some reports or processes rather than hard-coding the data. Note that this setup is defined by job (Job Name) and not by process. This enables you to define generic processes that generate different results based on the job (a job is a set of processes).

Note. You are not required to complete these setup steps in all cases. These setup steps are an extension of the job process definition provided by PeopleTools. Global Payroll for United States uses these steps to store additional information with each job definition. The setup steps and fields described here are not required: some jobs are defined without report data, and others are defined without applications or list sets.

Page Used to Define the Relationship Between Reports, Report Data Setup, and Element Lists

Page Name	Object Name	Navigation	Usage
Define Payroll Reports USA	GPUS_RPT_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Define Payroll Reports USA, Define Payroll Reports USA	Define parameters used by the payroll report jobs.

Defining the Relationship Between Reports, Report Setup Data, and Element Lists

Access the Define Payroll Reports USA page.

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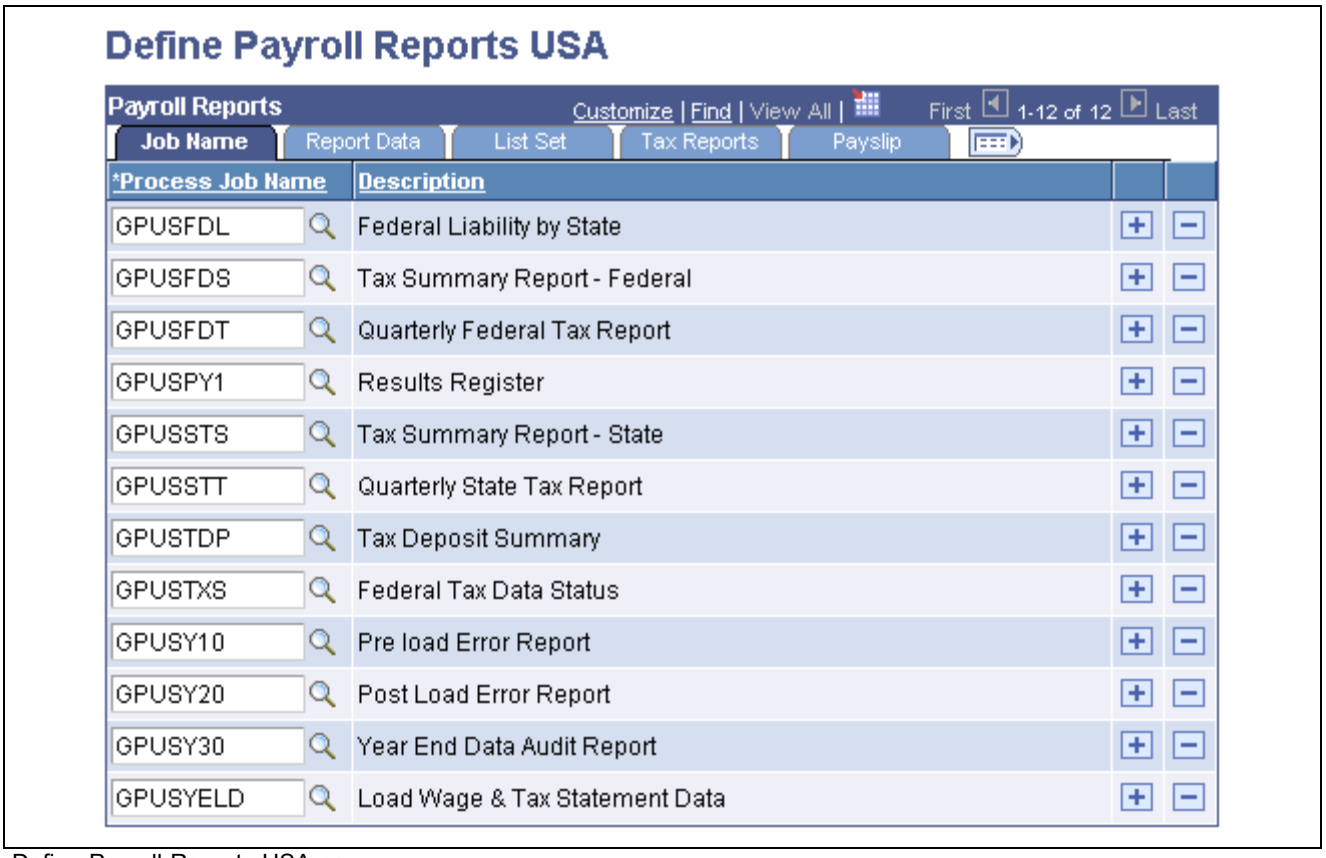

Define Payroll Reports USA page

Job Name

Process Job Name Enter the job name for the report.

Report Data

Report Data Select the report data to associate with the job name.

You define report data on the Define Report Data and Report Data Process Details pages.

List Set

Application and List Set Specify the application and list set associated with the job.

Applications and list sets are defined on the Define Application and Define List Set pages.

Tax Reports

For tax reports, identify whether the report is a state or federal report.

Payslip

Identify the temporary tables used to hold the payroll results data published in the paylip.

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See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Managing Applications and List Sets”

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CHAPTER 16

Assigning Earnings

This chapter provides an overview of earnings assignments and discusses how to assign earnings and supporting element overrides.

Understanding Earnings Assignments

This section discusses:

- Delivered earnings.
- Earnings processing rules.
- Viewing delivered elements.

Delivered Earnings

Global Payroll for United States delivers a number of earnings to demonstrate the flexibility of rules used to meet common processing requirements. These include:

- REGULAR (for hourly payees).
- WAGES (for exception hourly payees).
- SALARY (for salaried payees).
- OVT 1.5 (overtime at 1.5 times regular rate).
- OVT 2.0 (overtime at 2.0 times regular rate).
- PREMIUM (premium pay).
- BONUS (bonus pay).
- COMPANY CAR (personal use of company car).
- SHIFT - R (shift differential - hourly).
- SHIFT PCT (shift differential - percent).

Global Payroll for United States also delivers absence-related earnings. These include:

- HOLIDAY.
- BEREAVE PAID (paid bereavement leave).
- BEREAVE UNP (unpaid bereavement leave).
- SICK PAID (paid sick leave).
- SICK UNP (unpaid sick leave).

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- JURY PAID (paid jury duty leave).
- JURY UNP (unpaid jury duty leave).
- VAC PAID (paid vacation).
- VAC UNPAID (unpaid vacation).
- VAC PAYOUT (pay vacation balance).

Note. Absence-related earnings are discussed in a separate chapter in this PeopleBook.

See Chapter 12, "Setting Up Absence Elements," page 163.

Earnings Processing Rules

In Global Payroll for United States, REGULAR, WAGES, and SALARY earnings are added to the process list before other earnings. In general, when processing earnings, be sure to order your earnings based on the impact they'll have on each other.

Viewing Delivered Earnings

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

Assigning Earnings and Supporting Element Overrides

This section provides an overview of assigning earnings and supporting element overrides, and discusses how to:

- Assign BONUS and COMPANY CAR earnings.
- Assign REGULAR, OVT 1.5, OVT 2.0, and PREMIUM earnings.
- Define supporting element overrides for shift pay earnings.
- Define supporting element overrides for taxable earnings.

Understanding Earnings Assignments and Overrides

Many of the delivered earnings require that you enter element assignment, positive input, or supporting element override information before they can be processed. These earnings fall into four groups:

- BONUS and COMPANY CAR

  The earnings BONUS and COMPANY CAR are defined with a calculation rule of Amount, with the Amount Type set to *Payee Level*. This means that the earnings are resolved only when:

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- You assign an amount to a payee on the Element Assignment by Payee (GP_ED_PYE) or Payee Assignment by Element (GP_ED_ELEM) components.
- You assign an amount at the payee level using positive input.

See Chapter 16, "Assigning Earnings," Assigning Bonus and Company Car Earnings, page 236.

- REGULAR, OVT 1.5, OVT 2.0, and PREMIUM

The earnings REGULAR, OVT 1.5, OVT 2.0, and PREMIUM are defined with a calculation rule of Unit x Rate, or Unit x Rate x Amount, with the Unit Type set to *Payee Level*. This means that the earnings are resolved only when:

- You assign a unit value at the payee level on the Positive Input page, or specify a flat amount (overriding the calculation rule).
- In addition, the earnings OVT 1.5, OVT 2.0, and PREMIUM are designed to process shift differentials. To calculate shift pay, you must assign payees to shift groups and shift IDs on the Calendar ID Override Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED).

See Chapter 16, "Assigning Earnings," Assigning REGULAR, OVT 1.5, OVT 2.0, and PREMIUM Earnings, page 237.

- REGULAR and WAGES

The system stores the hours of REGULAR or WAGES (by shift group and shift ID) in the accumulator SHIFT DIFF UNIT. This accumulator serves as the Units component in the calculation rule of the earnings SHIFT R and SHIFT PCT.

For payees to receive shift pay based on the hours (units) of REGULAR and WAGES, you must define the values of the supporting elements ERN VR SHIFT GRP (shift group) and ERN VR SHIFT ID (shift ID).

Note. The system processes SHIFT R and SHIFT PCT automatically if the value of SHIFT DIFF UNIT is greater than zero and payees are assigned to shift groups and IDs.

See Chapter 16, "Assigning Earnings," Defining Supporting Element Overrides for Shift Pay Earnings, page 237.

- All Delivered Taxable Earnings

All of the delivered taxable earnings require the definition of the supporting elements TAX VR RPT TYPE (report type), TAX VR STATE (U.S. state/territory), and TAX VR METHOD (tax method) to ensure correct tax processing.

See Chapter 16, "Assigning Earnings," Defining Supporting Element Overrides for Taxable Earnings, page 238.

Pages Used to Assign Earnings, Amounts, and Overrides

Page Name	Object Name	Navigation	Usage
Element Assignment by Payee	GP_ED_PYE	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment by Payee, Element Assignment by Payee	Assign an earning to a payee (recurring basis).

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Page Name	Object Name	Navigation	Usage
Payee Assignment by Element	GP_ED_ELEM	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Payee Assignment by Element, Payee Assignment by Element	Assign an earning to a payee (recurring basis).
Element Detail	GP_ED_PYE_DTL_SEC	Click the element name link on the Element Assignment by Payee page. Click the element name link on the Payee Assignment by Element page.	Enter values for components of an earning's calculation rule. Enter an amount to override the calculation rule of an earning. Define/override supporting elements used in the calculation of an earning.
Supporting Elements	GP_PAYEE_SOVR	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements	Define/override the value of a supporting element for a payee.
Positive Input	GP_PI_MNL_ERNDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input	Assign an earning to a payee (one-time).
Positive Input By Calendar	GP_PI_GRP_ERNDED	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Positive Input by Cal, Positive Input By Calendar	Enter, edit, or view positive input for payees in the same pay group and calendar.
Calendar ID Override Details	GP_PI_MNL_SEC	Click Details on the Main Components tab of the Positive Input page or the Element Overrides tab of the Positive Input By Calendar page.	Enter values for components of an earning's calculation rule. Enter an amount to override the calculation rule of an earning. Define/override supporting elements used in the calculation of an earning.

See Also

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

Assigning Bonus and Company Car Earnings

To assign BONUS or COMPANY CAR earnings:

1. Assign the earnings to specific payees on the Element Assignment by Payee or positive input pages.

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2. Define the amount of the earnings on the Element Detail page of the Element Assignment by Payee and Payee Assignment by Element components, or on the Positive Input page.

Assigning REGULAR, OVT 1.5, OVT 2.0, and PREMIUM Earnings

To assign REGULAR, OVT 1.5, OVT 2.0, or PREMIUM earnings:

1. Assign the earnings to specific payees on the Positive Input or Positive Input by Calendar pages.
2. Define the Unit component of the earnings on the Calendar ID Override Details page of the One Time (Positive Input) or Manage Positive Input by Calendar components, or specify a flat amount.

Note. You can also assign these earnings and specify their units or amounts on the Element Assignment by Payee and Element Details pages.

In addition, to process shift differentials for the OVT 1.5, OVT 2.0, or PREMIUM earnings, you must specify the payees' shift groups and shift IDs.

To define a payee's shift group and shift ID:

- Select Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), click the Supporting Element Overrides button, and enter the shift group and ID on the Calendar ID Override Details page for the element you are assigning (OVT 1.5, OVT 2.0, or PREMIUM).
- Alternately, select Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Positive Input by Cal, click the Supporting Element Overrides button, and enter the shift group and ID on the Calendar ID Override Details page for the element you are assigning (OVT 1.5, OVT 2.0, or PREMIUM).

Note. You can define *default* shift groups and shift IDs for payees by specifying the values of the variables ERN VR SHIFT GRP (shift group) and ERN VR SHIFT ID (shift ID) on the Supporting Elements page. You can then override these values as needed for specific pay periods using positive input.

Note. If you override the calculation rule of OVT 1.5, OVT 2.0, or PREMIUM by entering a flat amount through positive input, these earnings will not calculate shift pay.

Defining Supporting Element Overrides for Shift Pay Earnings

SHIFT – R and SHIFT PCT calculate shift differentials based on the units (hours) of WAGES and REGULAR pay processed by the system. For example, if there are 10 units (hours) of REGULAR earnings, the system processes 10 units of SHIFT - R. If there are no units of REGULAR pay, the system does not process SHIFT - R.

For payees to receive shift pay based on the hours of REGULAR and WAGES, you must define the values of the supporting elements ERN VR SHIFT GRP (shift group) and ERN VR SHIFT ID (shift ID).

To do this:

1. Access the Supporting Elements page and define a *default* shift group and ID for each payee.

   Select Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, and specify the default values of the variables (supporting elements) that store the shift group and ID: ERN VR SHIFT GRP and ERN VR SHIFT ID.

2. If needed, use one of the following pages to override the default values of ERN VR SHIFT GRP and ERN VR SHIFT ID for specific payees in a specific pay period:

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- Positive Input page.

  Select Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), click the Supporting Element Overrides button, and enter the override values of the shift group and shift ID for the element for which shift pay is being calculated (WAGES or REGULAR).

- Positive Input By Calendar page.

  Select Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Positive Input by Cal, click the Supporting Element Overrides button, and enter the override values of the shift group and shift ID for the element for which shift pay is being calculated (WAGES or REGULAR).

Note. You can enter overrides for a full period or a partial period. To enter partial period overrides, create multiple rows of data for WAGES or REGULAR with the number of hours associated with each shift, and then specify the shift group and shift ID for each row.

Defining Supporting Element Overrides for Taxable Earnings

All of the delivered taxable earnings require the definition of the supporting elements TAX VR RPT TYPE (report type), TAX VR STATE (U.S. state/territory), and TAX VR METHOD (tax method) to ensure correct tax processing.

Typically, you define *default* values for these supporting elements at the payee or element level, and then override these values as needed:

- Specify the default report type for payees on the Payee Tax Profile page.
- Specify the default state or territory for a payee by selecting the UI Jurisdiction check box for the payee's state on the State Tax Data page.
- Define the default tax method at the element level on the Supporting Element Overrides page of the Earnings component.
- To override the default tax report type, U.S. state and territory, and tax method on a one-time basis, access the Calendar ID Override Details page of the One Time (Positive Input) component, or the Element Detail page of the Element Assignment by Payee and Payee Assignment by Element components, and enter the override values.

See Also

Chapter 10, "Understanding Tax Processing," page 105

Chapter 11, "Setting Up Taxes," page 141

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CHAPTER 17

Assigning Loan Deductions

This chapter provides an overview of the loan deductions and discusses how to assign loan deductions and amounts.

Understanding Loan Deductions

This section discusses:

- Delivered loan deductions.
- Deduction processing rules.
- Loan deductions and multiple resolutions.
- Viewing delivered elements.

Delivered Loan Deductions

PeopleSoft delivers the following loan deductions:

- LOAN (company loan)

  Use the LOAN deduction to calculate regularly scheduled loan payments. You must define the loan amount, the repayment schedule, and other information related to the loan at the payee level.

- LOAN AD PYMT (additional loan payment)

  Use the LOAN ADD PYMT deduction to process additional payments a loan recipient may choose to make outside of the standard repayment schedule. You must define the amount, the payment date, and other information related to the additional loan payment at the payee level.

Note. The delivered loan deductions for the United States are defined as PS Delivered/Not Maintained. This means that you can modify them to fit your needs.

See Also

Chapter 5, "Setting Up General Deductions," page 45

Chapter 6, "Setting Up Loan Deductions," page 63

Deduction Processing Rules

Global Payroll for United States processes loan deductions following these rules:

- Loans are deducted after taxes.
- At termination, the system automatically deducts any remaining loan balance.

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- Global Payroll allows partial deductions for loans.
- The system processes loan deductions during regular payroll runs only.
- The LOAN deduction can go into arrears; arrears are tracked separately for each loan.

Loan Deductions and Multiple Resolutions

You can use Global Payroll's multiple resolution functionality to process multiple loan assignments for the same payee in a single period. To trigger more than one resolution of the element, attach a different loan ID to each assignment of the loan.

Note. We discuss multiple resolution functionality in detail in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Multiple Resolutions of an Earning or Deduction"

Viewing Delivered Elements

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

Assigning Loan Deductions and Amounts

This section provides an overview of loan assignments and discusses how to assign loan deductions and amounts.

Understanding Loan Assignments

The loan deductions have a calculation rule of amount with the Amount Typeset to *Payee Level.*This means that the system will not process loan repayments unless deduction amounts are assigned to specific payees on the Request Loans USA page.

This page is used to:

- Assign loans and amounts.
- Define payback schedules.
- Process additional, non-payroll loan payments.
- Track and view the status of previously assigned loans.
- Adjust for interest payments.
- Forgive existing loans.

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- Cancel existing loans.

Assigning Deductions and Amounts

To assign a loan and define loan amounts:

1. Access the Request Loans USA page and assign the loan to a payee.
2. Enter the total amount of the loan.

   This is the amount that must be paid back in increments as specified in the loan repayment schedule (see step 3).
3. Define the loan repayment schedule.

   The loan repayment schedule tells the payroll system how much to deduct in each pay period. For example, 100 USD per period, 300 USD per period, and so on.

On the Loan page you also specify:

- The deduction used to process the loan.

  You can use the delivered LOAN deduction, or select one that you have created.
- Additional loan repayments (if any).

  You can use the delivered LOAN AD PYMT deduction to process additional payments, or select one that you have created.

Note. Additional repayments are non-payroll payments made outside of the normal repayment schedule. They do not reduce the amount of gross pay; instead, they directly reduce the amount of the loan balance (LNS VR BALANCE).

Page Used to Assign a Loan and Define a Loan Amount

Page Name	Object Name	Navigation	Usage
Request Loans USA	GPUS_LOAN_PYE	Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans USA	Use to define loan deductions. **Note.** When loan information is saved on this page, a component interface automatically populates the Element Assignment by Payee and Payee Assignment by Element components with the loan data and supporting element values (Loan ID). All changes and updates to loan assignments must be made here and not on the Element Assignment by Payee or Payee Assignment by Element components.

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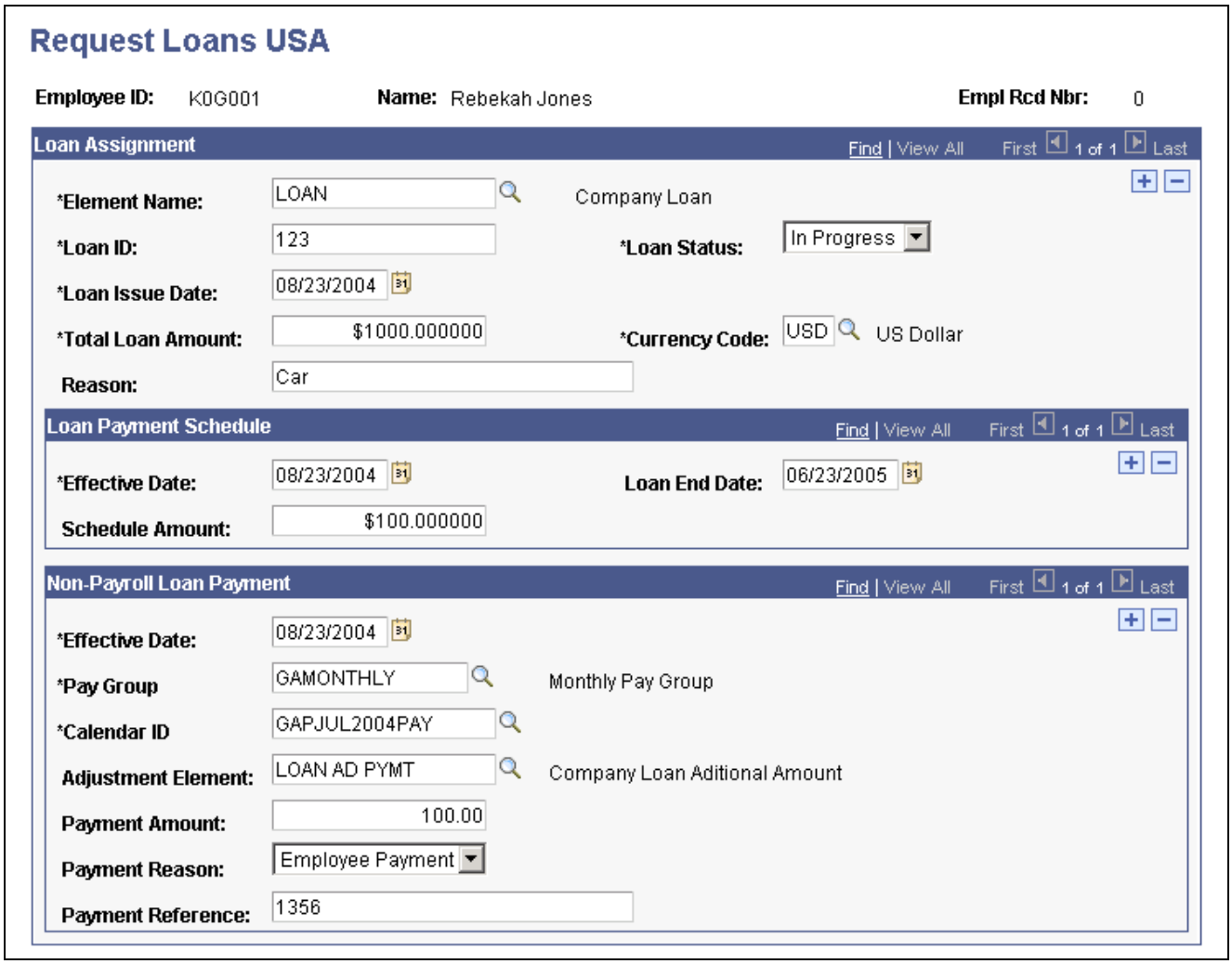
Assigning a Loan

Access the Request Loans USA page.



Request Loans USA page

Employee ID and Name Displays the ID and name of the payee to whom you are assigning the loan.

Loan Assignment

Use the fields in the Loan Assignment group box to define unique instances of a loan deduction, and to define the total loan amount.

Element Name Enter the name of the loan deduction that you want to assign to the payee.

You can use the delivered loan deduction (LOAN), or a deduction that you have created.

Note. The prompt table only displays deductions with an Element Category of *LNS*.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Defining General Element Information," Defining Industries and Categories.

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Loan ID Enter a loan ID.

The ID must be unique for each loan.

Note. A single payee may have multiple loans; the system uses the loan ID to track loans separately.

Loan Issue Date Enter the date on which the loan was issued.

This field is for information only. It does not affect processing.

Total Loan Amount Enter the total amount of the loan.

This is the amount to be repaid in increments based on the pay period frequency.

Note. The LOAN deduction is defined with a frequency of *Use Calendar Period Frequency.* This means that the amount you enter in the Schedule Amount field (defined below) is deducted each pay period, regardless of the pay period frequency (weekly, bi-weekly, monthly, and so on).

Reason Enter the reason for the loan.

Loan Status Specify the current status of the loan.

Possible values are:

- *In Progress*

  Used for loans that are in the process of being repaid.

- *Cancelled*

  A loan is cancelled when it has been repaid, forgiven, or cancelled.

  Note. This is for information only. To stop or cancel a loan, you must enter a loan end date.

Currency Code Specify the currency of the loan deduction.

Loan Payment Schedule

Use the fields in the Loan Payment Schedule group box to define the amount to be repaid each pay period.

Effective Date Enter an effective date.

This date determines when the loan schedule becomes effective.

Note. You can define different effective-dated schedules for the same loan by entering additional rows of data.

Schedule Amount Enter the amount to deduct each pay period.

Note. Use the fields in the Loan Payment Schedule group box to define a standard repayment schedule. If you want to define a one-time override to the scheduled repayment amount, enter the override amount using positive input.

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Loan End Date Enter a date after which the loan deduction should no longer be processed.

Non-Payroll Loan Payment

Use the fields in the Non-Payroll Loan Payment group box to record additional, non-payroll loan payments made by a payee. These are deductions that are not included in the regular schedule of loan repayments and which do not reduce the amount of net pay.

Note. Do not use the fields in the Non-Payroll Loan Payment group box to deduct additional, one-time loan payments through the regular gross to net process. If you want to define an additional, one-time repayment to be included in the regular gross to net process, create a positive input entry for the LOAN deduction with an Action Type of *Additional*.

Effective Date Enter an effective date.

This date determines when the additional loan payment is processed by the system.

Pay Group Specify the pay group of the payee for whom you are processing the additional loan deduction.

Calendar ID Specify the calendar in which you want the additional loan payment to be processed.

The calendars available for selection are those associated with the pay group identified in the Pay Group field.

Adjustment Element Identify the deduction you have defined to process the additional loan payment.

You can use the delivered loan deduction (LOAN AD PYMT) or one that you have defined yourself.

Payment Amount Enter the amount of the additional loan payment. This amount reduces the loan balance but has no effect on net pay.

Payment Reason Enter a reason for the additional loan payment.

Valid values are:

- *Employee Payment*
- *Loan Forgiven*
- *Interest Adjustment*
- *Loan Cancelled*

Payment Reference Enter a payment reference.

The payment reference is typically the number on the additional loan repayment check. It enables you to identify the payment.

Entering One-Time Overrides

When entering overrides for a LOAN or LOAN AD PYMT deduction using the One Time (Positive Input) component, you must specify the loan ID (LNS VR ID) of the loan for which you are entering the override.

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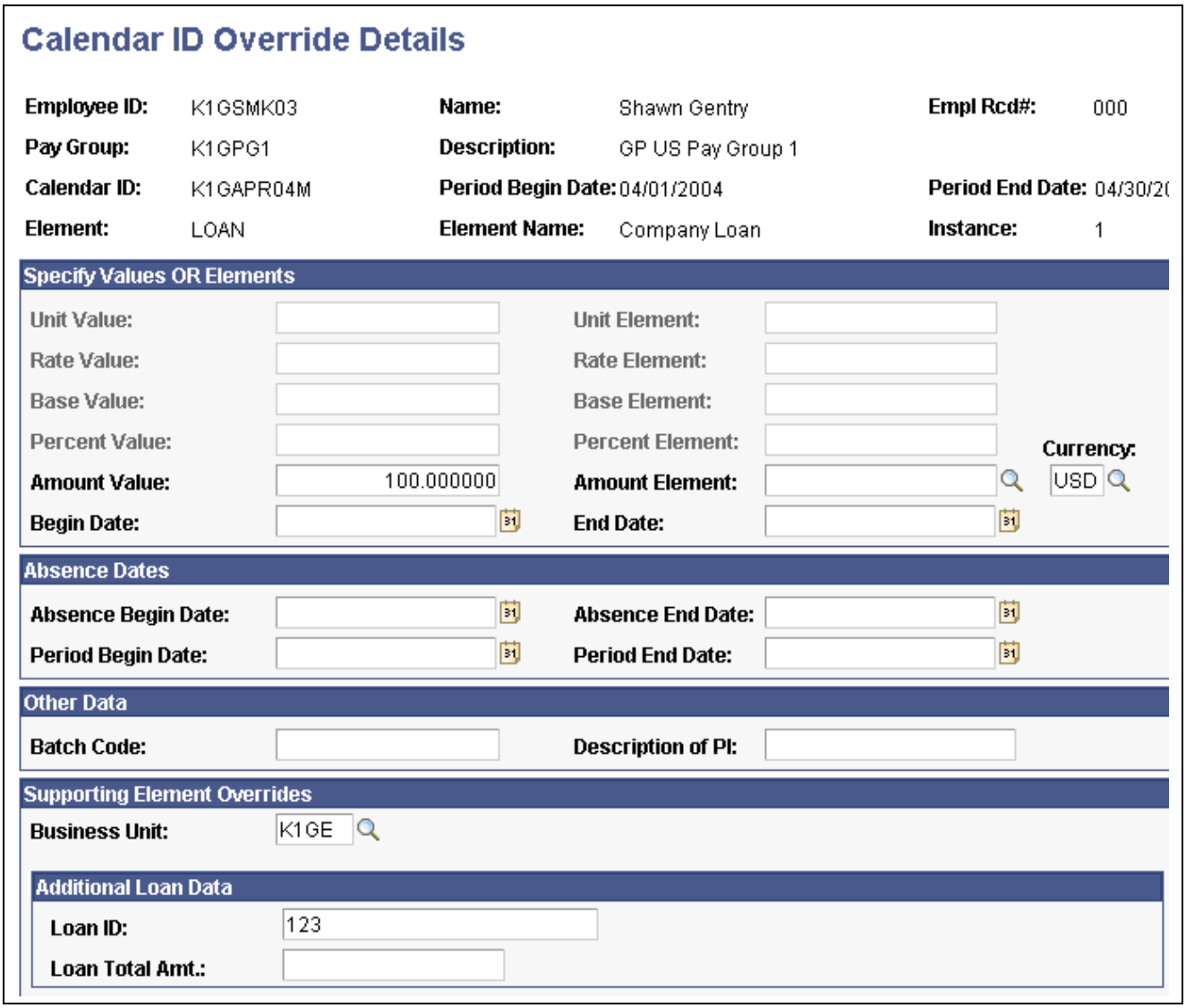

Example of a loan override on the Calendar ID Override Details page of the One Time (Positive Input) component

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CHAPTER 18

Assigning Garnishments

This chapter provides an overview of garnishments and discusses how to:

- Assign garnishments.
- View garnishment information.
- Process one time garnishment overrides.

See Also

Chapter 7, "Setting Up Garnishment Processing," page 71

Understanding Garnishments

Because garnishment orders can come from different agencies, each having different reporting requirements, Global Payroll for United States enables you to address the priority of each garnishment received by jurisdiction, type, and date or time of receipt. In the case of multiple garnishments of the same type, the system can determine which proration method to use and when. When funds are withheld, you have the ability to disburse them according to the method and schedule established by the issuing agency.

This section discusses:

- Delivered garnishment deductions.
- Garnishment types.
- Garnishment processing.
- Garnishment files.
- Viewing delivered elements.

Delivered Garnishment Deductions

Global Payroll for United States delivers the GARNISHMENT deduction to process all types of garnishments. This deduction has a Calculation Rule of Amount, with the Amount Type set to *Payee Level*.

You assign garnishments payee by payee on the Assign Garnishments USA component (GPUS_GRN).

Garnishment Types

Global Payroll for United States can process several types of garnishments:

- Child, spousal, or dependent support.

  Court-ordered deductions for support of another person, whether it is a child, ex-spouse, or dependant

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- Tax levies.

  Federal- or state-mandated deductions for delinquent tax payments.

- Creditor garnishments.

  Deductions derived from an employee not paying an obligation to a creditor.

- Administrative wage garnishments.

  Federal-mandated deductions for delinquent non-tax debts owed to the U.S. government.

- Student loans.

  Deductions for delinquent loans for education granted under the Federal Family Education Program.

- Bankruptcy order.

  Deductions for employee declared bankruptcy, which are paid to a trustee of the federal court handling the payments to the employee's creditors.

- Wage assignments.

  Voluntary employee deduction based on an agreement to directly transfer part of their wages to another party.

Garnishment Processing

When processing garnishments the system must take into account many aspects of the garnishment:

- Garnishment processing for a single garnishment.
- Company fees and recipient fees.
- Garnishment priority.
- Garnishment proration.
- Proration rules by state.

Garnishment Processing for a Single Garnishment

The Global Payroll system performs the following steps to process a single garnishment order:

1. Check the garnishment order type.
2. Calculate disposable earnings.
3. Determine exemption rule.
4. Calculate exempted amount using exemption rule.
5. Calculate amount available by subtracting exemption amount from disposable earnings.
6. Calculate total amount required based on the garnishment order.
7. Calculate the deduction as the lesser of the amounts in steps 5 and 6.

Company Fees and Recipient Fees

Employers and garnishment recipients may charge administrative fees for processing garnishment orders. Global Payroll for United States enables you to define deductions for these fees and assign them to payees on the Fees page of the Assign Garnishments USA component (GPUS_GRN).

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Garnishment Priority

When an employee has *more* than *one type* of garnishment order, processing priority is based on the value of the Priority field on the garnishment Assignment page. The lower the priority number, the higher the priority.

Note that the system does not assign priorities automatically when a payee has more than one type of garnishment (priorities must be defined manually). However, it does restrict the relative priorities of garnishments under certain conditions:

- When a child support garnishment is already in place, and you enter a federal tax levy, the system does not allow you to assign a higher priority to the tax levy than to the child support garnishment.
- Similarly, when a federal tax levy is in place, and you enter a bankruptcy order, the system does not allow you to assign a higher priority to the bankruptcy order than to the tax levy.

In these cases, the system uses the Date Established field on the garnishment Assignment page to control the priorities. For example, if a federal tax levy is established on 1 March 2004, and a child support garnishment is established on 1 January 2004, you cannot give the tax levy priority over the child support garnishment.

Garnishment Proration

Proration occurs when an employee has more than one garnishment of the *same type* and the total amount available to pay those garnishments is insufficient. Proration occurs most often for child support and writ of garnishment. As a result, states have issued rules about what to do when an employee has more then one child support order or more than one writ of garnishment.

PeopleSoft delivers all of the necessary proration rules for all of the states. For states that do not specify proration rules for a specific garnishment type, the system automatically withholds based on the default proration formula GRN FM FIFO ALL (First Come First Serve All). The rule for this proration formula is: *Pay total amount of first garnishment received, based on Received Date, followed by other garnishments in order of receipt until the maximum is reached*.

Note. You can view the delivered proration formulas defined for each type of garnishment at the state level on the Proration Formula page. For garnishment types for which a state does not provide a rule, you can override the default proration formula (GRN FM FIFO ALL) by creating your own proration rules.

See Chapter 7, "Setting Up Garnishment Processing," Maintaining Garnishment Proration Rules, page 81.

Garnishment Files

In Global Payroll for United States, you use the Create Garnishment File USA page to set up and run the garnishment file process for all states that require EFT transfer of garnishment data.

See Chapter 13, "Defining Banking," Creating Garnishment Files, page 184.

Viewing Delivered Elements

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

See Also

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

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Assigning Garnishments

This section discusses how to:

- Enter garnishment assignments.
- Enter calculation details.
- Define garnishment fees.
- Apply garnishment rules.
- Enter the garnishment recipient.

Pages Used to Assign Garnishments

Page Name	Object Name	Navigation	Usage
Assignment	GPUS_GRN_INFO	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments USA, Assignment	Enter basic information about the garnishment order, including received date and time, document details, and attorney information.
Calculations	GPUS_GRN_CALC	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments USA, Calculations	Define the deduction schedule and deduction limits.
Fees	GPUS_GRN_FEES	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments USA, Fees	Define garnishment fees and limits.
Rules	GPUS_GRN_RULEINFO	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments USA, Rules	Specify the exemption rule state, the garnishment rule, and the proration rule for the garnishment order.
Recipient	GPUS_GRN_PAYINFO	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments USA, Recipient	Identify the recipient of the garnishment.

Entering Garnishment Assignments

Access the Assignment page.

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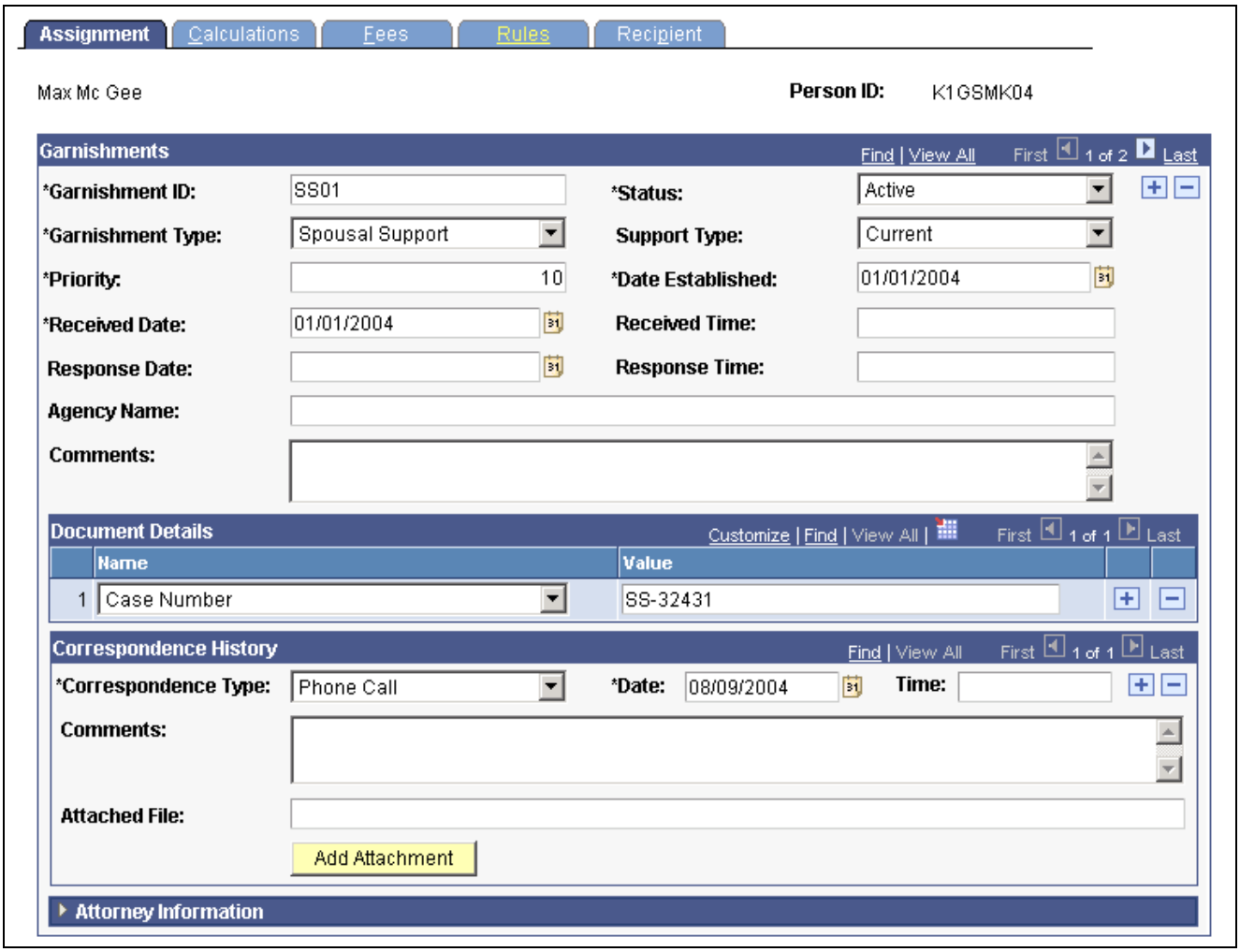

Assignment page

Note. Define one garnishment assignment for each garnishment order that you receive for a payee. Each garnishment assignment must have a unique garnish ID.

Garnishment ID Enter a unique ID for the garnishment order/notice.

Garnishment Status Update this field as the status changes throughout the life of the garnishment. The status affects the processing of the garnishment deduction. Valid values are:

- *Active* – Select this value when the garnishment is active for the payee.
- *Completed* – Select this value when the garnishment amount is paid in full or the court notifies the employer to stop deductions from the payee.
- *Rejected* – Select this value if you cannot comply with the garnishment.
- *Suspended* – Select this value to stop processing the garnishment deduction in payroll while preserving the garnishment assignment data.

Note. The system only processes garnishments with a status of *Active*. The system ignores garnishments with a status of *Completed*, *Rejected*, or *Suspended*.

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Garnishment Type Select the type of garnishment received by the employer. Valid values are *Writ of Garnishment*, *Tax Levies*, *Chapter 13 Bankruptcy*, *Wage Assignment*, *Child Support*, *Spousal Support*, *Dependent Support*, and *Student Loan*.

Support Type Support types are only applicable to child support, spousal support, and dependent support. Valid values are *Current* and *Arrears*.

Priority Enter the garnishment processing priority.

The priority number you enter here determines the order in which garnishments of *different types* are processed. The lower the number, the higher the priority.

Note. The system determines the order in which to process garnishments of the *same type* by using proration formulas.

See Chapter 18, "Assigning Garnishments," Garnishment Processing, page 248.

Date Established This is the date the court approved the garnishment.

Note. The priority of a tax levy in relation to a child support order is based on the day the orders were established. Similarly, the priority of a tax levy in relation to a bankruptcy order is based on the establishment date.

See Chapter 18, "Assigning Garnishments," Garnishment Processing, page 248.

Received Date and **Received Time** Enter the date and time the garnishment is received from the court, authorized agency, or government agency.

Response Date and **Response Time** Enter the date and time by which you must let the court, authorized agency, or government agency know whether you can comply with the garnishment order.

Agency Name Enter the name of the court, authorized agency, or government agency that has legal jurisdiction over the garnishment.

Comments Enter any notes related to the garnishment.

Document Details

Enter information about garnishment documents by selecting a garnishment detail name and entering the corresponding information in the Value field. For example, select *Case Number* in the Name field, and enter the number in the Value field.

Note. You define document detail fields on the Document Details Table page, and specify the values of these fields when you assign garnishments to payees on the Assignment page of the Assign Garnishments USA component (GPUS_GRN).

See Chapter 7, "Setting Up Garnishment Processing," Creating Document Details, page 82.

Correspondence History

Use the Correspondence History group box to document who, when, and how your organization has communicated to payees or the issuing agency regarding a garnishment.

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Note. You define fields to record your communication about a garnishment order on the Correspondence Type Table page; you specify the values of these fields on the Assignment page of the Assign Garnishments USA component (GPUS_GRN) when you assign a garnishment to a payee.

See Chapter 7, "Setting Up Garnishment Processing," Creating Correspondence Types, page 83.

Correspondence Type Select the type of correspondence.

Date and **Time** Enter the date and time of the correspondence.

Comments Enter comments related to the correspondence.

Attached File View attached documents related to the garnishment order.

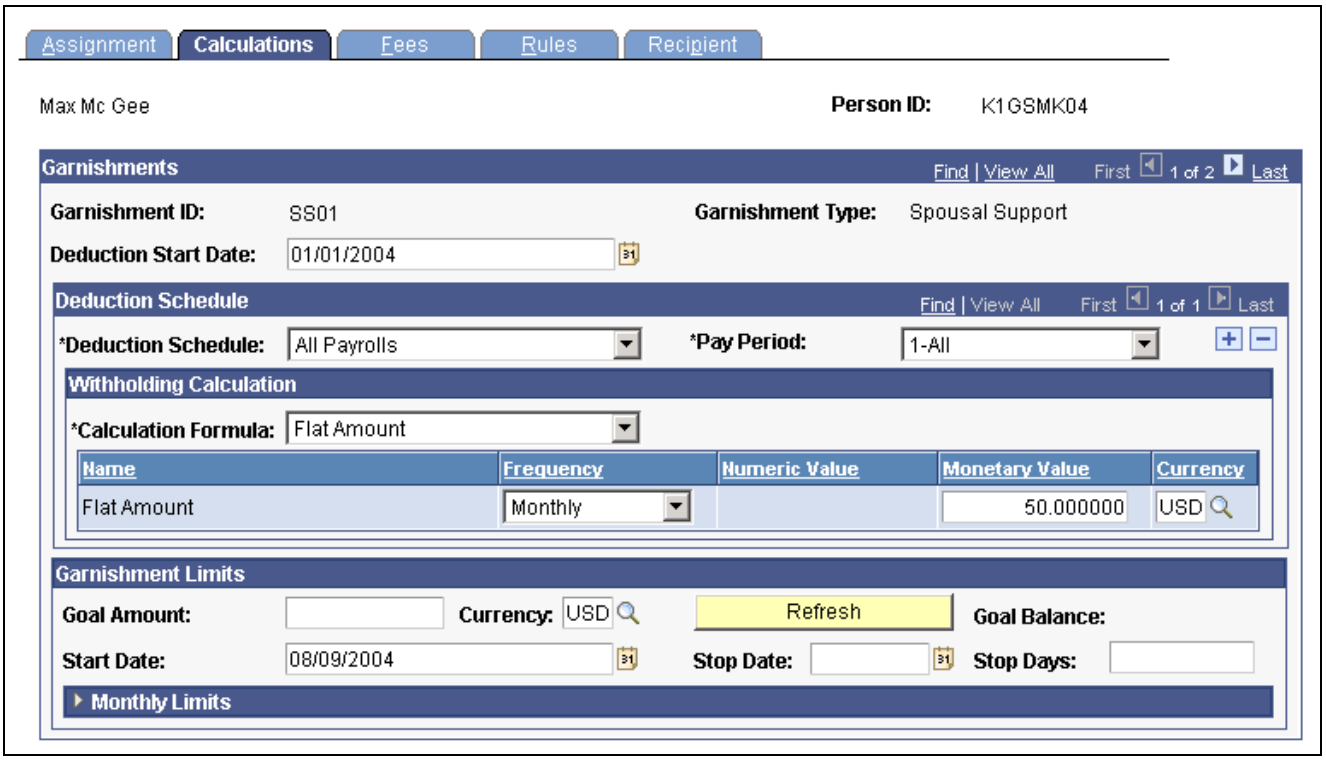
Add Attachment Click to attach correspondence regarding the garnishment.

Attorney Information

Enter the Name, Country, and Address of the attorney representing the payee.

Entering Calculation Details

Access the Calculations page.



Calculations page

Deduction Start Date Enter a start date for the deduction.

Deduction Schedule

Deduction Schedule Select a deduction schedule applicable to the garnishment.

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Pay Period Specify the pay periods in which you would like the garnishment deducted. Valid values are *All* and the pay period number as determined by the Deduction Schedule. For example, if the deduction schedule is *Biweekly*, the pay period values are *First*, *Second*, and *Third* (there are a maximum of three biweekly periods in a month). And if the deduction schedule is *Weekly*, the pay period values are *First*, *Second*, *Third*, *Fourth*, and *Fifth* (there are a maximum of five weeks in a month).

Note. You must specify a value for the variable GRN VR PAY PERIOD on the Calendars – Overrides page for the calendar in which you are processing the garnishment. Enter a value of 1, 2, 3, 4, or 5, or a value of 0 for monthly calendars. For example, if the deduction schedule is *BiWeekly*, and you select *Second* as the pay period value, you must define the value of GRN VR PAY PERIOD as 2 when you process the second pay period each month.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Using Calendars," Overriding Supporting Elements for a Calendar.

Withholding Calculation

In the Withholding Calculation group box, specify the formula used to calculate the amount for the garnishment based on the court order.

Calculation Formula Enter the formula used to calculate the garnishment. Valid values are:

- *DE Percentage + Amount* – Percent of disposable earnings plus an additional amount.
- *Disposable Earnings Percentage* – Percent of disposable earnings.
- *Flat Amount*
- *Flat Amount Percentage* – Percent of a flat amount.
- *Greater of % DE or Amount* – Greater of a percent of disposable earnings or an amount.
- *Greater of % Gross or Amount* – Greater of a percent of gross or an amount.
- *Gross Percentage* – Percent of gross pay.
- *Gross Percentage + Amount* – Percent of gross pay plus an additional amount.

Name Displays the names of the variables that must be defined based on the calculation formula. For example, if you select a calculation formula of *DE Percentage + Amount*, you must specify the percentage and the amount.

Frequency Enter the frequency of the garnishment deduction. Valid values are *All*, *Weekly*, *Biweekly*, *Semi-monthly*, and *Monthly*.

Numeric Value, **Monetary Value**, and **Currency** Enter a Numeric Value or a Monetary Value with its corresponding currency code for each variable populated based on the Calculation Formula.

Garnishment Limits

Goal Amount , **Currency** , and **Goal Balance** Enter a goal amount, and its corresponding currency code, to establish the maximum total amount for the garnishment. After the payroll is finalized, the

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system updates the goal balance, displaying the amount of the garnishment that has been paid to date. When the goal balance equals the goal amount, the system automatically stops taking the deduction. If you do not want to set a goal, leave the fields blank. The Goal Balance appears only after you click Refresh.

Start Date Enter a start date.

Stop Date Enter a stop date, or have the system generate a stop date by entering the number of days that the garnishment should remain active in the Stop Days field.

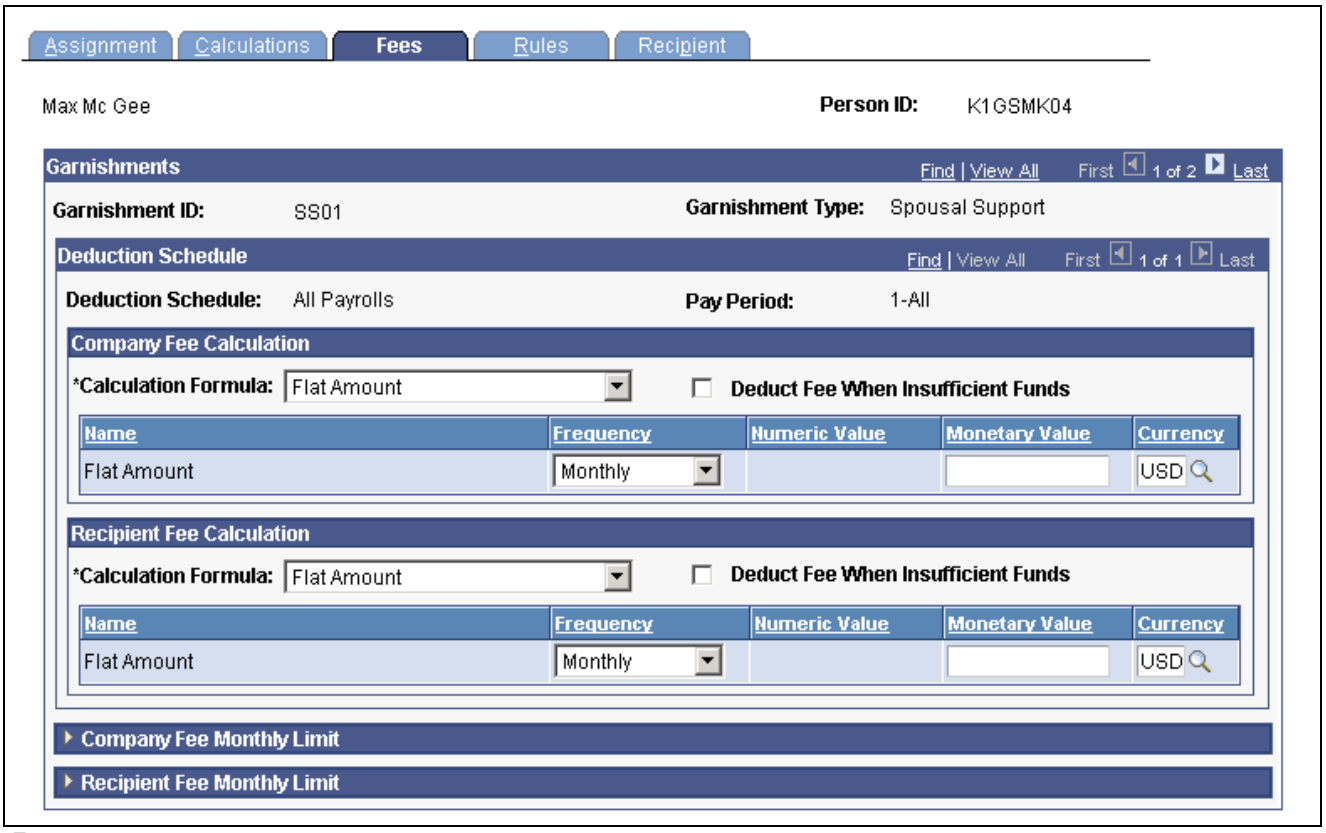
Stop Days Enter the number of days the garnishment should remain active. If you enter a value in this field, the system automatically calculates the stop date based on the start date. However, if the start date is less than the calendar period start date (as the result of a proration rule, for example, or the stacking of garnishments), the system uses the period start date to calculate the stop date.

Monthly Limits

If there are limits to the amount that can be deducted each month, enter the limit Calculation Formula and the corresponding values for each variable displayed.

Defining Garnishment Fees

Access the Fees page.



Fees page

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Company Fee Calculation

In the Company Fee Calculation group box, enter the Calculation Formula, Frequency, Name, and the Numeric or Monetary Value of the company fee. Also, specify what to do when there are insufficient funds to cover the company fee.

Deduct Fee When Insufficient Funds If selected and there are not enough funds to cover both the garnishment and the fee, the garnishment amount is reduced by the amount of the fee.

Recipient Fee Calculation

In the Recipient Fee Calculation group box, enter the Calculation Formula, Frequency, Name, and the Numeric or Monetary Value of the recipient fee. Also, specify what to do when there are insufficient funds to cover the recipient fee.

Deduct Fee When Insufficient Funds If selected and there are not enough funds to cover both the garnishment and the fee, the garnishment amount is reduced by the amount of the fee.

Company Fee Monthly Limit

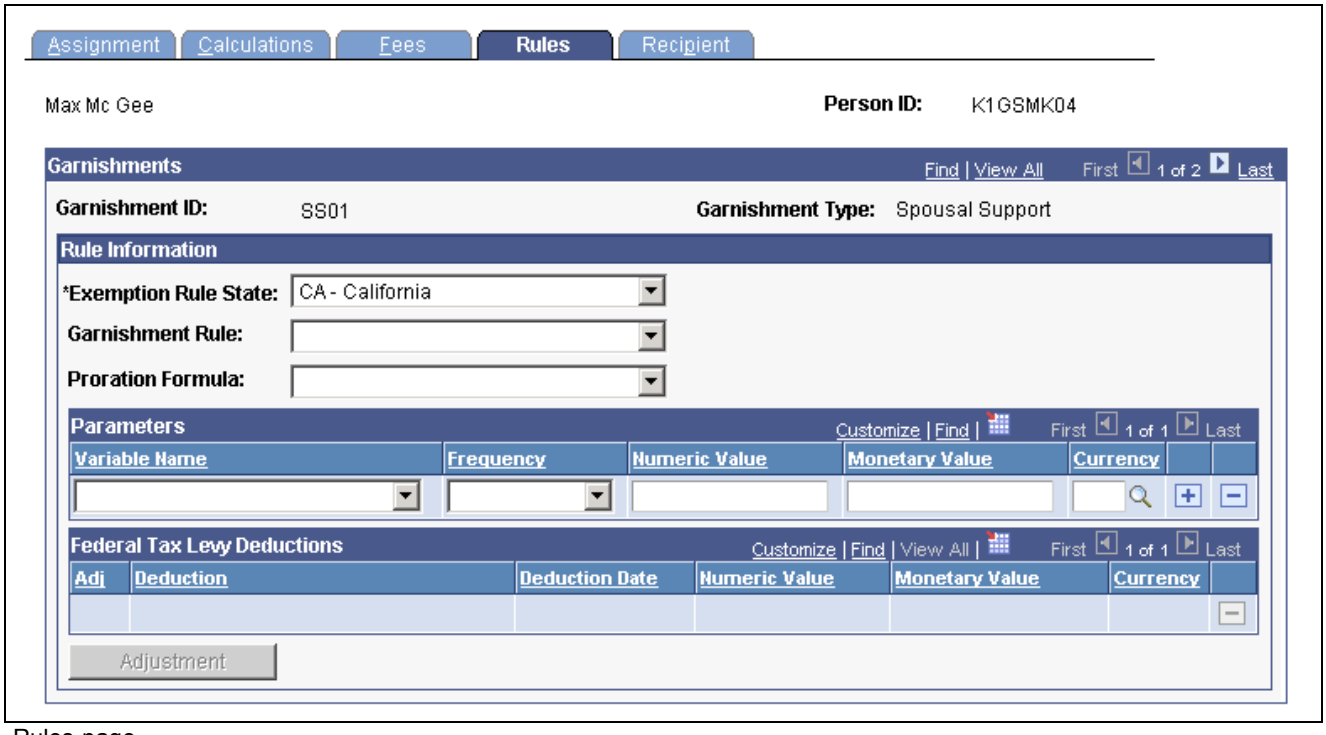
In the Company Fee Monthly Limit group box, enter the Calculation Formula and the Numeric or Monetary Value of the monthly company fee limit.

Recipient Fee Monthly Limit

In the Recipient Fee Monthly Limit group box, enter the Calculation Formula and the Numeric or Monetary Value of the monthly recipient fee limit.

Applying Garnishment Rules

Access the Rules page.



Rules page

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Exemption Rule State Identify the state that issued the garnishment. Or select *Federal* for a federal order.

Garnishment Rule Select the garnishment rule that applies to this garnishment.

Note. The garnishment (exemption) rules available for selection for the state and garnishment type you are assigning are those that have been linked to the garnishment on the State Garnishment Rules page. For example, if the garnishment type you are assigning is *Child Support*, and there are two garnishment rules (exemption rules) tied to child support garnishments on the State Garnishment Rules page, both exemption rules will appear in the drop-down list.

See Chapter 7, "Setting Up Garnishment Processing," Maintaining State Garnishment Rules, page 79.

Proration Formula Select the proration rule for this garnishment.

Note. The proration rules available for the state and garnishment type you are assigning are those defined on the Proration Formula page. For example, if the garnishment type is *Child Support*, the Exemption Rule State is *CT* (Connecticut), and the proration rule for that garnishment type and state is defined on the Proration Formula page as *Percentage Current First*, this is the proration rule that will appear in the drop-down list.

Note. If you leave this field blank, the system uses the default proration formula GRN FM FIFO ALL (First Come First Serve All).

See Chapter 7, "Setting Up Garnishment Processing," Maintaining Garnishment Proration Rules, page 81.

Parameters

In the Parameters group box, enter the Variable Name, Frequency, and the Numeric or Monetary Value for the garnishment rule. For example, the number of dependents for a federal tax levy.

Federal Tax Levy Deductions

The first time a federal tax levy is processed, the existing deductions are captured and displayed here. The values displayed depend on how the deductions are calculated. For deductions such as 401K that are set up as percentages, the percent is displayed. For non-percentage deductions, the amount is displayed.

Although these system generated values cannot be changed, they can be adjusted by clicking the Adjustment button. An adjustment row is added to the page for entering the adjustment value.

For example, a payee has an existing health insurance deduction of 35.00 USD. The health insurance company increases the deduction by 10.00 USD. To adjust this amount, click the Adjustment button. On the new row, enter the deduction name, the effective date of the adjustment, and a monetary value of 10.00 USD. If the employee deduction is reduced by 10.00 USD, a negative amount, -10.00 USD, can be entered.

Entering the Garnishment Recipient

Access the Recipient page.

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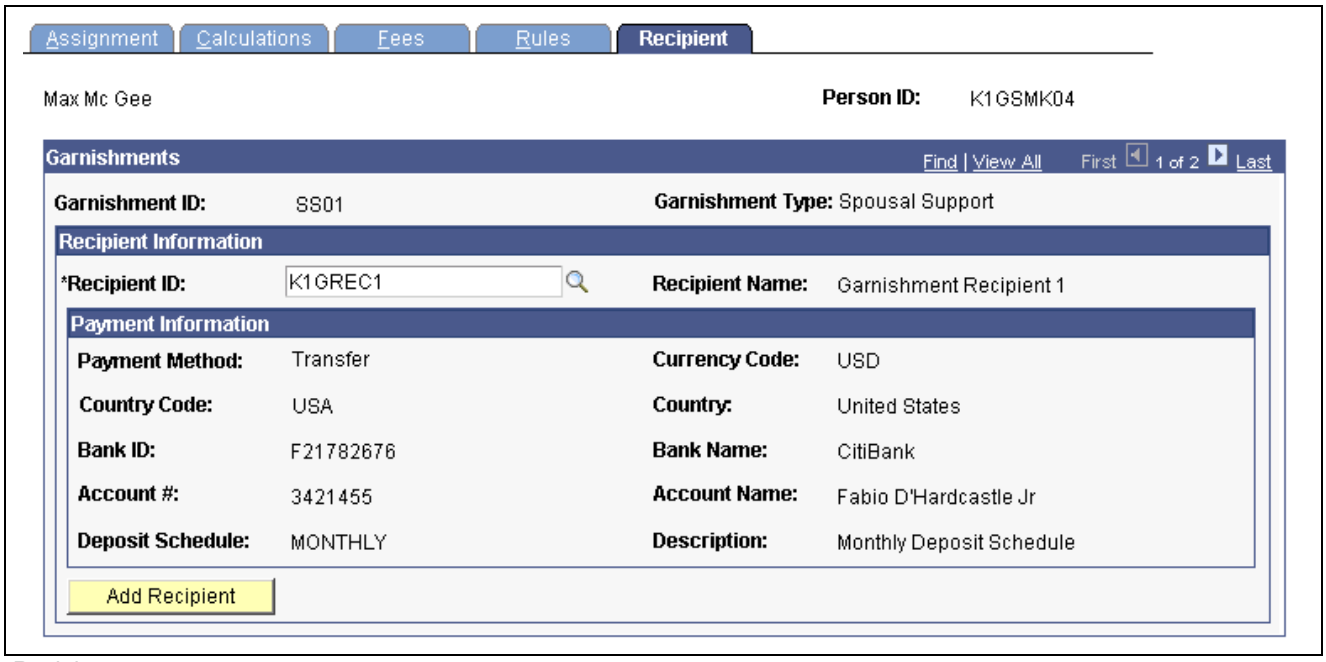

Recipient page

Recipient ID and**Add Recipient** Enter the Recipient IDor click Add Recipient to indicate where the garnishment deduction should be sent.

Note. After all the payee's garnishment information is entered on the Garnishment Assignment component, a component interface populates the Global Payroll core element assignment and Supporting Element Overrides pages with the information needed to process each garnishment.

Viewing Garnishment Information

This section discusses how to view garnishment information.

Page Used to View Garnishment Information

Page Name	Object Name	Navigation	Usage
Garnishment Summary	GPUS_GRN_SUMM	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Garnishment Summary USA, Garnishment Summary	View summarized garnishment information for a payee.

Viewing a Garnishment Summary

Access the Garnishment Summary page.

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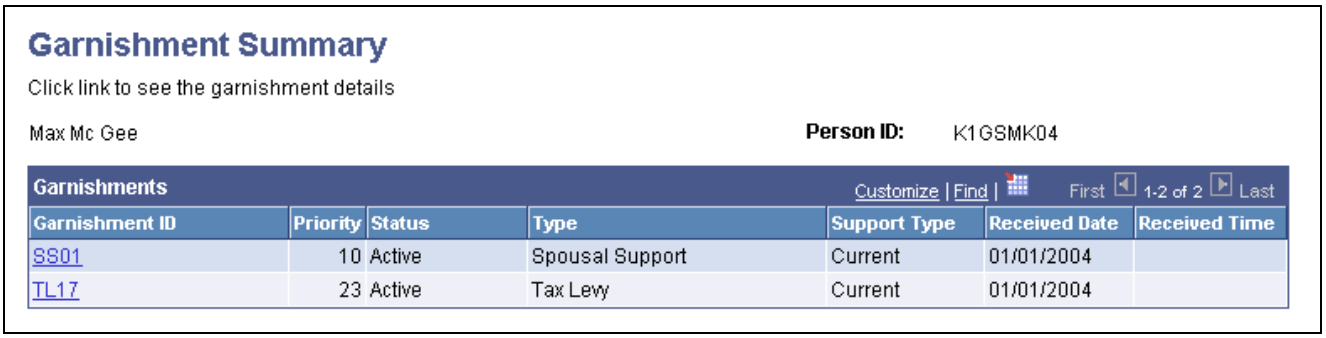

Garnishment Summary

Click link to see the garnishment details

Max Mc Gee Person ID: K1GSMK04

Garnishments Customize | Find | First 1-2 of 2 Last

Garnishment ID	Priority	Status	Type	Support Type	Received Date	Received Time
SS01	10	Active	Spousal Support	Current	01/01/2004	
TL17	23	Active	Tax Levy	Current	01/01/2004	

Garnishment Summary page

This page provides a one-line summary of every garnishment a payee has assigned to them. It offers a quick way to view the priority and status of each of the payee's garnishments.

Each garnishment ID is a link that takes you to that exact garnishment instance on the Assignment page, where you can make changes to the garnishment's priority or status.

Processing One-Time Garnishment Overrides

This section provides an overview of one-time garnishment overrides and discusses how to:

- Refund a garnishment on a one-time basis.
- Override garnishment amounts.
- Suspend a garnishment on a one-time basis.

Understanding One-Time Garnishment Overrides

One-time garnishment overrides provide a way to override the regular calculation of a garnishment order and replace it with a new calculation for a specific pay period. Use positive input to enter one-time overrides for garnishments.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Working with Positive Input".

Pages Used to Enter One-Time Positive Input

Page Name	Object Name	Navigation	Usage
Positive Input	GP_PI_MNL_ERNDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input	Enter positive input for an earning or deduction.
Calendar ID Override Details	GP_PI_MNL_SEC	Click details button on the Positive Input page.	Enter supporting element overrides.

Refunding a Garnishment on a One-Time Basis

Garnishment amounts withheld in error need to be refunded to the payee. To refund a garnishment amount, specify the name of the garnishment deduction, and enter a negative amount using an Action Type of *Add*.

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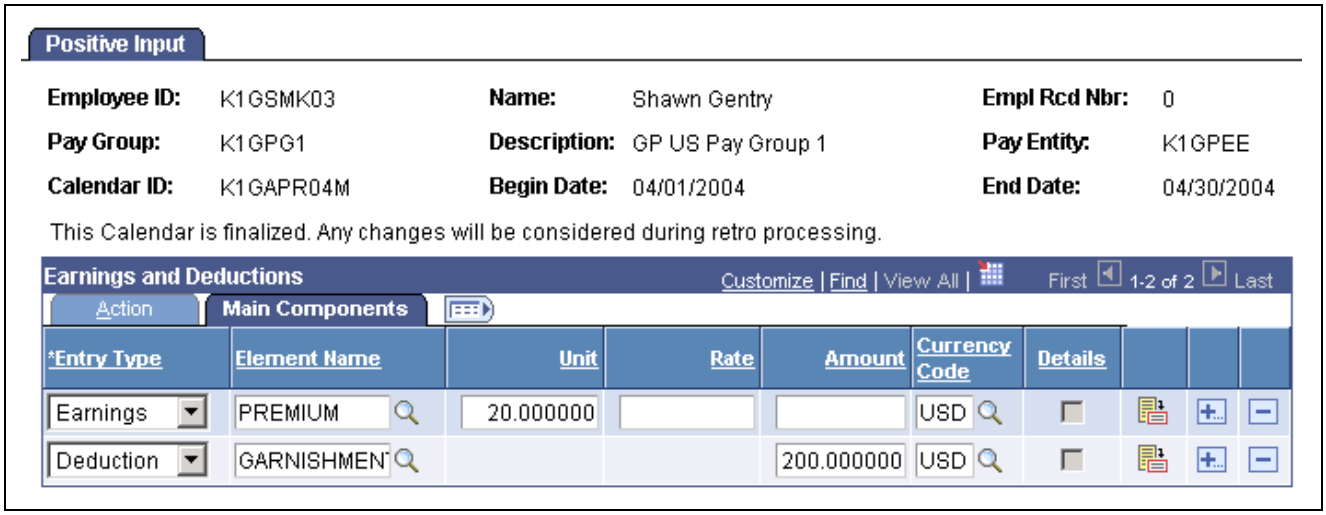
Note. When you refund a garnishment using positive input, you must specify the Garnishment ID (GRN VR ID), the Garnishment Received Date (GRN VR RECDT), and the Garnishment Type (GRN VR TYPE) of the deduction you are refunding on the Calendar ID Override Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED).

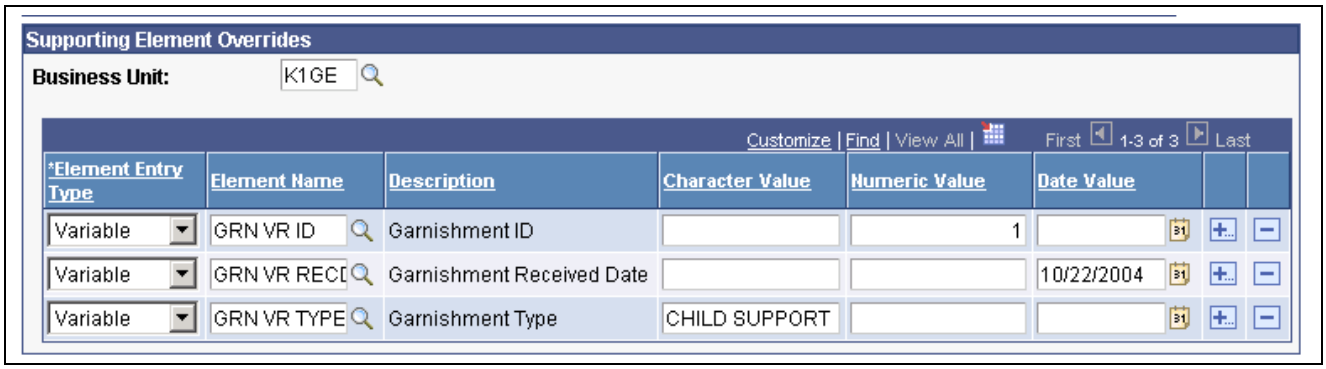
Overriding Garnishment Amounts

Garnishment amounts can be overridden with a new amount for a specific pay period. To override a garnishment amount, specify the name of the garnishment deduction, and enter the amount to withhold using an Action Type of *Override*.

Note. When you override a garnishment amount using positive input, you must specify the Garnishment ID (GRN VR ID), the Garnishment Received Date (GRN VR RECDT), and the Garnishment Type (GRN VR TYPE) of the deduction you are overriding on the Calendar ID Override Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED).



Example of positive input for a garnishment on the Positive Input page



Example of Garnishment ID, Garnishment Received Date, and Garnishment Type defined on the Calendar ID Override Details page

Note. If there are multiple garnishments of the same type and you enter an override for one of them, proration does not occur automatically. You must manually calculate the proration based on the initial row of positive input and insert a row of positive input for all garnishments of that type.

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Suspending a Garnishment on a One-Time Basis

Positive input can be used to suspend a garnishment calculation for a specific pay period. To suspend a garnishment, specify the name of the garnishment deduction using an Action Type of *Do Not Process*.

Note. When you suspend a garnishment using positive input, you must specify the Garnishment ID (GRN VR ID), the Garnishment Received Date (GRN VR RECDT), and the Garnishment Type (GRN VR TYPE) of the deduction on the Calendar ID Override Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED).

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CHAPTER 19

Administering U.S. Savings Bond Purchases

This chapter provides an overview of U.S. savings bond processing and implementation considerations, and discusses how to:

- View available U.S. savings bonds.
- Set up payroll deductions for bond purchases.
- View the savings bond activity log.
- Run the Savings Bond Purchase PSJob process (GPUS_BND), which produces U.S. Savings Bond output files.
- Review delivered elements for bond processing.

Understanding U.S. Savings Bond Processing

Many organizations offer their employees the opportunity to purchase U.S. savings bonds through payroll deductions. Global Payroll for United States delivers the Savings Bond table complete with all Series EE and Series I savings bonds that payees can purchase through system payroll deductions.

With Global Payroll for United States, you can:

- Enable payees to purchase multiple bonds, using a single general deduction.
- Deduct the appropriate installments from paychecks.
- Keep track of bond owners, beneficiaries, and purchase distribution information.
- Track the accumulation of funds for each denomination, for each bond owner.
- Automatically process the bond purchase amounts and goal balances for:
  - Bond deductions.
  - Reporting.
  - Electronic file output in Federal Reserve System format.

U.S. Savings Bond Deduction Assignment and Processing Overview

To assign and process bond deductions:

1. Assign applicable bonds to a payee on the Savings Bond Assignment page, specifying the following:
   - Bond number.
   - Type of bonds to purchase.

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- Effective date and end date of the bond.
- Amount to deduct in each bond purchase instance.
- Goal amount.
- Bond owner and other registrant information.

2. Then, when you run the payroll calculation process:
   - The system processes each of a payees bond assignments, and calculates the deduction amount.
   - The system processes a second element - BOND PURCH - when there are enough deducted funds collected to purchase a bond, or multiple bonds.
   - If sufficient funds are present, the system processes a writable array that sets the bond purchase status to *Calculated,* and updates the Savings Bond Activity Log USA component (GPUS_BND_LOG).

   Note. The Savings Bond Activity Log is updated after the payroll is finalized.

3. After the payroll process is complete, you run the Savings Bond Purchase process. This process:
   - Updates the Savings Bond Activity Log USA component with a purchase status of *Processed.*
   - Generates a Bond Purchase File in one of two layouts: Standard file format (for a Bond Purchase output) or Federal Reserve System file format (for a Federal reserve output). Each transaction contains the fields shown in the following table:

Field	Number of Positions
Denomination	5
No. of Bonds Purchased	3
Purchase Date	6 (YYMMDD)
Owner Name	30
Owner SSN	9
Other Registrant Name	30 (optional field)
Other Registrant SSN	9
Other Registrant Type	1 (optional field)

   You can change the format to accommodate your particular interface requirements.

   Note. You should always use the Federal Reserve format. This will generate the report and files and can only be run once.

   - Generates a Bond Purchase Report (GPUSBND1).

4. Enables you to view a record of every bond transaction, pay period by pay period, on the Savings Bond Activity Log USA component.

Implementation Considerations

This section discusses:

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- Segmentation.
- Retroactivity.
- Remaining balances.

Segmentation

If period segmentation exists, the system applies the deduction for savings bonds to the first segment using the generation control element GP APPLY 1ST SEG.

Retroactivity

The bond deduction is defined with the Retro Recalculation Option set to *Do Not Recalculate.*

Remaining Balances

At the conclusion of a bond assignment period (end date specified on the Savings Bond Assignment page) any unused funds will remain in the delivered Bond accumulator. These funds can be:

- Left in the accumulator and used towards future bond deductions.
- Manually refunded to the payee.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Segmentation"

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Retroactive Processing"

Viewing Delivered Elements

Global Payroll for United States delivers and maintains the following bond elements:

Note. In this table, *DD* stands for deduction, and *AC* stands for accumulator.

Element Type	Element Name	Used By	Where Used
Deduction	BOND	Payroll Process	This element is used to deduct a specified amount from each payee paycheck.
	BOND PURCH	Bond Purchase Process	This element is used to purchase bonds.

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Element Type	Element Name	Used By	Where Used
Variable	BND VR ID This variable is a user field on the bond deduction and a user key on the bond accumulators. It is one of two variables that makes each bond unique (see also BND VR NUM).	DD/BOND DD/BONDPURCH AC/BOND PURCH AC/BOND AMOUNT AC/BOND BALANCE AC/BOND PURCHASED AC/BOND YTDA AC/BOND PURCH PTDA AC/BOND PURCH PTDU AC/BOND PURCH YTDA	Savings Bond Assignment USA page. You define the value of the bond ID when you assign bond deductions to payees on the Savings Bond Assignment USA page.
	BND VR NUM This variable is a user field on the bond deduction and a user key on the bond accumulators. It is one of two variables that makes each bond unique (see also BND VR ID).	DD/BOND DD/BONDPURCH AC/BOND PURCH AC/BOND AMOUNT AC/BOND BALANCE AC/BOND PURCHASED AC/BOND YTDA AC/BOND PURCH PTDA AC/BOND PURCH PTDU AC/BOND PURCH YTDA	Savings Bond Assignment USA page. You define the value of the bond number when you assign bond deductions to payees on the Savings Bond Assignment USA page.
	BND VR GOAL This variable stores the goal amount for each bond deduction.		Savings Bond Assignment USA page. You define the goal amount when you assign bond deductions to payees on the Savings Bond Assignment USA page.
	BND VR PRICE	BOND PURCH-Rate component	This variable contains the purchase price of a bond and is retrieved by the array BND AR PURCH AMT.
Formula	BND FM GOAL AMT	BOND	This formula performs the goal limit function, as well as the termination processing instructions.

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Element Type	Element Name	Used By	Where Used
	BND FM PURCHASE	BOND PURCH-Unit Component	Calculates the number of bonds to purchase.
	BND FM SET DRIVER	BOND PURCH	Pre-Process Formula. Used to determine if the element should be processed.
	BND FM INIT DRIVER	BND AR DRIVER KEY	
Accumulators	BOND AMOUNT	BND FM GOAL AMT	This accumulator contains the amount deducted *to date* for each bond deduction. This accumulator keeps a running total for the deduction and compares it to the Goal Amount (BND VR GOAL). Members include: BOND/Adds to
	BOND BALANCE	BND FM PURCHASE	Members include: • BOND/Adds to • BOND PURCH/Subtracts from
	BOND PURCHASED		This accumulator keeps a running total of the value of the bonds that have been purchased. Similar to BOND PURCH YTDA which keeps a total by calendar year. Members include: BOND PURCH/Adds to
	BOND YTDA		Contains the year to date (YTD) amount for each bond.
	BOND PURCH PTDU		Contains the period to date (PTD) number of bonds purchased (by way of the unit component).
	BOND PURCH PTDA		Contains the PTD value of the bonds to be purchased in the current period.

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Element Type	Element Name	Used By	Where Used
	BOND PURCH YTDA		Contains the YTD value of the bonds that have been purchased for the year.
Generation Control	GP APPLY 1ST SEG	BOND BOND PURCH	This generation control is used to control *when* the BOND deduction is processed.

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

See Also

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

Viewing Delivered U.S. Savings Bonds

To view delivered U.S. savings bonds, use the Savings Bond USA (GPUS_BND_TBL) component.

This section discusses how to view information for the U.S. bonds that are available for purchase.

Page Used to View U.S. Savings Bonds

Page Name	Object Name	Navigation	Usage
Savings Bond	GPUS_BND_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Allowances/Other Benefits, Savings Bond USA, Savings Bond	View bond deduction criteria for U.S. savings bonds. PeopleSoft delivers the U.S. Savings Bond table complete with all savings bond types that employees can purchase through a payroll deduction. The system uses this table to edit employee bond specifications and to process bonds when it finalizes a payroll. **Note.** PeopleSoft delivers all information for Series EE and Series I U.S. Bonds. You do not have to enter information on this page.

Viewing Bond Information

Access the Savings Bond page.

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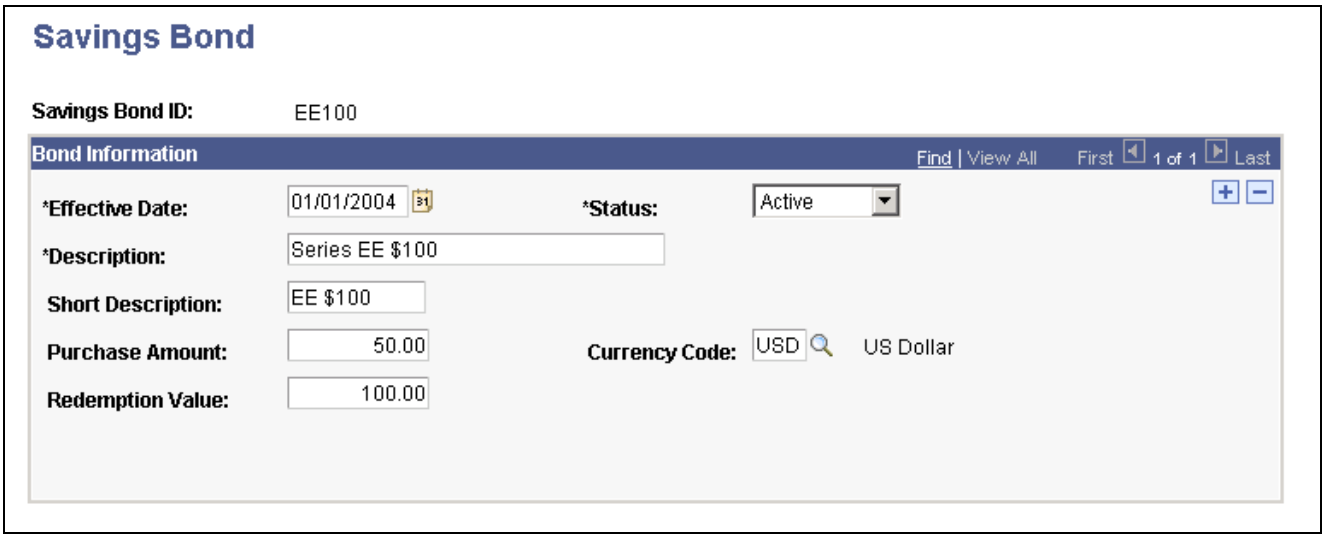

Savings Bond page

Purchase Amount The cost of the bond at origination. The system uses this value to determine if the funds in a payee's bond deduction accumulator is equal to or greater than this amount prior to purchasing the bond.

Currency Code The purchase amount and redemption value currency.

Redemption Value The redemption value of the bond at maturation.

This field is for information only, and is not used in bond processing.

Assigning Savings Bond Deductions

This section discusses how to set up payee deductions for bond purchases.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Configuring Element Overrides"

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Page Used to Assign Savings Bond Deductions

Page Name	Object Name	Navigation	Usage
Savings Bond Assignment USA	GPUS_BND_DATA	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Savings Bond Assignment USA, Savings Bond Assignment USA	Enter a payee's instructions for U.S. Savings Bond deductions and purchases. **Note.** When bond information is saved on this page, a component interface automatically populates the Element Assignment by Payee and Payee Assignment by Element components with the bond data and supporting element values (Bond Number and Bond ID). Use this page and not the Element Assignment by Payee or Payee Assignment by Element components to changes and update bond assignments.

Assigning Bond Deductions

Access the Savings Bond Assignment USA page.

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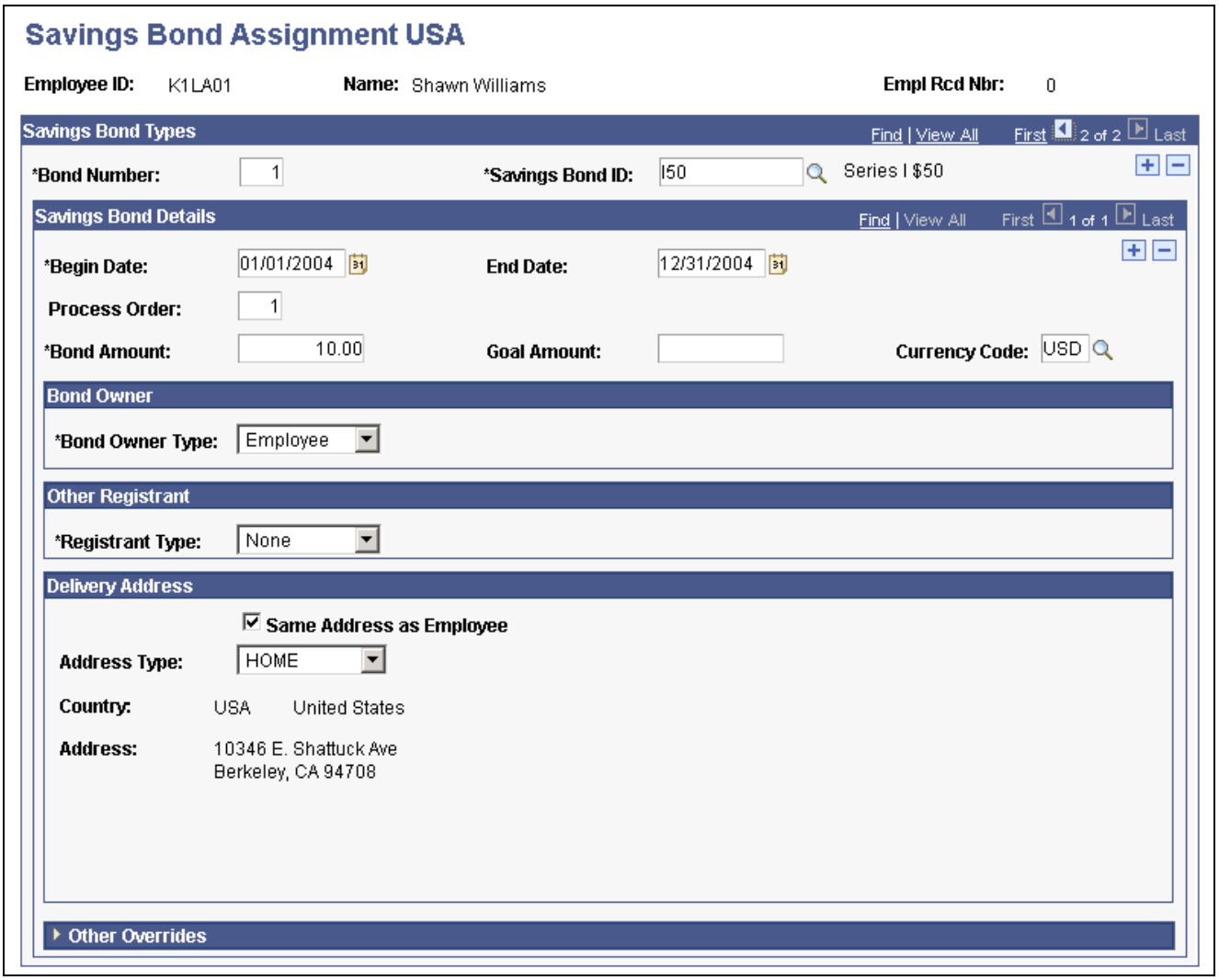

Savings Bond Assignment USA page

You can assign multiple bond deductions to a payee in a single period. The combination of bond number and savings bond ID is what makes each bond assignment unique.

Bond Number Associate a unique number with each bond assignment.

Savings Bond ID Enter the type of bond the payee wants to purchase. Global Payroll for United States delivers bond IDs and related information, which you can view using the Savings Bond page.

See Chapter 19, "Administering U.S. Savings Bond Purchases," Viewing Delivered U.S. Savings Bonds, page 268.

Begin Date and **End Date** Enter the start date and the end date for payroll deductions. Leave the end date field blank in order for the deduction to continue indefinitely.

Process Order Use this field to control the order in which bonds are processed when there are multiple bond assignments. The lower the number in this field, the higher the priority.

Note. The numbers in this field should be unique.

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Bond Amount Enter the amount that the payee wants deducted in each pay period for the specified bond. An accumulator keeps a record of the amount deducted, and when the balance of funds reaches the bond purchase amount, the bond is purchased. Unused funds remain in the accumulator to be used for future purchases.

Goal Amount To stop deductions from being taken for bond purchases after the sum of deductions for a particular bond assignment reaches a certain amount, enter that amount here. The system will deduct up to, but not in excess of this amount.

Currency Code Enter the currency of the bond assignment.

Bond Owner

Specify a bond owner type:

- *Dependent:* Select the dependent's ID if the payee is buying the bond for a dependent or beneficiary. This person must be on the payee's dependent/beneficiary list.
- *Employee:* Select if the payee is the registered owner of the savings bond.

Other Registrant

Specify a beneficiary or co-owner registrant type for the bond:

- *Co-Owner:* Select if there are two owners of the bond. Additional fields become available for entering the co-owner information.
- *Beneficiary:* Select if there is a beneficiary for the bond. Additional fields become available for entering the beneficiary information.
- *None:* Select if the bond owner is the only name on the savings bond.

Delivery Address

Same Address as Employee Select to have the bond certificate mailed to the employee's address. Clear to enter an alternative address through the Edit Address link.

Address Type If the Bond Owner Type field is set to *Employee,* and the Same Address as Employee check box is selected, you can select an address from the list of available employee address types.

Other Overrides

Use the fields in this group box to override values associated with the Bond deduction element on the Deduction Name page.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Setting Up Overrides," Overriding Component Values, Generation Control, Frequency, Arrears, and Variables for a Payee

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

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Viewing the Bond Activity Log

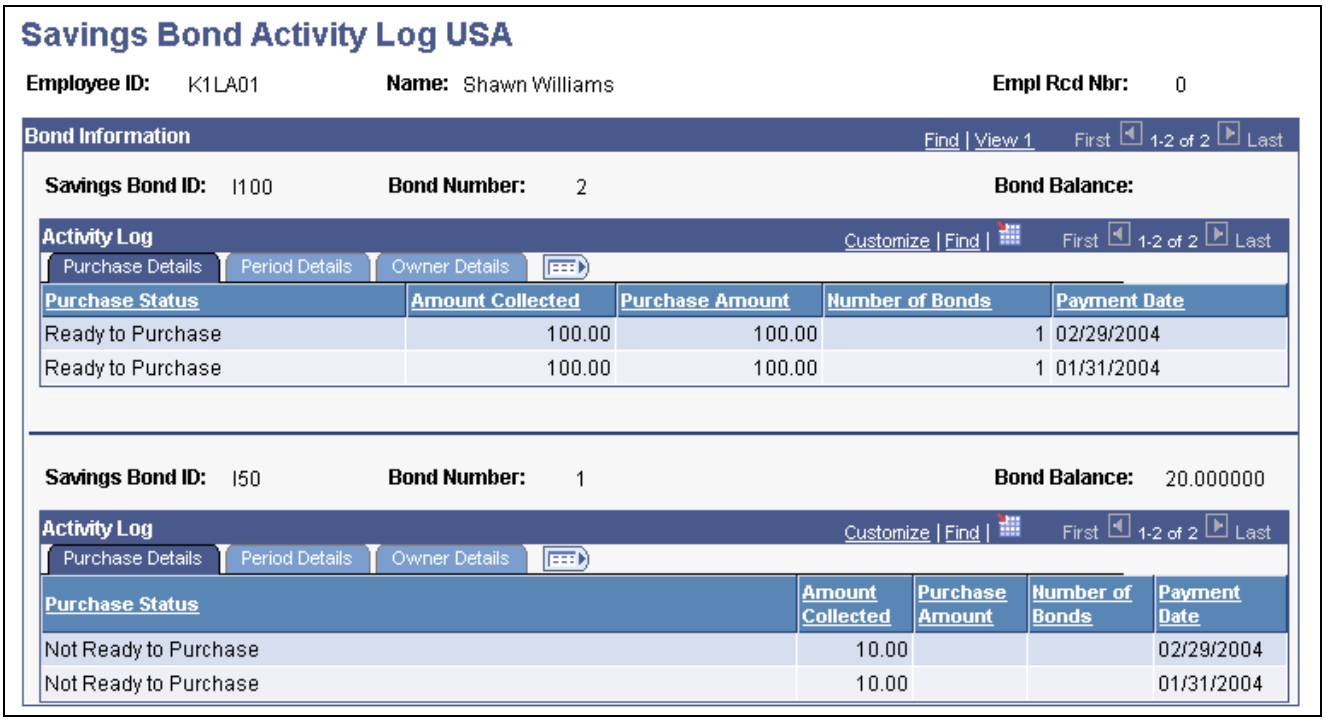
This section provides an overview of the Savings Bond Activity Log USA component (GPUS_BND_LOG), and discusses how to view the information in the log.

Page Used to View the Bond Activity Log

Page Name	Object Name	Navigation	Usage
Savings Bond Activity Log USA	GPUS_BND_LOG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Savings Bond Activity Log USA, Savings Bond Activity Log USA	Review a history of bond purchase details for a payee, including bond purchase status, bond balances, amount collected and dispersed, and owner and registrant information.

Viewing Savings Bond Activity

Access the Savings Bond Activity Log USA page.



Savings Bond Activity Log USA page

The Savings Bond Activity Log USA page displays bond activity for a payee. The log shows how much money has been deducted toward bond purchases, how many bonds that money will buy, and the balance of deductions not yet applied toward purchases. The system updates the data in the log when you run the Payroll Calculation process and the Savings Bond Purchase process.

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Bond Information

The Bond Information group box displays a row for each type of bond that the payee is set up to purchase. For each savings bond ID, the page displays the bond number and the bond balance. The bond balance represents the amount of money deducted that the system has not yet applied toward a bond purchase.

Purchase Details Tab

This tab displays a line item for each pay period.

Purchase Status Displays the status of each bond purchase deductions. Values are:

Not Ready to Purchase: Assigned to deductions that do not yet equal the purchase price of the bond. The Payroll Calculation process assigns this status.

Ready to Purchase: Assigned to deductions that total or equal the purchase price of the bond. The Payroll Calculation process assigns this status.

Purchased: Assigned to deductions included as part of a bond purchase. The Savings Bond Purchase process assigns this status.

Amount Collected Displays the deduction amount for the pay period.

Purchase Amount Displays the purchase price of the bond.

Number of Bonds Displays the number of bonds purchased.

Payment Date Displays the pay period of each deduction.

Period Details Tab

This tab lists pay period information including the calendar ID, the segment begin and end dates, and the pay group.

Owner Details Tab

This tab lists details about the bond owner and any associated beneficiary or co-owner.

Producing the U.S. Savings Bond Output File

This section provides an overview of the Savings Bond Purchase process and discusses how to generate a magnetic media output file for the U.S. Treasury Office.

Understanding the Savings Bond Purchase Process

The Savings Bond Purchase process identifies all payees with funded bonds (set to *Calculated* by the payroll process) and updates the purchase status for each bond to *Processed.*

In addition, the process can be run with one of two bond output layouts:

- Bond Purchase
- Federal Reserve

If you select the *Bond Purchase* option and run the process, the system:

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- Updates *Calculated* payee bond purchase status values to *Processed.*
- Creates the Bond Purchase Report (GPUSBND1).
- Creates a standard flat file output.

If you select the *Federal Reserve* option and run the process, the system:

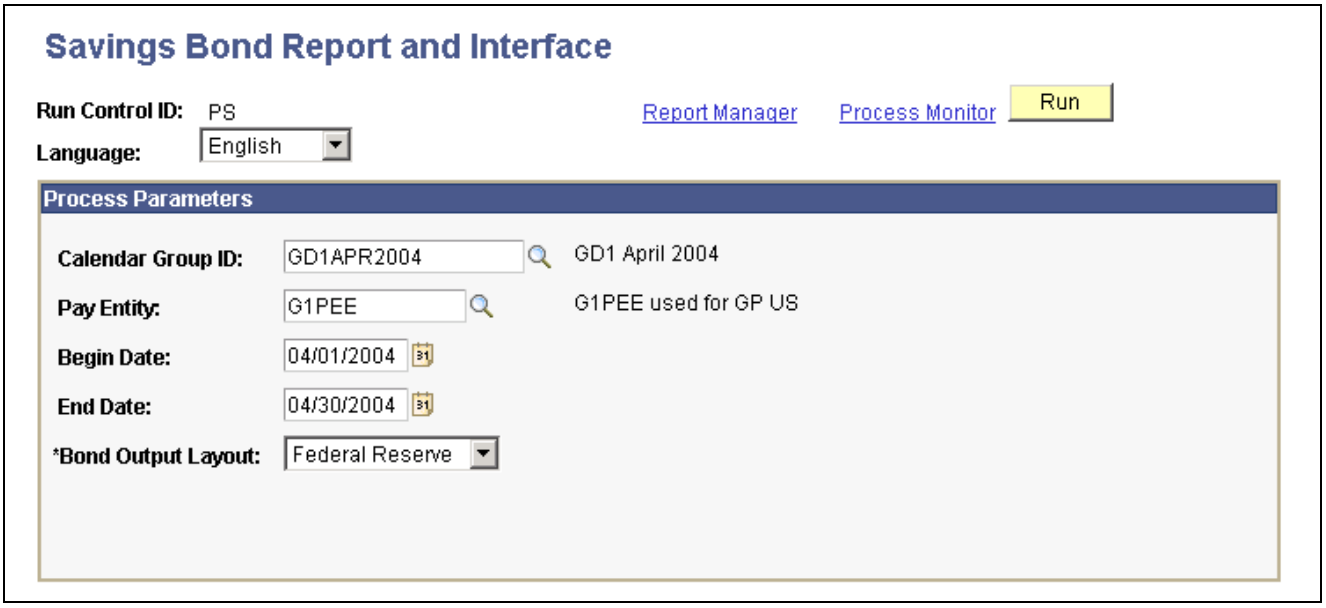
- Updates *Calculated* payee bond purchase status values to *Processed.*
- Creates the Bond Purchase Report (GPUSBND1).
- Creates a magnetic media output flat file in Federal Reserve System format.

Page Used to Run the Savings Bond Purchase Process

Page Name	Object Name	Navigation	Usage
Savings Bond Report and Interface	GPUS_BND_RPT	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Bonds Report and Interface USA	Run the Savings Bond Purchase process to update purchase status values, generate reports, and create flat files for internal and external use.

Running the Savings Bond Purchase Process and Generating Reports

Access the Savings Bond Report and Interface page.



Savings Bond Report and Interface page

Language Select the language in which you want to publish the output file and report.

Calendar Group ID Enter a calendar group ID to identify the group of payees that you want to process.

Pay Entity Enter a pay entity to further specify your run parameters.

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Begin Date and **End Date**

Enter a date range to identify bonds set to *Calculated* by the Global Payroll process during the time you specify.

If you leave this field blank, the system processes and reports all funded bonds.

Bond Output Layout

Select one of the following bond output layouts:

- *Bond Purchase:* Creates the Bond Purchase Report (GPUSBND1) and a standard flat file.
- *Federal Reserve:* Creates the Bond Purchase Report (GPUSBND1) and a magnetic media output file in Federal Reserve System format.

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CHAPTER 20

Processing Payments

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

- Define and assign payment IDs.
- Process payments.
- Process payslips.
- Process final payments.
- Process reversals.

Understanding Payment Processing

Global Payroll for United States runs through several processes to generate payments. These processes are all part of the Global Payroll for United States banking preparation process and include:

- Global Payroll core banking preparation.
- Prenotification.
- Source bank override.
- No allocation.
- Payment combination.
- Payment ID and number assignment.

See Also

Chapter 20, "Processing Payments," Understanding the Payment Preparation Process, page 282

Defining and Assigning Payment IDs

To define payment IDs, use the Payment ID Definition (GP_PYMT_ID_DEFN) component. To assign payment IDs, use the Source Bank Accounts (SRC_BANK) component. To combine payments, use the Combine Payments (GP_PYENT_GBL) component.

This section provides an overview of payment IDs and discusses how to:

- Define payment IDs.
- Assign payment IDs.

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- Combine payments.

Understanding Payment IDs

A payment ID is a unique identifier that you can use to determine which payments have been processed.

You define the payment ID on the Payment ID Definition page. Because the same payment ID can be associated with multiple payment methods and can be used by multiple source banks, you need to associate the appropriate payment ID with a specific payment method. You define this as part of the Source Bank Account on the Payment ID Assignment page.

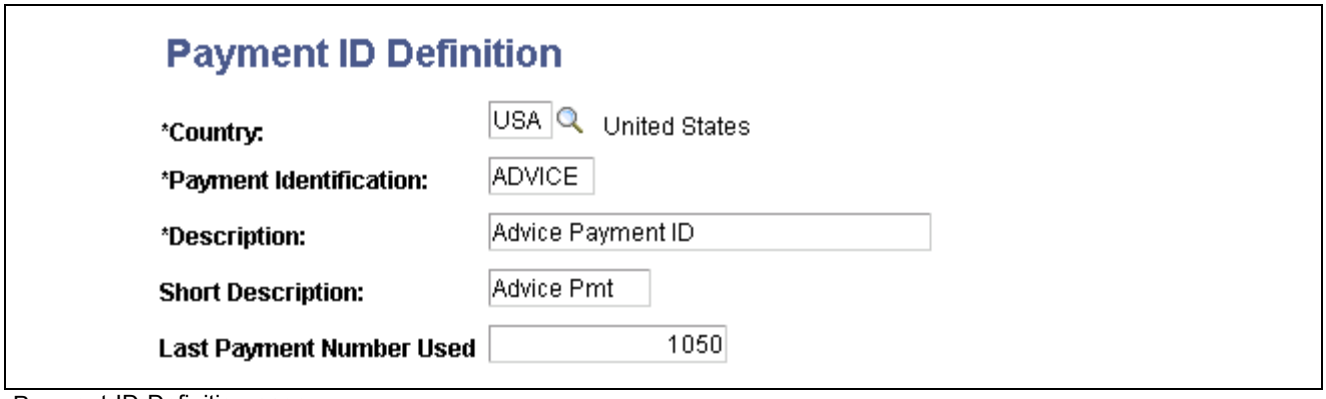
When you have defined payment IDs and assigned them to a payment method, you can use this information to run the Payment Number Assignment process.

Pages Used to Define and Assign Payment IDs

Page Name	Object Name	Navigation	Usage
Payment ID Definition	GP_PYMT_ID_DEFN	Set Up HRMS, Common Definitions, Banking, Payment ID Definition, Payment ID Definition	Create a payment ID that is unique by bank account number. If you have two different bank accounts, you will have two different payment IDs for each bank account, for example, one for direct deposits and another for checks.
Payment ID Assignment	GP_PYMT_ID_ASGN	Set Up HRMS, Common Definitions, Banking, Source Bank Accounts, Payment ID Assignment	Associate a payment ID with a payment method.
Combine Payments	GP_PYENT_COMB	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Combine Payments	Assign appropriate rules for combining payments and payslips to a pay entity.

Defining Payment IDs

Access the Payment ID Definition page.



Payment ID Definition page

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Country Select the country that uses the payment ID.

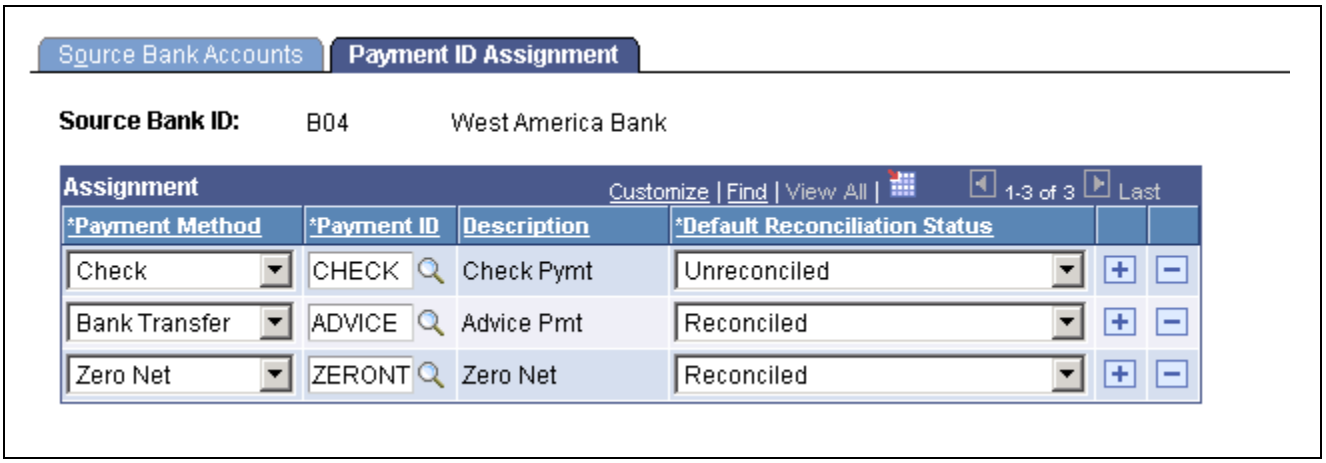
Payment Identification Enter a unique definition for the payment ID.

Last Payment Number Used Enter the last payment number used for the payment identification. For example, the last number used for advices.

Note. The last payment number determines the starting number for checks and advices during the payment process.

Assigning Payment IDs

Access the Payment ID Assignment page.



Payment ID Assignment page

Payment Method Select the payment method to use. Values are *Bank Transfer, Cash, Check, Postal Order, Wire Transfer* and *Zero Net.*

If the bank associated to the bank account requires prenotes, enter a payment method of *Zero Net* and a payment ID of *ZERONT*.

Note. You can use the *Zero Net* payment method whenever a zero dollar payment is generated. Using the *Zero Net* payment method is not only restricted to the use of prenotes.

Payment ID Select the payment ID to associate with the specific payment method for the source bank.

Default Reconciliation Status Identify the default reconciliation status. This is used to create rows in the GP_PYMT_BNK_TBL. Typically, if you selected a payment method of *Check*, you will select *Unreconciled* here. If you selected a payment method of *Bank Transfer*, you will select *Reconciled* here.

Note. This field is used by the Global Payroll core bank reconciliation process. If you use another method to reconcile your payments, the value entered here is irrelevant.

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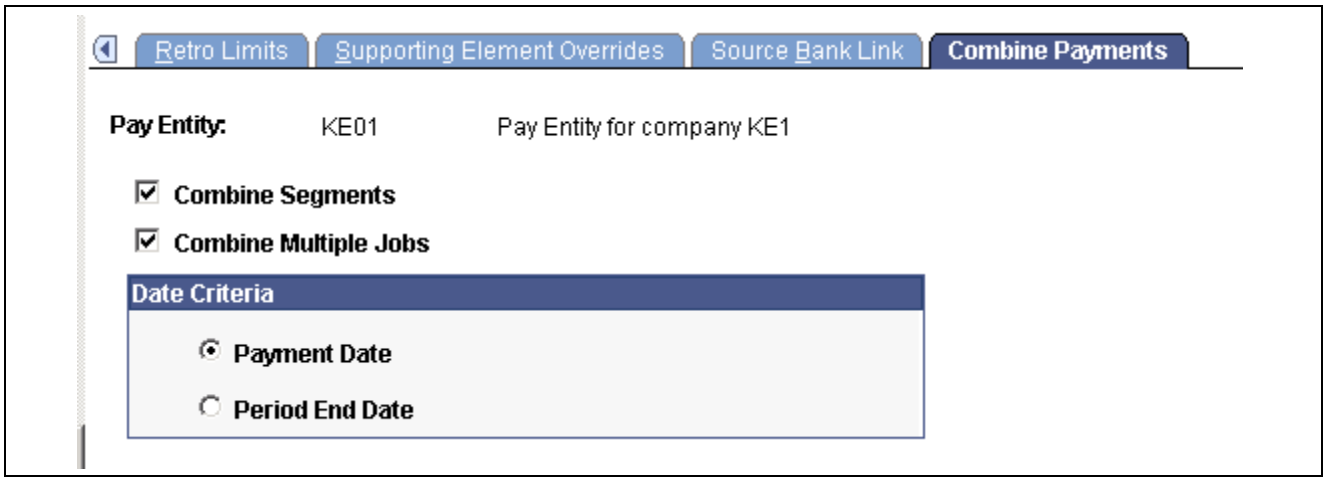
Note. The first page in this component, the Source Bank Accounts page, is discussed in the application fundamentals for HRMS documentation.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Banks and Bank Branches," Specifying Source Banks

Combining Payments

Access the Combine Payments page.



Combine Payments page

In Global Payroll, an employee may have multiple segments generated for a given calendar group as a result of segmentation or multiple jobs. Each of these segments may produce a separate payment based on the employee's net pay elections. If you want an employee to receive a single payslip, use the Combine Payments page to control how payslips and payments are combined.

Combine Segments Select if segments should be combined for banking and payslips. If you don't select this check box, all other options will be deselected and unavailable for entry.

Combine Multiple Jobs Select to combine multiple jobs into a single payment.

Date Criteria

Use this group box to specify criteria for combining payments. You must select one of the two options.

Payment Date If you select this option, the process combines segments with the same payment date.

Period End Date If you select this option, the process combines segments with the same period end date.

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Processing Payments

This section provides overviews of the payment preparation process flow, the payment preparation process, and payment renumbering, and discusses how to:

- Run payment preparation.
- Renumber payments.

Global Payroll for United States Payment Preparation Process Flow

This diagram illustrates the Global Payroll for United States payment preparation process flow:

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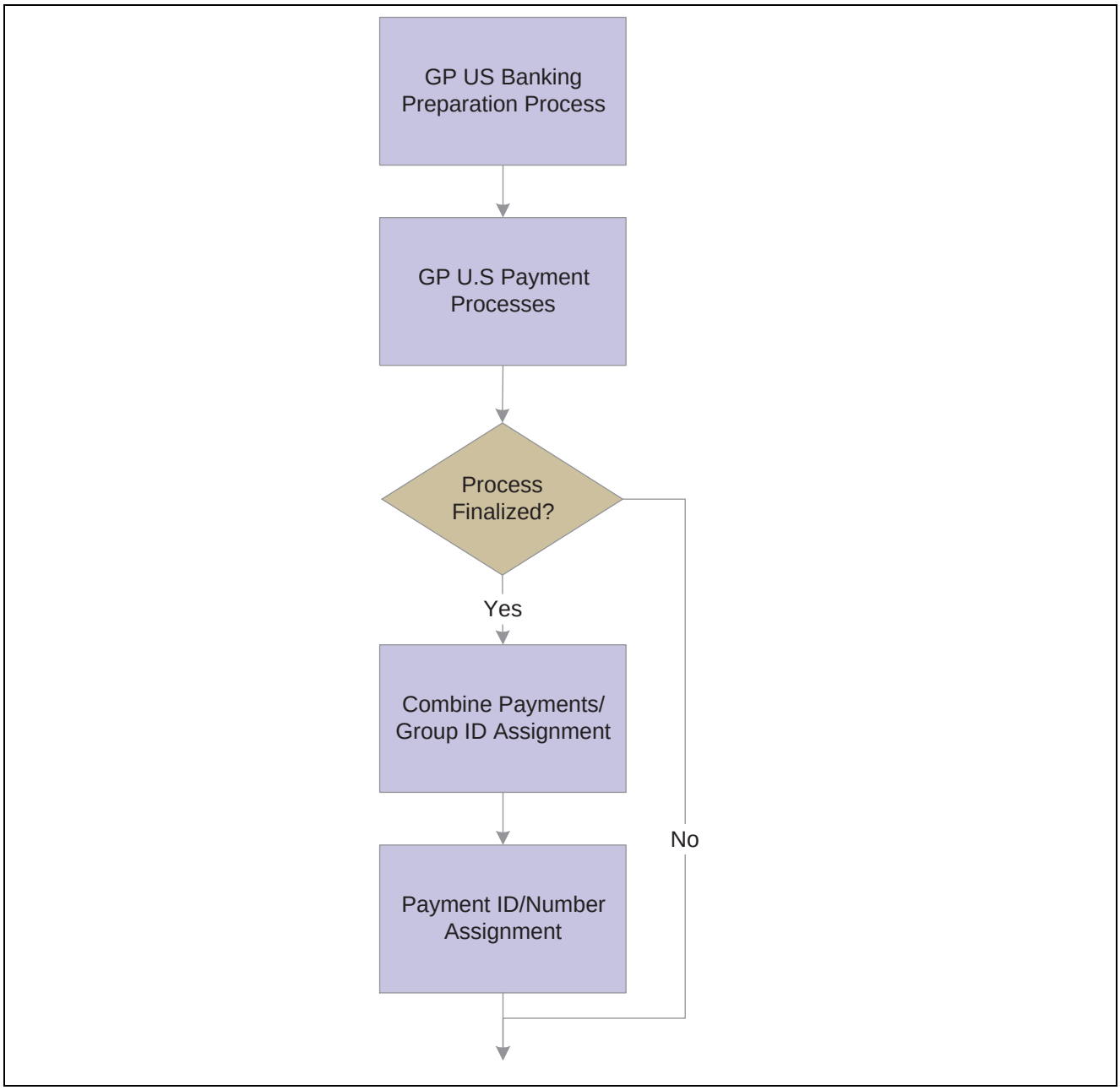

Global Payroll for United States payment preparation process flow

Understanding the Payment Preparation Process

Payment preparation requires running several processes. Each process has a unique purpose in preparing payments for banking and payment.

Global Payroll Core Banking Preparation

The Global Payroll core banking preparation process, GP_PMT_PREP, populates a table, GP_PAYMENT, that contains payment information. The process creates payments for each segment and stores net pay by calendar period ID for each employee ID, employee record, and run type. The system does not store net pay if the value is zero, except for manual payments.

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Prenotification

The prenotification process, GPUS_PRENOTE, prepares a prenote which is sent to the bank along with direct deposits for all other payees. The amount of the prenote is paid to the payee on a check for the pay period. This process runs whenever a payee makes a bank account change. The prenote process does not occur if a payee changes the amount to be deposited into an existing direct deposit account.

Note. Although the payment ID (PYMT_ID) is defined as a unique identifier, it is updated during the Prenote process (part of the GPUSPMTP AE found under Run Payment Prep Process USA) with a status of *PRENOT* when a transaction is prenoted.

Prenotification is optional. If you decide to use prenotification, you can set it up to run when you define Global Payroll for United States installation settings.

See Chapter 3, "Defining Country Data," Defining Installation Settings, page 22.

See Chapter 13, "Defining Banking," Managing the Prenotification Process, page 178.

You can also set up different prenotification periods for each source bank, if needed. For one source bank, the prenote wait days can be 10 days, and for another source bank, it can be 8 days. You can define the wait days in Global Payroll for United States during source bank account setup.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Banks and Bank Branches," Specifying Source Banks.

Source Bank Override

The source bank override process, GPUS_SRCBKOV, overrides the source bank listed on the Pay Entity table. If an organization has multiple companies, each company might pay their payees from a unique bank account, but have one common account for direct deposits. The source bank override allows payees receiving paychecks to have their funds derive from a different source bank from those who receive direct deposit.

No Allocation

The no allocation process, GPUS_UPD_ALLOC, assigns a payment status of *No Active Allocation* with a payment method of *Check* if a payee has not defined net pay elections.

This process sets the payment status to *Finalize* if the process is run in the Finalize phase, and to *Prepared* if the process is run in the Calculate phase. A payee cannot be paid unless the payment status is *Finalized*.

Payment Combination

The payment combination process, GP_PYMT_COMB, has two distinct purposes:

1. It goes through all of the payment rows generated by the Global Payroll core banking preparation process and groups them according to the rules defined on the Pay Entity – Combine Payments page.
2. It looks at the payment methods and further groups payment rows if the same payment method and bank account are used.

   Note. This condition occurs when a payee has multiple segments grouped together.

Payment ID and Number Assignment

The payment ID and number assignment process, GP_PYMT_ASGN, assigns payment numbers to payee payments based on the last payment number assigned. It retrieves this number from the Payment ID table. When the process is complete, the system updates the Payment ID table with the last value assigned. Because of this, payment numbers cannot be unassigned or reassigned—in other words, they can only be used once.

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For example, assume that the Last Payment Number assigned in the current payroll is 10,000. When the next payroll runs, the process first reads the Payment ID table to obtain a value of 10,000. It then assigns the numbers 10,001, 10,002, 10,002, and so on, until all payments have been assigned. If a total of 100 payments are assigned, the process will update the Payment ID Table to a value of 10,100.

Understanding Payment Renumbering

Use the payment renumbering process to renumber payments when a payee asks for a replacement check or other payment and cannot provide the original. It is not possible to reissue a new check with the same number. Instead, a stop payment needs to be placed on the original payment and a new number needs to be assigned to the new payment that will be given to the payee.

Note. When you renumber a payment, you have the option to reprint the payslip, but this is not mandatory.

Pages Used to Process Payments

Page Name	Object Name	Navigation	Usage
Run Payment Prep Process USA	GPUS_PMT_PREPARE	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process USA, Run Payment Prep Process USA	Run the banking payment preparation process for Global Payroll for United States.
Payment Renumber USA	GPUS_PYMT_RNB	Global Payroll & Absence Mgmt, Payment Processing, Payment Renumber USA, Payment Renumber USA	Run the payment renumber process.

Running Payment Preparation

Access the Run Payment Prep Process USA page.

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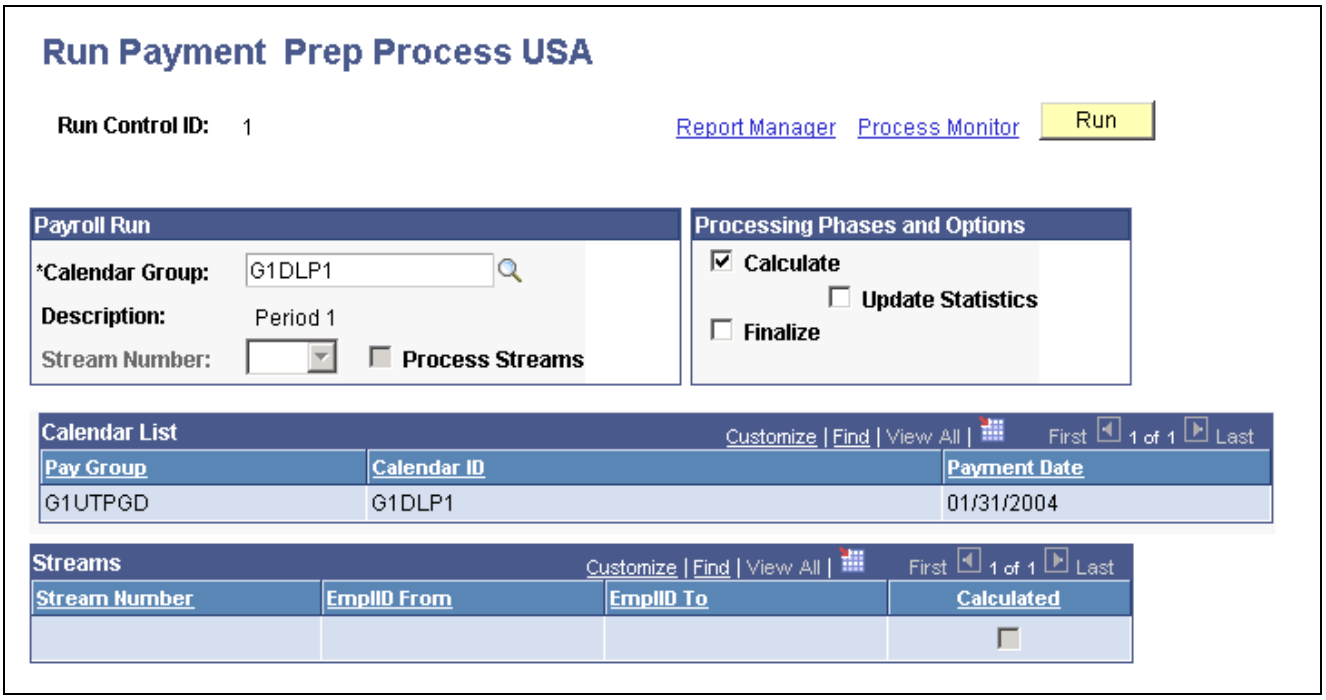

Run Payment Prep Process USA page

Payroll Run

Calendar Group Select the calendar group on which to run the process. The system processes any items (segments) that are approved or finalized by the payroll process.

Stream Number If the Process Streams check box is selected and you select Calculate in the Processing Phases and Options group box, you must select the stream number to process. Each stream number represents a predefined range of payees.

Process Streams The Process Streams check box is selected automatically if you select the stream processing option when defining the calendar group.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Processing Payroll," Creating Process Streams.

Processing Phases and Options

Calculate Select to have the system create the payment file by matching the finalized results from the payroll process with information you defined in the banking setup.

You can run the Calculate step repeatedly until you finalize the banking process.

Update Statistics Select to have the banking system generate statistics to help the data administrator fine-tune system performance.

Finalize After everything is calculated, select Finalize. (If you used stream processing for the Calculate phase, the system finalizes all streams for the calendar group simultaneously.)

Note. If you're not using streams, you can select Calculate and Finalize at the same time.

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Note. Payment numbers are only generated during the Finalize process.

Calendar List

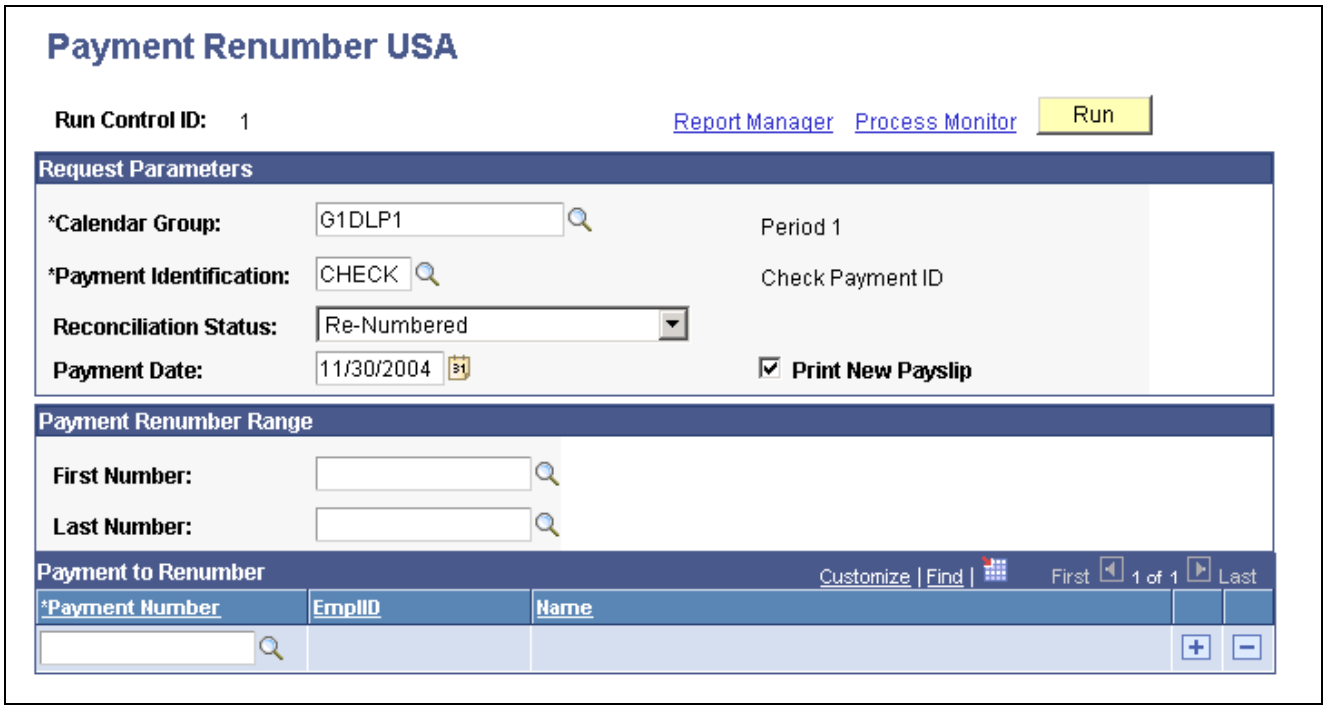
After you run the Calculate phase, this group box displays information for each calendar in the calendar run.

Streams

This group box displays all streams associated with the calendar group.

Renumbering Payments

Access the Payment Renumber USA page.



Payment Renumber USA page

Use this page to run the payment renumbering process. For example, if a payee asks for a replacement of their payment and cannot find the original, you can run the payment renumbering process to issue a new payment with a new number.

Request Parameters

Calendar Group Select the calendar group on which to run the process. The system processes any items (segments) that are approved or finalized by the payroll process.

Payment Identification Enter the payment ID that needs to be renumbered.

Reconciliation Status Indicate the reconciliation status for the payments being renumbered.

Payment Date Enter the payment date for the renumbered payments.

Print New Payslip Select if you need to print a new payslip for the payments being renumbered.

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Payment Renumber Range

First Number and **Last Number** — If there is a series of checks that need renumbering, enter the first and the last number in this series.

Payment to Renumber

Payment Number — If there are just a few checks to renumber, enter the payment numbers in the Payment to Renumber section.

Processing Payslips

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

- Generate payslips.
- Define draft options.
- Define the payslip sort method.
- Reprint payslip copies.
- Regenerate original payslips.

Note. Before you can process payslips, you must set them up. Setting up payslips is discussed in another chapter in this PeopleBook.

See Also

Chapter 14, "Setting Up Payslips," page 193

Understanding Payslip Generation

This section discusses:

- Payslip generation.
- Payslip reprint copy.

Payslip Generation

After payments have been processed, the Generate Payslip process, GPPSLP, enables you to print payslips. The SQR portion of the Job, GP00PSLP, contains the payslip output files.

The GPSSPSLP Job consists of four processes that are run in sequence:

1. The GP_PSLP_PRE Application Engine process gathers information and populates temporary processing tables.
2. The Structured Query Report (SQR) GP00PSLP prints the payslip report and provides self service related information for ePay if ePay is licensed.
3. The GP_PSLP_POST process populates permanent Payslip guide tables and cleans up temporary processing tables.

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4. The GP_EPAY Application Engine process uses the payslip report and self service related information provided by the earlier 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.

On the Generate Payslips page, you can specify the language in which error and status messages are printed. Note that this is not the field in which you indicate the language that the payslip will be printed in. The payslip is printed in the language of the payee for which the payslip is prepared.

Important! When running the GPPSLP 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.

Note. A payslip can be an advice as well as a check.

Payslip Reprint Copy

The reprint process recomposes payroll result data using the same payslip template that was used when the payslip was originally printed. When storing the template that was used in the original payslip print run, the system also stores the effective date so that the exact template that was used previously can be used again. If the payroll results have changed or the supporting configuration has changed (correct history), the data printed in the payslip may also change.

As the payslip process creates the payslip files, a unique Payslip ID is assigned to each payslip.

If several pages are damaged due to a paper jam at the printer, the payroll administrator can look at the last page before the paper jam and the next page after the paper jam to determine the Payslip ID range to reprint.

There are two processes to reprint payslips:

- Reprint payslip copy.
- Regenerate original payslip.

Payslip reprint copy reprints payslips as a copy, which means that any checks (bank drafts) are printed as non-negotiable checks. The MICR (Magnetic Ink Character Recognition) and signature portion of the check will be omitted. If ePay is installed, ePay payslips will not be generated. The payslip ID of the reprinted payslip will remain the same.

See Chapter 20, “Processing Payments,” Reprinting Payslip Copies, page 293.

The payslip reprint copy option assumes that the information did not change, and that the payee just wanted to have a copy of the payslip for his or her own record.

Regenerate original payslips will recreate a payslip and replace the range of payslips that are selected. Payslip regeneration assumes that data has changed, payments have been renumbered, or other conditions occurred for a new payslip to be regenerated from the payroll data, using the exact same template that was used when the original payslip was generated. If the payslips contain checks (bank drafts), the MICR and signature will be printed. If ePay is installed, ePay payslips will be generated. A new payslip ID will be generated for each payslip that is printed.

See Chapter 20, “Processing Payments,” Regenerating Original Payslips, page 294.

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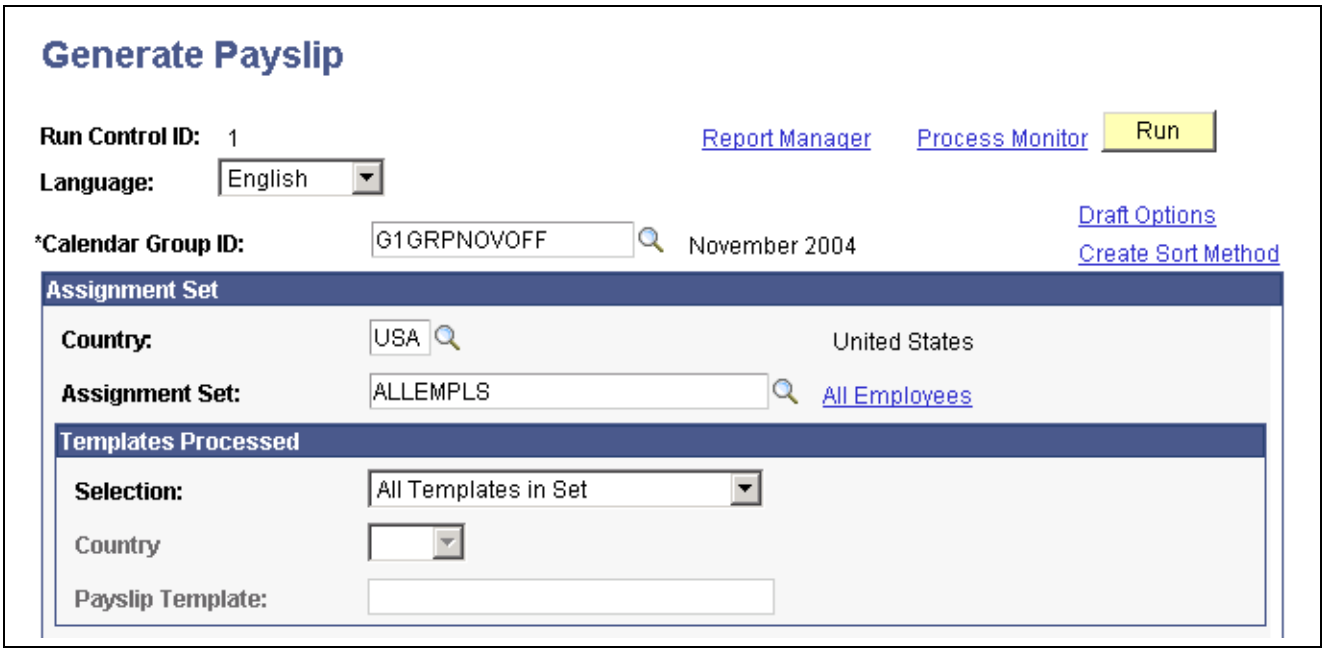
Pages Used to Generate and Reprint Payslips

Page Name	Object Name	Navigation	Usage
Generate Payslip	GP_PSLP_PRINT_RC	Global Payroll & Absence Mgmt, Payslips, Generate Payslip, Generate Payslip	Define parameters to generate a payslip.
Draft Options - Generate Payslip	GP_PSLP_PRINT_SEC	Click the Draft Options link on the Generate Payslip page.	Define options for a draft payslip.
Define Payslip Sort Method	GP_PSLP_SORT	Click the Create Sort Method link on the Generate Payslip page.	Define the sort method details for a payslip.
Reprint Payslips	GP_PSLP_REPRT1_RC	Global Payroll & Absence Mgmt, Payslips, Reprint Payslip Copy, Reprint Payslips	Generate reprints of payslips. By using this page to reprint payslips, it is assumed that the payroll information did not change and a copy of the payslip is needed by someone for record-keeping purposes.
Regenerate Original Payslip	GP_PSLP_REPRT2_RC	Global Payroll & Absence Mgmt, Payslips, Regenerate Original Payslip, Regenerate Original Payslip	Regenerate original payslips.

Generating Payslips

Access the Generate Payslip page.



Generate Payslip page (1 of 2)

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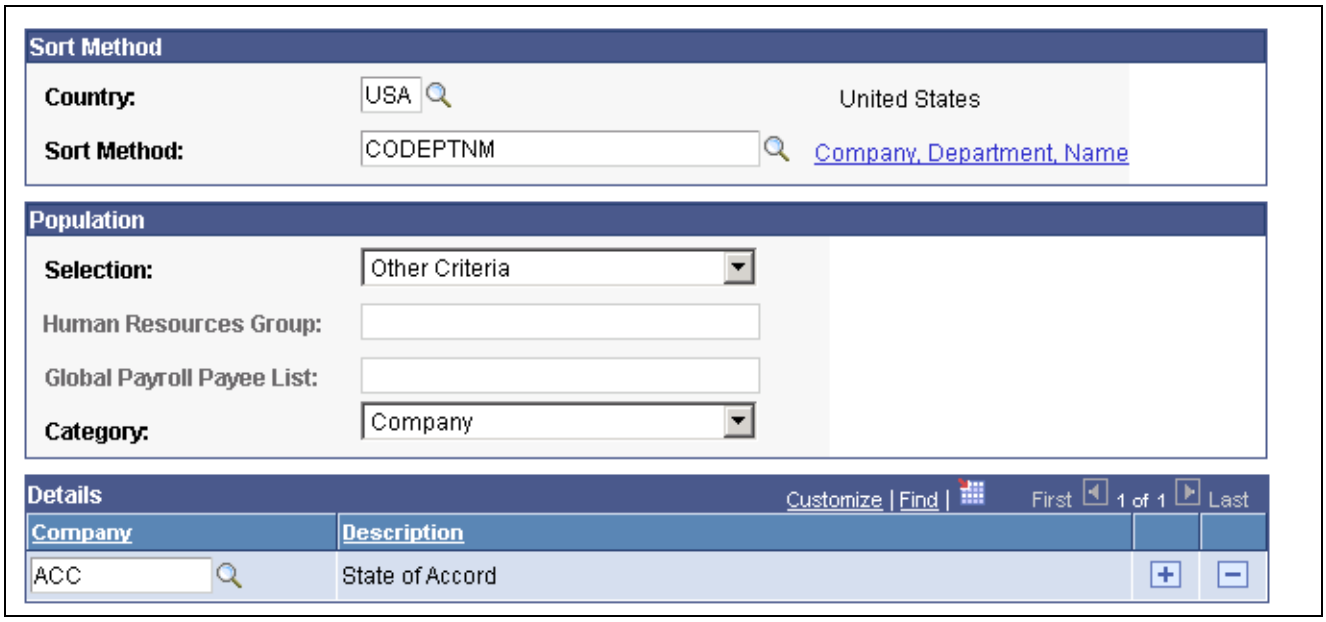

Generate Payslip page (2 of 2)

Language Select the language in which the error and status messages should be produced. Note that this is not the field where you select the language in which the payslip is printed.

Calendar Group ID Select the calendar group ID for which the payslip is generated.

Draft Options Click to access the Draft Options - Generate Payslips page.

Create Sort Method Click to access the Define Payslip Sort Method page. Note that when you click the Create Sort Method link, you will first be taken to a search box, where you can define or select a sort method. The country of the user determines the allowable sort methods. If the user is a specific country, for example, USA, then only USA sort methods can be defined. If the user is an ALL country operator, then any country's sort method can be defined. After you define a sort, select the Add button on the search box, and the Define Payslip Sort Method page appears.

Assignment Set

Country Select the country for which this payslip is generated.

Assignment Set Select the assignment set for whom the payslip is to be generated.

Description Click to go to the Assignment Set page for the assignment set. The country of the user determines whether the Assignment Set page is opened in edit mode or display-only mode. An ALL country user can edit any country's Assignment Set page. A country-specific user can only edit their own country's Assignment Set page, but can view an ALL countryAssignment Set page in display-only mode.

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Templates Processed

Selection Select the type of template to be used when generating a payslip. Values are *All Templates in Set* or *Specific Template.* If you select *Specific Template*, additional fields appear.

Country Select the country for which the payslip template is processed. The Country field is only available for entry if you select *Specific Template* in the Selection field.

Payslip Template Select the type of payslip template you want to use. The default is to print all templates. If there is more than one template in a run, multiple files are produced, one for each template. If you want to produce only one of the output files, you can select to have only a specific template printed in the run. After you print the template, you can run the generation again, specifying all payslip templates, however the payslip that is already printed would be skipped. Examples of typical values are *ADVICE* and *CHECK*. The Payslip Template field is only available for entry if you select *Specific Template* in the Selection field. When a specific template is selected, a link is available to view this template definition.

Description Click to go to the Template page for the template. The country of the user determines whether the Template page is opened in edit mode or display-only mode. An ALL country user can edit any country's Template page. A country-specific user can only edit their own country's Template page, but can view an ALL country Template page in display-only mode.

Sort Method

Country Select the country for which you'll sort the payslip.

Sort Method Select the method by which you want to sort the payslip. Typical values include *Employee Name*, *Company, Department, Name*, and *Pay Entity*.

Description Click to go to the Sort Method page. The country of the user determines whether the Sort Method page is opened in edit or display-only mode. An ALL country user can edit any country's Sort Method page. A country-specific user can only edit their own country's Sort Method page, but can view an ALL country section page in display-only mode.

Population

Use the Population group box to narrow down the population for which you want to generate payslips.

Selection Define the population for which the payslip is run. Values are *All Payees*, *Global Payroll Payee List*, *Human Resources Group*, and *Other Criteria*. Depending on the value you select in this field, different fields appear in this group box. If you select *All Payees*, no additional fields in this group box are available for entry.

Human Resources Group If you select *Human Resources Group* in the Selection field, select the group of Human Resources payees for which you want to generate the payslip.

Global Payroll Payee List If you select *Global Payroll Payee List* in the Selection field, select the list of Global Payroll payees for which you want to generate the payslip.

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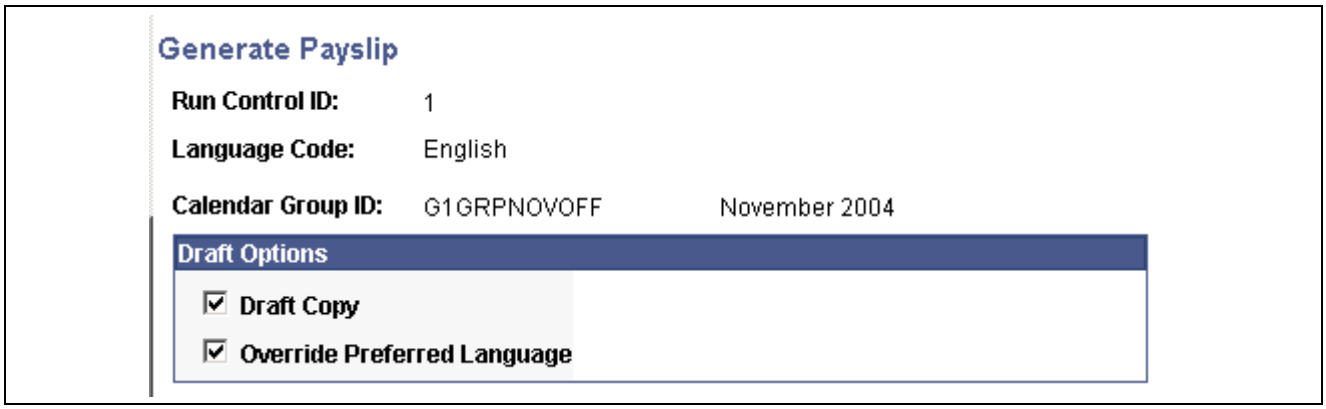
Category If you select *Other Criteria* in the Selection field, select the category for the payslip. Values are *Company*, *Department*, *Establishment*, *Location*, *Pay Entity*, *Pay Group*, and *Payee.*

Details

If you select *Other Criteria* in the Selection field, and then select a value in the Category field, you can enter detailed information regarding the value you selected in the Category field. This is a grid that allows you to enter multiple unique values. For example, if you select *Company* in the Category field, you can select the company in the Details group box.

Defining Draft Options

Access the Draft Options - Generate Payslip page.



Draft Options - Generate Payslip page

Draft Options

Draft Copy Printing in Draft mode will have these effects:

- The payslip will not be marked as printed or generated, allowing multiple copies to be printed. Once a payslip has been generated, it can not be generated again from this page. A generated payslip will have a system-assigned payslip ID.
- If a check or bank draft exists on the payslip, then the MICR and signature are omitted and the text *Non-negotiable* appears on the payslip.
- If you have ePay installed, no ePay payslips will be generated.

Override Preferred Language This check box is available for selection only when the Draft Copycheck box has been selected. If this field is selected, then the printed text output on the payslips will be in the language selected on the Generate Payslip page rather than the payee's preferred language. This allows you to print a draft copy of payslips in a single language.

Defining the Payslip Sort Method

Access the Define Payslip Sort Method page.

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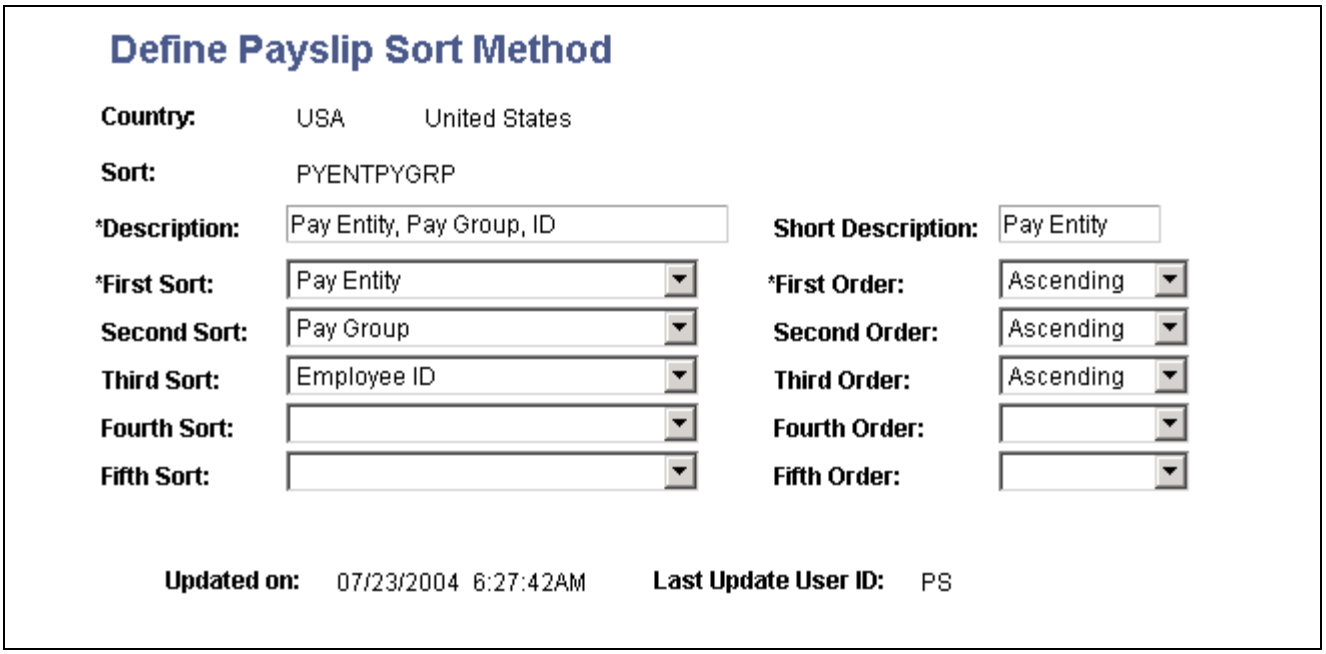

Define Payslip Sort Method page

First Sort...**Fifth Sort** Define your sort order. You can define up to five sort levels. Typical values are *Employee ID*, *Company*, and *Pay Entity.*

First Order...**Fifth Order** For each sort, select either *Ascending* order or *Descending* order.

Reprinting Payslip Copies

Access the Reprint Payslips page.

Reprint Payslips page

Calendar Group ID Specify the calendar group for which the original payslip was generated.

From Payslip IDand **To Payslip ID** Specify the range of the calendar group's payslips that you want to reprint.

Note. Reprinting payslip copies is discussed in detail in another section of this chapter.

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See Chapter 20, "Processing Payments," Understanding Payslip Generation, page 287.

Regenerating Original Payslips

Access the Regenerate Original Payslip page.

Regenerate Original Payslip page

Note. The fields on the Regenerate Original Payslip page are identical to those on the Reprint Payslips page.

See Chapter 20, "Processing Payments," Reprinting Payslip Copies, page 293.

Note. Regenerating original payslips is discussed in detail in another section of this chapter.

See Chapter 20, "Processing Payments," Understanding Payslip Generation, page 287.

Processing Final Payments

To define final payments, use the Final Payment USA (GPUS_FPMT) component.

This section provides an overview of final payment processing and discusses how to:

- Define a final payment program.
- Assign a final payment definition to a payee.

Understanding Final Payment Processing

Final payment processing enables you to control which earnings and deductions are processed in a payee's termination pay run, and to settle outstanding balances that need to be collected from, or refunded to, a payee in the final payment.

To process a final payment for a payee:

1. Create a final payment definition on the Final Payment Definition page.

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A final payment definition specifies:

- Which earnings and deductions not to process. (By default, all pay elements are processed in the final pay run.)
- Instructions for collecting outstanding goal balances for deductions.
- Instructions for refunding deduction balances, such as for Employee Stock Purchase Plan (ESPP) deductions.

2. Assign the final payment definition to the payee on the Maintain Termination Data page.
3. Process the payee in either an on-cycle or off-cycle calendar.

Note. You may need to create more than one final payment definition, depending on business requirements.

Note. The processing of a final payment is not dependent on whether the payee's JOB record has a termination row. A final payment can be created for someone who is still active in the system.

See Also

Chapter 21, "Managing Off-Cycle Payments," page 299

Pages Used to Define Final Payments

Page Name	Object Name	Navigation	Usage
Final Payment Definition USA	GPUS_FPMT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Terminations, Final Payment USA, Final Payment Definition USA	Enter details about what elements to pay when a payee is terminated.
Maintain Termination Data	GPUS_FPMT_PYE	Global Payroll & Absence Mgmt, Payee Data, Terminations, Maintain Termination Data USA, Maintain Termination Data	Assign a final payment definition to a payee.

Defining a Final Payment Program

Access Final Payment Definition USA page.

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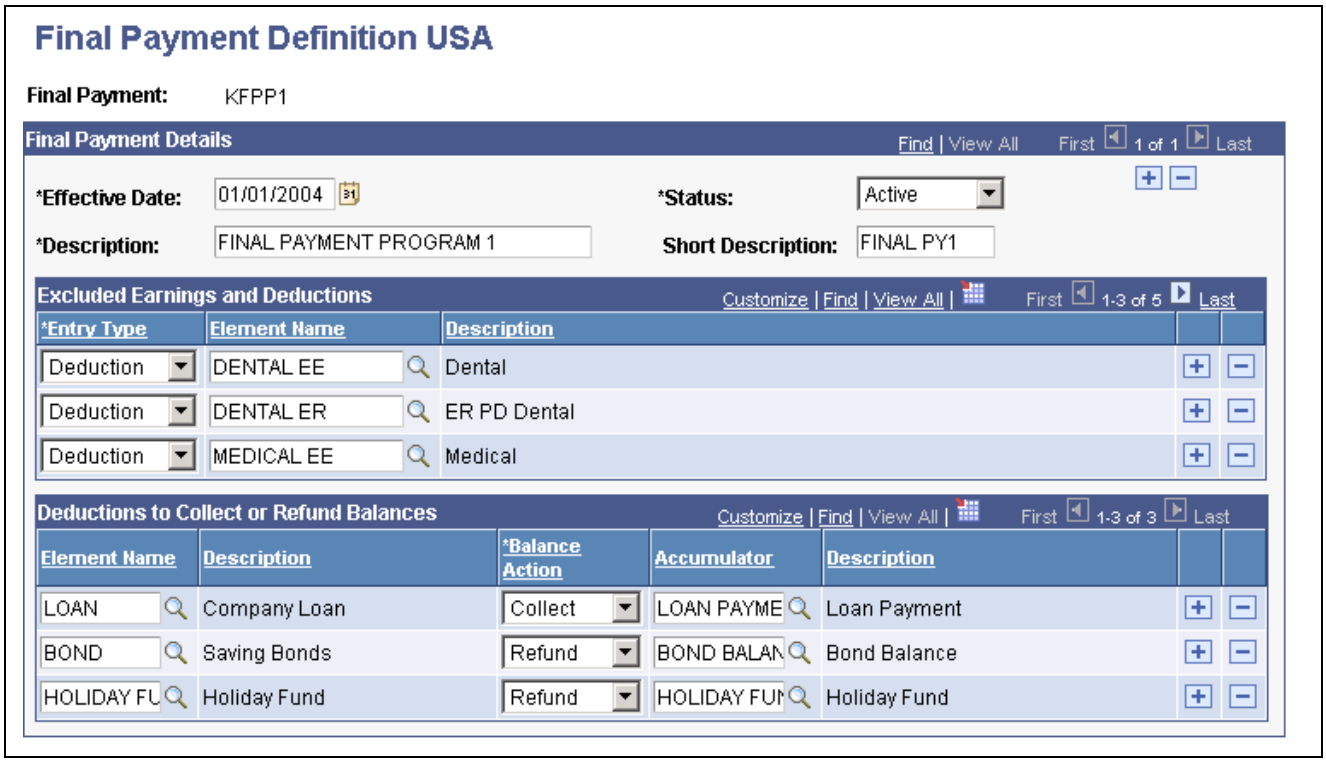

Final Payment Definition USA page

Excluded Earnings and Deductions

In this group box, indicate which earnings and deductions not to process.

Entry Type Specify the type of element to exclude from the payroll process. Valid values are *Earnings* and *Deduction*.

Element Name Enter the name of the element to exclude from the payroll process.

Note. If an element is listed in this group box and positive input exists, positive input takes priority.

Deductions to Collect or Refund Balances

In this group box, identify the deductions that have goal balances that you want to collect or refund.

Element Name Enter the name of the deduction element with the balance to collect or refund.

Note. Any deduction can be entered, whether it has a goal balance or not. If a deduction is entered with no goal balance, then no special processing will occur for that element. If an element is entered and positive input exists, positive input takes priority.

Balance Action Select the balance action. Valid values are:

- *Collect*

  Select to collect the balance.

  For example, you can collect the unpaid portion of a loan deduction.

- *Refund*

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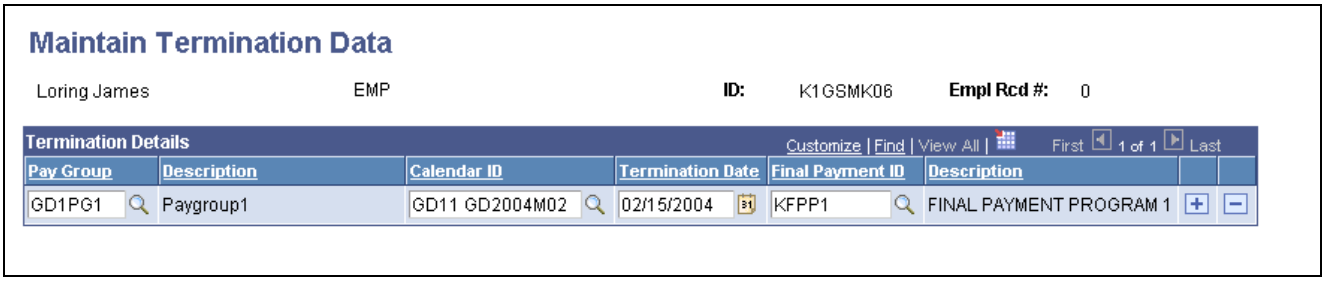
Select to refund the balance.

For example, you can refund the amount in an employee's Stock Purchase Plan (ESPP) account.

Accumulator Specify the accumulator that holds the balance to collect or refund.

Assigning a Final Payment Definition to a Payee

Access the Maintain Termination Data page.



Maintain Termination Data page

Pay Group Identify the pay group containing the payee to whom to are assigning the final payment definition.

Calendar ID Identify the calendar you are using to process the final payment.

Termination Date Enter the termination date (final payment date).

Note. This component does not update the payee's JOB record with termination data. The termination must be defined separately in the JOB record.

Final Payment ID Identify the final payment definition to assign to the payee.

Final payment definitions are created on the Final Payment Definition page.

Note. You can also assign final payment definitions at the pay entity, pay group, and calendar levels using supporting element overrides. To do this, define the value of the variable that stores the final payment definition - FNL PAY DEFN - at one of these levels.

See Also

Chapter 21, "Managing Off-Cycle Payments," page 299

Processing Reversals

When a finalized payment is incorrect, you can reverse the payment and create a corrected check using a combination of Global Payroll core application and U.S.-specific pages.

See Chapter 21, "Managing Off-Cycle Payments," page 299.

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CHAPTER 21

Managing Off-Cycle Payments

This chapter provides an overview of off-cycle functionality, and discusses how to:

- Record manual payments for the U.S.
- Submit reversals for the U.S.
- Make unscheduled payments for the U.S.
- Advance payments for the U.S.

Note. Please refer to the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook* for information on off-cycle setup and processing.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Off-Cycle Processing"

Understanding Off-Cycle Processing

This section discusses:

- Off-cycle processing.
- Types of off-cycle transactions.

The Off-Cycle Process

Off-cycle processing refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off-cycle transactions are usually made to correct prior payments, enter manual payments, or to make early termination payments that can't wait until the next scheduled payroll.

Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

1. Manual payments

   Manual payments enable you to enter payments that you have calculated and paid outside of the payroll system. Examples include paying a new hire with a manual check, because their pay details were not entered in time for the normal pay run.

2. Reversals and corrections

   Reversals and corrections enable you to correct the results of any finalized payroll. Examples include reversing a sick leave payment when workers compensation should have been paid.

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3. Unscheduled payments

   Unscheduled payments enable you to enter one-time payments that fall outside the normal payroll process. Examples include one time bonuses or expense reimbursements.

4. Advances

   Advances enable you to pay payees before their normally scheduled pay run. Examples include salary due on termination.

Recording Manual Payments

This section provides an overview of manual payments and explains how to set up manual payment using U.S. delivered rules.

Note. This section supplements the off-cycle documentation in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Managing Off-Cycle Processing," Recording Manual Payments.

Understanding Manual Payments

Manual payments are defined on Global Payroll core application pages. However, there are some U.S.-specific issues you should keep in mind when setting up manual payments.

When entering manual payments for U.S. payees, it is recommended that all calculations be manually calculated outside the system and then entered.

In addition, you should consider the consequences of:

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

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

- Defining processing controls on the Processing Controls tab of the Manual Payments page.

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

- Changing the run type on the Processing Controls tab of the Manual Payments page.

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

- Stopping regular resolution of elements on the Processing Controls tab of the Manual Payments page.

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

- Entering a limited element set on the Processing Controls tab of the Manual Payments page.

  If you use a limited element set, you need to ensure that all elements calculate independently of pre- or post-processing formulas, as these do not resolve during off-cycle processing.

Note. For manual payments, Global Payroll for U.S. delivers a limited element set, TAX EG FED ER, that enables you to enter employee taxes. The limited element set automatically calculates what should be withheld for employer taxes.

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

Understanding Manual Payment Setup Steps

To set up a manual payment:

1. Access the Intro page of the Off Cycle Requests (GP_OFFCYCLE_SETUP) component in the core application and define the basic parameters of the off-cycle group.
2. Access the Manual Payments page and enter instructions for processing the payment.
3. Access the Manual Payment Detail page and define the individual earnings and deduction elements that you want to process in the manual payment.
4. Create an off-cycle calendar on the Calendar Group page of the Off Cycle Calendar Group component (GP_CALENDAR_RUN).

   Use this calendar to process the manual payment.
5. Process the manual payment on the Calculate Absence and Payroll run control page.

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Pages Used to Set Up Manual Payments

Page Name	Object Name	Navigation	Usage
Intro	GP_OFFCYCLE_INTRO	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Requests, Intro	Name an off-cycle group and select the default payment date and method. Also view off-cycle groups, using the following search criteria to retrieve them: pay group, period ID, off-cycle group, description, processing status, or calendar group.
Manual Payments	GP_OFFCYCLE_MANUAL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Requests, Manual Payments	Enter instructions for processing manual payments.
Manual Payment Detail	GP_MNL_PYMT_SEC	Click the Payment Details link on the Period (Calendar) tab of the Manual Payments page.	Enter all manual payment details.
Calendar Group	GP_CALENDAR_RUN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Calendar Group, Calendar Group	Define off-cycle calendar groups.

Submitting Reversals

This section provides an overview of reversals and corrections and explains how to make corrections using U.S. delivered rules.

Note. This section supplements the off-cycle documentation in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Managing Off-Cycle Processing," Correcting or Reversing Payroll Results.

Understanding Reversals

Reversals are defined on a combination of Global Payroll core application pages and Global Payroll for United States pages.

Note. Global Payroll generally handles corrections as a basic part of regular on-cycle payrolls by using its built-in retroactive processing capabilities. Off-cycle processing enables you to quickly address the more critical exceptions.

The following issues need to be considered when entering reversals:

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- All earnings and deductions need to have period-to-date logic applied.

  Reversals use period-to-date logic built into the U.S. delivered statutory rules.
- This method is used to correct pay accumulators only. Absence accumulators are not corrected.

Understanding Reversal Setup Steps

To reverse a payment for a payee:

1. Access the Intro page of the Off Cycle Requests (GP_OFFCYCLE_SETUP) component in the core application and define the basic parameters of the off-cycle group.
2. Create an off-cycle calendar on the Calendar Group page of the Off Cycle Calendar Group component (GP_CALENDAR_RUN).

   Use this calendar to process the reversal.
3. Access the Reversals page. On this U.S.-specific page you identify:
   - The payee whose payment you are reversing.
   - The calendar(s) to reverse.
   - The payment ID and number of the payment you want to correct.
   - Other data related to the off-cycle group you are processing.

   Note. When you save this page, a component interface updates the Corrections page of the core Off Cycle Requests component (GP_OFFCYCLE_SETUP). Use the U.S. page for entering reversal and correction data—not the core page.
4. Process the reversal on the Calculate Absence and Payroll run control page.

Prerequisites

Before you can process a reversal for the U.S., you must finalize the payroll calendar and run and finalize the banking process for the calendar group containing the payroll results you are correcting.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Processing Payroll”

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

Chapter 13, “Defining Banking,” page 171

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Pages Used to Submit Reversals

Page Name	Object Name	Navigation	Usage
Intro	GP_OFFCYCLE_INTRO	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Requests, Intro	Name an off-cycle group and select the default payment date and method. Also view off-cycle groups, using the following search criteria to retrieve them: pay group, period ID, off-cycle group, description, processing status, or calendar group.
Calendar Group	GP_CALENDAR_RUN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Calendar Group, Calendar Group	Define off-cycle calendar groups.
Reversals	GPUS_REVERSAL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reversals USA, Reversals	Retrieve payments to be reversed. Submit reversal requests.

Submitting Reversals

Access the Reversals page.

Note. When you save this page, a component interface populates the Corrections page in the Off Cycle Requests (GP_OFFCYCLE_SETUP) component and selects the Stop Regular Resolutions check box. In addition, the component interface updates payment processing status from *Finalized* to *Void*.

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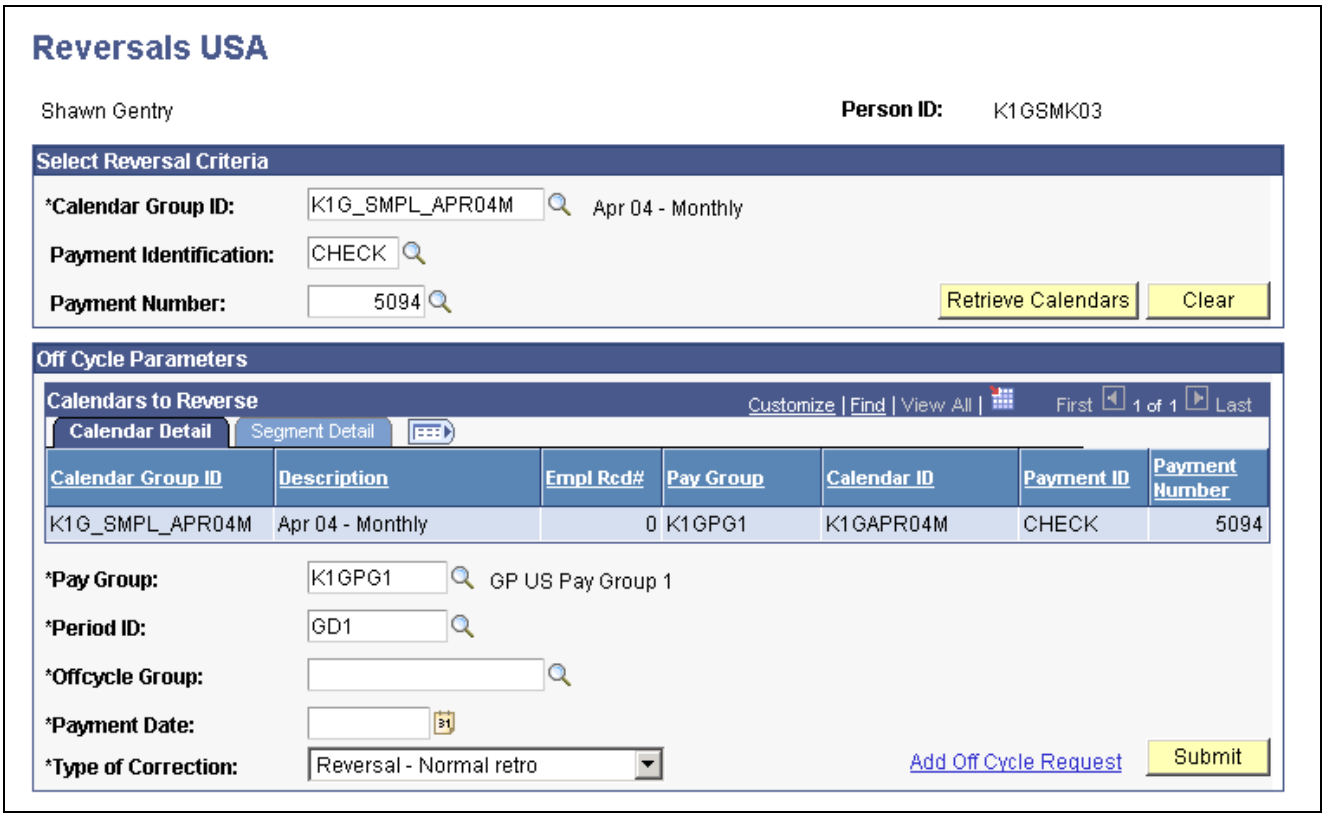

Reversals page

Calendar Group ID Enter the Calendar Group ID corresponding to the payment you want to reverse.

Payment Identification Enter a payment ID. Valid values are all payment IDs in the Payment ID Definition table.

Payment Number Enter the number of the payment being reversed.

Retrieve Calendars Click to populate the fields on the Calendar and Segment Detail tabs with detailed information about the calendar associated with the Calendar Group ID displayed at the top of the page.

Clear Click to clear the fields on the Calendar and Segment Detail tabs.

Pay Group The pay group defaults from the calendar retrieved when you click the Retrieve Calendars button.

The pay group is the same for the on-cycle and the off-cycle calendar.

Period ID Enter the target period ID.

This is typically the period in which the reversal is processed. It is the period in which balance accumulators are updated.

Note. The target period selection is limited to periods associated with calendars that are defined for this particular pay group.

Offcycle Group Select the off-cycle group for which you want to process the reversal.

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The groups available for selection are those defined on Off Cycle Requests component (GP_OFFCYCLE_SETUP).

Payment Date Defaults from the off-cycle group but it can be overridden for individual payments.

Type of Correction Select the type of reversal that you want to use to process the selected calendars. Valid values are:

- *Reversal – Replacement*

  This selection causes the system to use corrective retro to process the reversal, and to correct accumulators in the calendar in which the payroll was processed.

  Note. If you make a correction to a calendar that has already had quarterly returns or year end forms filed, you may need to produce an amended return.

- *Reversal – Normal Retro*

  This selection causes the system to use forwarding retro to process the reversal.

  The system forwards the correction to the next available pay period. You should be aware of the quarter or calendar year to which you are forwarding the delta.

Note. If you want to reverse and replace a check because a payee never received payment, select the *Reversal - Replacement* option on the Correction page and enter positive input for the correct amount.

Add Off Cycle Request Click the hyperlink to go to the Off Cycle Requests component (GP_OFFCYCLE_SETUP) where you can define a request for a Correction if you have not already done so.

Making Unscheduled Payments

This section provides an overview of unscheduled payments and explains how to set up unscheduled payments using U.S. delivered rules.

Note. This section supplements the off-cycle documentation in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Managing Off-Cycle Processing," Making Unscheduled Payments.

Understanding Unscheduled Payments for the U.S.

Unscheduled payments are defined on Global Payroll core application pages. However, there are some U.S.-specific issues you should keep in mind when setting up unscheduled payments:

- All earnings and deductions need to have period-to-date logic applied.

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This method uses period-to-date logic built into the U.S. delivered statutory rules.

- When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar.
- This method is used to record monetary values only. Absence accumulators are not updated.

Understanding Unscheduled Payment Setup Steps

To set up an unscheduled payment:

1. Access the Intro page of the Off Cycle Requests (GP_OFFCYCLE_SETUP) component in the core application and define the basic parameters of the off-cycle group.
2. Access the Unscheduled Payments page and enter instructions for processing the payment.
3. Create an off-cycle calendar on the Calendar Group page of the Off Cycle Calendar Group component (GP_CALENDAR_RUN).

   Use this calendar to process the unscheduled payment.
4. Process the unscheduled payment on the Calculate Absence and Payroll run control page.

Pages Used to Set Up Unscheduled Payments

Page Name	Object Name	Navigation	Usage
Intro	GP_OFFCYCLE_INTRO	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Requests, Intro	Name an off-cycle group and select the default payment date and method. Also view off-cycle groups, using the following search criteria to retrieve them: pay group, period ID, off-cycle group, description, processing status, or calendar group.
Unscheduled Payments	GP_OFFCYCLE_UNSCHD	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Requests, Unscheduled Payments	Enter instructions for processing unscheduled payments.
Calendar Group	GP_CALENDAR_RUN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Calendar Group, Calendar Group	Define off-cycle calendar groups.

Advancing Payments

This section provides an overview of advance payments and explains how to set up advance payments using U.S. delivered rules.

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Note. This section supplements the off-cycle documentation in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Managing Off-Cycle Processing," Processing Advances.

Understanding Advance Payments

You set up most advance payments on Global Payroll core application pages. However, final (termination) payments that need to be paid in off-cycle runs are set up using a combination of core and U.S. specific pages.

Keep the following in mind when you define advance payments:

- Always select the next open calendar, as skipping calendars may update accumulators incorrectly.
- Global Payroll automatically calculates absence accumulators for the calendar group selected.

Understanding Advance Payment Setup Steps

Global Payroll for U.S. uses the advance payment functionality in the Global Payroll core application as the basis for the delivered termination (final payment) process. However, advance payments can be made outside of this process, for reasons other than termination.

- To set up an advance for a termination that needs to be processed immediately, before the next scheduled on-cycle pay run, use a combination of core and Global Payroll for U.S.-specific pages.
- To set up an advances for reasons other than off-cycle termination, use the pages in the core Off Cycle Requests (GP_OFFCYCLE_SETUP) component.

Advances for Off-Cycle Termination

To set up advance payment for an off-cycle termination:

1. Access the Intro page of the Off Cycle Requests (GP_OFFCYCLE_SETUP) component in the core application and define the basic parameters of the off-cycle group.
2. Access the Advance Payrolls page and enter instructions for processing the advance.

   In the Calculate From and Calculate Thru date fields, enter the days for which you want to pay the employee. For example, if you are terminating an employee who is part of a monthly pay group on March 6, the *From* and *Thru* dates would be March 1 and March 6 respectively.
3. Create an off-cycle calendar on the Calendar Group page of the Off Cycle Calendar Group component (GP_CALENDAR_RUN).

   Use this calendar to process the advance.
4. Enter instructions for processing the final (termination) payment on the Final Payment Definition page in Global Payroll for U.S.
5. Define the termination date and assign the final payment definition created in Step 4 to the payee receiving the advance. Do this on the Maintain Termination Data page in Global Payroll for the U.S.
6. Process the unscheduled payment on the Calculate Absence and Payroll run control page.

   When you run the standard, on-cycle calendar after processing the off-cycle termination, the terminated payee is not picked up for processing.

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Note. You must enter a termination row in the payee's JOB record to clear the payee from the system entirely. The information you enter on the Maintain Termination Data page does not update the JOB record.

Advances for Reasons Other Than Off-Cycle Termination

To set up advance payments unrelated to a termination:

1. Access the Intro page of the Off Cycle Requests (GP_OFFCYCLE_SETUP) component in the core application and define the basic parameters of the off-cycle group.
2. Access the Advance Payrolls page and enter instructions for processing the advance.

   To set up an advance payment for a partial period (for example, March 1 *thru* March 15), specify the Employee ID, the Calendar Group ID, and the Calculate From and Calculate Thru dates. The system prorates the SALARY earning, and takes all scheduled deductions. When you process the following on-cycle calendar, the system automatically calculates the payment for the remainder of the period, and takes all scheduled deductions.

   To make an advance payment for an entire period (for example, March 1 *thru* March 31), enter the Employee ID and the target Calender Group ID. You do not need to specify the Calculate From and Thru dates.

   Note. Deductions are not prorated when you process partial periods.

3. Create an off-cycle calendar on the Calendar Group page of the Off Cycle Calendar Group component (GP_CALENDAR_RUN).

   Use this calendar to process the advance.
4. Process the advance on the Calculate Absence and Payroll run control page.

Note. These pages and setup steps are described in greater detail in the off-cycle processing chapter in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

Note. If you enter positive input in connection with an off-cycle advance, make sure that the positive input dates match the Calculate From and Calculate Thru dates on the Advance Payrolls page. Otherwise, the system may process positive input in more than one segment. For example, if you define an advance for the segment March 1 *thru* March 15, and enter 10 hours of overtime using positive input, the system will process 10 overtime hours in the off-cycle calendar. Later, when you run the standard on-cycle calendar for March, the system will try to process the same 10 hours of overtime for the segment March 16 *thru* March 31, unless you specify the begin and end dates of the positive input as March 1 and March 15.

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Pages Used to Set Up Advance Payments for a Termination

Page Name	Object Name	Navigation	Usage
Intro	GP_OFFCYCLE_INTRO	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Requests, Intro	Name an off-cycle group and select the default payment date and method. Also view off-cycle groups, using the following search criteria to retrieve them: pay group, period ID, off-cycle group, description, processing status, or calendar group.
Advance Payrolls	GP_OFFCYCLE_ADV	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Requests, Advance Payrolls	Enter instructions for processing an advance.
Calendar Group	GP_CALENDAR_RUN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Calendar Group, Calendar Group	Define off-cycle calendar groups.
Final Payment Definition	GPUS_FPMT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Terminations, Final Payment USA, Final Payment Definition	Create a final payment definition.
Maintain Termination Data	GPUS_FPMT_PYE	Global Payroll & Absence Mgmt, Payee Data, Terminations, Maintain Termination Data USA, Maintain Termination Data	Assign a final payment definition to a payee.

Creating a Final Payment Definition

The information you enter on the Final Payment Definition page tells the system which earnings and deductions to process in a final payment, and how to process them. You can use the Final Payment Definition page to create final payment programs for use with both on- and off-cycle calendars.

Note. We discuss the Final Payment Definition page in detail in the chapter on processing payments.

See Chapter 20, "Processing Payments," page 277.

Assigning Final Payment Definitions

Use the Maintain Termination Data page to assign final payment instructions defined on the Final Payment Definition page. You can assign final payment definitions to payees processed in off-cycle as well as on-cycle calendars.

Note. We discuss the Maintain Termination Data page in detail in the chapter on processing payments.

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See Chapter 20, "Processing Payments," page 277.

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CHAPTER 22

Viewing Payslips Using ePay

This chapter provides an overview of the View Payslip self-service transaction, lists prerequisites, and discusses how to:

- Set up View Payslip.
- View payslips online.

Understanding the View Payslip Self-Service Transaction

PeopleSoft enables employees to view their payslips online using View Payslip in ePay. The files used to view payslips are created when you run the Generate/Regenerate Payslip process. As part of the Generate/Regenerate Payslip process, the system launches a series of Application Engines that:

- Gather information and create a temporary file to store payees' payslip data.
- Create a PDF file from this data on which the payslip view is based.

If ePay is licensed, this process uses a utility to split the PDF file into individual PDF files for each employee. These individual PDF files are stored on a secure server.

Prerequisites

Before you can set up the View Payslips transaction, you must:

1. Set up a secure server and FTP to store the individual PDF payslip files.
2. Identify the URL address for the server.
3. Set up payslips.

See Chapter 14, "Setting Up Payslips," page 193.

Setting Up View Payslip

To define self-service payslip options, use the Self Service Payslip Options (GP_SS_PSLP_OPTIONS) component.

This section provides an overview of the View Payslip transaction and discusses how to:

- Define the URL address for storing PDF files.

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- Enable online payslip printing.

Understanding the View Payslip Transaction Setup

To set up the View Payslip transaction:

1. Using the URL Maintenance page, define the URL Identifier for the server that will store the individual PDF files. The URL Identifier that is used for payslips is GP_SS_PSLP_FTP by default; however, a different URL Identifier may have been created depending on your installation instructions.

   The Generate/Regenerate Payslip process uses this URL to identify where the PDF files are stored.

2. Define the parameters for the View Payslip transaction on the Payslip Options By Country page.

   On this page you define:

   - The default payslip URL.
   - Whether employees can choose to have their payslip printed or not. Additionally, you define the default for all employees (print payslip or suppress printing).

     Note. Checks are always printed through the Generate Payslip page, regardless of these options.

   - The number of days after the payment date that payslip information is available for employees to view.
   - Define payslip availability by run type.

Pages Used to Set Up View Payslip

Page Name	Object Name	Navigation	Usage
URL Maintenance	URL_TABLE	PeopleTools, Utilities, Administration, URLs, URL Maintenance	Stores URL addresses.
Self Service Payslip Options	GP_SS_PSLP_OPTIONS	Set Up HRMS, Product Related, ePay, Self Service Payslip Options, Self Service Payslip Options	Enable online payslip printing using View Payslip self-service transaction. Define payslip availability by run type.

Defining a URL Address for Storing PDF Files

Access the URL Maintenance page.

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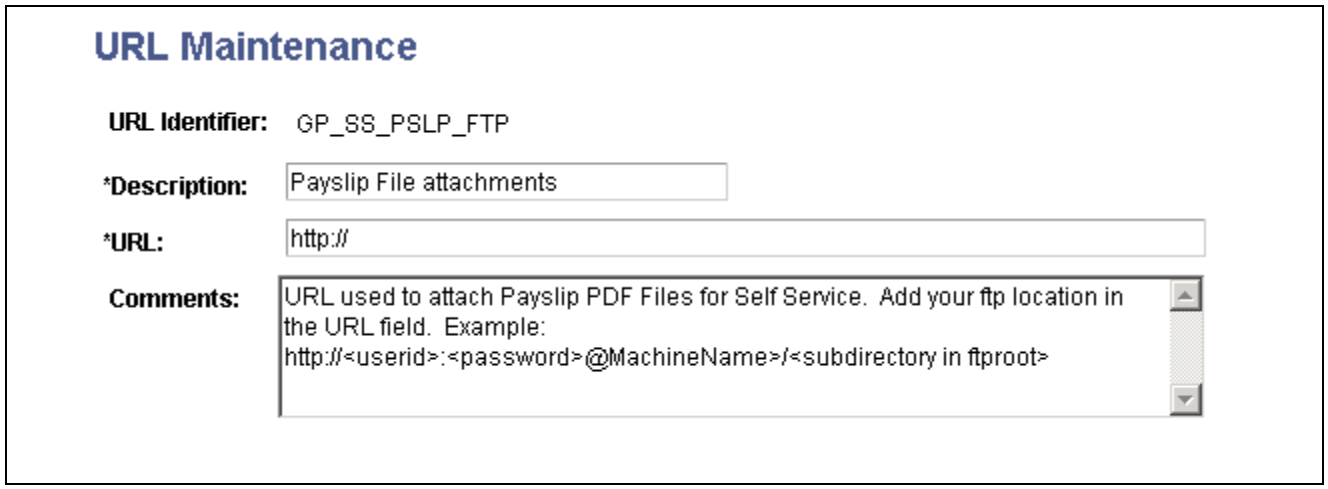
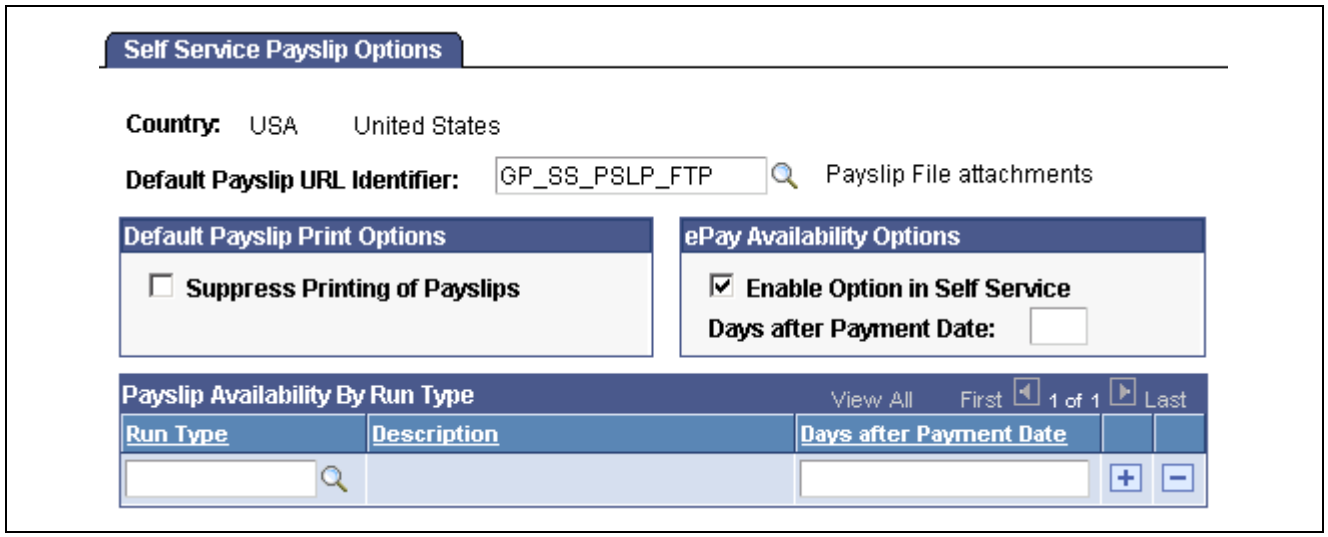


URL Maintenance page

URL Enter the address for the location of the stored individual PDF files.

Enabling Online Payslip Printing

Access the Self Service Payslip Options page.



Self Service Payslip Options page

Default Payslip Print Options

Suppress Printing of Payslips Select if you don't want payslips to be printed, by default

Note. This option does not affect the printing of payslips that contain a check. Checks are always printed.

ePay Availability Options

Enable Option in Self Service Select to give employees the ability to override the Suppress Printing of Payslips option. If selected, the Paper Payslip Instructions group box appears on the View All Payslips page of the View Payslip transaction. Employees can choose to have their payslip printing suppressed or not.

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Note. This option does not affect the printing of payslips that contain a check. Check are always printed.

Days after Payment Date Enter a value to limit the number of days before or after the payment date that payslips are available to payees online. You can enter:

- Zero to indicate that the payslips become available on the payment date.
- A number greater than zero to indicate the days after the payment date that payslips become available. For example, entering a value of *2* would indicate that payslips become available two days after the payment date.
- A negative number to indicate the number of days before the payment date that the payslips become available. For example, entering a value of *-2* would indicate that the payslips become available two days before the payment date.

Payslip Availability By Run Type

If you want to override the Days After Payment date by run type, specify the run types in the Payslip Availability By Run Type group box and enter the number of days to limit the availability for that run type. For example, you may want payslips for regular pay runs to be viewable online two days before the payment date; however, bonus runs should become viewable two days after the payment date to give managers two extra days to inform employees that they will be receiving a bonus. If you enter nothing in the Payslip Availability By Run Type group box, the system assumes that payslips for all run types should be made available for online viewing. To limit the number of days before or after the payment date that payslips are available for a specific run type, enter a value in the Days after Payment Date field.

Note. This field works in the same way as the Days after Payment Date field in the ePay Availability Options Group Box.

Viewing Payslips Online

This section provides an overview of the View Payslip transaction and lists the pages used to view payslips online.

Understanding the View Payslip Transaction

Employees can view their payslips using the View Payslip transaction. When an employee views his payslips, the system displays a list of all available payslips, 10 at a time. To display the detailed payslip, the employee clicks on the date link.

If the Enable Option in Self Service field is selected on the Self Service Payslip Options page, the employee has the option of indicating whether they want to receive a printed copy of their payslip.

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Page Used to View Payslips Online

Page Name	Object Name	Navigation	Usage
View Payslips	GP_SS_EE_PSLP	Self Service, Payroll and Compensation, View Payslips, View Payslips	Select the payslip the employee wants to display and instruct payroll whether to print a hard copy of the payslip.

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CHAPTER 23

Defining Year-End Processing

This chapter provides an overview of year-end processing and discusses how to:

- Define tax forms.
- Define tax form print parameters.
- Define tax reporting parameters.
- Define the W-2 reporting company.
- Update pension plan and third-party sick pay flags.
- Generate the Pre-Load Error report.
- Load Wage and Tax Statement data.
- Generate the Post-Load Error report.
- Review and correct Wage and Tax Statement data.
- Run the Year-End Data Audit report.
- Run the State Tax Totals report.
- Print Wage and Tax Statements.
- Generate the W-3/W-3SS Transmittal Totals report.
- Generate the W-3PR Transmittal Totals report.
- Process corrected Wage and Tax Statements.
- Prepare and create MMREF-1 and MMREF-2 files.

Understanding Year-End Processing

This section discusses:

- Year-end processing functionality.
- Eligibility for Wage and Tax Statement.
- Year-end setup and processing steps.

Year-End Processing Functionality

Global Payroll for United States enables employers to complete all required year-end processing tasks:

- Process and print the Wage and Tax Statement.
- Prepare and create magnetic media output for the Wage and Tax Statement (MMREF-1).

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- Process and print the Corrected Wage and Tax Statement.
- Prepare and create magnetic media output for the Corrected Wage and Tax Statement (MMREF-2).

Note. The magnetic media output is often referred to as the MMREF (Magnetic Media Reporting and Electronic Filing).

Year-End Forms

Global Payroll for United States enables organizations to set up and generate the following year-end forms:

	Wage and Tax Statement Form	Corrected Wage and Tax Statement Form	Transmittal of Wage and Tax Statement	Transmittal of Corrected Wage and Tax Statement
U.S.	W–2	W-2c	W-3	W-3
American Samoa	W–2AS	W-2c	W-3SS	W-3
Guam	W-2GU	W-2c	W-3SS	W-3
Puerto Rico	W-2PR	W-2cPR	W-3PR	W-3cPR
Virgin Islands	W-2VI	W-2c	W-3SS	W-3

Wage and Tax Statement Filing

Employers must file a year-end Wage and Tax Statement with the Social Security Administration for wages paid to each employee from whom:

- Income, social security, or Medicare taxes were withheld.
- Income tax would have been withheld if the employee had claimed no more than one withholding allowance or had not claimed exemption from withholding on Form W-4 (employee's Withholding Allowance Certificate).

Steps Required to Set Up and Process Wage and Tax Statements

The following steps are required to set up and process Wage and Tax Statements:

1. Define tax forms.

   Define what boxes are contained in the Wage and Tax Statement (W-2, W-2PR, W-2AS, and so on), what each box represents, and the data source for each box. For example, in the W-2, Box 01 is for wages, tips and other compensation, and the data source is the Federal Wage Accumulator (FWT GRS TOT YTD).

2. Define tax form print parameters.

   Define the Form ID of each Wage and Tax Statement (laser form, impact printer form, pressure seal laser form, and so on), the layout style, margins, box print positions, and print text.

3. Define tax reporting parameters.

   Define the general parameters of the process run: the calendar year, transmitter ID, form ID, and so on.

4. Define the W-2 company.

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Define company information used to generate the W-2 report: W-2 reporting company, company name, address, and terminating business indicator.

5. Update retirement plan and third-party sick pay flags.
6. Generate Pre-Load Error report.

   This pre data-load report identifies probable errors in the Wage and Tax Statement.
7. Load Wage and Tax Statement data.

   This process loads Wage and Tax Statement form information into tables so that it can be corrected and the Wage and Tax Statement printed from the corrected information.

   Note. There are various sources for the data loaded into this table, including the Reporting Company table (GPUS_YE_CO_EIN), W-2 Company table (GPUS_YE_CO_TBL), and employee accumulators.
8. Generate Post-Load Error report.

   This report allows for correction of the loaded W-2 data. The report can be run for selected employees, all employees, selected reporting companies, or all reporting companies, and includes various sort options.
9. Review and correct Wage and Tax Statement data.

   Review and correct data using an online component.
10. Run Year-End Data Audit report.

    Use this report to audit the corrected Wage and Tax Statement data.
11. Run State Tax Totals report.

    Use this report to audit state tax totals. It shows:

    - The grand total per company with all states combined.
    - The grand total of all companies by state.
    - The grand total of all states for all companies.
12. Print Wage and Tax Statement.
13. Generate the W-3/W-3SS Transmittal Totals report.

    Use this report to help prepare the W-3 and W-3SS forms.
14. Generate the W-3PR Transmittal Totals report.

    Use this report to help prepare the W-3PR form.
15. Process Corrected Wage and Tax Statement.

    This step consists of three components:

    a. Prepare W-2c/W-2cPR data.
    b. Audit W-2c/W-2cPR data and generate form W-3c/W-3cPR transmittal totals.
    c. Print W-2c/W-2cPR forms.

Further details of each step are discussed below.

Magnetic W-2 and W2c Filing

Employers filing 250 or more W-2s or corrected W-2s must define them on magnetic media or electronically unless granted a waiver from the IRS.

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Global Payroll for United States enables you to generate the following files in MMREF format:

File	Usage
MMREF-1	To transmit W-2 data electronically.
MMREF-2	To transmit corrected W-2 data electronically.

Note. Employers filing on magnetic media don't have to file a transmittal of Wage and Tax Statement.

Steps Required to Prepare and Create Magnetic Media Output

The following steps are required to prepare and create magnetic media output files:

1. Define MMREF reporting parameters.
2. Create the MMREF-1 file.
3. Run the MMREF-1 Federal Audit report
4. Create the state MMREF-1 file.
5. Run the MMREF State Audit report.
6. Create the MMREF-2 file.
7. Run the MMREF-2 Federal Audit report.

Further details of these steps are discussed below.

Defining Tax Forms

This section provides an overview of tax forms and discusses how to define year-end forms:

Understanding Tax Form Definition

Tax form definition identifies the valid boxes for the tax forms and the description for the boxes to be printed during the tax form print process.

Note. PeopleSoft delivers and maintains definitions for the following forms: W-2, W-2AS, W-2GU, W-2PR, W-2VI, W-2c, W-2cAS, W-2cGU, W-2cPR, W-2cVI.

Page Used to Define Tax Forms

Page Name	Object Name	Navigation	Usage
Tax Form Definition	GPUS_YE_TXFRM	Global Payroll & Absence Mgmt, Year End Processing, Tax Form Definition USA, Tax Form Definition USA	Define tax forms.

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Defining Tax Form Print Parameters

This section provides an overview of tax form print parameters, and lists the pages used to define print parameters.

Understanding Tax Form Print Parameters

Tax form print parameters define the Form ID of each Wage and Tax Statement (laser form, impact printer form, pressure seal laser form), the layout style, margins, box print positions, print text, and so forth.

Note. PeopleSoft delivers sample tax form print parameters for the W-2s. You can modify and update the sample parameters, or create new ones.

Pages Used to Define Tax Form Print Parameters

Page Name	Object Name	Navigation	Usage
Preprinted Forms	GPUS_YE_FORMS	Global Payroll & Absence Mgmt, Year End Processing, Define Preprinted Forms USA, Define Preprinted Forms USA	Define preprinted forms.
Tax Form Print Parameters	GPUS_YE_PRT_FRM	Global Payroll, Year End Processing, Tax Form Print Parameters USA, Tax Form Print Parameters USA	Define tax form print parameters.

Defining Tax Reporting Parameters

This section provides an overview of tax reporting parameters, and lists the page used to define tax reporting parameters.

Understanding Tax Reporting Parameters

Tax reporting parameters define the general parameters of the process run for each tax form: the calendar year, preprinted format, number of employees to print per page, sort options for the reports, and so on.

The available sort options are:

- Department
- Mail Drop
- Pay Group
- State
- Zip Code
- None

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Page Used to Define Tax Reporting Parameters

Page Name	Object Name	Navigation	Usage
Year End Print USA	GPUS_RC_YEPRINT	Global Payroll & Absence Mgmt, Year End Processing, Year End Print USA, Year End Print USA	Define tax reporting parameters.

Defining the W-2 Company

To define the W-2 company, use the Year End Reporting Company USA (GPUS_YE_CO_TBL) component.

This section provides an overview of the W-2 company and lists the page used to define companies for the Wage and Tax Statement.

Note. You should define the W-2 reporting company when you set up taxes at the beginning of the year. Do not wait to do this until the end of the year.

Understanding the W-2 Company Definition

The W-2 company is the company that reports year-end data. Any correction in company address or additional details such as business termination date should be specified as part of the W-2 company definition. This information is the source of employer data printed on W-2s and is included in transmitter (RA) records and employer (RE) records in electronic or magnetic media files reporting.

Page Used to Define the W-2 Reporting Company

Page Name	Object Name	Navigation	Usage
Year End Reporting Company USA	GPUS_YE_CO_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Year End Reporting Company USA, Year End Reporting Company USA	Define W-2 reporting companies. **Note.** Except for the Other Federal EIN and Business Termination Date fields, the data on the Year End Reporting Company USA page defaults from the Company Table.

See Also

Chapter 11, “Setting Up Taxes,” page 141

Updating Retirement Plan and Third-Party Sick Pay Flags

If your organization provides retirement plans or third-party sick pay to employees, you must update the retirement and sick pay attributes of the Year End Indicators element group.

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To do this, access the YE_LOAD list set for Global Payroll for United States in the Define List Set component (GP_ELN_SET), and update the Year End Indicators element group on the Element Group Attributes page. Select the Retirement Plan check box for the accumulator 401K EE_YTDA if your organization provides a retirement plan, and the 3rd Party Sick Pay check box for the accumulator SICK PAID_YTDA if your organization offers 3rd party sick pay.

When you load Wage and Tax Statement data, the system uses this information to update employees' federal tax data.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Applications and List Sets"

Pages Used to Update Pension Plan and Third-Party Sick Pay Flags

Page Name	Object Name	Navigation	Usage
Define List Set	GP_ELN_SET	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define List Set, Define List Set	Define list sets.
Element Group Attributes	GP_ELN_SET_SEC	Click on Element Group Details link on the Define List Set page.	Update retirement plan and third-party sick pay flags.

Generating the Pre-Load Error Report

This section provides an overview of the Pre-Load Error report and lists the page used to generate the report.

Understanding the Pre-Load Error Report

This report lists employees who have negative amounts (except EIC) and also checks for a variety of other error conditions including:

- Missing federal tax data records.
- Missing social security numbers.
- Invalid social security numbers.

Note. Social security numbers should be numeric, should not be 111111111 or 123456789 or 333333333, and should not begin with 000.

- Negative amounts for accumulators, except EIC amounts, set up in the Element List Names (ELN) for W-2s.
- Positive EIC amounts (Box 09) set up in the Element List Names (ELN) for W-2s.
- Missing EINs.
- Invalid EINs.

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Note. EINs should not begin with 00, 07, 08, 09, 17, 18, 19, 28, 29, 49, 69, 70, 78, 79, or 89.

The input parameter for this run control page is Calendar Year.

Page Used to Generate the Pre-Load Error Report

Page Name	Object Name	Navigation	Usage
Year End Pre-Load Report USA	GPUS_RC_YEPRLD	Global Payroll & Absence Mgmt, Year End Processing, Year End Pre-Load Report USA, Year End Pre-Load Report USA	Generate Pre-Load Error report.

Loading Wage and Tax Statement Data

This section provides an overview of the Load Wage and Tax Statement process, and lists the page used to load the data.

Understanding Wage and Tax Statement Data Loading

This process loads year-end data into tables so that it can be corrected and the Wage and Tax Statement printed using the amended information. The sources of this data include federal tax data, the reporting table, the W-2 company table, employee accumulators, and writable arrays.

Loaded data is stored in three records:

- Employee Record

  This record stores the company ID, calendar year of the W-2, the Employee ID (EmplID), Tax Form ID, and process flag. The system sets the process flag to *Complete* when data is loaded.

- Data Record

  This record is a child of the Employee Record. It stores address details, Social Security numbers, and state information. This record is keyed by sequence number.

  When there is only one state, there will be only one row per employee for the tax year.

- Amounts Record

  This record is a child of the Data Record and contains the box, state, and amount information. All federal amounts are stored with a sequence value of 1. If there is more than one state, the first state amounts are stored with a sequence value of 1, and other states are stored with their own sequence numbers.

The run control page for this process provides the ability to specify the calender year for which the load needs to be run and the scope of processing: *All Reporting Companies*, *Selected Reporting Companies*, and *All* or *Selected Employees*.

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Page Used to Load Wage and Tax Statement Data

Page Name	Object Name	Navigation	Usage
Year End Data Load USA	GPUS_RC_YELOAD	Global Payroll & Absence Mgmt, Year End Processing, Year End Data Load USA, Year End Data Load USA	Load Wage and Tax Statement data.

Generating the Post-Load Error Report

This section provides an overview of the Post-Load Error report, and lists the pages used to set up and generate the report.

Understanding the Post-Load Error Report

This report checks for the same errors as the Pre-Load Error report, as well as the following, additional, error conditions:

- Box 11 non-qualified plans are greater than Box 1 wages.
- Incomplete employer or employee address.
- Invalid social security number for spouse (Form W-2PR only).
- Social security wages and tips are greater than the annual maximum social security wage base.
- Social security tax withheld does not equal the lower of 6.2% of social security wages and tips or the annual maximum social security tax.
- Medicare wages and tips are not equal to or greater than social security wages.
- Medicare tax withheld is not equal to 1.
- Advance EIC payment is greater than the annual maximum.
- Non-employees with taxable gross and/or tax withheld.
- U.S. federal withholding tax balance for a Puerto Rico or U.S. territory employees.
- Puerto Rico tax balance for an employee in a company with a tax type not equal to W-2PR.
- Advance EIC payment amounts for a Puerto Rico or American Samoa employees.

Note. On the run control page for the Post-Load Error report, you can choose to void forms containing one or more of the errors listed here. Forms for non-employees or payees with negative amounts are voided automatically.

Prerequisites

Before running the Post-Load Error report, update the variables used to identify the different error conditions.

The variables that need to be defined are:

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Variable	Description
TAX VR OAS EE LIM	OASDI/EE Gross Limit
TAX VR OAS EE RATE	OASDI/EE Tax Rate
TAX VR OAS EE PY L	OASDI/EE Payment Limit
TAX VR MED EE RATE	Medicare/EE Tax Rate
TAX VR EIC PYS LIM	EIC Payment Limit Single
TAX VR EIC PYJ LIM	EIC Payment Limit Joint

To specify the values of these variables, access the YE_POSTLOAD list set for Global Payroll for United States in the Define List Set component (GP_ELN_SET), and select the Element Group Details link for Year End Variables. The Element Group Attributes page appears, where you can update the variables in the Variable Type field.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Managing Applications and List Sets"

Pages Used to Set Up and Generate the Post-Load Error Report

Page Name	Object Name	Navigation	Usage
Define List Set	GP_ELN_SET	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define List Set, Define List Set	Define list sets.
Element Group Attributes	GP_ELN_SET_SEC	Click on Element Group Details link on the Define List Set page.	Define variables for Post-Load Error report.
Year End Post-Load Report USA	GPUS_RC_YEPOLD	Global Payroll & Absence Mgmt, Year End Processing, Year End Post-Load Report USA, Year End Post-Load Report USA	Generate Post-Load Error report.

Reviewing and Correcting Wage and Tax Statement Data

This section provides an overview of correcting Wage and Tax Statement data, and lists the pages used to correct tax data.

Understanding Tax Data Review and Correction

Global Payroll for United States enables you to correct data for the Wage and Tax Statement on the Details by Company and Details by FEIN pages.

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Note. The information on these pages is what is reported on the W-2 form.

You can correct:

- Employee names.
- Addresses.
- W-2 Box-13 information including the statutory employee check box.

Box details other than employee name, address, and Box-13 information can be reviewed but not corrected on these pages. To correct other information, make the required adjustments, rerun the payroll process, and then rerun the data load process for the Wage and Tax Statement.

Note. If a W-2c exists for the W-2 being viewed, a hyperlink appears on the Details by Reporting Company page to give access to the W-2c component.

Note. If more than one company has the same EIN, a hyperlink appears on the Details by Federal EIN page that takes you to a list of companies sharing the EIN.

Pages Used to Review and Correct Wage and Tax Statement Data

Page Name	Object Name	Navigation	Usage
Details By Company	GPUS_YE_EE	Global Payroll & Absence Mgmt, Year End Processing, Wage and Tax Statement USA, Details By Company	Review and correct W-2 tax data.
Details By FEIN	GPUS_YE_EE_2	Global Payroll & Absence Mgmt, Year End Processing, Wage and Tax Statement USA, Details By FEIN	Review and correct W-2 tax data.

Running the Year-End Data Audit Report

This section provides an overview of the Year-End Data Audit report, and lists the page used to generate the audit.

Understanding the Year-End Data Audit Report

The Year-End Data Audit report creates a list of the amounts to be reported on employee W-2 forms. The data for this report comes from the year-end data records loaded by the load program and corrected using the W-2 online form.

When you run the report, you can:

- Sort by department, mail drop, pay group, state, zip code, or select no sort option.
- Within a specific sort option, you can order the results by employee ID (EmplID), employee last name, or social security number.

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Note. The default is employee last name.

- In addition, you can run the report for all reporting companies, selected reporting companies, or for selected employees only.

Page Used to Run the Year-End Data Audit Report

Page Name	Object Name	Navigation	Usage
Year End Data Audit Report USA	GPUS_RC_YEAUDIT	Global Payroll & Absence Mgmt, Year End Processing, Year End Data Audit Report USA, Year End Data Audit Report USA	Generate the Year-End Data Audit report.

Running the State Tax Totals Report

This section provides an overview of the State Tax Totals report, and lists the page used to generate the report.

Understanding the State Tax Totals Report

This report is useful in reconciling W-2 state tax data. It lists:

- The state tax grand total per company with all states combined.
- The grand total of all companies by state.
- The grand total of all states for all companies.

In addition, depending on the options selected on the Year End State Totals USA page, the report provides the following details by company and state:

Check Box Option	Details Provided
Print Employee Details selected.	W2 Reporting Company, Tax Year, Federal EIN, State, SSN, Name, Total State Wages and Total State Income Tax.
Print Employee Details deselected.	W2 Reporting Company, Tax Year, Federal EIN, State, Number Of W-2 Statements, Total State Wages and Total State Income Tax

Page Used to Run the State Tax Totals Report

Page Name	Object Name	Navigation	Usage
Year End State Totals USA	GPUS_RC_YESTAUD	Global Payroll & Absence Mgmt, Year End Processing, Year End State Totals USA, Year End State Totals USA	Generate the State Tax Totals report.

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Printing Wage and Tax Statements

This section provides an overview of Wage and Tax Statement printing, and lists the page used to print Wage and Tax Statements.

Understanding the Wage and Tax Statement Print Process

The Wage and Tax Statement print process combines all of the data loaded for employees by reporting company and prints the W-2 for the calendar year specified in the W-2 parameters.

When you run this process for the W-2 report you can:

- Sort by department, mail drop, pay group, state, zip code, or none.
- Within a sort option, you can order the W-2 report by employee ID (EmplID), employee last name, or social security number.

Note. The default is employee last name.

- Run the report for all reporting companies, selected reporting companies or selected employees.
- Reprint the report with a reprint description on the report.
- Identify the W-2 Form ID to use for printing.
- Specify how many pages filled with alignment characters should be printed prior to the first live form.
- Specify the number of employees to print per page.

Note. The default value is 1.

If you need to print employer copies (Copy D) of laser W-2s for future reference, you can include results for as many as 4 employees on a single page.

Page Used to Print Wage and Tax Statements

Page Name	Object Name	Navigation	Usage
Year End Print USA	GPUS_RC_YEPRINT	Global Payroll & Absence Mgmt, Year End Processing, Year End Print USA, Year End Print USA	Print Wage and Tax Statement.

Generating W-3/W-3SS Transmittal Totals

This section provides an overview of the W-3/W-3SS Transmittal Totals report, and lists the page used to generate transmittal totals.

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Understanding W-3/W-3SS Transmittal Totals

The W-3/W-3SS Transmittal Totals report summarizes the W-2s and gives the total taxable wage and tax amounts for reporting companies. It is designed to aid customers in completing the W-3 and W-3SS forms, and can be used to reconcile totals with the Year End Data Audit report (see Step 10).

Note. Employers are required to send Form W-3 (Transmittal Totals) along with Forms W-2 if submitting the W-2 in paper form. And employers are required to send Form W-3SS (Transmittal Totals) along with Forms W-2AS/W-2GU/W-2VI if submitting the W-2 in paper form.

Page Used to Generate the W-3/W-3SS Transmittal Totals Report

Page Name	Object Name	Navigation	Usage
Transmittal Totals USA	GPUS_RC_W3TLS	Global Payroll & Absence Mgmt, Year End Processing, Transmittal Totals USA, Transmittal Totals USA	Generate the W-3/W-3SS Transmittal Totals report.

Generating W-3PR Transmittal Totals

This section provides an overview of W-3PR transmittal totals, and lists the page used to generate the totals.

Understanding W-3PR Transmittal Totals

The W-3PR Transmittal Totals report summarizes the W-2PRs and gives the total taxable wage and tax amounts for reporting companies. It is designed to aid customers in completing the W-3PR form, and can be used to reconcile totals with the Year-End Data Audit report.

Note. Employers are required to send Form W-3PR (Transmittal Totals) along with Form W-2PR if submitting the W-2PR in paper form.

Note. The W-3PR is the equivalent of the W-3, but is designed for Puerto Rico.

Page Used to Generate the W-3PR Transmittal Totals Report

Page Name	Object Name	Navigation	Usage
Transmittal Totals USA	GPUS_RC_W3TLS	Global Payroll & Absence Mgmt, Year End Processing, Transmittal Totals USA, Transmittal Totals USA	Generate W-3PR Transmittal Totals report.

Processing Corrected Wage and Tax Statements

This section provides an overview of corrected Wage and Tax Statement processing, and lists the pages used to process the corrected W-2.

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Understanding Corrected Wage and Tax Statement Processing

This section discusses:

- Corrected W-2 forms.
- Steps for preparing W-2c and W-2cPR forms.

Corrected W-2 Forms

There are two Corrected Wage and Tax Statements used for reporting corrections to originally reported W-2s:

- Form W-2c: The purpose of this form is to correct errors on Forms W-2, W-2AS, W-2GU, and W-2VI filed with the Social Security Administration and to provide the corrected information to employees.

  Note. Because the data contained in each box of the W-2 varies by territory, Global Payroll provides tax form definitions for each territory: W-2c, W-2cAS, W-2cGU, and W-2cVI.

- W-2cPR: This form is the equivalent of the W-2c form, but is designed for Puerto Rico tax reporting.

Note. Employers required to file 250 or more W-2c forms during a calendar year must file them on magnetic media or electronically, unless granted a waiver by the IRS.

Steps for Preparing W-2c and W-2cPR Forms

To prepare the corrected forms:

1. Prepare the W-2c/W-2cPR data.

   For states and territories other than Puerto Rico, do this on the W-2c Data page. For Puerto Rico, do this on the W-2c Puerto Rico Data page.

2. Audit W-2c/W-2cPR data and generate Form W-3c/W-3cPR transmittal totals.

   Do this on the Audit Correction Data USA page.

3. Run the W-2c/W-2cPR print process.

   Do this on the Print Year End Correction Forms page.

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Pages Used to Process Corrected Wage and Tax Statements

Page Name	Object Name	Navigation	Usage
W-2c Data	GPUS_YEC_DAT	Global Payroll & Absence Mgmt, Year End Processing, Prepare W-2c Data USA, W-2c Data	Enter W-2 corrections for the U.S., American Samoa, Guam, and Virgin Islands.
W-2c Puerto Rico Data	GPUS_YEC_DAT_PR	Global Payroll & Absence Mgmt, Year End Processing, Prepare W-2cPR Data USA, W-2c Puerto Rico Data	Enter W-2 corrections for Puerto Rico.
Audit Correction Data USA	GPUS_RC_YECAUDIT	Global Payroll & Absence Mgmt, Year End Processing, Audit Correction Data USA, Audit Correction Data USA	List details to report in the correction statement for the U.S. and territories.
Print Year End Correction Forms	GPUS_RC_YECPRT	Global Payroll & Absence Mgmt, Year End Processing, Year End Correction Forms USA, Print Year End Correction Forms	Print the year-end correction statement for the U.S. and territories.

Preparing and Creating MMREF-1 and MMREF-2 Files

This section provides an overview of MMREF-1 and MMREF-2 files, and lists the pages used to prepare and create the files.

Understanding MMREF-1 and MMREF-2 Files

Global Payroll for United States enables you to generate state and federal W-2 and federal W-2c data files in MMREF format:

- To transmit W-2 data electronically, set up and generate the MMREF-1 file.
- To transmit corrected W-2 data , set up and generate the MMREF-2 file.

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Pages Used to Prepare and Create MMREF-1 and MMREF-2 Files

Page Name	Object Name	Navigation	Usage
MMREF Reporting	GPUS_YE_MMREFPARM	Global Payroll & Absence Mgmt, Year End Processing, MMREF Parameters USA, MMREF Reporting	Define parameters for MMREF processing.
Contact Info	GPUS_YE_MMREFPARMC	Global Payroll & Absence Mgmt, Year End Processing, MMREF Parameters USA, Contact Info	Define contact information for MMREF processing.
Create Federal MMREF 1 USA	GPUS_RC_MMREFFED1C	Global Payroll & Absence Mgmt, Year End Processing, Create Federal MMREF 1 USA, Create Federal MMREF 1 USA	Generate the federal MMREF-1 file.
Audit Federal MMREF 1 USA	GPUS_RC_MMREFFED1A	Global Payroll & Absence Mgmt, Year End Processing, Audit Federal MMREF 1 USA, Audit Federal MMREF 1 USA	Run an audit report on federal MMREF-1 with data reported for various records.
Create State MMREF 1 USA	GPUS_RC_MMREFSTC	Global Payroll & Absence Mgmt, Year End Processing, Create State MMREF 1 USA, Create State MMREF 1 USA	Generate the state MMREF-1 file.
Audit State MMREF 1 USA	GPUS_RC_MMREFSTA	Global Payroll & Absence Mgmt, Year End Processing, Audit State MMREF1 USA, Audit State MMREF1 USA	Run an audit report on state MMREF-1 with data reported for state records.
Create Federal MMREF 2 USA	GPUS_RC_MMREFFED2C	Global Payroll & Absence Mgmt, Year End Processing, Create Federal MMREF 2 USA, Create Federal MMREF 2 USA	Generate the federal MMREF-2 file.
Audit Federal MMREF 2 USA	GPUS_RC_MMREFFED2A	Global Payroll & Absence Mgmt, Year End Processing, Audit Federal MMREF 2 USA, Audit Federal MMREF 2 USA	Run an audit report on federal MMREF-2 with data reported for various records.

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APPENDIX A

Global Payroll for United States Reports

This appendix discusses Global Payroll for United States reports.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation. For more information about running these reports, refer to the appropriate chapter in this PeopleBook.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Global Payroll for United States Reports: A to Z

This table lists the Global Payroll for United States reports, sorted alphanumerically by report ID.

Note. For more information about running the reports, refer to the corresponding chapter in this PeopleBook. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

Report ID and Report Name	Description	Navigation	Run Control Page
GPPMTRNB Payment Renumber USA	Initiates a process to renumber payments.	Global Payroll & Absence Mgmt, Payment Processing, Payment Renumber USA	GPUS_PMT_RNBR
GPUS_CTX Create Garnishment File USA	Creates the CTX file for garnishments.	Global Payroll & Absence Mgmt, Payment Processing, Create Garnishment File USA	GPUS_CTX_RC
GP_US_PPD_EFT Create Direct Deposit File USA	Creates the direct deposit PPD file for net pay distribution.	Global Payroll & Absence Mgmt, Payment Processing, Create Direct Deposit File USA	GPUS_PPD_RC
GPUSBK01 Distribution Exceptions USA	Creates a report that lists payees who have not provided net pay elections.	Global Payroll & Absence Mgmt, Payment Processing, Net Distribution Exception USA, Distribution Exceptions USA	GPUS_RC_GPUSBK01
GPUSBK02 Net Payment Report USA	Creates a report that lists net pay distributions for a calendar group.	Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report USA	GPUS_RC_GPUSBK02

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Report ID and Report Name	Description	Navigation	Run Control Page
GPUSFDL Federal Liability by State	Determines when to deposit state withholding tax in those states that associate the frequency of state deposits with the schedule of the employer for federal tax deposits. This report inserts a grand total and totals for company, pay period, and payment date.	Global Payroll & Absence Mgmt, Taxes, Tax Deposit and Liability USA	GPUS_RC_TAXDEPLIAB
GPUSFDS Federal Tax Summary Report	Summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes at the federal level.	Global Payroll & Absence Mgmt, Taxes, Tax Summary Reports USA	GPUS_RC_TAXSUMRPT
GPUSFDT Quarterly Federal Tax Report	Summarizes employee quarter-to-date federal withholding, FICA, and unemployment taxes. This report lists employees by social security number and name, and provides page and company totals.	Global Payroll & Absence Mgmt, Taxes, Quarterly Tax Reports USA	GPUS_RC_QTRTAXRPT
GPUSFM1A Audit Federal MMREF 1 USA	Runs an audit report on the federal MMREF 1 file.	Global Payroll & Absence Mgmt, Year-End Processing, Audit Federal MMREF 1 USA	GPUS_RC_MMREFFED1A
GPUSFM1C Create Federal MMREF 1 USA	Generates the federal MMREF 1 file.	Global Payroll & Absence Mgmt, Year-End Processing, Create Federal MMREF 1 USA	GPUS_RC_MMREFFED1C
GPUSFM2A Audit Federal MMREF 2 USA	Runs an audit report on the federal MMREF 2 file.	Global Payroll & Absence Mgmt, Year-End Processing, Audit Federal MMREF 2 USA	GPUS_RC_MMREFFED2A
GPUSFM2C Create Federal MMREF 2 USA	Generates the federal MMREF 2 file.	Global Payroll & Absence Mgmt, Year-End Processing, Create Federal MMREF 2 USA	GPUS_RC_MMREFFED2C
GPUSPMTP Run Payment Prep Process USA	Runs the banking process for Global Payroll for United States.	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process USA	GPUS_PMT_PREPARE
GPUSPY1 Results Register USA	Creates a report of individual or summary payroll calculation results.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Results Register USA	GPUS_RPT_PY01_RC
GPUSSM1A Audit State MMREF 1 USA	Runs an audit report on the state MMREF 1 file.	Global Payroll & Absence Mgmt, Year-End Processing, Audit State MMREF 1 USA	GPUS_RC_MMREFSTA
GPUSSM1C Create State MMREF 1 USA	Generates the state MMREF 1 file.	Global Payroll & Absence Mgmt, Year-End Processing, Create State MMREF 1 USA	GPUS_RC_MMREFSTC

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Report ID and Report Name	Description	Navigation	Run Control Page
GPUSSTS State Tax Summary Report	Summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes at the state level.	Global Payroll & Absence Mgmt, Taxes, Tax Summary Reports USA	GPUS_RC_TAXSUMRPT
GPUSSTT Quarterly State Tax Report	Summarizes employee quarter-to-date state withholding, disability, and unemployment taxes. This report lists employees by social security number and name, and provides page and company totals.	Global Payroll & Absence Mgmt, Taxes, Quarterly Tax Reports USA	GPUS_RC_QTRTAXRPT
GPUSTDP Tax Deposit Summary	Provides pay period details of federal and state taxes withheld from employees, and liabilities incurred for employer-paid taxes.	Global Payroll & Absence Mgmt, Taxes, Tax Deposit and Liability USA	GPUS_RC_TAXDEPLIAB
GPUSTXS Federal Tax Data Status USA	Lists employees with federal withholding exemption or more than 10 allowances.	Global Payroll & Absence Mgmt, Taxes, Federal Tax Data Status USA	GPUS_RC_FEDTAXSTA
GPUSW4A W-4 IRS Report USA	Lists employees with federal withholding exemption or more than 10 allowances. This report is sent to the IRS.	Global Payroll & Absence Mgmt, Taxes, W-4 IRS Report USA	GPUS_RC_W4IRSRPT
GPUSW4E W-4 Exempt Payees Report USA	Lists employees who fail to complete new W-4 forms by the due date.	Global Payroll & Absence Mgmt, Taxes, W-4 Exempt Payees Report USA	GPUS_RC_W4EXEMP
GPUSW4I Identify W-4 Exempt Payees USA	Lists employees whose federal tax data includes specified parameters.	Global Payroll & Absence Mgmt, Taxes, Identify W-4 Exempt Payees USA	GPUS_RC_SELW4EXEMP
GPUSW4R Reset W-4 Exempt Payees USA	Updates future-dated records that currently specify W-4 exempt status.	Global Payroll & Absence Mgmt, Taxes, Reset W-4 Exempt Payees USA	GPUS_RC_W4RSTEXEMP
GPUSW4U W-4 ePay Audit Report USA	Lists employees who enter W-4 information through self-service.	Global Payroll & Absence Mgmt, Taxes, W-4 ePay Audit Report USA	GPUS_RC_W4EPAYRPT
GPUSW5I Identify W-5 EIC Payees USA	Lists employees without EIC status.	Global Payroll & Absence Mgmt, Taxes, Identify W-5 EIC Payees USA	GPUS_RC_SELW5PYES
GPUSW5R Reset W-5 EIC Payees USA	Reset employee W-5 EIC status to None and update status on future-dated records.	Global Payroll & Absence Mgmt, Taxes, Reset W-5 EIC Payees USA	GPUS_RC_W5RSTEIC
GPUSW5U W-5 EIC Payees Report USA	Lists employees who fail to re-file EIC eligibility by the due date.	Global Payroll & Absence Mgmt, Taxes, W-5 EIC Payees Report USA	GPUS_RC_W5EICRPT
GPUSYELD Year End Data Load USA	Loads data from payroll results into wage and tax data statements.	Global Payroll & Absence Mgmt, Year-End Processing, Year End Data Load USA	GPUS_RC_YELOAD

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Report ID and Report Name	Description	Navigation	Run Control Page
GPUSY10 Year End Pre-Load Report USA	Lists employees who have negative amounts (except EIC) and checks for other errors.	Global Payroll & Absence Mgmt, Year-End Processing, Year End Pre-Load Report USA	GPUS_RC_YEPRLD
GPUSY20 Year End Post-Load Report USA	Lists errors in wage and tax data statements loaded in the system.	Global Payroll & Absence Mgmt, Year-End Processing, Year End Post-Load Report USA	GPUS_RC_YEPOLD
GPUSY30 Year End Data Audit Report USA	Lists the year end data with box and amount data for selected parameters.	Global Payroll & Absence Mgmt, Year-End Processing, Year End Data Audit Report USA	GPUS_RC_YEAUDIT
GPUSY31 Year End State Totals USA	Audits and prints state tax totals.	Global Payroll & Absence Mgmt, Year-End Processing, Year End State Totals USA	GPUS_RC_YESTAUD
GPUSY40 Year End Print USA – W-2 Print	Prints year-end forms.	Global Payroll & Absence Mgmt, Year-End Processing, Year End Print USA	GPUS_RC_YEPRINT
GPUSY41 Year End Print USA – W-2 American Samoa Print	Prints year-end forms for American Samoa.	Global Payroll & Absence Mgmt, Year-End Processing, Year End Print USA	GPUS_RC_YEPRINT
GPUSY42 Year End Print USA – W-2 Guam Print	Prints year-end forms for Guam.	Global Payroll & Absence Mgmt, Year-End Processing, Year End Print USA	GPUS_RC_YEPRINT
GPUSY43 Year End Print USA – W-2 Puerto Rico Print	Prints year-end forms for Puerto Rico.	Global Payroll & Absence Mgmt, Year-End Processing, Year End Print USA	GPUS_RC_YEPRINT
GPUSY44 Year End Print USA – W-2 Virgin Islands Print	Prints year-end forms for U.S. Virgin Islands.	Global Payroll & Absence Mgmt, Year-End Processing, Year End Print USA	GPUS_RC_YEPRINT
GPUSY50 Transmittal Totals USA - W-3/W-SS Transmittal Totals	Lists details for year-end statements.	Global Payroll & Absence Mgmt, Year-End Processing, Transmittal Totals USA	GPUS_RC_W3TLS
GPUSY51 Transmittal Totals USA - W-3PR Transmittal Totals	Lists details for year-end statements for Puerto Rico.	Global Payroll & Absence Mgmt, Year-End Processing, Transmittal Totals USA	GPUS_RC_W3TLS
GPUSY60 Audit Correction Data USA - US	Lists details of the correction report.	Global Payroll & Absence Mgmt, Year-End Processing, Audit Correction Data USA	GPUS_RC_YECAUDIT
GPUSY61 Audit Correction Data USA - PR	Lists details of the correction report for Puerto Rico.	Global Payroll & Absence Mgmt, Year-End Processing, Audit Correction Data USA	GPUS_RC_YECAUDIT
GPUSY70 Print Year End Correction Forms - W-2c Print	Prints the year-end correction statement.	Global Payroll & Absence Mgmt, Year-End Processing, Year End Correction Forms USA, Print Year End Correction Forms	GPUS_RC_YECPRT

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Report ID and Report Name	Description	Navigation	Run Control Page
GPUSY71 Print Year End Correction Forms - W-2cPR Print	Prints the year-end correction statement for Puerto Rico.	Global Payroll & Absence Mgmt, Year-End Processing, Year End Correction Forms USA, Print Year End Correction Forms	GPUS_RC_YECPRT
PAY016A Bond Purchase Report	This report is generated if you select an output layout of *Bond Purchase.* Creates a report that lists for all payees, payee details, bond purchase assignments fulfilled during the last run, as well as relevant co-owner and beneficiary information. (SQR)	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Bonds Report and Interface USA	GPUS_BND_RPT
PAY016B Bond Purchase Report	This report is generated if you select an output layout of *Federal Reserve.* Creates a report that lists for all payees, payee details, bond purchase assignments fulfilled during the last run, as well as relevant co-owner and beneficiary information. (SQR)	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Bonds Report and Interface USA	GPUS_BND_RPT

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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,

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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

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courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.

Application Messaging PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.

AR specialist Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.

arbitration plan In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.

assessment rule In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

asset class An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

attribute/value pair In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.

audience In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.

authentication server A server that is set up to verify users of the system.

base time period In PeopleSoft Business Planning, the lowest level time period in a calendar.

benchmark job In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.

billing career In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.

bio bit or bio brief In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.

book In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.

branch A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.

budgetary account only An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

budget control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

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budget period The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business activity The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

business event In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business process A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business task The name of the specific function depicted in one of the business processes.

business unit A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

campus In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

catalog item In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, “Introduction to Microsoft Word.” A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company’s catalog.

catalog partner In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

channel In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

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ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

collection To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

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compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

cost profile A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

cost row A cost transaction and amount for a set of ChartFields.

course In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class*.

course share set In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

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current learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data cube In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

data elements Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

directory information tree In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

division In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

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document sequencing A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.

event propagation process In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

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financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GL business unit Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

GL entry template Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

group In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

incentive object In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

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incentive rule In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

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KPI An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

ledger mapping You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

LMS Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

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location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

match group In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package

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

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plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.

See also *division* and *cohort*.

portal registry In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

primacy number In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

primary name type In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

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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.

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prospects

In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

publishing

In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components

In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group

A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag

Abbreviation for *record input value-added tax flag.* Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag

Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname

The name of a record that is used to determine the associated field to match a value or set of values.

recognition

In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data

In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

reference object

In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction

In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing

In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

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relationship object In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data Data that is extracted from a separate database and migrated into the local database.

REN server Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reversal indicator In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

role Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up In a tree, to roll up is to total sums based on the information hierarchy.

run control A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID A unique ID to associate each user with his or her own run control table entries.

run-level context In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

SCP SCBM XML message Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

search query You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

search/match In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

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serial in production In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

speed key See *communication key.*

SpeedChart A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

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SpeedType A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

standard letter code In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

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tax authority In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

territory In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

third party A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.

3C engine Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C group Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

TimeSpan A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.

trace usage In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

transaction allocation In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

transaction state In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.

Translate table A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

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unclaimed transaction In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access.*

user interaction object In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

VAT exception Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

VAT exempt Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

VAT exoneration Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

warehouse A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worker A person who is part of the workforce; an employee or a contingent worker.

workset A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

worksheet A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

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XML link The XML Linking language enables you to insert elements into XML documents to create a links between resources.

XML schema An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

XPI Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.

yield by operation In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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Index

Numerics/Symbols

401k deductions 94

A

absence earnings 165
absence elements
  creating 170
  modifying 170
  understanding 163
absences
  entitlements and takes 163
accumulator structure
  additional loan repayments 69
  general deductions 58
  loan deductions 69
accumulators
  disposable earnings 76
  earnings 30
adding plan types 101
additional documentation xxii
Advance Payrolls page 310
amounts
  defining 234
application fundamentals xxi
Assign Bank Districts USA page 174
Assign Payslip Templates page 205, 206
Assignment page 250
Audit Correction Data USA page 334
Audit Federal MMREF 1 USA page 335
Audit Federal MMREF 2 USA page 335
Audit State MMREF 1 USA page 335

B

bank districts
  assigning 173
  defining 173
Bank Prenote Information USA page 179
Bank Table
  component interface 173
banking
  component interface 173
  generating reports 189
  setting up 172
  understanding 171
banking preparation
  sub-processes 181
banking process 173
  running 180
  understanding 181
banking reports 189
banks
  assigning payment IDs 279
basic life insurance 96
batch processing
  setting up 218
benefit arrays
  delivered arrays 99
Benefit Contribution Register page 104
Benefit Deduction Mapping component (GPUS_BENDED_MAP) 86
Benefit Deduction Mapping page 86, 87
benefit deductions 91, 101
  delivered deductions 98
  dental 93
  generation control 100
  health plan processing 92
  integration 85
  life insurance processing 95
  mapping 86
  medical 92
  process flow 91
  reviewing amounts 104
  savings plan processing 93
  viewing 103
benefit enrollments
  reviewing 104
benefit integration
  steps for 85
benefit mass triggers
  delivered 103
benefit triggers 102
  delivered 102
Benefits Summary page 104
block details
  defining 203
Blocks page 201, 203
bonds, U.S., *See* U.S. savings bond purchases, administering
bonuses 30
business processes

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Global Payroll for United States 1

C

Calculation page 56, 67
Calculations page 250, 253
Calendar Group page 302, 304, 307, 310
Combine Payments page 278, 280
comments, submitting xxvi
common elements xxvi
company cars
personal use 30
Company Federal Tax Data USA page 149
Company State Tax Information USA page 149
Company Table USA page 187
company tax data 149
Contact Info page 335
contact information xxvi
core functionality
understanding 15
Correspondence Type Table page 83, 84
correspondence types
garnishments 83
Create Direct Deposit File USA page 183, 184
Create Federal MMREF 1 USA page 335
Create Federal MMREF 2 USA page 335
Create Garnishment File USA page 187
Create State MMREF 1 USA page 335
cross-references xxv
Customer Connection website xxii

D

data reporting
filters, selecting 216
segmentation, defining 217
understanding 213
deduction elements
entering mapping 87
deduction limits
updating 67, 68
deduction recipients
modifying 56, 57
understanding 55
deduction schedules
generation controls 53
loan deductions 66
modifying 56, 57, 67, 68
understanding 52
deductions
benefit deductions 91
loans 63
Define Bank Districts USA page 174
Define Deduction Recipients page 56
Define List Set page 325, 328
Define Payroll Reports USA page 230
Define Payslip Assignment Sets page 205, 207
Define Payslip Message page 195
Define Payslip Sections page 198
Define Payslip Sort Method page 292
Define Payslip Templates page 201
Define Report Data page 221
delivered benefit triggers 102
delivered elements 7
See Also elements
absence, creating 170
absence, modifying 170
absence, understanding 163
accumulators, federal tax 111
accumulators, state income tax 122
arrays, federal tax 105
arrays, state income tax 116
benefit arrays 99
benefit deductions 98
brackets, federal tax 106
brackets, state income tax 117
creating 7
deduction assignments and overrides 50
deduction process lists and sections 51
deductions, federal tax 111
deductions, state income tax 121
earnings 27, 233
federal tax, supporting 106
federal taxes 105
formulas, federal tax 110
general deductions 45
loan deductions 63
sections, federal tax 115
sections, state income tax 123
state income tax formulas, state income tax 119
state taxes 116
variables, federal tax 107
variables, state income tax 117
viewing 14, 24
delivered supporting elements

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general deductions 47
dental deductions 93
Department Table USA page 143
departments
tax locations 143
Details By Company page 329
Details By FEIN page 329
direct deposit file process
understanding 181
direct deposit files
creating 184
direct deposits
creating 181
disposable earnings
creating 76
distribution exceptions report
generating 190
Distribution Exceptions USA page 189, 190
Document Details Table page 82, 83
documentation
printed xxii
related xxii
updates xxii
Draft Options - Generate Payslip page 289, 292

E

earned income credit (EIC)
federal, calculating 129
federal, payee tax data 156
state, calculating 133
state, payee tax data 159
earnings
absence 165
assigning 233, 234
assignments 34
bonuses 30
company cars, personal use 30
creating new 40
disposable 76
modifying 39
overrides 34
overtime 29
premium pay 29
regular hourly pay 28
salary 29
wages 28
earnings assignments
understanding 233
earnings schedules 38
earnings/deduction overrides
configuring 61
EIC, *See* earned income credit (EIC)
Element Assignment by Payee page 234, 235
Element Detail page 56
Element Group Attributes page 325, 328
elements
classification 12
delivered 24
functional area codes 11
naming conventions 10
ownership and maintenance 8
type codes 13
employer identification number (EIN) 151
entitlements and takes 163

F

federal earned income credit (EIC) 156
Federal Insurance Contributions Act (FICA)
company tax status 150
payee tax status 153
Federal Tax Data page 152, 153
Federal Tax Data Status USA page 136
federal taxes
calculating 123
company tax status 149
overview 141
federal unemployment tax (FUTA)
calculating 129
company tax status 150
federal withholding tax (FWT)
calculating 124
Fees page 250, 255
filters
input, creating 226
Final Payment Definition page 310
Final Payment Definition USA page 295
final payments
assigning to a payee 297
defining 295
processing 294
Form W-4
maintaining third-party URL 160
self-service maintenance 159
Form W2s
filing on magnetic media 321

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framework
organizational 19
processing 20
FUTA, *See* federal unemployment tax (FUTA)
FWT, *See* federal withholding tax (FWT)

G

garnishment document details
creating 82
garnishment file
creating 187
garnishment file process
understanding 185
Garnishment Rule page 78
garnishment rules
calculating 79
defining 78
proration 81
state 80
Garnishment Summary page 258
garnishments
assigning 250
calculation details, entering 253
company information 187
correspondence types 83
one-time overrides, processing 259
prorating 81
understanding 71
general deductions 45
accumulator structure 58
adding 57
limit processing 59
modifying 52
termination processing 60
Generate Payslip page 289
Generation Control page 56, 67
generation controls, deduction
bi-weekly and semi-monthly 53
multiple and single frequencies 54
per calendar period 54
specified frequency 54
understanding 52
weekly 53
Global Payroll core application
understanding 15
Global Payroll for United States
business processes 1, 5
getting started 1
implementation 2
integrations 2
organizational framework 19
overview 1
permission lists 22
processing framework 20
roles 22
understanding 5
users 21
glossary 343
GPUS_BENDED_MAP component 86
GPUS_PYGRP_MAP component 88

H

health plan deductions 92

I

Identify W-4 Exempt Payees USA page 136
Identify W-5 EIC Payees USA page 137
implementation
Global Payroll for United States 2
input filters
creating 226
installation settings
defining 22
Installation Settings USA page 23
integrations
Global Payroll for United States 2
Intro page 302, 304, 307, 310

L

life insurance 95
life insurance deductions
basic life 96
spousal life insurance 97
supplemental life 96
loan assignments
understanding 240
loan deductions
accumulator structure 69
adding 68
multiple resolutions 240
process lists and sections 65
processing 239
termination processing 69
understanding 239
loans
defining amounts 241

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M

Maintain Termination Data page 295, 297, 310
Manual Payment Detail page 302
Manual Payments page 302
mapping benefit deductions 86
mapping pay groups 88
marital status
  state withholding tax 144
mass triggers
  benefit triggers 103
medical deductions 92
Medicare taxes
  calculating 128
  company tax status 150
  payee tax status 153
MMA Partners xxii
MMREF files
  preparing and creating 334
MMREF Reporting page 335

N

net payment report
  generating 189
Net Payment Report USA page 189
notes xxv

O

OASDI, *See* old age, survivors and disability insurance (OASDI)
off-cycle payments
  advancing for terminations 308
  advancing payrolls 307
  making 306
  managing 299
  manual, recording 300
  reversals, setting up 303
  reversals, submitting 302
off-cycles
  types 299
  understanding 299
old age, survivors and disability insurance (OASDI)
  calculating 126
  company tax status 150
  payee tax status 153
online payslips
  enabling hardcopy print 315
  entering URL address 314
  setting up 313
  setting up, prerequisites 313
  understanding 313
  viewing 316
organizational framework 19
Other State Rates page 145, 148
output tables
  defining 217
overrides
  garnishment 259
  tax and payment methods 134
overtime 29

P

parameters
  structuring 228
Pay Entity Source Bank USA page 176
Pay Group Assignment page 88, 89
Pay Group Mapping component (GPUS_PYGRP_MAP) 88
Pay Group Mapping page 88
pay groups
  entering mapping 88
  mapping 88
Pay Groups
  reviewing mapping 89
payee payslip options
  defining 209
Payee Payslip Options page 209
Payee Tax Profile page 152
payees
  federal tax data 153
  state tax data 156
  tax profiles 152
Payment ID Assignment page 278, 279
Payment ID Definition page 278
payment IDs
  assigning 279
  defining 278
  understanding 278
payment keys 15
payment preparation
  running 284
Payment Preparation page 284
payment preparation process
  understanding 282
payment preparation USA
  process flow 281
payment processing
  understanding 277

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Payment Renumber USA page 284, 286
payment renumbering
running 286
understanding 284
payments
combining 280
processing 281
unscheduled 306
payments, final
assigning to a payee 297
processing 294
payslip assignment sets
defining 207
payslip assignments
defining 205
payslip messages
defining 195
understanding 194
Payslip Section Information page 198, 199
payslip sections
adding information 199
defining 198
understanding 197
payslip templates
assigning 206
defining 201
viewing 208
payslips
defining 289
defining draft options 292
defining sort methods 292
generating 287
online payslips 313
prerequisites 193
processing 287
regenerating originals 294
reprinting 288
reprinting copies 293
understanding 193
viewing online 313
PeopleBooks
ordering xxii
PeopleCode, typographical conventions xxiv
PeopleSoft application fundamentals xxi
PeopleSoft Human Resources
setup considerations 18
PeopleSoft Setup Manager 2
permission lists 22
post-load error report
generating 327
pre-load error report
generating 325
premium pay 29
prenotification
understanding 178
updating 179
Preprinted Forms page 323
prerequisites xxi
Print Year End Correction Forms page 334
printed documentation xxii
process lists
defining 168
delivered 25
process sections
defining 168
processing framework 20
Proration Formula page 81

Q

Quarterly Tax Reports USA page 136

R

real time processing
setting up 219
Recipient Address page 56
Recipient Deposit Schedule page 56
Recipient page 56, 250, 257
Regenerate Original Payslip page 289, 294
related documentation xxii
report data
building transactions using 220
defining 220
generating 226
generation process, using 213
Report Data Process Details page 221, 222
reports 337
A to Z 337
taxes 135
Reprint Payslips page 289, 293
Request Loans USA page 67, 241, 242
Reset W-4 Exempt Payees USA page 136
Reset W-5 EIC Payees USA page 137
retirement plans
updating attributes 324

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retroactivity 16
reversals
processing 297
submitting 304
Reversals page 304
roles 22
rounding rules 17
Rule Calculations page 79
Rules page 250, 256
Run Payment Prep Process USA page 284

S

salary 29
Savings Bond Activity Log USA page 273
Savings Bond Assignment USA page 270
Savings Bond page 268
Savings Bond Purchase process (GPUS_BND) 263
Savings Bond Report and Interface page 275
savings bonds, U.S., *See* U.S. savings bond purchases, administering
Savings Investment Distribution page 104
savings plan deductions 93
401k 94
sections
delivered 24
segmentation 16
Self Service Payslip Options page 314, 315
Series EE savings bonds 263
See Also U.S. savings bond purchases, administering
Series I savings bonds 263
See Also U.S. savings bond purchases, administering
Setup Manager 2
Source Bank Override USA page 176, 177
source banks
overriding 177
selecting pay entities 176
setting up in the United States 175
spousal life insurance 97
state and territory taxes
company tax status 151
overview 142
state earned income credit (EIC)
calculating 133
State Garnishment Rules page 80
state income tax
calculating 130
State Tax Data page 152, 156
State Tax Rates USA page 145
state tax totals report 330
state taxable gross exclusions 148
state withholding tax (SWT)
calculating 131
defining marital statuses 144
tax rates 145
suggestions, submitting xxvi
supplemental life insurance 96
SWT, *See* state withholding tax
SWT Marital Status USA page 144

T

takes, *See* entitlements and takes
Tax Deposit and Liability report
running 137
Tax Deposit and Liability Report USA page 137
Tax Deposit and Liability USA page 135
Tax Form Definition page 322
Tax Form Print Parameters page 323
tax forms
defining 322
maintaining URLs 160
print parameters 323
Tax Location USA page 143
tax locations
defining codes 143
departments 143
setting up 142
tax profiles 152
tax profiles 152
tax rates
state withholding tax (SWT) 145
tax reporting
defining parameters 323
Tax Summary Reports USA page 136
taxes 141
See Also federal taxes; state and territory taxes
federal tax data, payee 153
federal, overview 141
overriding calculation methods 134
overriding payment methods 134
payee tax information 151
reports 135

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setting up 141
state and territory, overview 142
state tax data, payee 156
tax profiles 152
Template Usage page 198
termination processing
loan deductions 69
terms 343
third-party sick pay
updating attributes 324
Transmittal Totals USA page 332
triggers 17
benefit triggers 102
typographical conventions xxiv

U

U.S. savings bond purchases
administering 263
assigning deductions 269
generating reports 274
implementation considerations 264
processing 263
producing output files 274
reviewing bond purchase activity 273
setting up payroll deductions 269
viewing available bonds 268
unemployment insurance jurisdiction 157
unscheduled payments 306
Unscheduled Payments page 307
URL Maintenance page 152, 160, 314
user-defined parameters
defining 218
users 21

V

Validate Report Data page 226
View Payslip
setting up 313
setting up, prerequisites 313
setup process 314
understanding 313
View Payslip Assignments page 205, 208
View Payslips page 317
visual cues xxv

W

W-2c Data page 334
W-2c Puerto Rico Data page 334
W-3/W-3SS transmittal totals
generating 331
W-3PR transmittal totals
generating 332
W-4 ePay Audit Report USA page 136
W-4 Exempt Payees Report USA page 136
W-4 IRS report
defining 138
W-4 IRS Report USA page 136, 138
W-4 processing 155
W-4 Tax Information page 152, 159
W-5 EIC Payees Report USA page 137
W-5 processing 156
W2 companies
defining 324
W2c 333
wage and tax statement data
loading 326
reviewing and correcting 328
wage and tax statements
printing 331
processing corrections 332
wages 28
warnings xxv
withholding rates
defining 147
Withholding Tables page 145, 147

Y

Year End Data Audit Report USA page 330
Year End Data Load USA page 327
Year End Post-Load Report USA page 328
Year End Pre-Load Report USA page 326
Year End Print USA page 324, 331
Year End Reporting Company USA page 324
Year End State Totals USA page 330
year-end data audit report 329
year-end processing
defining 319
filing wage and tax statements 320
understanding 319

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